GRAND VALLEY STATE UNIVERSITY | THE GRADUATE SCHOOL

GRADUATE PROGRAM DIRECTOR'S HANDBOOK

The Graduate School
318C DeVos Center
401 W. Fulton Street
Grand Rapids, Michigan 49504

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INTRODUCTION

As a Graduate Program Director (GPD) at Grand Valley State University, your position is essential to the success of our graduate students. This Handbook is designed to assist GPDs with a variety of duties, which include recruitment, enrollment management, application review and admission, academic processes, graduation audits, and more. In the coming chapters, we will outline what functions the Graduate Program Director executes in these areas.

Though new and recently hired GPDs will find this handbook most useful, existing GPDs may also find helpful information and use this handbook as a reference guide. For example, Chapter 2 of this Handbook is an introduction to The Graduate School and an outline of the major roles and responsibilities of GPDs. This is not intended to be an all-inclusive list as the functions of the GPD are ever-changing.

Chapter 3 primarily focuses on recruitment, inquiries, and the student's first contact with GVSU and your graduate program. Chapter 4 covers applications, the admissions process, and how to communicate admissions decisions to students. Chapters 5 and 6 detail processes and procedures after the student is admitted, from enrollment and advising through completion of the graduate program, the final thesis or capstone, and deposit of the completed scholarship in ScholarWorks. Chapter 6 provides resources for graduate student professional development and engagement in the graduate education community at GVSU. In the Appendices, you will also find an example of a Graduate Student Handbook and other quick reference materials.

We hope you find this material informative and useful. Please let our office know if you have any questions.

Best wishes for a successful year,

Jeffrey A. Potteiger
Associate Vice-Provost for The Graduate School

2   GRADUATE EDUCATION AT GRAND VALLEY

Chapter 2 is an introduction to graduate education at GVSU and your role as a Graduate Program Director. We have also included information about The Graduate School and resources offered to help you manage and administer your graduate program.

2.1   GRADUATE PROGRAMS

Grand Valley offers graduate degree programs, certificates, and badges in all academic colleges. All materials regarding graduate education list the exact number of graduate programs and areas of study. The Graduate School maintains an online list of graduate programs, certificates, badges, and contact information on our website: gvsu.edu/gs.

2.2   THE GRADUATE SCHOOL

The Graduate School provides leadership, oversight, and support for graduate education, graduate students, and faculty. We develop programming and provide advising to assist graduate students through transitions from prospective students, to enrolled, to graduating, and to alumni. We oversee graduate assistantships, including appointments and orientations. The Graduate School also administers and reviews exceptions to university policies that apply to graduate education.

The Graduate School website provides information and resources to graduate students, faculty, and staff. On this website, you will find an electronic copy of this document, along with the Policies & Procedures Manual, which includes all policies related to graduate education at GVSU. The Graduate School also publishes the Graduate Advising Guidebooks for Faculty & Staff and Students, Graduate Student Guidebook, Project Guidelines, Thesis & Dissertation Guidelines, and the monthly newsletter *6 in 60: Graduate Education News & Information in 60 Seconds or Less.* This newsletter is distributed to all faculty members with graduate faculty status, staff constituents of The Graduate School, and all current graduate students. These publications are all available at gvsu.edu/gs/resources.

GPDs, Deans, and other administers at GVSU also receive the monthly newsletter *Grad News: Headlines from Across the Nation*. This newsletter provides information on new programs starting at other institutions, key information on graduate education administration, and other items of note.

The Graduate School also administers the Graduate Assistantship program, the Special Projects Graduate Assistantship program, the Academic Conference Fund, Presidential Research Grants, and supports the work of the Graduate Council. All graduate student petitions for exceptions to policies are directed to The Graduate School. In addition, Trista Bergerud, the Assistant Director of Programming and Communication, is the designated Michigan Intercollegiate Graduate Studies Program official. The Associate Vice-Provost for the Graduate School reviews all requests for graduate faculty status and a full database of approved faculty is maintained by The Graduate

School. Through regular meetings with Graduate Program Directors and other faculty and staff involved in graduate education, The Graduate School offers support in recruitment, admissions, administration, scholarship and research, and graduation in all of GVSU's graduate programs.

All faculty engaged in graduate education will need to be approved as graduate faculty before teaching and advising graduate students. The policies approved by University Academic Senate and Graduate Faculty application forms can be found at gvsu.edu/gs/gradfaculty.

The following is not intended to be an exhaustive list of responsibilities, but encompasses the role most Graduate Program Directors and graduate faculty members fill in relation to their respective graduate programs:

2.2.1   *Primary duties of the graduate program director*

Program Support

- Serves as a program representative and primary point of contact between the academic unit/department and The Graduate School.

- Administers, provides information, and in some areas becomes a part of the allocation process for graduate assistantships and scholarships/tuition waivers/fellowships to graduate students.

- Formulates degree program academic review policies for probation and suspension and procedures in conjunction with program faculty and administers such policies.

- Assures that graduate program operations function in compliance with university graduate policies and regulations, and provides assistance in the implementation of these policies and procedures.

- Communicates to graduate students and department faculty the current University, Graduate School, and Department/Program policies, procedures, requirements, standards, and new developments or information pertaining to all aspects of graduate programs in their department/area.

- Facilitates curriculum/program changes and coordinates the periodic review of the graduate curriculum, including guiding the faculty in university and special accreditation efforts.

- Works with the academic unit heads and other faculty and administrators in maintaining the quality and viability of their graduate program through the coordination of program assessment activities related to the graduate programs and student achievement in their area/department in terms of learning outcomes, placement of students, graduation rate, accreditation applications and compliance, and other program-related changes.

- Provides conflict resolution when appropriate.

- In some departments, recruits, mentors, and evaluates adjunct faculty.

- In some departments, participates in scheduling courses for students.

- Assists in graduate student orientation and professional development of graduate students at the unit level.

- Monitors student academic progress and performance in the program, and timely progress towards degree, including approval of Program Plans of Study and coordination of the culminating experience.

- Facilitates student and faculty collaboration on research and scholarly interests.

- In certain departments, coordinate with distance learning administrators to arrange classrooms, disseminate program materials, approve instructors, and provide other administrative services.

- Coordinates and facilitates the work of the unit committees involving graduate education.

- Compiles data and reports for national, university, and other types of surveys.

- Assembles reports involving data compilation, analysis, and presentation.

- Facilitates and coordinates with Graduate Council the academic graduate program review.

- Other duties as assigned, such as department budget, equipment requests, supervision of Graduate Assistants and support staff, and promoting the graduate program (through university and community activities).

Recruitment Support

- Works closely with those individuals who perform recruitment and marketing activities.

- Oversees the application process through the evaluation of applications for admissions (the Slate system).

- Serves as the initial/temporary advisor to assist potential students with program information and new students with course selections for the first semester of graduate work, and to be a familiar person to whom new graduate students can turn to for guidance and advice, and to provide schedules of deadlines, counsel, and direction to students as they proceed into and through their program.

2.2.2   **Primary Duties of the Graduate Faculty**

Program support

- Carries out all graduate program operations in compliance with university graduate policies and regulations and stays apprised of updates or changes of these policies and procedures.

- Reviews the current University, Graduate School, and Academic Unit/Program policies, procedures, requirements, standards, and new developments or information pertaining to all aspects of graduate programs in their academic unit/area and communicates information to graduate students.

- Serves as an advisor to assist potential students with program information, meets with new students to determine course selections for the first semester of graduate work, and is a familiar person whom new graduate students can contact for guidance and advice.

- Notifies the Graduate School of discipline-specific conferences or annual meetings held in the Midwest/Great Lakes region.

- Facilitates curriculum/program changes and coordinates the periodic review of graduate curriculum, including guiding the program in university and special accreditation efforts.

- Works with the academic unit head and other faculty and administrators in maintaining the quality and viability of their graduate program through the coordination of program assessment activities related to the graduate programs and student achievement in their academic unit in terms of learning outcomes, placement of students, graduation rate, accreditation applications and compliance, and other program-related changes.

- Participates in the Graduate Academic Program review process.

- Facilitates student and faculty collaboration on research and scholarly interests.

- In some academic units, coordinate with distance learning administrators to arrange classrooms, disseminate program materials, and provide other administrative services.

Recruitment Support

- Coordinates recruitment and marketing activities with the School Director, Department Chair, or Graduate Program Director.

- Assists with the application process through reviewing applicants and serving on admissions committees.

- As an assigned advisor, provides schedules of deadlines, counsel, and direction to students as they proceed into and through their program.

- Assists students with adhering to academic policies and procedures and advises students on degree program probation and/or suspension actions.

- Assists in the orientation and professional development of graduate students within the graduate program.

- Monitors student academic progress and performance in the program, and timely progress towards degree, including approval of Program Plans of Study and coordination of the culminating experience. Other duties as assigned, such as equipment requests, supervision of Graduate Assistants, and promoting the graduate program (through university and community activities).

3 RECRUITMENT AND ADMISSIONS

Chapter 3 is designed to introduce you to some of the graduate recruitment resources at GVSU, including the Admissions and Recruitment Office, University Marketing, and Alumni Relations. This chapter also outlines some recruitment strategies that may be incorporated within your graduate program and the Graduate Recruitment Plan through Slate and Banner.

