

Graduate Education Policies & Procedures Manual 2016-17

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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 or Updated Policies and Procedures for 2016-17 include:

- Awarding Two or More Graduate Degrees at the Same Level
- Dual Level Enrollment
- Responsible Conduct of Research Training for Graduate Students
- Credits that may be Assigned to a Graduate Project, Thesis, or Dissertation
- Grades that may be Assigned to a Graduate Project, Thesis, or Dissertation Course
- Bachelor/Graduate Combined Degree Programs
- Graduate/Graduate Combined Degree Programs
- 3-Minute Thesis Competition (3MT)

Graduate Council Structure and Responsibilities

Grand Valley State University Faculty Handbook 2016-17 www.gvsu.edu/facultyhandbook:

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, Community and Public Service, Education, Liberal Arts and Sciences, Engineering and Computing, Health Professions, Nursing, Interdisciplinary Studies), plus two representatives from the university libraries. Each Committee member also will serve on one of two subcommittees (Policy and Standards or Curriculum). 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 be faculty involved in graduate education.
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:** The Graduate Dean serves as an ex-officio member, as a representative of the Provost. Other ex-officio members include administrative staff who have a central role in graduate education.
4. **Responsibilities:** The GC is responsible for matters related to graduate education at Grand Valley, to include (but not limited to):
 - a. To review and recommend actions upon new courses proposed for graduate programs and/or revisions to current graduate courses or programs.
 - b. To review and recommend actions upon and, as needed, initiate policies and standards related to graduate education that ensure 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.
 - c. To review and recommend actions upon requests for exceptions to university minimum standards or policies.
 - d. To review and recommend actions related to new graduate degree and certificate programs and to review and recommend actions related to existing graduate programs at the time of assessment and/or program review and/or accreditation.
 - e. To consider and recommend graduate financial aid policies and options and advise on 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.
 - g. To identify and monitor quality indicators of graduate education.
5. **Procedures: Curricula and Program**
 - a. Course proposals and requests for program exceptions from graduate policies will be sent from the College Curriculum Committees to the UCC, which will transmit such proposals and requests to the GC.
 - b. Curriculum proposals submitted to the GC should be as detailed and complete as possible. Requests for program exceptions should contain a complete and convincing rationale for the exception and show what other aspects of the program address the policy to which an exception is being requested.

- Curriculum proposals and exceptions will be reviewed and evaluated on the basis of graduate policies in place at the time of the review.
- c. Curricular proposals to be considered by the GC will be referred to its Curriculum Subcommittee (GC-CC). While the GC-CC is reviewing proposals, the documents will be available for review of the entirety of the GC on the Council's website, or general websites of Grand Valley Faculty Governance. Proposals requiring vote of the GC to formalize the actions of the GC-CC include the following: a) all final plan documents, b) program changes with associated course proposals, c) prospectuses of all types, d) proposals denied approval by the GC-CC. Proposals approved by the GC-CC that do not fall within the categories above will be forwarded to UCC for action by the GC chair no sooner than five (5) calendar days after the GC-CC's approval.
 - d. At any time subsequent to the GC-CC approval and prior to the forwarding of proposals to UCC, action of the GC as a whole may be requested for documents that would not usually be reviewed by this governance body in its entirety. Any GC member, deans, department heads or faculty of the proposing college/department, chairpersons of any other faculty governance body including the ECS/UAS, or the Provost may make these requests. Such requests shall be directed to the GC chair. Consideration of the proposal(s) referred to the GC general membership will then be scheduled for the next regular meeting of the GC.
 - e. Positive recommendations from the GC related to curriculum and program matters will be referred to the UCC for final action.
 - f. As curriculum and program matters are reviewed by the GC, the proponents of the matter will be invited to participate in the discussion and review process. If, upon review, there are concerns or problems with the request it will be referred back to the appropriate College Curriculum Committee and the initiating unit, with clarification of concerns and suggestions for revision.
 - g. If the item is resubmitted, and if the GC again rejects it, an appeal of the GC decision may be taken to the UCC.
 - h. The UCC may convene representatives of both parties to review the matter. The decision of the UCC will be final.
6. Policies and Standards: Positive recommendations regarding policy changes or new policies and standards for graduate education will be referred to the ECS for final action.

Graduate Admission to Grand Valley State University

Students who meet the following university requirements and the additional requirements of their chosen program will be considered for degree-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).
 - c. Official copies of transcripts from all institutions of higher education previously attended. Transcripts must be sent from those institutions directly to the GVSU Admissions Office. NOTE: GVSU does not require official transcripts from Grand Valley State University.
 - d. Test scores from the TOEFL (Test of English as a Foreign Language), or IELTS (International English Language Testing System), or MELAB (Michigan English Language Assessment Battery) for applicants whose native language is not English. The following minimum scores are expected: TOEFL is 80, IELTS is 6.5, and MELAB is 77.
3. Additional requirements and application procedures are listed under each graduate degree program

Students with a baccalaureate degree who are not seeking a graduate degree may be granted non-degree seeking status. Typically, a maximum of between 6 and 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 number allowed depends on the student's program of interest. Students should check specific program descriptions for details.

International Students

Students 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 (unless applicant has previously applied to Grand Valley State University).
 - b. Record of English proficiency for applicants whose native language is not English. Students may satisfy the English proficiency requirements with these tests:
 - TOEFL: IBT 80, Written 550
 - IELTS: 6.5
 - MELAB: 77
 - c. Verification of financial support.
 - d. One page personal statement, typed and signed, about what the applicant can do to bring cultural and international perspectives to Grand Valley to enhance the learning environment for the entire GVSU community.

- e. Original or certified true copies of all certificates and grade reports of secondary and postsecondary work. If the credentials are not in English, they must be accompanied by an English translation.
3. Additional requirements and application materials specific to the graduate program.

You must submit a completed application form and all required documentation to the Admissions Office before your application file receives admissions consideration. Applicants whose files are incomplete will not be considered for full admission. The webpage for graduate admission information is www.gvsu.edu/admissions/graduate/.

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 degree candidate that has achieved full admission status will be granted his/her degree. 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 program before attaining full admission status. Individual graduate 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 to a graduate program because he/she has not completed prerequisites or background courses required for success in the graduate program.
2. **Academic Deficiencies:** Applicant whose credentials may be marginally acceptable. Although the graduate 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 in a graduate program. Examples of such evidence include:
 - the candidate's maturation subsequent to his or her 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 program.

Degree Seeking Student: Applicant who has been granted admission to a degree program under full, provisional, or conditional status.

Non-degree Seeking Student: Student who has not been granted admission to a graduate degree program 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 dean of the college in which the program resides. Students who are non-degree seeking may appeal an admissions decision to the dean of The Graduate School.

Admission to Graduate Programs

Outlined below are specific admissions criteria for the graduate programs at GVSU. Students must meet both university-wide admissions requirements, as well as the specific requirements set forth by the degree programs.

Admission to the Master of Science in Accounting

- Satisfactory GMAT score.
- Satisfactory undergraduate GPA.
- Personal statement.

Admission to the Master of Arts in Applied Linguistics

- A personal statement—a statement about your reasons for pursuing this program of study, your learning objectives in the program, and your career goals when you complete the program.
- A writing sample—a substantive piece of writing, no less than three full pages (1500-1700 words), which demonstrates your academic writing ability. It could be a past paper you wrote for an undergraduate or graduate course.
- Two letters of recommendation from your former professors or supervisor in a relevant field who can testify to your potential as a graduate student in this program.
- GRE (General) score if the applicant's undergraduate GPA in the major, or graduate GPA, is below 3.0.

Admission to the Master of Science in Biology

- Satisfactory GRE score.

- A 500-word essay detailing educational and professional goals and area of interest in biology.
- Three letters of reference.
- Cumulative undergraduate GPA of at least 3.0 on a 4.0 scale.
- Prospective candidates must contact the Biology Graduate Program Coordinator to begin the process of identifying a prospective graduate committee chair.
- Applicants must interview with faculty either via telecommunication or by visiting campus to determine compatibility and interests.

Admission to the Master of Health Sciences in Biomedical Sciences

- Cumulative undergraduate GPA of at least 3.0 on a 4.0 scale.
- GRE, MCAT, or DAT scores.
- Three reference letters from individuals who can support your potential to finish this type of program.
- Completion of undergraduate courses in anatomy, physiology, microbiology, and statistics.
- Coursework in chemistry is highly recommended.
- Personal statement with clear indication of interests and goals.

Admission to the Master of Science in Biostatistics

- Cumulative undergraduate GPA of at least 3.0 on a 4.0 scale or a satisfactory score on the GRE.
- An appropriate background in statistics is required. Minimally, there should be a SAS based intermediate statistics undergraduate course similar to STA 216 at Grand Valley State University.
- Resume detailing work experiences and accomplishments.
- Personal statement of career goals and background experiences, including an explanation of how this program will help achieve educational and professional objectives.
- Letters of recommendations from at least two individuals who are in positions to attest to the applicant's potential for successful completion of the program.

Admission to the Master of Business Administration (Traditional, Part-time MBA)

- Satisfactory GMAT score.
- Satisfactory undergraduate GPA.
- Personal statement.

Admission to the Full-Time Integrated Master of Business Administration (FIMBA)

Admissions for this program are suspended.

- Bachelor's degree with a business major.
- Satisfactory GMAT score.
- Satisfactory undergraduate GPA.
- Personal statement and brief essays as directed.

Admission to the Master of Science in Cell & Molecular Biology

- Cumulative undergraduate GPA of at least 3.0 on a 4.0 scale. Satisfactory GRE score.

- Extensive undergraduate life science experience.
- Resume or CV detailing work experiences and accomplishments.
- Personal statement of career goals and background experiences, including an explanation of how this program will help achieve educational and professional objectives.
- Written recommendations from at least two individuals who are in positions to attest to the applicant's successful completion of the program.
- Telecommunications interview with program faculty.