3.1 ADMISSIONS AND RECRUITMENT OFFICE

The Admissions and Recruitment Office in Allendale is located in 150 STU in the Lubbers Student Services Building and the Grand Rapids Admissions and Recruitment Office is located at 102B of the Richard M. DeVos Center. Both locations are staffed to ensure the hours of operation are sufficient to meet the needs of our prospective graduate students. The hours of operation are Monday-Thursday 8-6 p.m. and Friday, 8-5 p.m. during the academic year. Hours during the spring and summer are Monday-Friday 8-5 p.m. The Admissions and Recruitment Office can also be contacted at gradadm@gvsu.edu.

The Admissions and Recruitment Office staff participates in various events that support graduate student recruitment efforts at GVSU. This includes, but is not limited to the following activities:

3.1.1 Graduate School Fairs

GVSU Admissions and Recruitment Office typically participates in the following graduate school fairs each year:

- Alma College
- Ferris State University
- Grand Valley State University
- Kalamazoo College
- Michigan State University
- Siena Heights University
- Western Michigan University

This is not a comprehensive list; institutions are added as opportunities become available.

GVSU hosts its own Graduate School Fair. This event is typically held in October at the Allendale campus and is coordinated by the University Career Center. It is a good opportunity to promote our graduate programs to current Grand Valley students.

3.1.2 Grand Rapids Area Higher Education Network (GRAHEN)

GVSU is a current member of the Grand Rapids Area Higher Education Network (GRAHEN). GRAHEN is a nonprofit consortium composed of 11 local institutions of higher education that have degree-granting

programs for adults. GRAHEN is based in Grand Rapids and has been serving area corporations at no cost since 1997.

The mission of GRAHEN is to promote an awareness of lifelong learning opportunities for adults at colleges and universities in the greater Grand Rapids area. The GRAHEN schools work collaboratively to promote lifelong learning in the West Michigan area, foster discussion of issues in higher education, and encourage employers to support the professional development of their employees through educational fairs.

Through corporate sponsorships and educational fairs, GRAHEN offers employers and employees convenient on-site access to the schools in the area that have programs for adults. GVSU Admissions staff visit numerous businesses and organizations in the Grand Rapids area, such as Blue Care Network, Blue Cross Blue Shield, City of Grand Rapids, Haworth Inc., John Ball Park Zoo, University of Michigan Health-West, Corewell Health Young Professionals, and Wolverine Worldwide, Inc.

If you are interested in attending these fairs, please contact Tracey James-Heer in the Admissions and Recruitment Office at (616) 331-2025 or james-ht@gvsu.edu.

3.1.3   Prospective Student Visit Opportunities

The Admissions and Recruitment Office hosts individual appointments, phone appointments, and virtual information sessions/appointments for prospective graduate students. These sessions are a good opportunity for students to ask about application procedures for their program of interest, how to become a degree seeking student, and graduate program requirements. If your program is interested in co-hosting an online information session, please contact Tracey James-Heer at (616) 331-2025 or james-ht@gvsu.edu. Students can register online for these events via The Graduate Campus Visit page.

3.2   UNIVERSITY MARKETING

University Marketing (UMARK) provides tools for academic departments to market their graduate programs to prospective students. These tools help to convey a clear, consistent, data and research-based message about what Grand Valley (and specific graduate programs) can offer. You can contact UMARK at (616) 331-2525.

3.2.1   Integrated Marketing Planning

One of Grand Valley's strategic priorities is to enhance the image and reputation of the university. UMARK does this through integrated marketing, meaning everyone throughout the university works together to convey clear messages about Grand Valley that underscore its mission, vision, values, and strategic priorities in everything we say, do, print, post, or send. To this end, UMARK provides support services for program-based communications tactics for graduate programs that are derived from the institutional integrated marketing plan. UMARK oversees and funds image research that benefits the entire university. UMARK also offers marketing research design and implementation assistance to individual academic units and graduate programs that request research.

3.2.2   **Branding and Identity Standards**

GVSU's brand is a promise to our audiences about who we are and what we offer. The brand is based on the university's mission, vision, values, and strategic priorities. In order to enhance the image of GVSU, clear and consistent messages need to be communicated to the university's audiences. The university's messages can be found at gvsu.edu/identity. UMARK explains the benefits or outcomes of these messages through stories of students, faculty, and alumni. Each fall faculty and staff members receive talking points to assist with messaging about Grand Valley. New stories are also added continually to gvsu.edu/gvnext/student-academic-success-center. The graphic representation of the GVSU brand is the logo. Guidelines for Grand Valley logo usage, word usage, and standards guide are found at gvsu.edu/identity.

3.2.3   **Publications and Advertising**

UMARK manages, designs, and produces a full range of publications and visual materials, including recruitment materials, the course catalog, program brochures, posters, postcards, banners, and invitations. Advertising is also designed and produced in UMARK for the purposes of university image/awareness and recruitment. Advertising space costs for specific graduate programs are the responsibility of the academic units. All publications and advertisements point to gvsu.edu or specific academic units for more information. All publications and advertising should be sent to UMARK for review before they are printed or posted.

3.2.4   **Website Design and Development**
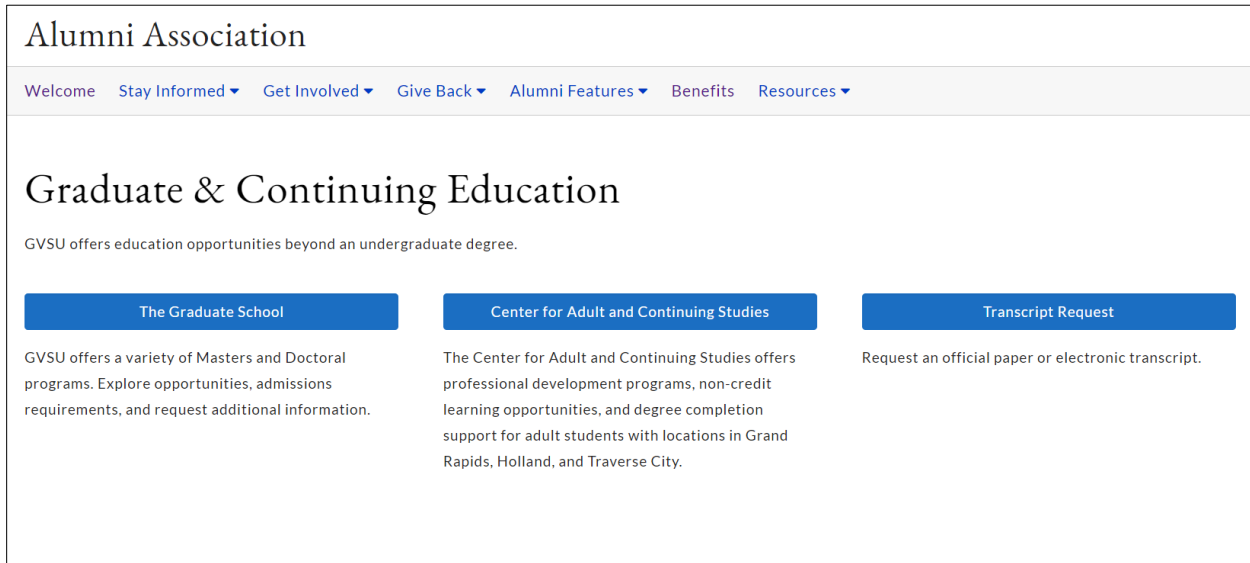
UMARK designs and develops the primary website of the university. A content management system (CMS) allows departments to easily maintain their websites. The web team in UMARK provides assistance to create a customized look for academic unit websites that complies with Grand Valley's web standards (available online at gvsu.edu/identity under Web). UMARK also houses and maintains the online catalog (www.gvsu.edu/catalog) and search-engine-optimized academic program pages for the university. Every program at GVSU has one of these pages. They are filled with approved academic data from each academic unit, as well as analytics data from the EMSI Economic Modeling product to which GVSU subscribes. These pages were developed for each graduate program and were created to answer the needs of prospective students. These pages are linked from gvsu.edu/gs/masters-and-doctoral-degree-programs and you can also find them at www.gvsu.edu/acadprograms.

3.3   ALUMNI RELATIONS

The Office of Alumni Relations supports the recruitment of graduate students to the university in many ways, including using the following initiatives:

3.3.1 *Alumni Relations Website*

The Alumni Relations website links to The Graduate School website. Graduate education opportunities are listed under the Lifetime Learning section of the website. Each month, the alumni e-newsletter features a different benefit and all e-newsletters link to the website. Additionally, printed materials and the Alumni Relations welcome page have links to the benefits website. Social media posts regularly feature benefits as well.

3.3.2 **Toast**

Toast is a celebration of your journey as a student, your graduation, and what it means to be a Laker for a Lifetime.

The event is for graduating students and includes brief remarks from an alumni speaker and President Mantella, as well as a champagne toast. Undergraduate and graduate students are invited to participate.

Toast began as "Toast with T-Haas" with a few dozen attendees and eventually grew to attract over 1000 graduates in the Spring of 2019. This year, Toast will return as a celebratory alumni welcome event to celebrate new graduates!

3.3.3 **Alumni Features**

Alumni are regularly featured in print and digital publications, including those who have graduated with advanced degrees from GVSU. These include:

- Alumni in 5 (featured on the Alumni Relations website, featured in monthly e-newsletter, shared on social media)
- Alumni Feature Stories (featured on the Alumni Relations website, featured in e-newsletter, shared on social media)

3.4 GRADUATE PROGRAM ENROLLMENT MANAGEMENT

Graduate enrollment management is a shared responsibility, particularly among the academic deans, school and unit heads, graduate program directors, and The Graduate School. Graduate faculty members also play an integral role in recruitment, admissions, and retention efforts for all graduate students in our degree programs. All graduate programs at GVSU are required to have their own recruitment strategies and this is generally the role of the Graduate Program Director or responsibility of an Admissions Committee in each program as appropriate for their particular program(s). Some examples include:

- Collaborate with University Marketing in creating and/or revising marketing tools (online, brochures, fliers) for your program.

- Identify 'feeder' schools for your graduate program.

- Send mailings that target employers.

- Attend events/fairs that are specific to your industry/profession.

- Connect to national feeder sites for your program(s) – e.g. Professional Science Masters site or professional sites.

- Maintain the graduate program website, brochures, and keep your information current.

- Involve GVSU alumni in your recruitment efforts.

- Respond promptly by phone or email to student inquiries about program admissions and degree requirements.

- Engage program faculty to talk with prospective applicants.

If you have other ideas/examples for graduate recruitment efforts at the program level, please share them with The Graduate School staff so we may add them to our list.

3.5 GRADUATE COMMUNICATION PLAN

The Admissions and Recruitment Office has a communication plan for graduate students that begins at the point of inquiry and continues through their admission to the university. Below is an outline of the various letters, phone calls, emails, etc. that are sent to graduate students to encourage their enrollment.

3.5.1 Inquiries

Request For Information (RFI) Specific Population

- Inquiry Emails – Student receives eleven automated electronic graduate inquiry emails from multiple GVSU individuals including—Graduate Program Director/Program Alumni/Academic Dean/Graduate School upon submitting a graduate inquiry request online or having their contact information entered into the Graduate Communications Manual Input Form. These

emails are sent over a 360-day period. In addition to these inquiry emails, the Graduate Recruiter also reaches out via phone and personal email to inquiries for selected programs.

Examples include:
- 24-hour follow up - Greetings from GVSU's Graduate Admissions Team
- Day 10 – Welcome to GVSU (from specific college)
- Day 15 – Welcome to GVSU from Associate Vice Provst of the Graduate School
- Day 30 – It's Time to Start Your GVSU Application
- Day 90 – Still thinking about Graduate School at GVSU?
- Day 360 – Are you willing to invest in yourself and your future?

3.5.2   Applicants

Awaiting Submission

Students who begin an application for a GVSU Graduate program will be prompted to submit their application over a period of 120 days through nine automated electronic emails. In addition to these inquiry emails, the Graduate Recruiter also reaches out via phone and personal email to applicants on an as needed basis.

Examples include:

- Day 3: Application in Progress but Not Yet Submitted
- Day 5: Application Workshop Invitation
- Day 15: Greetings from Associate Vice Provost of Graduate School
- Day 45: Application Workshop Invitation
- Day 60: Schedule an Appointment with Graduate Admissions Team

Awaiting Materials

Once a student has submitted their application they will be moved to the "awaiting materials" drip campaign. This will notify the students every seven days of what materials they are missing and will provide the contact information for Graduate Admissions for further assistance.

3.5.3   Admitted Students

Degree Seeking

Admitted students receive thirteen automated electronic graduate emails regarding Next Steps for Admitted Students which begins with a decision letter directly from the Graduate Program Director. These emails are sent over a 180-day period with information to assist students with various campus resources before they get to campus. The Graduate Admissions Team also offers continuous support for admitted students, including a specific Admitted Student Graduate session.

Examples include:

- Day 0: Decision Email
- Day 2: Admitted Student Packet
- Day 4: Admitted Student Resource

- Day 7: Greetings from The Graduate School
- Day 150: Still trying to decide?

International Students are sent two additional automated electronic emails regarding their specific next steps as it pertains to their financial verification and the required I-20. This information is sent on behalf of the Global Admissions Team who continues follow-up and provides sessions that are particular to International Students.

Non-Degree Seeking

Admitted non-degree seeking students receive six automated electronic graduate emails regarding Next Steps for Admitted Students which begins with a decision letter directly from the Graduate Program Director who oversees the area of interest they selected. These emails are sent over a 35-day period with information to assist students with various campus resources before they get to campus. The Graduate Admissions Team also offers continuous support for admitted students, including a specific Admitted Student Graduate session.

Examples include:

- Day 2: Important Information for Non-Degree Seeking Students
- Day 5: Admitted Student Packet
- Day 10: Admitted Student Resource
- Day 15: Student Portal
- Day 35: GVSU = Nationally Ranked

4 INQUIRIES, APPLICATIONS, AND ADMISSIONS DECISIONS

Chapter 4 is an introduction to the graduate education admission process at GVSU and your role as a graduate program director. We have also included information about The Graduate School and resources offered to help graduate programs grow.

4.1 HANDLING INQUIRIES

The inquiry process is a very important stage in the recruitment process. At this point, prospective students may be considering many different schools and/or options for graduate study. Therefore, the communication we have with them is critical.

Students need to have direct contact with a faculty member during the recruitment and application process. Having a faculty contact who can answer admissions-related questions may help students decide to attend GVSU. Please be sure as a graduate faculty member, you are responsive to student inquiries. Prospective students who receive personalized contact from faculty members are far more likely to apply and accept admission to GVSU.

There are many ways in which we communicate with prospective graduate students at the inquiry stage. Ultimately, the goal is to provide them with information about our programs and encourage students to apply for admission. This chapter will outline our current practices and offer suggestions for ways in which you can communicate with interested students.

4.1.1 Graduate Information Request

Prospective graduate students can request information about a specific program from the GVSU web page https://www.gvsu.edu/admissions/inforequest-index.htm. This page is located off of the Graduate Admissions pages. When a student clicks 'Request Information,' they will see the following:

Information Request

To request information on Programs, please complete the following form and then click Submit

(*) Designates Required Fields

I am *

[dropdown]

First Name *

[text field]

Middle Name

[text field]

Last Name *

[text field]

Email Address *

[text field]

Birthdate *

[dropdown] [dropdown] [dropdown]

When a student completes this form, the student receives eleven automated electronic graduate inquiry emails. The emails are from multiple GVSU individuals including—Graduate Program Director/Program Alumni/Academic Dean/Graduate School. These emails are sent over a 360-day period. Also, the student's contact information is automatically loaded into Slate, which allows us to do follow-up communication with them. Graduate student inquiry reports are sent to each Graduate Program Director every weekday.

4.1.2   Graduate Communications Manual Input Form

Sometimes, a prospective graduate student will not request information via the above website. A graduate program may simply receive a telephone call or email from a student looking for more information. In this situation, it is the responsibility of the graduate program to enter the student's contact information into the Graduate Communications Manual Input Form, available online at gvsu.edu/grad/inputinfo.

Inputting the prospective student's information will trigger the four automated electronic graduate inquiry emails to be sent to the prospective student. Additionally, this is yet another opportunity to have the prospective student's information loaded into Slate so GVSU can continue to follow up with them.

4.1.3   Graduate Information Packets

Each graduate program is responsible for sending any printed materials to prospective students should they receive a request from a prospective student or if they wish to mail additional information. University Marketing has designed a Graduate Viewbook available to send to prospective students. The graduate information packet typically includes the following materials:

- Graduate Viewbook

- A degree seeking paper graduate application, although we prefer that students apply online at gvsu.edu/gradapply.

- A non-degree seeking graduate application, if appropriate.

- A graduate program flyer.

- A business card of someone within the program, typically the Graduate Program Director or a potential advisor.

Some other items to consider including in the information packets are:

- Test preparation information (e.g. GRE, GMAT).

- Departmental/School/College newsletter.

- Faculty information.

- Course information - descriptions, availability of classes, etc.

- Alumni success stories/profiles.

4.2 APPLICATIONS

Students can complete a GVSU graduate application online at gvsu.edu/gradapply or by using a paper application. We strongly encourage students to apply online. If your program needs a supply of paper applications, please email Brian DenUyl in the Admissions and Recruitment Office mail room at denuylb@gvsu.edu.

Please note that the paper graduate application is updated and reprinted only once a year, typically in July. Changes to the online graduate application may be made throughout the year, as appropriate. If changes have been made to your program's graduate application requirements, you may want to advise students to complete an online application rather than a paper application.

4.3 GRADUATE ADMISSION

Applicants for graduate admission must meet the following minimum requirements in order to be considered:

- A baccalaureate degree from an accredited college or university in the United States, or the equivalent of this degree from another country.

- Demonstrated ability to pursue graduate work successfully. Graduate programs generally require an undergraduate grade point average of at least 3.0.

Graduate admission requirements are minimum requirements for consideration and do not guarantee acceptance into a specific program.

Graduate programs also have additional requirements for admission.

All graduate students at Grand Valley State University are classified as either degree seeking or non-degree seeking.

4.4 DOMESTIC STUDENTS

4.4.1 Degree Seeking Status

To be assured of admission consideration, prospective students should submit applications and all supporting documents at least one to two months before the semester they wish to enter. Some graduate programs have more restrictive and definitive deadlines. For those programs that have rolling admissions, prospective students should contact the graduate program director for specific application deadline information. Faculty should contact the Graduate Program Director for details of their graduate program.