Admission to the Master of Science in Clinical Dietetics

- Cumulative undergraduate GPA of at least 3.0 on a 4.0 scale.
- A 2.7 GPA or above in Clinical or Advanced Nutrition, Pharmacology, Pathophysiology, and Biochemistry courses.
- Resume detailing work experiences and accomplishments.
- Personal statement of career goals and background experiences, including an explanation of how this program will help achieve educational and professional objectives.
- Two professional or academic recommendations received online, addressing the candidate's potential for graduate study completion.

Admission to the Graduate Certificate in Clinical Research Trials Management

- A minimum GPA of 3.0 on a 4.0 scale in the last two years of undergraduate work.
- Three letters of recommendation.
- A resume or CV.
- A personal essay describing interest/experience in clinical trials research and career goals.

Admission to the Master of Science in Communications

- Undergraduate GPA of 3.0 on a 4.0 scale for the last 60 credits of undergraduate work.
- Applicants with less than a 3.0 GPA may meet alternate admissions criteria such as professional work experience, personal interview, or academic success in specified courses.
- Background coursework in communication theory and research methods advisable.
- Two letters of recommendation.
- An interview with a representative from the School of Communications.
- Essay/personal statement.

Admission to the Master of Science in Computer Information Systems

- All international students must have a satisfactory score on their GRE Test; U.S. students with a GPA below 3.0 from all of their undergraduate coursework must contact the School of Computing & Information Systems for advising.
- Candidates **must** possess knowledge of a programming language.
- Candidates are expected to possess knowledge in the areas listed below. Candidates lacking coursework or work experience in one or more of these may be considered for conditional admission. Please speak with the Graduate Program Director for advising.
 - Computer architecture and/or organization

- Data structures and algorithms
- Databases
- Discrete math
- Networking
- Operating systems
- Software engineering
- Submit recommendations from at least two individuals attesting to the likelihood of the candidate's successful completion of the program.
- Submit a resume detailing work experiences and accomplishments.
- Submit a personal statement of career goals and background experiences, including an explanation of how this program will help achieve educational and professional objectives.

Admission to the Master of Science in Criminal Justice

- GPA of 3.0 or higher on a 4.0 scale calculated on the last 60 hours of undergraduate work.
- Three letters of recommendation (at least two are from current or former professors).
- A personal statement essay detailing academic preparation, background experiences and professional, educational and career goals for entry into a master's program in Criminal Justice, and any special topic areas that you would like to pursue at the Master's level.
- Applicants may also be required to appear for an oral interview.
- The Graduate Committee reserves the right to require additional information it deems appropriate, including GRE test scores.

Admission to Graduate Programs in Education – Educational Leadership

- All students seeking degree, endorsement, approval, license or certificate change at the graduate level must be formally admitted to graduate study.
- Undergraduate GPA of 3.0 or higher on a 4.0 scale calculated on the last 60 credits of undergraduate work taken from a regionally accredited college or university.
- Three professional or academic letters of recommendations on designated forms.
- Students are encouraged to identify their desired emphasis area with application submission.
- Applicants with less than a 3.0 GPA on a 4.0 scale calculated on the last 60 credits of undergraduate coursework may meet alternate criteria for admission, such as a prior master's degree from a regionally accredited institution, acceptable test scores on the GRE General Test, maintain a 3.0 GPA within the first six credit hours of graduate coursework, or a final appeal to the department chair with faculty support.

Admission to Graduate Programs in Education – Educational Technology

- All students seeking degree, endorsement, approval, license or certificate change at the graduate level must be formally admitted to graduate study.
- Undergraduate GPA of 3.0 or higher on a 4.0 scale calculated on the last 60 credits of undergraduate work taken from a regionally accredited college or university.
- Three professional or academic letters of recommendations on designated forms.
- Applicants with less than a 3.0 GPA on a 4.0 scale calculated on the last 60 credits of undergraduate coursework may meet alternate criteria for admission, such as a prior

master's degree from a regionally accredited institution, acceptable test scores on the GRE General Test, maintain a 3.0 GPA within the first six credit hours of graduate coursework, or a final appeal to the department chair with faculty support.

Admission to Graduate Programs in Education – Higher Education

- All students seeking degree, endorsement, approval, license or certificate change at the graduate level must be formally admitted to graduate study.
- Undergraduate GPA of 3.0 or higher on a 4.0 scale calculated on the last 60 credits of undergraduate work taken from a regionally accredited college or university.
- Three professional or academic letters of recommendations on designated forms.
- Students are encouraged to identify their desired emphasis area with application submission.
- Applicants with less than a 3.0 GPA calculated on the last 60 credits of undergraduate coursework may meet alternate criteria for admission, such as a prior master's degree from a regionally accredited institution, acceptable test scores on the GRE General Test, maintain a 3.0 GPA within the first six credit hours of graduate coursework, or a final appeal to the department chair with faculty support. Alternate criteria do not apply to all graduate programs in the College of Education.

Admission to Graduate Programs in Education – Instruction and Curriculum

- All students seeking degree, endorsement, approval, license or certificate change at the graduate level must be formally admitted to graduate study.
- Undergraduate GPA of 3.0 or higher on a 4.0 scale calculated on the last 60 credits of undergraduate work taken from a regionally accredited college or university.
- Three professional or academic letters of recommendations on designated forms.
- Students are required to identify their desired emphasis area with application submission.
- Applicants with less than a 3.0 GPA calculated on the last 60 credits of undergraduate coursework may meet alternate criteria for admission, such as a prior master's degree from a regionally accredited institution, acceptable test scores on the GRE General Test, maintain a 3.0 GPA within the first six credit hours of graduate coursework, or a final appeal to the department chair with faculty support.

Admission to Graduate Programs in Education – Literacy Studies

- All students seeking degree, endorsement, approval, license or certificate change at the graduate level must be formally admitted to graduate study.
- Undergraduate GPA of 3.0 or higher on a 4.0 scale calculated on the last 60 credits of undergraduate work taken from a regionally accredited college or university.
- Three professional or academic letters of recommendations on designated forms.
- Students are encouraged to identify their desired emphasis area with application submission.
- Applicants with less than a 3.0 GPA calculated on the last 60 credits of undergraduate coursework may meet alternate criteria for admission, such as a prior master's degree from a regionally accredited institution, acceptable test scores on the GRE General Test, maintain a 3.0 GPA within the first six credit hours of graduate coursework, or a final appeal to the department chair with faculty support.

Admission to Graduate Programs in Education – School Counseling

- All students seeking degree, endorsement, approval, license or certificate change at the graduate level must be formally admitted to graduate study.
- Undergraduate GPA of 3.0 or higher on a 4.0 scale calculated on the last 60 credits of undergraduate work taken from a regionally accredited college or university.
- Three professional or academic letters of recommendations on designated forms.
- Students are encouraged to identify their desired emphasis area with application submission.
- Applicants with less than a 3.0 GPA calculated on the last 60 credits of undergraduate coursework may meet alternate criteria for admission, such as a prior master's degree from a regionally accredited institution, acceptable test scores on the GRE General Test, or a final appeal to the department chair with faculty support.

Admission to Graduate Programs in Education – Special Education

- All students seeking degree, endorsement, approval, license or certificate change at the graduate level must be formally admitted to graduate study.
- Undergraduate GPA of 3.0 or higher on a 4.0 scale calculated on the last 60 credits of undergraduate work taken from a regionally accredited college or university.
- Three professional or academic letters of recommendations on designated forms.
- Students are encouraged to identify their desired emphasis area with application submission.
- Applicants with less than a 3.0 GPA calculated on the last 60 credits of undergraduate coursework may meet alternate criteria for admission, such as a prior master's degree from a regionally accredited institution, acceptable test scores on the GRE General Test, maintain a 3.0 GPA within the first six credit hours of graduate coursework, or a final appeal to the department chair with faculty support.

Admission to the Educational Specialist Degree in Leadership

- A master's degree with at least a 3.0 GPA on a 4.0 scale.
- Official GRE scores.
- Essay/personal statement.
- Three letters of recommendation. Two from professionals, addressing your leadership skills and success. One from an individual who can address your academic/scholarly capabilities.
- Current resume must include the following:
 - Title of master's project/thesis, degrees received with dates, institutions, majors and minors.
 - Listing of employment.
 - Description of leadership experience, dates, and location.
 - Presentations, publications, memberships, and professional development.

Admission to the Master of Science in Engineering

- A resume and details of work experience, if relevant.

- A Bachelor of Science degree from a four-year undergraduate program in engineering or closely-related field. For students graduating from a program in the United States (U.S.) the program must be accredited by ABET.
- U.S. students must have a cumulative GPA of at least 3.0 on a 4.0 scale in all undergraduate coursework. Additional evidence can be presented in the form of high scores on the GRE test, through this test is not required.
- International students must have a cumulative GPA that is equivalent to at least 3.0, when linearly scaled on a 0.0 - 4.0 scale, in all undergraduate coursework. They must also submit GRE scores, which must be satisfactory, independently of their cumulative undergraduate GPA.
- Three confidential letters of recommendation from informed sources such as current and/or former professors and supervisors. These letters should address the applicant's academic skills, analytical and problem solving abilities, professionalism, maturity, integrity, and potential for success in graduate studies.
- One to two page essay detailing an applicant's career plans and academic goals.
 - International applicants are requested to add a one to two page essay on the following topic: What will I do to bring cultural and international perspectives to Grand Valley that will enhance the learning environment for the entire GVSU community?
- Candidates should have a base of underlying knowledge relevant to graduate study in the chosen area. This can be demonstrated by previous academic records or relevant work experience. Consultation with the Graduate Program Director may be necessary to verify the appropriateness of work experience as a substitute for academic preparation.
- A motivated applicant having minor deficiency in some of the admission criteria but demonstrating potential for success with other evidences may be granted conditional admission to the program.