To be considered for graduate admission, applicants must submit the following items:

- Completed graduate application for admission.

- A $30 nonrefundable application fee (unless the student has previously applied to Grand Valley State University and then the application fee is waived).

- Official transcripts from your baccalaureate degree granting institution. Transcripts must be sent from those institutions directly to the GVSU Admissions and Recruitment Office. Note: We do not require official transcripts from Grand Valley State University.

- Official 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), PTE (Pearson's Test of English), or Duolingo English Test for applicants whose native language is not English.

- Additional application documents as required by each graduate program.

Some graduate programs have additional requirements that are specific to that program, such as test scores, letters of recommendation, personal statements, writing samples, and more. Additional requirements by program are available online at the Admissions and Recruitment Office website.

Prospective students must submit a fully completed graduate application and all required documentation to the Admissions and Recruitment Office before their application file receives an admissions decision. Applicants whose files are incomplete will not be considered for full admission.

Contact information for the Admissions and Recruitment Office:
(616) 331-2025
gradadm@gvsu.edu
gvsu.edu/gradapply

4.4.2   Non-degree Seeking Status

If a student has not completed all of the admissions requirements for the graduate program, such as prerequisites or a suitable GPA, they may be granted non-degree seeking status. University policy allows for students to earn a maximum of 12 credits at GVSU as a non-degree seeking student to be considered toward completion of the degree. However, specific programs may have more restrictive guidelines and allow fewer than 12 credits. Students with a baccalaureate degree who are not seeking a graduate degree but wish to take graduate-level courses may also apply as non-degree seeking students. Non-degree seeking students are not required to pay an application fee. The application form is available online at gvsu.edu/gradapply. These forms are reviewed and an admission decision is made by The Graduate School.

4.4.3   Changing Status from Non-degree to Degree Seeking

Students may seek a change in status by:

- Submitting all required admission materials.
- Submitting a degree seeking application to the Admissions and Recruitment Office.

4.5   INTERNATIONAL STUDENTS

International applicants applying for graduate program admission must submit the following documents to the GVSU Admissions and Recruitment Office to be considered for admission:

- International Application for Admission – available online or in print form.

- Application fee – U.S. $30 – payable by bank draft written on a U.S. bank, valid credit card, or international postal money order.

- Official academic transcript from all post-secondary colleges or universities previously attended.

- We also require a copy of students' degree certificates, or verification of their impending graduation.

- Official score reports from one of the following: Test of English as a Foreign Language (TOEFL), International English Language Test System (IELTS), Michigan English Language Assessment Battery (MELAB), or the Pearson Test of English (PTE). The following scores are required for graduate admission to GVSU:

    o   TOEFL – Internet-based – 80, paper-based – 550

    o   IELTS – 6.5

    o   MELAB – 77

    o   PTE – 53

- Verification of Financial Support – U.S. Immigration law requires that all international students verify that they have support for at least one year's costs and that there is reasonable assurance that the financial support will continue for the remaining years needed to complete the degree. **The estimated cost of attendance for the academic year can be found at gvsu.edu/admissions/international-tuition-fees.** A sponsor must complete and sign the Financial Support Form that is included with the application and it must be submitted with an original bank statement verifying that the necessary amount of support is available.

Some graduate programs have additional requirements that are specific to that program, such as test scores, letters of recommendation, personal statements, writing samples, and more. [Additional requirements by program are available online at the Admissions and Recruitment Office website](.).

4.5.1   **Key Area for Attention**

One key aspect to look for when reviewing an international application is the country from which the student is coming. Applicants from some countries, such as India, may have higher GPAs because of the grading system, while students from other countries may have lower GPAs but are qualified. An attempt is made to give an accurate conversion to a US 4.0 grading scale when reviewing international transcripts, but the evaluation will not be exact.

4.5.2   **Admissions and Recruitment Office Role**

Representatives from the Admissions and Recruitment Office assist with international recruitment, as they travel to various locations to recruit students. Recent recruitment trips have gone to Eurasia, Asia, Africa, India, and Latin America. They have several online marketing programs they use to attract students from around the world. GVSU also utilizes international recruiting agents who regularly visit GVSU and you may be invited to meet with them either individually or in a group. **Each academic year, Grand Valley is host to nearly 400 international students from over 70 countries.**

For international students, the Admissions and Recruitment Office offers but does not require evaluation of transcripts. Evaluation includes converting their GPA into the US scale. The Admissions and Recruitment Office does not determine how classes transfer. However, the student will provide course descriptions and that information will be sent to the graduate programs for review. The graduate program will determine how much credit to award. The Graduate School also provides a list of transcript evaluation services online at: gvsu.edu/gs/international-students.

4.5.3   **Your Role as a Graduate Program Director**

Students who are interested in attending Grand Valley, but do not have the necessary English Language skills are also recruited. In this case, GVSU can offer conditional admission. If conditional admission is requested by an international graduate applicant, the graduate program is under no obligation to grant the request. The graduate program may deny the request for any reason and the conditional admission decision is treated as final. However, the applicant may still apply for full admission. Also, if a graduate program decides to grant a conditional admission request, then the graduate program is free to require specific conditions before granting full admission.

4.5.4   **Working Together**

To recruit quality prospective students for your graduate program, it is essential to provide clear and timely information to the Admissions and Recruitment Office. If the criteria of your program change, specifically minimum admissions requirements, please contact the Graduate School so the most accurate and updated information is used for international recruiting.

There are great opportunities for graduate programs to send faculty members to various recruitment fairs around the world, which can complement the Admissions and Recruitment Office efforts. If your graduate program has a faculty member interested in participating in such activities, please contact Tracey James-Heer at james-ht@gvsu.edu.

4.6   APPLICATION REVIEW PROCESS

When a prospective student applies for graduate admission at Grand Valley, the application is considered incomplete until all the necessary documents are submitted to the Admissions and Recruitment Office. Graduate Program Directors have access to an incomplete queue where incomplete applications can be viewed. GPDs are encouraged to contact students and urge them to complete their

applications. Only prospective students who submit a complete application can be considered for full admission. Other types of admission decisions are detailed below.

Once the Admissions and Recruitment Office receives all materials, the application becomes complete and the graduate program is responsible for reviewing it and making an admissions decision. You can request that an email notification be sent to you each time a graduate application becomes complete and is ready for your review by contacting Tracey James-Heer at james-ht@gvsu.edu.

If your graduate program uses rolling admissions, we ask that you decide on a student's file within two weeks of receiving the complete application materials. This allows students to hear back in a timely manner and they may be more likely to enroll in the university.

Slate is the software that GVSU uses to electronically review and make decisions on admission applications. Training is available to each graduate program on how to use the software and how to assign graduate advisors to students, if applicable. If you are a new Graduate Program Director, or need access to Slate, please contact Tracey James-Heer in the Admissions and Recruitment Office at james-ht@gvsu.edu. A Graduate Slate Training Manual is also available online at gvsu.edu/registrar.

4.7   ADMISSIONS DECISIONS

This section outlines the admissions categories available for graduate students. Each graduate application can be assigned one of these statuses. A **degree-seeking student** is an applicant who has been granted admission to a degree program under **full**, **provisional**, or **conditional** status.

Full admission: Indicates that the applicant fully meets all the entrance criteria, including degree(s) required, GPA requirement(s), test score requirement(s), official transcript(s) of all previous coursework completed, and any other materials required by the program. Only a graduate degree candidate who has achieved full admission status will be granted their degree. This status signifies that all required documents (including final transcripts) are on file with the university.

Communication to students: The Admissions and Recruitment Office will send out the full admission letters to students.

Provisional admission: Indicates that the applicant 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:

- Official transcripts.
- Admission test scores.
- Certified copies or official verification of professional licenses or certifications.
- Letters of recommendation.
- Other documents required by the graduate program.

  Communication to students: The graduate program will need to specify the application document(s) needed within the provisional admit letter, print a copy of it, and send it to the student.

Conditional admission: Indicates the applicant 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:

a. Curriculum deficiencies: Applicant who is not admissible or is marginally admissible to a graduate program because they have not completed prerequisites or background courses required by the graduate program.
b. 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.
c. Nonstandard 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:

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

Communication to students: The graduate program will need to specify the conditions and timeline for completing them within the conditional admission letter, print a copy of it, and send it to the student.

Denied admission: Indicates that the applicant is not granted admission to a degree program under any status.

Communication to students: The Admissions and Recruitment Office will send out the denied admission letters to students.

5 ADMITTED STUDENT PROCESSES

The processes outlined in this chapter cover the responsibilities you will face as a Graduate Program Director after students are admitted to the University. This includes orientation to the institution and program, advising, academic requirements, student code and conduct policies, financial aid, audits, and requesting exceptions to university policies.

5.1 ADMITTED STUDENT SESSIONS

The Admissions and Recruitment Office offers Admitted Student Sessions in conjunction with graduate programs that do not offer a program-specific orientation. These admitted student sessions provide admitted students with an overview of the program/what can they expect regarding class format, overview of the faculty, points of pride for the program, a current student perspective, and registration information. These sessions provide an additional touchpoint for incoming students to provide them reassurance on what to expect for the upcoming semester. These sessions do **not** replace New Graduate Student Orientation. If you would like to host an admitted student session for your program, please contact Tracey James-Heer at james-ht@gvsu.edu.

5.2 NEW GRADUATE STUDENT ORIENTATION

The Graduate School works with the Admissions and Recruitment Office to provide a university-wide New Graduate Student Orientation before the start of each semester. Each newly admitted student is invited and expected to attend this orientation. Graduate Program Directors may coordinate a program-specific orientation to correspond with the university-wide orientation. *Example*: The Seidman College of Business may offer a program-specific orientation on the same night as the New Graduate Student Orientation. Students first receive a university-wide orientation and then receive a program-specific orientation.

An International Graduate Student Orientation is also available through the Padnos International Center, which is coordinated with New Graduate Student Orientation. This will provide new international graduate students with additional support and resources, though faculty advisors should be aware of any further resources available at the program level, such as an additional focus on English writing skills or language tutoring.

Virtual sessions are offered through Zoom and a recording of at least one session per semester is made available on the Virtual New Graduate Student Orientation website. This page also includes several resources and information for new graduate students.

5.3 GRADUATE POLICIES & PROCEDURES

The Graduate School maintains a Graduate Education Policies and Procedures manual that encompasses all policies and procedures related to graduate study at GVSU. This document is available online at gvsu.edu/gs/manual. This document is updated as necessary throughout the year.

5.4   ADVISING

The key to graduate student success is program-specific advising from a faculty advisor engaged in graduate education or the Graduate Program Director.

There is also a Graduate Student Handbook for your graduate program with information specific to advising and degree requirements (e.g. course progression, sample schedules, and information on the evaluation of transfer coursework). Depending on the structure of your program, there may be examples of full-time, part-time, and cohort plans of study (see *Appendix C* for an example template). Creating a realistic and achievable plan of study is critical to graduate student retention and success.

Faculty engaged in graduate education will need preparation before advising graduate students. Your graduate degree program should have an internal definition or listed qualifications that determine if a faculty member is suitable for advising graduate students.

The Graduate School has created two Guidebooks: the Faculty and Staff Advising Guidebook and the Advising Guidebook for Graduate Students. These resources are available at: gvsu.edu/gs/manual.

5.5   DEGREE REQUIREMENTS AND MYPATH FOR GRADUATE STUDENTS

As a Graduate Program Director, it is recommended that you establish procedures for monitoring student progress toward the degree and share them with your degree program's graduate faculty members:

- Accurate record-keeping.

- Creation of a plan of study.

- Controls for special program-specific requirements.

- Communication with students regarding degree requirements.

- Updates in MyPath reflecting changes in program requirements.

- Establishing relationships with staff in offices administering various university-wide policies related to graduate programs or graduate students.

- Playing a key role in graduate student program outcomes and graduate program assessment reports.

- Preparing program change requests and curriculum revisions and additions.

The Registrar's Office has implemented MyPath for graduate students, which utilizes Banner to track graduate student degree progress and planned programs.

5.6   TRANSFER COURSEWORK

For graduate students, transfer coursework (if allowed) is evaluated at the graduate program level. It is the responsibility of the graduate faculty advisor and the Graduate Program Director to evaluate courses

for transfer to GVSU from other institutions. You should also provide oversight for the courses being accepted for transfer into your degree program(s).

In evaluating transfer course work, it should be determined if the courses in question are a good substitute for the required courses in the curriculum of the program. Program curricula are subject to a rigorous review through the University Curriculum Review process and courses should not be substituted unless thoroughly evaluated. The faculty making decisions need to examine the content and currency of the transfer courses in light of the approved program and the student's plan of study.

More information regarding transfer coursework can be found in the Graduate Education Policies & Procedures manual. This is available at gvsu.edu/gs/manual.

5.7 ACADEMIC PROGRESS

Students must have a cumulative grade point average of 3.0 or higher in the entire degree program to graduate. In order to count for the degree, graduate classes must also have an earned grade of "C" or better. If a graduate student does not maintain good academic standing, the academic review process may be initiated and will be conducted by the appropriate graduate program director for degree seeking graduate students or by The Graduate School for non-degree seeking graduate students. The Academic Review policy and review criteria are available in the Graduate Education Policies & Procedures manual at gvsu.edu/gs/manual.

Graduate program directors may need to review requests for re-admission following an academic dismissal. Students must obtain letters of support from a faculty advisor or mentor in their graduate program. Students must also, with the assistance of an advisor, create a plan of study to effectively raise their grade point average to 3.0 (including repeating courses with less than satisfactory grades). The Graduate School will collect this information and submit it to the appropriate college dean to make a decision. Students are not guaranteed re-admission into the graduate program.

Graduate Programs may opt to place more stringent requirements on students, such as additional GPA requirements for specific coursework. Graduate student progress can be reviewed in MyPath. The Office of the Registrar has implemented MyPath for graduate students, which utilizes Banner to track graduate student degree progress and planned programs. Faculty can access MyPath by logging into Banner.

5.8 SCHEDULE OF COURSES, REGISTRATION, ADD/DROP

The annual schedule of classes is available online every March for the upcoming Spring/Summer, Fall, and Winter semesters. Students may register for any or all semesters listed in the annual schedule. Returning graduate students can begin registering on the first day registration is available. First-time graduate students can begin registering on the following day. The Registrar's Office provides registration tutorials at: gvsu.edu/registrar/video-library.

Students may add or drop classes through the first week of any semester for a 100% tuition refund. Students who drop a class between the end of the first and fourth weeks are eligible for a 75% tuition refund. Students dropping after the first week of class will receive a grade of W in the class. After the

end of the fourth week, students have until the end of the ninth week of classes to drop with no refund but still receive a grade of W. Students withdrawing during the second week of classes in a shortened session (spring or summer) and in the second, third and fourth weeks of classes in the full session are eligible for a 75% refund of the applicable credit hours assessed. Courses that operate outside the standard semester schedule (such as weekend courses) are subject to prorated deadlines and refunds.

If a student wishes to drop one or more courses after the "W" deadline, they will need to complete a Graduate Course Withdrawal form and obtain approval (signatures) from the instructor(s) of the course(s), the Graduate Program Director, and the Associate Vice-Provost for the Graduate School.

5.9   GRADUATION AUDIT PROCEDURE AND MYPATH

Graduate students should apply for graduation one semester before the semester they intend to graduate. Applications for graduation should be submitted after they have registered for their final semester. The application form is available on the Office of Registrar forms webpage at: gvsu.edu/registrar/student-forms.

If the audit comes back from the graduate program with issues that will prevent graduation, the auditor will send an audit review letter which states what requirements remain that make the student ineligible to graduate at the end of the semester. For more information, speak to a degree auditor at (616) 331-3327 or email regdept@gvsu.edu.

The Dean of Students Office also sends out a reminder postcard to all students who have a minimum number of credits required for graduation at the start of the Fall and Winter semesters. This postcard is a reminder that students need to apply for graduation. It is sent in the context of notification about the Commencement ceremonies.

Grand Valley holds commencement ceremonies in April and December. Students who graduate during the Spring/Summer semester are invited to attend the ceremony in December; however, students may request to "walk early" in April with special permission from the Dean of Students Office.

5.10   GRADUATION AUDIT PROCEDURE

Graduate students should apply for graduation the semester before the semester they intend to graduate after they have registered for their final semester. This is published in the catalog under General Academic Policies and Regulations.

If the audit comes back from the department with issues that will prevent graduation, the auditor will send an audit review letter which states what requirements remain that make the student ineligible to graduate at the end of the semester. The Registrar's Office is in the implementation stage of MyPath for graduate students, which utilizes Banner to track graduate student degree progress and planned programs. For more information, speak to a degree auditor at (616) 331-3327 or email regdept@gvsu.edu.

The Dean of Students Office also sends out a reminder postcard to all students who have a minimum number of credits required for graduation at the start of the Fall and Winter semesters. This postcard is

a reminder that students need to apply for graduation. It is sent in the context of notification about the Commencement ceremonies.

Grand Valley holds commencement ceremonies in April and December. Students who graduate during the Spring/Summer semester are invited to attend the ceremony in December; however, students may request to "walk early" in April with special permission from the Dean of Students Office.

5.11   Maintaining STUDENT FILES

The Office of the Registrar maintains the official academic file of every student. Information is stored electronically. Paper forms that are submitted to that office (e.g. change of grade, residency) are scanned into the student's file. Students may contact the Office of the Registrar to request official transcripts, verification of enrollment, verification of degree, and for replacement copies of diplomas.

5.12   PETITIONS FOR EXCEPTION

5.12.1   Academic Policy Exceptions

The Graduate School reviews and processes all petitions for exception to university graduate policies. Students seeking to appeal graduate academic policies must complete the appropriate form as provided in the Forms Library (gvsu.edu/gs/forms) on the Graduate School website. Depending on the request, the student's academic advisor, graduate program director, unit head, and/or dean of the college where the program resides must provide a decision before the Associate Vice-Provost for the Graduate School will review and provide a final decision.

The academic policies for graduate students are all listed in the Graduate Education Policies and Procedures Manual, which is maintained by the Graduate School. The Polices & Procedures Manual is available online at gvsu.edu/gs/policies-and-procedures-58.htm.

5.12.2   Credit Overload Limit

Graduate students may register for up to 15 credit hours per semester. Permission from the dean of the appropriate academic college is required to register for more than 15 hours per semester. In most circumstances, students should not be advised to enroll in more than 9 credit hours as a full-time student.