Admission to the Master of Arts in English

- A brief statement of purpose explaining the applicant's academic preparation, interest in this program, and professional goals.
- An original essay (writing sample) that demonstrates the candidate's potential for graduate work in this field. A paper written for a previous course is acceptable.
- Applications should be submitted by January 15. Applications received later will be considered, space permitting.

Admission to the Master of Health Administration

- An undergraduate GPA of 3.0 or higher on a 4.0 scale.
- Three letters of reference from informed professional sources.
- An essay on career and educational objectives (250-750 words).
- Current resume.
- Generally, a 3.0 GPA is the minimum required for full admission into graduate school. We also consider the last two years of undergraduate education for students who demonstrate significant improvement during their junior and senior years. Letters of reference, work experiences and other factors are considered during the admissions process.
- For pre-service students, this GPA requirement is quite strict and generally students will

not be admitted with less than 3.0 GPA under any circumstances. Academic discipline and undergraduate institution may be considered.

- A GRE score in the top 25 percentile overall may assist a pre-service student with at least a 2.7.
- For active practitioners who have at least five years of relevant work experience, we are willing to consider a conditional admit status for students whose undergraduate education did not quite meet the 3.0 minimum standard GPA. If students are admitted with a conditional admit, they must meet the strict standards set by the admissions committee in order to continue in their program.
- Conditionally admitted students are not eligible for graduate assistantships until they meet the conditions and are fully admitted.

Admission to the Master of Science in Medical and Bioinformatics

- U.S. Students must have an overall undergraduate GPA of 3.0 (B grade) on a 4.0 scale or a satisfactory score on the GRE or GMAT test. All international students must have a satisfactory score on the GRE or GMAT test, regardless of undergraduate GPA.
- Resume detailing work experiences and accomplishments.
- Personal statement of career goals and background experiences, including an explanation of how this program will help achieve educational and professional objectives.
- Written recommendations from at least two individuals who are in positions to attest to the applicant's potential for successful completion of the program.
- Applicants must have a base of underlying knowledge relevant to graduate study in the medical informatics or bioinformatics fields. This can be demonstrated by previous academic study or work experience. Consultation with a program faculty advisor is necessary to verify appropriateness of work experience as a substitute for academic preparation. Candidates without sufficient relevant background experience may satisfy any deficiency with appropriate graduate or undergraduate courses, as recommended by a faculty advisor in the program and approved by the Medical and Bioinformatics Admissions Committee and Graduate Program Director.

Admission to the Master of Science in Medical Dosimetry

- Grade point average of 3.0 (B) on a 4.0 scale from all undergraduate coursework or a satisfactory score on the GRE.
- Resume detailing work experiences and accomplishments.
- Personal statement of career goals and background experiences, including an explanation of how this program will help achieve educational and professional objectives.
- Recommendations: Two professional or academic recommendations received online, addressing the candidate's potential for graduate study completion.

Admission to the Master of Science in Nursing and the Doctor of Nursing Practice

- The MSN is designed for post-baccalaureate in nursing (BSN) students whose undergraduate program must have been accredited by the Commission on Collegiate Nursing Education (CCNE) or National League for Nursing (NLN). All Doctor of Nursing Practice (DNP) applicants, either post-BSN or post-MSN, must also have

graduated from a nursing program accredited by CCNE or NLN. Official transcripts must verify completion of baccalaureate and/or master's program(s) in nursing.

- For post-BSN applicants, a GPA will be calculated using all undergraduate coursework. A GPA of 3.0 on a 4.0 scale is required.
- For an MSN to DNP applicant, a GPA will be calculated using all master's level coursework from all transcripts. A GPA of 3.0 on a 4.0 scale is required.
- A written statement describing professional and educational goals is required. The applicant must articulate an area of educational focus (advanced generalist, advanced practice clinical, or health systems leadership) and describe how attaining a graduate nursing degree will facilitate goal achievement. The applicant's focus must be congruent with the graduate program specialties and expertise of the KCON faculty.
- The application review process involves the submission of a scholarly writing sample. During a designated time, all applicants will prepare a written essay on a specified topic provided by KCON and submit electronically as requested.
- An interview with KCON faculty may be required.

Requirements Prior to Matriculation:

- Current licensure to practice as a registered nurse in Michigan;
- Required criminal background check and drug screen; and
- Health record documentation and immunization requirements.

Admission to the Master of Science in Occupational Therapy

- Academic achievement of a minimum 3.0 GPA on a 4.0 scale in prerequisite courses and in the last 60 hours of undergraduate work. All prerequisite courses must be completed with a grade of C or better. At least 9 credits of prerequisite courses must be completed at the time of application, these 9 credits do not include the 'elective' course.
- Two letters of recommendation from a registered occupational therapist and a professor who can comment on your academic performance. Letters from Graduate Assistants, Teaching Assistants, or Certified Occupational Therapy Assistants do not qualify. For non-traditional students an employer may be substituted for the academic professor requirement.
- An interview and an onsite writing sample.
- Documented volunteer experience for a minimum of 50 hours under the supervision of an occupational therapist. All volunteer hours must be completed at the time of application.
- Completion of Achievement Summary Form detailing student accomplishments that reflect the core goals of the program.
- Potential candidates to the occupational therapy program coming from other educational institutions who wish to complete a required pre-professional course at Grand Valley State University may apply for non-degree seeking status, using an undergraduate application. Once all prerequisite requirements have been completed, then the student will need to submit a graduate application.

Admission to the Master of Philanthropy and Nonprofit Leadership

- Three years full time work experience required.
- Three letters of reference from informed sources.
- An essay on career and educational objectives (250 to 750 words).

- A resume.

Admission to the Doctor of Physical Therapy

- Grand Valley State University's (GVSU) Clinical Doctorate of Physical Therapy (DPT) program utilizes the Physical Therapist Centralized Application System (PTCAS) for the application process. Please refer to www.ptcas.org to get general information about the PTCAS process. GVSU specific information is posted on the PTCAS website. All application and supporting documents for PTCAS and GVSU have a receipt deadline of October 15. It is strongly recommended that applicants submit application materials 4-6 weeks prior to October 15 to allow for PTCAS processing time.
- Completion of Bachelors degree and Prerequisite (pre-professional) coursework. All prerequisites must be taken for letter grades, earning a C or higher. The prerequisites and undergraduate degree must be completed by the first day of classes of the professional program (see chart below).
- Communication and interpersonal skills. On-site interview may be required. Practice interviews for GVSU student and alumni are available by contacting Career Services.
- Ability to perform all "Essential Functions" of the physical therapy program: [please click here for a full list](#).

Prerequisite Course

Introductory biology (that includes cellular structure and function) with lab

Anatomy with lab

Physiology with lab

Anatomy & Physiology I & II may substitute for the above 2 requirements

Exercise physiology

College algebra or trigonometry or calculus

Statistics

Two sequential courses in physics with lab

Introductory psychology

Lifespan developmental psychology

Introductory sociology or social problems or cultural anthropology

GVSU Course Equivalent

BIO 120

BMS 208 & 309, strongly preferred

BMS 290 & 291, strongly preferred

BMS 250 & 251

MOV 304

MTH 122 or 123 or 125 or 201

STA 215

PHY 220 & 221

PSY 101

PSY 364

SOC 201 or 205 or ANT 204

PTCAS Admission materials

- PTCAS online application.

- Official transcripts from ALL colleges and universities attended. Students must have a minimum average GPA of 3.2 on a 4.0 scale in prerequisite course requirements, and a 3.2 overall GPA to be considered for admission.
- Official results from the GRE general and written test (Graduate Record Exam). Subject tests are not required. GRE scores must be sent directly to PTCAS using the PTCAS GVSU GRE code 0282.
- Two recommendations. Submit the names and email addresses of your two references on the PTCAS electronic application. The individuals providing your references will complete and return the electronic form directly to PTCAS. A licensed physical therapist with whom you have worked / job shadowed / volunteered must complete 1 of the 2 recommendations. The deadline for receipt is October 15.
- Documentation of volunteer / work / job shadow PT hours on the PTCAS application. A minimum of 50 hours of observational experience in physical therapy is required at the time of application. The experience may be volunteer or paid. Observational experience in a variety of clinical settings is valued. Examples of clinical settings include in-patient, out-patient, extended care, and school. GVSU does not require students to submit PTCAS Verification forms.
- Educational, professional, leadership, scholarly and volunteer activities. These are valued and taken into consideration in the admission consideration process. All activities should be documented on the PTCAS application.

Admission to the Master of Physician Assistant Studies

- Applicants must maintain an average GPA of 3.0 or higher in EACH of the following categories:
 - Overall GPA
 - Last 60 hours of coursework
 - PAS program prerequisite courses
- A minimum grade of “C” (2.0) must be attained in each of GVSU’s PAS program prerequisites. [Click here](#) for the list of prerequisites and recommended courses.
- Applicants must demonstrate a minimum 3.0 GPA on a 4.0 scale in the prerequisite coursework, in their last 60 hours of coursework, and in the overall GPA to be considered for admission. All prerequisite coursework and a bachelor’s degree are required by the month of May prior to fall semester before beginning the process.
 - The following courses must be completed prior to application: Human Anatomy, Human Physiology, Physics, Organic Chemistry, Biochemistry and Microbiology.
 - The following courses must be less than 5 years old at the time of application: Human Anatomy, Human Physiology, Microbiology and Biochemistry.
- Two recommendations from health professionals must be submitted. We recommend, but do not require, that at least one letter be from a practicing physician assistant. Separate letters from references are NOT required. Only TWO references are required.
- Interviews. Satisfactory individual and/or group interviews are required of all final pool applicants.
- Applicants should show evidence of 500-plus hours of significant volunteer, work, or observational experience in a health care environment. This experience must be hands on patient care activities and be completed by the time the application is submitted. This

information should be documented on the graduate application. A supplemental application will be requested from the program for completed applicant files.

- Foreign-born applicants should be able to communicate well in English. Minimal scores of TOEFL 600 or equivalent computer-based TOEFL are expected.
- International students must have at least 30 hours of higher education coursework taken at an established and accredited U.S. institution. USMLE scores and foreign GPA calculations are handled on a case-by-case basis.

Admission to the Masters of Public Administration

- An undergraduate GPA of 3.0 or higher on a 4.0 scale calculated on the last two years of undergraduate coursework.
- Three letters of reference from informed sources.
- An essay on career and educational objectives (250-750 words).
- Generally, a 3.0 GPA is the minimum required for full admission into graduate school. We also consider the last two years of undergraduate education for students who demonstrate significant improvement during their junior and senior years. Letters of reference, work experiences and other factors are considered during the admissions process.
- For pre-service students, this GPA requirement is quite strict and generally students should not be admitted with less than 3.0 GPA under any circumstances. Academic discipline and undergraduate institution may be considered.
- A GRE score in the top 50 percentile overall may assist a pre-service student with at least a 2.7 GPA.
- For active practitioners who have at least five years of relevant work experience, we are willing to consider a conditional admit status for students whose undergraduate education did not quite meet the 3.0 GPA minimum standard. If students are admitted with a conditional admit, they must meet the strict standards set by the admissions committee in order to continue in their program.
- Conditionally admitted students are not eligible for graduate assistantships until they meet the conditions and are fully admitted to the program.

Admission to the Master of Public Health

- A minimum grade point average of 3.0 on a 4.0 scale for all undergraduate coursework is required. A bachelor's degree is required, preferably in a health-related field.
- Written recommendations from at least two individuals who are in positions to attest to the applicant's ability to successfully complete the program. An academic reference as well as a health care professional reference is preferred.
- Personal Essay: All applicants must provide a written statement that addresses both of the following questions. The overall response should not exceed two, double-spaced pages (maximum).
 - What would make you an excellent candidate for the Grand Valley State University MPH program?
 - What are your expectations for a future career in Public Health (highlighting your emphasis area of interest)?

Admission to the Master of School Psychology

- Completed a bachelor's degree in psychology, special education, or a related field with a minimum 3.0 GPA on a 4.0 scale. Students with a bachelor's degree in an unrelated field are eligible for admission; however they may have to enroll in prerequisite courses.
- Successful completion of undergraduate prerequisite courses (Child Development, Statistics, and Research Methods).
- Achieved satisfactory GRE scores (verbal, quantitative, and writing). The subject area test is not required.
- Professional vitae or resume.
- 3 letters of recommendation.
- A personal statement outlining your interest in the field of School Psychology and the program at Grand Valley State University, relevant experience, and your educational and professional goals (2-3 pages, double-spaced).

Admission to the Master of Social Work

- Three letters of recommendation from individuals able to attest to the candidate's qualifications for graduate work and professional practice.
- Current resume detailing work and volunteer experience.
- A 2 to 3 page essay about life experiences that have led to an interest in administrative practice in a social agency, including assessment of personal strengths and areas for growth.
- A 2 page essay articulating how pursuing the MSW will help achieve educational and professional career goals.

Admission to the Master of Science in Speech Language Pathology

- Completion of a bachelor's degree with a minimum 3.0 GPA on a 4.0 scale in the prerequisite coursework. Successful completion of any undergraduate prerequisite courses.
- Successful completion of any undergraduate prerequisite courses.
- General GRE scores (verbal, quantitative, and writing). A 3.0 on the writing section of the GRE is required.
- Personal written statement/questionnaire. The program will provide this to prospective applicants.
- Professional vita or resume.
- Three letters of reference.
- Personal interview, if invited.
- Applicants must be able to perform all essential functions specified by the program. A copy of the essential functions document will be posted on the SLP website for all prospective applicants.

Admission to the Master of Science in Taxation

- Satisfactory GMAT score.
- Satisfactory undergraduate GPA.
- Personal statement.

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 at www.gvsu.edu/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
- Independent Study
- 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

Section 3.1 of the Student Code of Conduct addresses academic honesty and the integrity of scholarship and grades at GVSU. The full section is available online at:

<http://www.gvsu.edu/studentcode/31-academic-honesty-integrity-of-scholarships-and-grades-8.htm>.

Section 6 of the Student Code addresses the conduct process for academic honesty, including student appeals and additional actions warranted in the case of academic dishonesty. The full section is available online at: <http://www.gvsu.edu/studentcode/section-6-conduct-process-academic-honesty-73.htm>.

The full GVSU Student Code of Conduct is online at: <http://www.gvsu.edu/studentcode/>

Graduate Academic Policies and Regulations

This section contains policies which 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.***

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 Curriculum Committee have approved proposals on an individual course basis that the course be conducted on a credit/no credit basis.

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

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

Academic Review for Students Enrolled in a Graduate Program*

- B. 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.
- C. 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 B., above, and shall report such action and the reasons therefore to the 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, status appears on transcript),
 - i. Dismissal from the program.
- D. The faculty of each graduate program shall develop and document a process, *including a timeline*, by which *timely* decisions are rendered under C., above. Documentation of this process shall be filed with the Dean of The Graduate School and the Dean of the appropriate College.
- E. 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.
- F. 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 Dean of The Graduate School.

Academic Review for Non-Degree Graduate Students

- G. 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).
- H. The Dean of The Graduate School shall take one of the following actions with respect to a student meeting the criteria in G., above:
- a. None (No action)
 - b. Academic warning (Student notified in writing, no indication on transcript)
 - c. Academic probation (continuation with conditions, status appears on transcript)
 - d. Dismissal from non-degree graduate study at the University.
- I. 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.
- J. 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 Dean of The Graduate School.

Appeals of action taken under this policy

- K. A degree-seeking or certificate-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 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. The result of each appeal shall be reported to the Dean of The Graduate School.
- L. A non-degree graduate student may petition the 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.

Effect of Grade Change

- M. 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

- N. 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 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 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 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 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 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 cause 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 Dean of The Graduate School whether a leave of absence should be granted and the terms and conditions for return to the program.
4. The 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 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 catalogue requirements in effect at the time of reenrollment.
7. At the discretion of the 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. Requesting an extension of the time limit must be completed following University policy.
9. A student in the dissertation or thesis 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 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, end of winter semester; winter and spring/summer incompletes, end of fall semester.

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 his/her record.

Independent Study

No independent study or individualized courses will be allowed in areas where courses exist and are taught at least once per year.

Only graduate degree-seeking students who have completed the core requirements or have special permission from the appropriate academic dean's office may take individualized graduate courses or do graduate-level independent projects.

All independent study topics and the amount of credit to be earned must be approved by the faculty member who agrees to supervise the project. A maximum of six hours of credit can be granted for independent study. The conditions, meeting times, workload, and subject matter concerned with the project are mutually agreed to by the initiating student and the assenting faculty member, and consistent with standards of quality education. Request forms can be obtained from the faculty member or the academic program office. Some departments may have further restrictions regarding independent study.

Minimum Graduate Program Grade Point Average

1. The University may award a graduate degree only when a student meets all program requirements and their graduate program grade point average (GPA) is equal to or greater than a "B" (3.0) average.
2. The graduate program 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 Dean of The Graduate School may exclude one or more courses from the calculation of the graduate program 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 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 Masters Degree

1. A minimum of 33 graduate-level credits must be earned for a Masters 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 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 years prior to the award of the degree. Exceptions to this provision may be granted for courses over eight 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 Dean of The Graduate School.
- 4. No more than nine (9) credits earned from dual listed graduate courses may be applied toward the degree.
- 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 Masters 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 programs 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/capstone experiences including capstone courses, internships, clinicals, practica, 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 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 which is communicated to and approved by the 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, 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.

Master of Science in 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.

Master of Arts in 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 relevant materials needed to determine course equivalency.

Master of Science in 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 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.

Master of Health Science in Biomedical Sciences

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.

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.

Master of Science in Biostatistics

Any course waivers or substitutions that deviate from the Biostatistics Professional Science Masters 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.

Master of Business Administration (Full-Time Integrated - FIMBA)

The FIMBA 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 FIMBA program. The committee has established policies which, due to the lock-step and integrative nature of the curriculum, essentially prohibit course waivers and substitutions or changes to the program plan. Extenuating circumstances are brought to the committee for consideration and a decision. 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.

Master of Business Administration Business (Part-Time Traditional)

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.

Master of Science in 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.

Master of Science in Clinical Dietetics

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 Director of the Clinical Dietetics. This includes 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 Director of the Clinical Dietetics program.

Approval of Course Waivers: Course waivers are not acceptable for graduate level courses in Track A of the Clinical Dietetics program because nationally all programs are autonomous and meet the Accreditation Standards for Nutrition and Dietetics Education in unique ways. Because of each program's individuality and uniqueness, individual courses are not equal across institutions, so these courses cannot be waived. Track B waivers will be considered on a course by course basis.

Approval of Course Substitutions: Course substitutions will only be considered for Track B students on a course by course basis. They must demonstrate exact content and academic level in order to be considered appropriate for the CD program.

Master of Science in Communications

Students admitted to the Master of Science in Communication 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.

Master of Science in Computer Information Systems

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.

Master of Science in Criminal Justice

Any curriculum decisions, including waivers of course requirements, substitution of courses, or an individual program plan are made by the graduate coordinator, in conjunction with a graduate committee consisting of faculty in the School of Criminal Justice. 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 reviews this request and makes a decision to support 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.