5.12.3   Graduate Course and Program Withdrawal Requests

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 Associate Vice-Provost for the Graduate School. The Graduate Course Late Withdrawal form is available at gvsu.edu/gs/forms.

A graduate student may elect to withdraw from a graduate program. A graduate student who has been granted a program withdrawal shall normally receive a "W" for the current semester courses, be classified by Grand Valley 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. Each graduate program has a formal process by which a student can request a withdrawal from the graduate program.

5.12.4   Leave of Absence

Graduate students who wish to suspend their graduate studies for a period of up to two years may request a Leave of Absence from their degree program. With the support of their Graduate Program Director and faculty advisor, graduate students can complete the Leave of Absence Form available in The Graduate School's Forms Library (gvsu.edu/gs/forms) and attach a brief letter of explanation requesting the leave of absence and detailing the return date to graduate studies. This form and any supporting documentation are then submitted to The Graduate School for review by the Associate Vice-Provost for the Graduate School. All students and faculty involved are notified of the final decision.

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 before completing the request. The full policy is available in the Graduate Education Policies & Procedures Manual (gvsu.edu/gs/manual).

5.12.5   Petition to Return

Graduate students are subject to life events or factors that may cause them to delay progress or step out of their degree program temporarily. Such breaks in their enrollment should be noted on their plan of study to assist their advising when they re-engage in their graduate studies.

After two full semesters of inactivity, the Office of the Registrar will place a "Re-entry" hold on the records of students who have not registered or attended classes. Students must contact the Office of the Registrar to have this hold removed prior to returning to graduate study.

The Petition to Return Form can be found on the Office of the Registrar's website (gvsu.edu/registrar) under the "Forms Library." This form is used by students returning to graduate study after a period of inactivity and by students seeking permission to return to graduate study following an academic dismissal (please see the below information regarding Academic Progress).

5.12.6   Professional Learning Credits

Graduate students have the opportunity to earn graduate credits for professional learning acquired through non-credit courses, structured non-credit professional development programs, and professional work experiences to fulfill required or elective courses in their degree planned program. Credits for professional learning will count toward graduation but will not be used in computing the grade point average. Professional learning credits may not be used for a culminating experience and may not exceed 20% of the student's degree program credit hours.

Students seeking to obtain professional learning credits must demonstrate competency in professional learning by completing a Challenge Exam or Individualized Assessment. Students will be charged a $250 fee for evaluating the materials. Further details on this process are available in the Graduate Education

Policies & Procedures Manual (gvsu.edu/gs/manual) and the required form is available in the Graduate School's Form Library (gvsu.edu/gs/forms-library-31.htm).

5.13 FAMILY EDUCATION RIGHTS AND PRIVACY ACT (BUCKLEY AMENDMENT)

The Family Education Rights and Privacy Act (FERPA) was enacted in 1974 and updated on January 8, 2009. FERPA is intended to protect a student's educational record.

It is not necessary to understand every nuance of the law and its administration, but it is important to understand that FERPA exists and governs much of what we do in higher education. FERPA is everyone's responsibility, as any employee at GVSU can expose the institution to FERPA liability if that individual has access to student records. Almost all student records are subject to FERPA, not just academic records.

University Counsel and the Office of the Registrar have provided guidelines regarding FERPA. As a faculty or staff member, you have a legal responsibility under FERPA to protect the confidentiality of student education records in your possession.

- Securely store confidential information and do not leave confidential information displayed or accessible on an unattended computer.

- Shred or properly dispose of all student records that no longer need to be retained (such as tests, papers, class rosters).

- Contact the Office of the Registrar if you have any questions about the release of student records.

5.14 DIRECTORY INFORMATION AT GRAND VALLEY STATE UNIVERSITY

FERPA allows the release of certain pieces of "directory information" without the prior written consent of the student. Each college and university identify what, if any, information will be considered as "directory information." The student has the legal right to "opt-out" of the directory so that *no* information is released to anyone at any time unless written consent is granted.

GVSU directory information includes the following:

Name, local phone number and email address – this information appears in the search option on the Grand Valley home page. GVSU does NOT print a directory, nor do we release the directory in an electronic or list type format.

Common infractions of FERPA to avoid:

- Accessing the records of any student for personal reasons.

- Discussing the progress of any student with anyone other than the student (including parents) without the student's consent. At Grand Valley, access to student educational records without the prior consent of the student is limited to those faculty, administrators, and staff who individually or collectively, are acting in the student's educational interest, within the limitations of their need to know.

- Using the Social Security number or University ID number (G number) of a student in a public posting of grades or other information.

- Providing anyone with student schedules or lists of students enrolled in your classes for any purpose.

- Leaving graded tests or papers in a stack for students to pick up by sorting through them.

- Including confidential information in a recommendation letter without the written consent of the student.

Good intentions, common sense, or innocent mistakes do not mitigate privacy violations. Most FERPA violations are unintentional. The rights of employees to access student records are very narrow. The ability to access student records is not the same thing as the need to access student records.

Students must be allowed to inspect and review their educational records upon request. An adviser's notes on a student, however, are not considered educational records. These notes must be held in a secure location in the adviser's office, but do not need to be shared with the student upon request.

5.15 STUDENT CONDUCT AND ACADEMIC HONESTY

5.15.1 Student Code

All graduate students are subject to the Student Code as published by the Dean of Students Office. This includes Student Conduct, Rules and Regulations, Judicial Process, and Student Grievance Procedures. The Student Code can be found at gvsu.edu/studentcode.

5.15.2 Student Handbooks

Your program should utilize a program-specific Student Handbook to clarify the program's expectations for students. A Student Handbook should address the graduate program's vision, mission, and core values, and clearly outline the expectations for student conduct and quality of work. It may also outline the degree requirements and include samples of the program of study (both full-time and part-time, if applicable). If the program has enacted policies that hold students to a different standard than university requirements, those exceptions will be clearly defined in the Student Handbook.

Your graduate program Student Handbook should be reviewed regularly to ensure that it encompasses all policies and expectations for students. Student Handbooks are reviewed by the Graduate Council regularly for consistency with university policy. For a detailed outline of a program-specific Student Handbook, please see *Appendix C*.

5.15.3 Academic Honesty and Plagiarism

GVSU expects that all faculty and students will honor the principles of academic honesty as outlined in the Student Code (Section 3.1) and the Faculty Handbook (Academic Honesty). This means that all academic work will be done by the student to whom it is assigned, without unauthorized aid of any kind. Faculty, for their part, will exercise care in the planning and supervision of academic work so that honest

effort will be positively encouraged. Cheating and plagiarism are the two most obvious violations of academic honesty.

Plagiarism is defined by Section 3.1 of the Student Code. Any ideas or material taken from another source for either written or oral presentation must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. The language or ideas taken from another may range from isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, speeches, or the writings of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment also is considered plagiarism.

It is strongly recommended that all suspected incidents of academic dishonesty or plagiarism be reported to the Dean of Students Office. Your Graduate Program Director may choose to handle such incidents within your program by meeting with the graduate student and faculty member. Please be aware that if these incidents are handled internally, there is no university record of the proceeding and the student may not be subject to the consequences of Judicial Review. Only those suspected incidents of academic dishonesty or plagiarism reported to the Dean of Students Office are eligible for Conduct Review.

The Conduct Referral Form is available online at gvsu.edu/conduct/file-a-referral and is submitted to the Assistant Dean of Students.

5.15.4   *Addressing Bias on Campus*

Grand Valley State University strives to create an inclusive and equitable campus community where people are treated with dignity and respect. If anyone in the Grand Valley community feels belittled, disrespected, or isolated based on their identity, there is a mechanism to report the incident (see below). The university is committed to safeguarding each individual's constitutional rights to free speech and assembly and we are also committed to addressing incidents of bias that may negatively affect individuals and/or communities at the university.

Grand Valley facilitates educational dialogue to ensure that individuals understand both their right to free expression within the community and the impact of their expression on individuals and/or the community. Any time an incident is reported, the reporting party will be contacted and informed about support resources available to them at the university. If behavior appears to be a violation of university policy and/or the law, the reporting party will be informed about additional ways the incident may be addressed.

5.15.5   *Reporting Incidents*

GVSU is committed to providing a safe and inclusive space for all students. A variety of methods are available for community members wishing to share a concern or submit a complaint. This includes student conduct, conflict resolution, student well-being (CARE) reports, campus climate concerns, Title IX (including but not limited to sexual assault, intimate partner violence, stalking, discrimination, and harassment), campus security concerns, and anonymous reporting.

To view the options for reporting an incident, please visit https://www.gvsu.edu/inclusion/reporting-incidents-160.htm.

5.16 FINANCIAL AID AND STUDENT SUPPORT

5.16.1 Financial Aid

In order to be considered for federal student loans and most scholarships, graduate students must complete the Free Application for Federal Student Aid (FAFSA). This form is available online at fafsa.gov. All graduate assistantships require U.S. citizenship, permanent resident status, or classification as an alien authorized to work in the U.S.

Graduate students are not eligible for federal grant money (such as Pell Grants).

Graduate students must be enrolled at least 4.5 credit hours to be eligible for most types of financial aid. Half-time status is typically defined as 4.5 credit hours. Full-time status is defined as 9 credit hours or more.