Master of Education – Educational Leadership

Course waivers and course substitutions are approved by the student's advisor and noted on the student's individual program plan, which is kept on file in the College of Education Student

Information & Services Center. Students transferring courses from other institutions must obtain unit head approval by submitting the appropriate form to their advisors. The form is available online at <http://www.gvsu.edu/coe/grad/forms-7.htm>.

Master of Education – Educational Technology

Course waivers and course substitutions are approved by the student's advisor and noted on the student's individual program plan, which is kept on file in the College of Education Student Information & Services Center. Students transferring courses from other institutions must obtain unit head approval by submitting the appropriate form to their advisors. The form is available online at <http://www.gvsu.edu/coe/grad/forms-7.htm>.

Master of Education – Higher Education

Course waivers and course substitutions are approved by the student's advisor and noted on the student's individual program plan, which is kept on file in the College of Education Student Information & Services Center. Students transferring courses from other institutions must obtain unit head approval by submitting the appropriate form to their advisors. The form is available online at <http://www.gvsu.edu/coe/grad/forms-7.htm>.

Master of Education – Instruction and Curriculum

Course waivers and course substitutions are approved by the student's advisor and noted on the student's individual program plan, which is kept on file in the College of Education Student Information & Services Center. Students transferring courses from other institutions must obtain unit head approval by submitting the appropriate form to their advisors. The form is available online at <http://www.gvsu.edu/coe/grad/forms-7.htm>.

Master of Education – Literacy Studies

Course waivers and course substitutions are approved by the student's advisor and noted on the student's individual program plan, which is kept on file in the College of Education Student Information & Services Center. Students transferring courses from other institutions must obtain unit head approval by submitting the appropriate form to their advisors. The form is available online at <http://www.gvsu.edu/coe/grad/forms-7.htm>.

Master of Education – School Counseling

Course waivers and course substitutions are approved by the student's advisor and noted on the student's individual program plan, which is kept on file in the College of Education Student Information & Services Center. Students transferring courses from other institutions must obtain unit head approval by submitting the appropriate form to their advisors. The form is available online at <http://www.gvsu.edu/coe/grad/forms-7.htm>.

Master of Education – Special Education

Course waivers and course substitutions are approved by the student's advisor and noted on the student's individual program plan, which is kept on file in the College of Education Student Information & Services Center. Students transferring courses from other institutions must obtain advisor and unit head approval by submitting the appropriate form to their advisor. The form is available online at <http://www.gvsu.edu/coe/grad/forms-7.htm>.

Specialist in Educational Leadership (Ed.S.)

Course waivers and course substitutions are approved by the student's advisor and noted on the student's individual program plan, which is kept on file in the College of Education Student Information & Services Center. Students transferring courses from other institutions must obtain unit head approval by submitting the appropriate form to their advisors. The form is available online at <http://www.gvsu.edu/coe/grad/forms-7.htm>.

Master of Science in 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.

Master of Arts in English

A student may submit a request using the Course Waivers and Course Substitutions Form to the Graduate Program Director. After consulting with appropriate graduate faculty regarding waivers, substitutions, and program plans, the Graduate Program Director makes the final decision and conveys that decision to the student.

Master of Health Administration

A student's faculty advisor will, in consultation with the student, prepare a graduate program plan of study. No course waivers or substitutions are allowed for MHA 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 MHA program plan will be reviewed and acted upon by the Faculty Advisor and the Graduate Program Director.

Master of Science in Medical 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.

Master of Science in 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 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 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 occupational therapy courses for the reasons indicated in the section under Approval of Course Waivers.

Individual Program Plans: The Medical Dosimetry Program is delivered in cohort fashion, with each group of students admitted into the 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 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 Graduate Programs (MSN and 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 received 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 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.

Master of Science in Occupational Therapy

Approval of Course Waivers: Course waivers are not acceptable in the 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 occupational therapy programs are delivered in 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.

Master of Philanthropy and Nonprofit Leadership

A student's faculty advisor will work with the student to help determine his or her graduate program plan of study. No course waivers or substitutions are allowed for MPNL 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 MPNL program plan will be reviewed and acted upon by the Faculty Advisor and the Graduate Program Director.

Doctor of 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.

Master of Physician Assistant Studies

A student may submit an Admissions Request Form (ARF) to the Admissions Committee of the Physician Assistant Studies program. The Form will be reviewed and Admissions Committee will decide what courses in the PAS program that a student is allowed to substitute or waive.

Advanced Placement: Advanced placement is not granted into the PAS program. All students must complete the full program. However, if students who apply to GVSU PAS believe they bring certain course work that may satisfy program requirements, they may submit a letter in writing to the program faculty. This letter would include the official transcript of the course with final grade, as well as 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 is not about high school 'advanced placement' coursework.

Master of Public Administration

A student's faculty advisor will determine an individual's graduate program plan of study. No course waivers or substitutions are allowed for MPA 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 MPA program plan will be reviewed and acted upon by the Faculty Advisor and the Graduate Program Director.

Master of Public Health

Students admitted to the Masters 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, Epidemiology, or Health Administration).

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 Director of the Public Health program (and if necessary, the Director of the Department of Public Health). This includes 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 Director of the Public Health program and/or Chair of the Department of Public Health.

Master of Science in 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 with request, and make a decision within 30 days. It is recommended that students discuss the request with his/her academic advisor prior to submitting the request.

Master of 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 catalogue, 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 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 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 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 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 GVSU Graduate Dean, 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.

Master of Speech Language Pathology

Students admitted to the M.S. in Speech-Language Pathology 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 the graduate program committee when warranted. The decision on the student's request is then provided to the student, in writing, and placed in the student's file.

Master of Science in Taxation

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 graduate office 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.

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 in 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 Regular Faculty Engaged in Graduate Education* or the University *Policy for Adjunct 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 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.

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. demonstrated potential to succeed at the graduate level as determined by the graduate program director or be admitted to a graduate degree program, and
 - d. 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 as part of the undergraduate program (this course may not be used as part of some future graduate program at Grand Valley),
 - b. designation of a graduate course as part of a future graduate program (a student may count a maximum of 9 credits toward the graduate degree).

3. 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 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.

Preparation of Theses or Dissertations

1. Masters' 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 Masters' 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 program of study.
3. All committee members must hold graduate faculty status (full, associate, adjunct). The chair of the committee must hold full graduate faculty status.
4. The Dean of The Graduate School must approve individuals external to GVSU as members for thesis or dissertation committees. Qualified individuals will be given adjunct faculty status for three (3) years from the time of approval to serve on the thesis or dissertation committee.
5. The Graduate School will review the committee membership for adherence to policy.
6. There must be an announced, public proposal of the thesis or dissertation.
7. There must be an announced, public defense of the completed thesis or dissertation.
8. All graduate students who are working on their thesis or dissertation and have completed all other credit requirements for their degree program must remain in continuous enrollment by enrolling in at least one thesis or dissertation credit for each subsequent semester until the completion of the thesis or dissertation.
9. The completed document must adhere to the GVSU Guidelines for the Preparation of Theses and Dissertations as regularly reviewed and approved by Graduate Council.
10. After obtaining final approval from the committee and the appropriate academic dean, the completed document 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.

11. An electronic version of the completed approved document must be submitted for inclusion in the GVSU institutional repository managed by the University Library.
12. Exceptions to this policy require the approval of the Dean of The Graduate School.

*The College of Education 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 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 his/her 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 for 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 his/her 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 for a doctoral degree.

Project, Thesis, and Dissertation Credits and Workload

1. Programs must count a minimum of 3 research project credits, 6 thesis credits, and 9 dissertation credits for a degree.
2. Programs may count a maximum of 6 research project credits, 9 thesis credits, and 12 dissertation credits for a degree.
3. Students should enroll in the number of research project, masters thesis, or doctoral dissertation credit hours per semester that is consistent with the following workload guideline: 1 credit hour is expected to average between 3-6 clock hours per week of work, or 45 - 90 hours per semester
4. All programs must offer variable levels of research project, masters thesis, or doctoral dissertation credit enrollment in a given semester (e.g. 1-6 credit hours for XXX¹-693 XXX¹-695, XXX¹-793, and XXX¹-795).

¹ XXX refers to the standard discipline-based course prefix (e.g., *CMB* for Cell and Molecular Biology)

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

Master's Programs

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

1. **Master's Project.** Students begin the **master's project** phase of their program by enrolling in xxx²-693 (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 requirements for the degree, students in a Doctoral program may select either a project or a dissertation.¹

3. **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.
4. **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.

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

² 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 (xxx¹-693), thesis (xxx¹-695) 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 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.

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

Transfer of Credit to a Graduate Program

1. Graduate credit from regionally accredited institutions or the equivalent will be considered for transfer to a degree program where the credit:
 - a. is relevant to the student's degree program as determined by the Graduate Program Director of the program to which the credit would be applied, and
 - b. for which a grade of B (3.0 out of 4.0 scale) 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 to which the credit will be applied.
3. The following is the maximum amount of transfer credit that may be applied to a graduate degree:
 - a. nine credits for a degree program with a length of 33 credits;
 - b. 30% of the degree program for a degree program longer than 33 credits.
4. Exceptions to this policy must be recommended by the Graduate Program Director and approved by the Dean of The Graduate School.
5. Definitions:
 - a. a regionally-accredited institution is an institution that is accredited by one of the following organizations:

- i. The Higher Learning Commission, North Central Association of Colleges and Schools.
 - ii. Middle States Commission on Higher Education, Middle State Association of Colleges and Schools.
 - iii. Southern Association of Colleges and Schools Commission on Colleges
 - iv. Northwest Commission on Colleges and Universities.
 - v. Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities.
 - vi. Commission on Institutions of Higher Education of the New England Association of Schools and Colleges.
- b. A culminating experience is a thesis, dissertation, project, capstone, or other similar activity.
- c. The equivalent of graduate academic credit from a regionally-accredited institution is credit:
 - i. earned from an institution 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 a regionally-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 Dean of The Graduate School as equivalent to a United States regionally-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 Dean of The Graduate School shall develop, publish and maintain:
 - a. a list of foreign transcript evaluation services that are approved by the Dean of The Graduate School.
 - b. a list of foreign institutions recognized by the Dean of The Graduate School as equivalent to United States regionally-accredited institutions. The recognition of an institution as equivalent to a United States regionally-accredited institution is:
 - i. at the discretion of The Dean of The Graduate School, and,
 - ii. based on evidence that:
 - 1. the institution is recognized by its country's agency or ministry that regulates higher education, and,
 - 2. the graduate-level course offerings of the institution are equivalent to those of United States regionally-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 program 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 regionally-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 regionally-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 Dean of The Graduate School for final approval.