The Student Accounts Office can assist students with payment arrangements and employer reimbursement requests. In most cases, students can secure their classes by setting up a deferment plan that divides their semester balance into four monthly quarter-payments. The first payment, plus a $40 fee, is due no later than 5 pm on the first payment deadline for a given semester. Students must make these arrangements well in advance of payment deadlines.

Both the Student Accounts Office and the Office of the Registrar's will make several attempts to notify students of upcoming payment deadlines before dropping classes. Students may view semester billing statements, make electronic payments, and set up direct deposit for Financial Aid refunds by logging into their MyBanner account. Instructions are available at gvsu.edu/studentaccounts. Students may also log into MyBanner to accept or decline Financial Aid and view any outstanding requirements that need to be completed for aid to disburse. Steps can be found at gvsu.edu/financialaid/accept.

Graduate tuition at GVSU is determined by the student's admitted program of study for all coursework. Graduate students who enroll in undergraduate courses will be charged graduate tuition for those credit hours. Undergraduate courses **may not be used** to satisfy the requirements for a graduate degree. A listing of graduate tuition rates is available at gvsu.edu/financialaid/cost-of-attendance.

5.17 GRADUATE ASSISTANTSHIPS

Graduate Assistantships serve a dual purpose: (1) they provide graduate students with part-time, paid work experiences in their field of study, and allow them to expand and/or apply their discipline knowledge and skills under supervision; and (2) they provide GVSU faculty and/or university staff assistance in carrying out special projects or other assignments that require the advanced skills of graduate students. The activities assigned are to have educational value for the student. Graduate assistantships are not to be used in lieu of hiring student employees for clerical and office support.

Typically, GA appointments are made for the academic year, corresponding with the first day of the Fall semester and ending the last day of finals week at the end of the Winter semester. Exceptions to the typical academic year appointment include extended and full-year appointments. These positions include extra compensation

Departments planning to hire graduate assistants for the Spring/Summer semester must request approval from The Graduate School prior to hiring. This is to ensure that Provost/Financial Aid tuition funds are available to cover the GA's tuition waiver. Requests for approval should be submitted via email to Sheri DeVries at devries3@gvsu.edu or The Graduate School at gradschool@gvsu.edu.

5.17.1   Types of Graduate Assistantships

Full-time Assistantship (Standard): includes a 20-hour per week work assignment for each semester, corresponding to the beginning and ending dates of the semester as published in the academic calendar. Compensation includes 1) a stipend of $4,000 per semester, and 2) tuition credit (aka "waiver") for 9 graduate credits per fall/winter semesters.

Full-time Assistantship (Extended): includes a 20-hour per week work assignment for each semester, typically beginning two weeks before the beginning of the fall semester and ending two weeks after the end of the winter semester. Compensation includes 1) a stipend of $4,500 per semester, 2) tuition credit for 9 graduate credits per fall/winter semesters and 3) tuition credit for 3 graduate credits in the spring/summer semester.

Full-time Assistantship (Full-Year): includes a 20-hour per week work assignment for each semester, corresponding to the beginning of the fall semester and ending the last day of the following spring/summer semester as published in the academic calendar. Compensation includes 1) a stipend of $4,000 per semester, 2) tuition credit for 9 graduate credits per fall/winter semesters and 3) tuition credit for 6 graduate credits in the spring/summer semester.

Half-time Assistantship: includes a 10-hour per week work assignment for each semester, corresponding to the beginning and ending dates of the semester as published in the academic calendar. Compensation includes 1) a stipend of $2,000 per semester, and 2) tuition credit for 4.5 graduate credits per fall/winter semesters.

Students must be enrolled in at least the minimum number of graduate credit hours to be eligible for an assistantship.

In the event that a student is enrolled in fewer than the minimum number of graduate credit hours, the hiring unit may submit a request for an exception to the GA policy. The request should come from the hiring department, e.g. the GA's supervisor or unit head, and be supported by the student's graduate program director. The Associate Vice-Provost for the Graduate School will review all requests for approval.

5.17.2   Funding of Graduate Assistantships

Stipends

Graduate assistantship stipends are funded three ways: 1) base-funded by the college, department, or unit 2) externally funded by a grant or contract, or 3) special projects funding from The Graduate School.

1.   The number of positions allocated to a department/unit is determined by the Office of the Provost. Requests for increases to a unit's graduate assistantship allocation should be made to the Academic College at the time the college's annual budget request is being developed for the

next fiscal year. This typically occurs during the month of October. The tuition waiver comes from Financial Aid and the stipend comes from the base budget and is transferred to the hiring unit's Student Wages Allocation.

2. For grant-funded assistantships the grant writer/Principal Investigator should make every effort to obtain funding for the tuition waiver and stipend from the funding source. If the funding source does not provide tuition support, the PI must gain approval from the Associate Vice-Provost for the Graduate School prior to the grant submission for the tuition to be paid by GVSU and count that tuition support as a financial match in the grant budget. Such requests for a tuition match should be coordinated with the Office of Sponsored Programs and The Graduate School.

3. Special Projects graduate assistantships are allocated by The Graduate School exclusively for the purpose of meeting the temporary needs of departments with academic, student- or service-oriented projects that advance the university's vision and mission. The Graduate School publishes a request for proposals for special projects assistantship funding in November of each year. Submissions are reviewed and selected by the Associate Vice-Provost for the Graduate School, with notification to awardees in January. Recipients of special projects assistantships should remember that funding is based on the approval of the university budget each July. The number of proposals submitted typically exceeds the number of positions available to be awarded. Priority is given to proposals that have a high impact of the project or program involving the graduate assistant on the academic mission of the university and proposals where the special project or special program is congruent with the university's mission and vision and the objectives of the Strategic Plan. Continuation requests are considered but they are not given as high a priority as new requests of equal import. Special projects assistantships do not convert to base-budget funded positions.

Tuition

Tuition credit (aka "waiver") is one of the primary benefits of a graduate assistantship. As indicated above, a graduate assistant receives a tuition waiver consistent with their appointment length and terms. Students should understand that they must pay for any credits beyond those covered by the tuition waiver. The tuition waiver does not cover undergraduate credits.

Graduate assistants should be cautioned that they are required to have all fees and fines paid by the drop deadline each semester, or risk having their class enrollment dropped for non-payment. In the event that a newly hired graduate assistant's appointment documents are still being processed at the tuition payment deadline, the graduate assistant may submit a temporary tuition payment form to Student Accounts to ensure that their classes are held. This form is available in the Forms Library on The Graduate School website at gvsu.edu/gs/forms.

In order to be in compliance with the Internal Revenue Service definition of the tuition reduction exemption for graduate assistants, all job responsibilities must include a significant instructional or research component. If the graduate assistant's responsibilities are non-instructional or non-research then the tuition remission and stipend received by the student is subject to Federal, State, and Local withholding tax under I.R.C. § 117(d).

5.17.3   **Recruiting, Hiring, and Terminating Graduate Assistants**

The first step to hiring a GA is to ensure that the appropriate funds are in place to pay the stipend and tuition. Please refer to the previous section "Funding a Graduate Assistantship."

GA Job Description

Complete instructions for writing a graduate assistant job description may be found on The Graduate School website gvsu.edu/gs. In brief, the job description must include the following: position title, terms (full or half time), responsibilities,* desired and required qualifications, work station, orientation, supervision, department/recruiter contact information, and screening process.

*GA job responsibilities must include a significant instructional or research component in order for the tuition waiver to be tax-exempt. Positions that are primarily administrative are classified as "other," thus the tuition waiver is considered taxable income.

All new or revised GA job descriptions must be submitted for review to The Graduate School, at which time the position will be classified "other" (taxable) or research/instructional (tax-exempt). Graduate assistant position descriptions must be submitted to, and approved by, the Graduate School every academic year. Graduate assistant contracts cannot be processed without an updated approved GA position description on file in the Graduate School.

IMPORTANT: A graduate assistantship should be designed to enhance and/or expand the student's academic experience and the student to build advanced skills or expertise. Graduate assistantship positions are not intended to provide primarily clerical support or to perform low-level student worker duties. *Graduate students may be hired as hourly student workers. Please see the "Hourly Student Employment" section for further information.*

Departments are responsible for advertising, interviewing, and hiring their GAs. The Graduate School is not involved in this part of the GA appointment process except to offer guidance and assistance as needed. Graduate assistantship openings may be advertised on the Student Employment Job Board, Career Services, and on the departmental and The Graduate School websites. Departments may use positions to recruit students to their own graduate program, without posting to the wider student community. However, special projects assistantships funded by The Graduate School should be fully advertised to the GVSU graduate community.

Screening Candidates

The hiring department should screen each strong candidate to ensure the student is eligible for a graduate assistantship. To qualify for a GA position at GVSU, the student must be:

1. Admitted as a degree-seeking student in a Grand Valley graduate program at the time of appointment. Students with conditional, provisional, or non-degree admission status are not eligible for a graduate assistantship.
2. Enrolled in the minimum number of credit hours for a half-time or full-time position. If a student drops below the minimum hours required for the assistantship or withdraws from the program, they may forfeit the tuition waiver and may not be able to continue work for that

semester. Students enrolled in *only* the continuation credit for projects/theses (696/796) are not eligible for an assistantship.