Catalog Limitations and Guarantees

Graduate students follow the degree and program requirements in the Grand Valley catalog at the time they were originally admitted into a program as degree-seeking students. Students who have not enrolled in Grand Valley for 24 consecutive months must follow the degree and program 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.

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. Below is a list of the graduate programs along with any special modifications or requirements.

Master of Science in Accounting

33 credits required for completion.

Master of Arts in Applied Linguistics

Track 1: 30 credit hours of coursework plus a 6 credit-hour thesis.

Track 2: 33 credit hours of coursework plus 3 credit-hour project.

Master of Science in Biology

The graduate program will consist of a minimum of 33 credits.

Master of Health Sciences in Biomedical Sciences

Students must complete a minimum of 33 semester hour credits, including the biomedical sciences graduate core (14 credits) and formal thesis (6 credits).

Master of Science in Biostatistics

Requirements will consist of 36 credits with a minimum cumulative GPA of 3.0.

Master of Business Administration

33 credits required for completion (minimum).

Master of Business Administration (Full-time Integrated MBA)

42 credits required for completion.

Master of Science in Cell and Molecular Biology

A minimum grade of “B” is required for all courses.

Master of Science in Clinical Dietetics

Students admitted to the Masters of Clinical Dietetics graduate program (MSCD) will follow a determined course of study. Track A is a full-time cohort model with admissions in the spring for start the following fall term. Track B is part-time and has a rolling admission process.

The MSCD degree consists of 39-52 credit hours depending on the Track and Thesis/Project. Track A has 49-52 credit hours because of the 1200 hour supervised practice component; Track B has 39-42 credit hours.

The program requires that students maintain a minimum of a 3.0 during the course of study and in Track A must receive a passing grade (4/5) on the supervised rotations before advancing in the program.

Master of Communications

36 credits required for completion.

Master of Science in Computer and Information Systems

Eleven 3-credit courses (33 credit hours) make up the Master of Science in Computer Information Systems degree.

Master of Science in Criminal Justice

Students must complete a minimum of 36 hours of graduate courses if choosing the comprehensive examination option or a total of 33 hours of graduate courses if choosing the thesis option: 18-hours of core courses, 15-18 hours of criminal justice electives, and either a comprehensive examination (3 credit hours) or a thesis (6 credit hours). Students may also choose up to 3 credits of electives outside of the criminal justice curricula. These credits must be pre-approved by the MCJ Graduate Program Coordinator.

Master of Education – Educational Leadership

All students seeking a degree, certification, additional endorsement, special education approval, school counseling license or a change in certification status must establish a planned program of professional study with a graduate advisor that specifies program objectives, competencies, and course requirements. A maximum of six credits earned under non-degree status may be applied to the degree. Endorsement, approval, and professional certification programs require that a least half the credits be earned at Grand Valley. Individuals who have been convicted of or pled no contest to a felony or certain misdemeanors may be denied admission, field placement, or final certification. Students should familiarize themselves with all policies contained in the Graduate Education Policies and Procedures Manual, university catalog and in College of Education Policies and Procedures Manual, available in the Student Information Services Center.

Master of Education – Educational Technology

All students seeking a degree, certification, additional endorsement, special education approval, school counseling license or a change in certification status must establish a planned program of professional study with a graduate advisor that specifies program objectives, competencies, and course requirements. A maximum of six credits earned under non-degree status may be applied to the degree. Endorsement, approval, and professional certification programs require that a least half the credits be earned at Grand Valley. Individuals who have been convicted of or pled no contest to a felony or certain misdemeanors may be denied admission, field placement, or final certification. Students should familiarize themselves with all policies contained in the Graduate Education Policies and Procedures Manual, university catalog and in College of Education Policies and Procedures Manual, available in the Student Information Services Center.

Master of Education – Higher Education

All students seeking a degree, certification, additional endorsement, special education approval, school counseling license or a change in certification status must establish a planned program of professional study with a graduate advisor that specifies program objectives, competencies, and course requirements. A maximum of six credits earned under non-degree status may be applied to the degree. Endorsement, approval, and professional certification programs require that a least half the credits be earned at Grand Valley. Individuals who have been convicted of

or pled no contest to a felony or certain misdemeanors may be denied admission, field placement, or final certification. Students should familiarize themselves with all policies contained in the Graduate Education Policies and Procedures Manual, university catalog and in College of Education Policies and Procedures Manual, available in the Student Information Services Center.

Master of Education – Instruction and Curriculum

All students seeking a degree, certification, additional endorsement, special education approval, school counseling license or a change in certification status must establish a planned program of professional study with a graduate advisor that specifies program objectives, competencies, and course requirements. A maximum of six credits earned under non-degree status may be applied to the degree. Endorsement, approval, and professional certification programs require that a least half the credits be earned at Grand Valley. Individuals who have been convicted of or pled no contest to a felony or certain misdemeanors may be denied admission, field placement, or final certification. Students should familiarize themselves with all policies contained in the Graduate Education Policies and Procedures Manual, university catalog and in College of Education Policies and Procedures Manual, available in the Student Information Services Center.

Master of Education – Literacy Studies

All students seeking a degree, certification, additional endorsement, special education approval, school counseling license or a change in certification status must establish a planned program of professional study with a graduate advisor that specifies program objectives, competencies, and course requirements. A maximum of six credits earned under non-degree status may be applied to the degree. Endorsement, approval, and professional certification programs require that a least half the credits be earned at Grand Valley. Individuals who have been convicted of or pled no contest to a felony or certain misdemeanors may be denied admission, field placement, or final certification. Students should familiarize themselves with all policies contained in the Graduate Education Policies and Procedures Manual, university catalog and in College of Education Policies and Procedures Manual, available in the Student Information Services Center.

Master of Education – School Counseling

All students seeking a degree, certification, additional endorsement, special education approval, school counseling license or a change in certification status must establish a planned program of professional study with a graduate advisor that specifies program objectives, competencies, and course requirements. A maximum of six credits earned under non-degree status may be applied to the degree. Endorsement, approval, and professional certification programs require that a least half the credits be earned at Grand Valley. Individuals who have been convicted of or pled no contest to a felony or certain misdemeanors may be denied admission, field placement, or final certification. Students should familiarize themselves with all policies contained in the Graduate Education Policies and Procedures Manual, university catalog and in College of Education Policies and Procedures Manual, available in the Student Information Services Center.

Master of Education – Special Education

All students seeking a degree, certification, additional endorsement, special education approval, school counseling license or a change in certification status must establish a planned program

of professional study with a graduate advisor that specifies program objectives, competencies, and course requirements. A maximum of six credits earned under non-degree status may be applied to the degree. Endorsement, approval, and professional certification programs require that a least half the credits be earned at Grand Valley. Individuals who have been convicted of or pled no contest to a felony or certain misdemeanors may be denied admission, field placement, or final certification. Students should familiarize themselves with all policies contained in the Graduate Education Policies and Procedures Manual, university catalog and in College of Education Policies and Procedures Manual, available in the Student Information Services Center.

Educational Specialist Degree in Leadership

A minimum of 30 credit hours are required beyond the master's degree for completion of the Specialist Degree.

Master of Science in Engineering

In the case of required courses, a grade lower than a C will result in the candidate having to repeat the course until an acceptable grade is achieved. Elective courses may either be repeated or other courses may be substituted to meet the minimum overall grade point average requirement.

Master of Arts in English

Track 1: 33 credit hours of coursework plus qualifying examinations.

Track 2: 27 credit hours of coursework plus a 6 credit hour thesis.

Master of Health Administration Program

The program consists of a total of between 48 and 54 credit hours (depending on status: pre-career, early career or mid-career). Students must choose a concentration.

Master of Science in Medical and Bioinformatics

Overall requirements consist of 36 credits.

Master of Science in Medical Dosimetry

The program consists of a total of 37 credit hours. The final grade in each course must be 80% or better.

Kirkhof College of Nursing (MSN and DNP)

Post-BSN students pursuing an advanced practice emphasis in the DNP must complete the didactic and clinical courses in a selected population (child/adolescent or adult/older adult) which will qualify them to sit for national primary care specialty certification (child/adolescent, gerontology or adult/older adult). Post-MSN students who do not hold a current national advanced practice certification in a clinical specialty must complete the didactic and clinical DNP courses that will qualify them to sit for national primary care specialty certification in a selected population (child/adolescent, gerontology or adult/older adult).

Students completing the health systems leadership DNP emphasis will be eligible for and encouraged to sit for national certification as a nurse executive.

Students completing the advanced generalist MSN degree will be eligible for and encouraged to sit for national certification as a Clinical Nurse Leader.

Master of Science in Occupational Therapy

Completion of 81 to 82 credits in the professional curriculum is required. The program requires that students attain a minimum of 84% (B) for final course grades. A final course grade lower than an 84% will result in a student needing to retake the course the next time it is offered in the program the student is enrolled in.

Masters of Philanthropy and Nonprofit Leadership

The MPNL degree consists of a minimum of 36 credit hours of coursework. Students must choose an emphasis area.

Doctor of Physical Therapy

Demonstration of completion of the 119 credits in the professional curriculum is required for completion of the Doctor of Physical Therapy.

Grounds for Probation:

1. A cumulative graduate GPA below 3.0 in the physical therapy curriculum will result in a student being placed on physical therapy probation.
2. A final grade below a C (2.0) in BMS 427, 428 or 461
3. A final course grade below a B- (2.7) in a required PT, PSY or STA course for which a letter grade is submitted
4. 3.A cumulative graduate level GPA less than 3.0 after completion of nine or more hours of graduate level coursework (i.e., at the end of semester one; semester one BMS 427 and 461 do not count in graduate GPA.)
5. 4.A final grade of "no credit" in PT 636, PT 656, PT 675, PT 677, PT 681 or PT 696Students on probationary status will not be allowed to participate in clinical experiences.
6. Grounds for Dismissal: Any one of the following items may constitute grounds for dismissal from the program:
 - a. Two consecutive semesters of physical therapy probation.
 - b. Failure to complete remedial work required to be taken off physical therapy probation or specified in the remediation contract.
 - c. A cumulative GPA below 3.0 (graduate) in the physical therapy curriculum.
 - d. Evidence of unethical or illegal behavior while a student in the PT program.

Master of Physician Assistant Studies

103 credit hours are required. In addition, for each PAS course or a discrete unit of instruction in the professional curriculum, a minimum proficiency level of 80 percent is required. A minimum of a grade "C" is required for passing all "non-PAS" courses, however, the GPA must never drop below the 3.0 minimum in any semester.

Master of Public Health

The MPH degree consists of a minimum of 60 credit hours.

Masters of Public Administration Program

The MPA degree consists of a minimum of 39 credit hours of coursework. Pre-career students

must take 3 credit hours of internship in addition to the 39 required hours of course work for a total of 42 credit hours. Students must meet with an advisor upon entry into the program to develop a program of study. Students must also select one concentration specialization of 15 credit hours.

Master of Science in School Psychology

The MS in School Psychology consists of 66 credit hours. Students must complete a total of 600 practicum hours in schools and clinical settings by the end of the second year. Third year students must complete a 1200-hour internship in a school setting.

Master of Social Work Program

The MSW degree consists of a minimum of 60 credit hours.

Students with advanced standing are required to maintain a 3.0 GPA. Full-time advanced standing students who drop below a 3.0 cumulative GPA are required to change to full-time 60-credit regular standing status.

Part-time advanced standing students who drop below a 3.0 cumulative GPA are required to change to part-time 60-credit regular standing status.

All students are required to maintain a 3.0 GPA in order to be eligible to enter field education. Any MSW student who fails to maintain a 3.0 GPA while in their field practice will receive an academic review and be suspended from their field practice for one year. Students who are suspended from field for one year may be subject to dismissal if their GPA has not improved at a 3.0 GPA and above by the end of that year.

Master of Speech Language Pathology

The MSLP degree consists of 60 credit hours.

Master of Science in Taxation

The MST degree consists of 33 credit hours of 600-level coursework.

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.
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 masters/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 courses¹ to satisfy specific degree requirements² 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, capstones, research).

- 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 either of the following events: the award of a baccalaureate degree, or the completion of 120 credit hours.
 - 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 required³, 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 approval of the Dean of The Graduate School.

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

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

³Some 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., masters, 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:
 - g. 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.
 - h. A combined degree program need not be based on an existing degree program or programs.
 - i. A combined degree program may lead to degrees in the same or different disciplines.
 - j. The individual degree disciplines may be associated with different colleges or academic units.
 - k. A combined degree program shall be specifically approved as such through the University curriculum approval process.
 - l. 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, capstone, project, research).
 - 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.
- 7. 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.
- 8. 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.
- 9. Exceptions:
 - a. Exceptions to this policy may only be granted with approval of the Dean of The Graduate School.

Certificate Policy and Procedures

- 1. Definitions:
 - a. A ***graduate certificate*** is a credential awarded by the University for 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 similar to 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 in 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 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 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 awarded, 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 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 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 “a.ii.” above.

Qualifications for Regular 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 provides 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. Regular 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.

1. Levels of Faculty Involvement.

Full Graduate Faculty

Regular faculty who meet the following criteria will qualify as full graduate faculty.

Minimum criteria to be recognized as Full Graduate Faculty are:

- Must be tenured or tenure track at GVSU, at the rank of Assistant Professor or higher.

- Must possess an earned doctorate or other 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

Regular 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).

2. 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 College Dean for review and approval. The electronic system will then notify the Graduate Dean of the application. Although the Graduate Dean is not charged with determining faculty qualifications, the Graduate Dean will review and summarize the qualifications of faculty approved by units and colleges and submit a report to the Provost.

3. Period of Qualification.

Faculty meeting the qualifications to be recognized as Full Graduate Faculty, with approval from the appropriate unit and college 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.

4. Revocation of Qualification

The appropriate college 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 (<http://secure.gvsu.edu/gs/applications/login.htm>).
 - 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 to the 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 full 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 do 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 (<http://secure.gvsu.edu/gs/applications/login.htm>).
 - 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 College Dean will forward the application to the Dean of The Graduate School within three weeks of review.
- 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.

Addendum – Examples of Activities to Document Faculty Qualifications.

1. Examples of General Experience in Graduate Education and Research

| Most Significant Credentials (these should dominate) | Less Significant Credentials (these should not replace most significant credentials) |
|--|---|
| Member of committees or task forces focused on graduate education | 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 | |

2. Examples of Staying Current in the Discipline

| Most Significant Credentials (these should dominate) | Less Significant Credentials (these should not replace most significant credentials) |
|---|---|
| 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 | |

3. Examples of Effective Teaching and Mentoring at the Graduate Level

| Most Significant Credentials (these should dominate) | Less Significant Credentials (these should not replace most significant credentials) |
|--|---|
| 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 Adjunct Faculty (Non-tenure Track) 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 Adjunct 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 Adjunct 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. To ensure that post-baccalaureate programs maintain these fundamental distinctions requires that the faculty acknowledge such distinctions conceptually and through action, and that the University, Colleges, and departments hire faculty qualified to participate in post-baccalaureate education.

Grand Valley State University adjunct faculty engaged in both graduate and graduate professional 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, adjunct faculty should be able to demonstrate excellent classroom instruction and active and sustained scholarly and professional service.

B. Expectations for Adjunct Faculty.

1. Responsibilities. Adjunct faculty meeting the criteria set forth below may teach graduate/professional courses within a precise area related to their expertise as defined by and related to the topic and field of their highest degree or

distinguished professional achievement. Minimal coursework related to a particular topic or subject does not constitute expertise. Health professionals may teach courses related to their clinical experience and expertise. In addition, adjunct 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 thesis or project.

2. Minimum Criteria for Adjunct Faculty.

a. Education

- i. an earned doctorate or other 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 department chair of the appropriate department or program, OR,
- iii. in some cases, holding a college degree and being recognized by peers for distinguished professional accomplishments (e.g. journalism awards). In these cases, prior approval of the department chair and the appropriate college dean who will forward a written rationale for the decision to the Dean of The Graduate School, OR,
- iv. health professionals who meet the requirements of accrediting organizations, have the appropriate clinical experience and expertise, and appropriate degree for the profession.

- b. Adjunct 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 an adjunct 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 Adjunct Faculty Engaged in Graduate Education.

1. Procedure for Adjunct Faculty. Applicants must provide evidence that they meet the expectations for adjunct faculty assigned to teach graduate/professional courses or supervising 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 Departmental Chair who will make a recommendation to the College Dean for review and approval. A copy of the entire approved application and a list of the courses the applicant will be teaching shall be sent to The Graduate School in a timely fashion, usually within three weeks of the beginning of each semester. The Graduate School will prepare a summary of the qualifications of all adjunct faculty teaching graduate/professional courses or supervising graduate students in clinical settings and identify exceptions to the standards and policies to be shared with the respective college deans and the Provost.

- a. Materials Required (Available on The Graduate School website)

www.gvsu.edu/gs):

- 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:
https://www.gvsu.edu/gs/applications/index.cfm?sb_path=login
- 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/performance, instruction, and professional service;
- iv. a current curriculum vitae;
- v. any additional information that provides evidence of scholarship/performance, teaching and professional service.

Graduate Assistantship Appointment Policy and Procedures

Grand Valley State University Faculty Handbook 201-17 www.gvsu.edu/facultyhandbook:

1. Purpose:

The Graduate Assistantship Policy distinguishes Graduate level policies from policies detailed in the *Faculty Handbook* that currently govern Undergraduate Assistantships (section 1.08).

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 more opportunity 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, enriches their education, and broadens 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 should be advertised in recruitment materials, on the website of the department offering the Graduate Assistantships, and on the Student Employment electronic job board. In addition, The Graduate School will either post or provide a web-link for every Graduate Assistantship.

In recognition that many Graduate Assistantships are used to recruit students to specific graduate programs, and that many students may not have ready access to the website, departments may use positions to recruit students to their own graduate program, without posting to the wider student community. However, 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. 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 5 graduate credit hours per semester for a half-time Graduate Assistantship. The unit offering the Graduate Assistantship must have a written position description, approved by the Academic Dean of the College or the Appointing Officer of non-academic units, and by the Dean of The Graduate School. Please note that the graduate assistantship job description must significantly focus on instructional or research responsibilities in order to be compliant with the Internal Revenue Service definition of the tuition reduction exemption for Graduate Assistants (GA). If the Special Project Graduate Assistantship responsibilities are non-instructional or non-research then the tuition remission and stipend 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 appointment form 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 appointment form 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 grant.

The 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 Dean of The Graduate School.

4. **Assistantship Procedures:**

The Appointing Dean will forward all of the required information to the Office of Financial Aid on a current Graduate Assistantship Appointment Form to be uploaded into Onbase for The Graduate School review. All Graduate Assistantship procedures and forms are available at The Graduate School website. The Dean of The Graduate School will review each Graduate Assistantship Appointment Form to ensure that all appointments meet current policy and procedure. If an assistantship appointment meets those guidelines, the 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 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 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 particular 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 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 insure 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.
- d. assignments.
- e. assisting with laboratory setup.
- f. assisting with grading papers, objective exams, laboratory reports, and homework or tutoring.
- g. 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 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 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 Dean of The Graduate School and ultimately to the Provost.

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 to the GA 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 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 his/her 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 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 Dean of the Graduate School (or designee). The appeal to the 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 Dean of the Graduate School will gather all relevant information, interview the GA and the supervisor, and render a decision. The decision of the 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 these positions nor will any be converted to base-budget funded positions.
- A limited number (~ 5) of graduate assistantships will be supported for a two (2) year period.

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 (2016-17 academic 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 work station? Where will the work station be located?
- Who will supervise the GA? What is his/her position and title?
- How frequently will the GA be given guidance, including performance reviews?

Proposal information: To request a Special Project graduate assistantship, please submit your proposal electronically to Irene Fountain at fountaini@gvsu.edu, by **5:00 pm** on December 1, 2016. Proposals must contain the following headers with appropriate information:

1. Project duration

- Please indicate whether this request is for a one-year or two-year period.
- Please indicate whether you will accept a one-year graduate assistantship position even if you requested a position for two years.
- 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?

Graduate Dean's Citations for Academic Excellence

The Graduate Dean's Citations for Academic Excellence were created to recognize outstanding academic achievement of graduate students. Awards are given to students who have completed their program or are very close to completion.

The Graduate Dean's **Citations for Excellence** included university-wide recognition in nine areas:

- Academic Excellence in a Degree Program Award
- Outstanding Doctoral Dissertation Award
- Outstanding Master's Thesis Award
- Outstanding Final Project Award
- Outstanding Publication Award
- Award for Excellence in Service to the Community/Profession
- Award for Excellence in Leadership/Service to GVSU
- Award for Excellence in Promoting Diversity and Inclusion to GVSU
- Award for Excellence in Sustainability

Graduate students are nominated for these awards by their major advisors, the Graduate Program Director, and the departmental chair or school director, and/or other faculty and staff engaged in graduate education that are familiar with the individual student's accomplishments in the specific areas noted. The nominees are reviewed by the Dean of The Graduate School in consultation with others involved in graduate education. Final selection is made by the Dean of The Graduate School. Each recipient is granted a certificate of recognition and a graduate honors cord.

Nomination Guidelines

All Dean's Citation awards are intended for **graduating students** only. For each nominee, the nomination should be comprised of at least one letter of support from a faculty member and a letter of support from the graduate program director or coordinator. Nominations for Outstanding Doctoral Dissertation, Master's Thesis, Final Project, and Publication Awards should include a copy of the student's abstract. Students may be nominated for more than one award, if eligible.

Academic Excellence in a Degree Program Award

Nominees must demonstrate academic excellence in all regards of graduate study (grade point average, outstanding performance in coursework, academic skills that exceed the average in terms of written assignments, projects, service, or leadership). Faculty should only nominate a student whom all agree is outstanding.

Outstanding Doctoral Dissertation Award

Nominees must have successfully completed the defense of their dissertation. Student work must be of publishable quality, or of research on a topic of exceptional significance to the profession or discipline. Final manuscripts are expected to demonstrate excellence in design,

analysis, and discussion, and should stand above the work of all other students in the given semester.

Outstanding Master's Thesis Award

Nominees must have successfully completed the defense of their thesis. Student work must be of publishable quality, or of research on a topic of exceptional significance to the profession or discipline. Final manuscripts are expected to demonstrate excellence in design, analysis, and discussion, and should stand above the work of all other students in the given semester.

Outstanding Final Project Award

Nominees must have completed a project that has demonstrated excellence in its conception, merit, significance, and in its presentation (written or otherwise).

Outstanding Publication Award

Nominees work have been published or accepted for publication in a professional journal. The student shall serve as a primary author. The publication may be an article or other product appropriate to the profession or discipline (e.g. case study, protocol, literature review, technical report, etc.).

Excellence in Service to Community or Profession

Nominees should have demonstrated outstanding service and leadership to the community and profession (beyond the GVSU campus). Any faculty or staff member who has observed this student's performance may lend their support to the nomination. Letters should address the ways in which the student's service has benefited the community and/or the profession.

Excellence in Leadership and Service to GVSU

Nominees should have displayed active leadership and service at GVSU. Nominations may be supported by any faculty or staff member who has had the opportunity to observe and evaluate the student's leadership. Letters should address ways in which the student's leadership and service have impacted the university.

Excellence in Promoting Inclusion and Diversity at GVSU

Nominees should have displayed active promotion of inclusion and diversity at GVSU, as well as embodied the spirit of inclusion within the campus community. Nominations may be supported by any faculty or staff member who has observed the student's promotion of inclusion and diversity at GVSU. Letters should address ways in which the student's actions have impacted the university in terms of inclusion and diversity.

Excellence in Sustainability

Nominees should have demonstrated outstanding leadership and innovative thinking in the community by implementing sustainable best practices. Any faculty or staff member who has observed this student's performance may lend their support to the nomination. Letters should address the ways in which the student has given life to a sustainability initiative in one or more aspects of the triple bottom line in sustainability (economic, social, or environmental).

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 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 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 original signatures of your research advisor, Department/School Chair, and Dean of your College. Submit the cover page (with all signatures) of the application in paper form to The Graduate School, via U.S. mail, intercampus mail, or hand delivery. The department address is 318C DeVos Center, 401 West Fulton, Grand Rapids, MI 49504.

The following items must be submitted electronically to gradschool@gvsu.edu:

- Research Description (~5-7 pages) including the following sections:
 - Introduction/Background material
 - Specific Research Question/Hypothesis
 - Methodology/Design/Data Collection/Data Analysis
 - Plans for Dissemination of Information
- Project Timeline
- Budget (~1-2 pages)
 - A detailed budget for the research that is tied directly to the research design/data collection.
 - Include the approximate purchase price and number of each item.
- For travel requests provide a complete description of dates of travel and mileage.
- Letter of support from your research advisor.
- Letters of support must be sent directly from the advisor's GVSU email account to 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 Dean and Associate 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 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, all receipts, along with a completed travel and expense voucher (on the GVSU Business & Finance websites), 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 15, for Winter Semester research

March 15, for Spring/Summer Semester research

June 15, for Fall Semester research

If you have questions, please contact Irene Fountain in The Graduate School at 331-7123 or fountaii@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 her/his academic advisor identify course(s) at a participating university that are needed for the student's program of study and are unavailable at her/his 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's 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 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 course work, sent from the Host Institution to the Home Institution.

MAGS Distinguished Thesis Award

The Midwest Association of Graduate Schools (MAGS) annually conducts an award competition for distinguished master's theses. The awards are to recognize and reward distinguished scholarship and research at the master's level.

The Guidelines for the 2016 MAGS Distinguished Master's Thesis Awards are:

1. Each member institution may submit one nomination per category for the award each year. Each nomination requires the written endorsement of the Dean of the Graduate School or equivalent official. The institution selection process is the responsibility of that individual.
2. To be considered, a thesis must contain original work that makes an unusually significant contribution to the discipline. It must be in a format that conforms to accepted disciplinary standards, and it must have been accepted as final by the degree-granting institution. Theses submitted electronically will normally be in pdf format; hyperlinks to additional materials may be included but must be verified prior to submission. Any institution wishing to submit a thesis in another electronic format should consult with the chair of the MAGS Outstanding Thesis Committee prior to doing so. The nomination form, the abstract of the nominated thesis (submitted as a standalone document), and the thesis must be submitted electronically to: thesis@mags-net.org.
3. Nominations will be accepted in any discipline in which the institution offers a master's degree. Original works accepted by an institution "in lieu of thesis" (such as musical compositions, published books, works of art, computer software, etc.) may not be nominated.
4. MAGS will implement the same process as that of the Council of Graduate School's (CGS) for awarding the Distinguished Thesis Awards in two of four categories that alternate every two years. For the 2016 cycle, MAGS sought nominations for the Distinguished Thesis Awards in the two broad categories of Biological/Life Sciences

and the Humanities. In the 2017 cycle, the two broad categories will be Social Sciences and Physical Sciences/Engineering. Each member institution may submit one nomination for each award category. Each nomination requires the written endorsement of the Dean of the Graduate School or equivalent official. The institution selection process is the responsibility of that individual.

3-Minute Thesis Competition (3MT)

3MT is a competition started by The University of Queensland that any institution with graduate students can adopt. The Graduate School hosts an annual 3MT competition open to all graduate students, typically in the Winter semester. The Graduate School will notify all students currently in the process of completing a thesis, though any graduate student completing original, independent research is eligible to participate.

The submission process includes students completing an online application and submitting a synopsis of their research. Students must also upload a letter of support from a faculty mentor. All students who meet the 3MT criteria will be given a chance to compete. Depending on the number of submissions, The Graduate School may establish rounds or heats of competition before the final event where the winner is selected.

To participate in 3MT, students must present their research in three minutes or less with the aid of only one static PowerPoint slide. The Graduate School will connect students to resources such as the GVSU Speech Lab. Students will compete in a randomized order.

The Graduate School will establish a judging panel of no less than seven faculty members from a variety of academic disciplines. All events will be open to the GVSU community. Faculty are encouraged to bring their classes to attend 3MT competition events. The Graduate School will collect ballots from the audience for a People's Choice winner, along with naming the First, Second, and Third Place winners based on the judging panel's scores. If a regional event is held, The Graduate School will provide funding for the first place winner to compete.

Exception to Policy Requests

The 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 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 either via email or as a paper copy.

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 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.