3. In good standing, with a minimum cumulative GPA of 3.0 or better, and not on academic probation or in jeopardy of dismissal. If the student fails to maintain GPA eligibility, they may forfeit continuation of an assistantship position, for future semesters, thereby forfeiting both stipend and tuition waiver.

Hiring

Upon making an offer to the selected candidate, the hiring department completes a GA appointment form. This is also called the GA contract, which is available online at gvsu.edu/gs, under "Faculty and Staff," then follow the links to Graduate Assistant Appointment Form. When the form is completed and submitted, it automatically routes, via an email link, to the student, department chair or director, and dean/VP/designee. The completed, signed form is reviewed and approved by The Graduate School and submitted to Financial Aid.

There are separate forms for Standard, Extended, and Full Year GA appointments. Spring/Summer semester only appointments use the Standard form. These forms have conditions and auto-complete features built into each of them. If the wrong form is used, the information might be incorrect, e.g., the start and end dates. Users may view the forms they submitted previously by logging into the online form. To save a copy, open the form, right-click anywhere on the form, and print to PDF.

The hiring department is responsible for ensuring that the GA completes the appropriate forms (W-4 and I-9). Completed forms should be sent directly to Student Employment within 3 days of the student starting work. Tax and I-9 forms can be found online through the Student Employment office website gvsu.edu/studentjobs/ (click on the "Forms" link).

Cancellation and Termination

Unforeseen circumstances may occur that require an appointment to be discontinued. When this happens, the hiring department must notify The Graduate School via email, and provide the GA's name and G-number and the reason for cancellation and the effective date of the cancellation. The Graduate School will notify Student Employment and Financial Aid so that the stipend will be discontinued, and the tuition will be pro-rated according to the length of time the student held the position.

If the GA is terminated for cause, e.g., the student was unable to satisfactorily perform the duties of the graduate assistantship, the hiring department must first develop a performance improvement plan for the GA and provide a timeline for implementation of the plan and evaluation of the GA's performance. If the GA's performance remains unsatisfactory, the hiring department must first notify The Graduate School, then notify the student of the termination in writing via email or letter, and provide a copy of the termination notice to The Graduate School for their records.

Replacement

In the event that a GA opening is created due to a student's departure, the hiring department may replace the GA at any time during the semester. The replacement GA will receive a pro-rated stipend and tuition waiver. Student Employment and Financial Aid will calculate the amount.

5.18   HOURLY STUDENT WORKERS

Units may hire graduate students as hourly student employees. Such positions are not considered graduate assistantships. The primary attributes of a graduate assistantship (stipend, tuition waiver, parking permit fee waiver, and academic enhancement) are not the same as those of an hourly student worker position. The student worker receives a bi-weekly paycheck based on the number of hours worked, not a set amount as a graduate assistantship stipend would pay. Hourly student workers do not receive a tuition waiver.

The Graduate School encourages units to hire graduate students for complex and challenging work, as they bring maturity, a high level of commitment, and expertise to a position. They should be compensated accordingly, thus, we recommend that units compensate the graduate student employee at the high-end of the student wage table. The current student wages can be found at gvsu.edu/studentjobs by selecting "Wage Rate Schedule".

Student worker positions may be advertised on the Student Employment job board. Preference for graduate student applicants should be noted in the description. Units are responsible for their own recruiting, interviewing, and hiring. The Graduate School is not involved in this process except to offer advice and guidance if needed.

6 RESEARCH AND SCHOLARSHIP & STUDENT PROFESSIONAL DEVELOPMENT

This chapter covers student research and development, including protocols for student research, applying for funding, graduate student life, as well as ways to recognize outstanding graduate students in your program. Also included is an extensive list of resources on campus to assist students with academic and personal needs during their graduate study.

6.1 STUDENT RESEARCH

Student research and scholarship is an essential component of most graduate programs of study. The faculty of the graduate program should educate students about the responsible conduct of research (RCR), including procedures and standards commonly used within the discipline and universal ethical considerations. All graduate students conducting research and scholarship are expected to understand and comply with the rules and responsibilities for their respective discipline including the protection of human and animal subjects in research, if applicable. **Graduate students are required to complete RCR training prior to engaging in any research activities and prior to completion of 50% of their graduate program.** Students are advised to complete the appropriate RCR training as indicated by the graduate program. A full listing of RCR requirements by graduate programs is available at: gvsu.edu/gs/responsible-conduct-of-research-requirements.

6.1.1 Center for Scholarly and Creative Excellence

The Center for Scholarly and Creative Excellence (CSCE) promotes a culture of active scholarship, encourages innovation and enterprise, facilitates collaborations, and serves as an advocate for university scholarship and creative practice. The CSCE sponsors workshops, colloquia, lectures, and discussions. It provides help with developing a scholarly agenda, mentoring by senior faculty, assistance in finding collaborations, and publishing as a scholar. In addition, the CSCE provides funding to help support faculty and faculty-mentored scholarship. Guidelines and forms for all grants are available on the CSCE homepage at gvsu.edu/csce. The CSCE has locations on both the Grand Rapids and Allendale Campuses. Further assistance is available from the CSCE at (616) 331-2281, csce@gvsu.edu, or gvsu.edu/csce.

6.1.2 *Office of Research Compliance and Integrity*

The Office of Research Compliance and Integrity (ORCI) has a mission to ensure the safe, ethical conduct of human, animal, and laboratory research compliant with university policy and regulatory requirements.

Graduate students wishing to conduct research with human or animal subjects, radioactive materials or radiation producing equipment, chemicals, biologics, and other hazardous materials are subject to the training, review, and oversight provided by the committees and officers within the ORCI.

Animal Research: The Institutional Animal Care & Use Committee (IACUC) reviews all planned teaching and research activities involving vertebrate animals at GVSU to ensure compliance with Federal

regulations, GVSU policies, and standards for the humane treatment of animals. All use of vertebrate animals in teaching or research must receive prior written approval from the IACUC and are subject to post-approval monitoring. The IACUC provides training to all GVSU personnel involved with animal care and use and is administratively supported by the ORCI. Additional information about the IACUC can be found at gvsu.edu/iacuc.

Human Research: The Human Research Institutional Review Board (IRB) reviews all planned research involving human subjects prior to the initiation of the research and approves studies that meet Federal regulations, GVSU policies, and research standards for the protection of human subjects. All GVSU researchers must receive written approval from the IRB or exempt determination prior to conducting research. The IRB is administratively supported by the ORCI. Additional information about the IRB can be found at gvsu.edu/irb.

ORCI staff members are responsible for administering the animal and human protocol review process, researcher education, compliance monitoring, and administrative procedure development.

Laboratory Safety Program: Grand Valley's Laboratory Safety Program has established guidelines to ensure safe research and academic activities in the university's labs, studios, shops, classrooms, and field studies. The Laboratory Safety Program staff oversees compliance with federal and state regulations, and provides training programs for researcher activities involving the use of chemicals, biologics, and other hazardous materials. The Laboratory Safety Program is administered by the Director of Laboratory Safety, additional details can be found at gvsu.edu/labsafety.

Radiation Safety Program: The Radiation Safety Committee (RSC) and Radiation Safety Officer (RSO) oversee the safe use of radioactive materials and radiation producing equipment at GVSU. The RSC reviews and approves the use of radioactive materials and radiation producing equipment for research and educational purposes. The RSO supports the RSC and faculty to ensure compliance with state and federal regulations and GVSU's Radiation Safety Manual which includes training, personnel monitoring, and documentation requirements. Additional information can be found at gvsu.edu/radsafety.

BioSafety Program: GVSU's Institutional Biosafety Committee (IBC) is the body responsible for reviewing and approving the safe use of biological agents and recombinant DNA. The Biosafety Manual establishes the roles and responsibilities of researchers and outlines policies and procedures necessary to be compliant with federal regulations and GVSU policies. The Biosafety Program is administered by the Biosafety Officer. Additional information can be found at gvsu.edu/biosafety.

Research Integrity Officer: The Research Integrity Officer (RIO) is responsible for overseeing the responsible and ethical conduct of research at GVSU. The RIO conducts investigations of unauthorized research and research misconduct. Allegations of unauthorized research or research misconduct can be made to the RIO through the Office of Research Compliance and Integrity at: gvsu.edu/rci.

6.2 RESEARCH MISCONDUCT

As defined in GVSU policies, research misconduct is understood as the fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results, and/or engaging in ordering, advising, or suggesting that subordinates engage in misconduct in research,

scholarship or creative activities. Research misconduct does not include honest errors or differences of opinion.

Policy on Research Integrity

The University has developed policies and procedures to comply with federal government regulations regarding dealing with and reporting possible misconduct. Allegations of misconduct should be referred to the appropriate dean or appointing officer or the Provost or the research integrity officer. Students involved in research, who suspect that an incident of misconduct has occurred, should report the incident to the dean of their academic college or the research integrity officer.

6.3   STUDENT SCHOLARSHIP AND RECOGNITION

It is important for student research and scholarly activities to be disseminated upon completion. This can include dissemination to members of the GVSU community and showcasing to individuals outside the GVSU community. Recognition of quality student research can take several forms. Each program can showcase student work or provide resources for students to attend professional conferences. Every Fall and Winter semester, The Graduate School recognizes the scholarship of nominated graduate students with the Graduate School Citation Awards for Academic Excellence for outstanding dissertation, outstanding master's thesis, outstanding final project, and outstanding publication.

6.3.1   Academic Conference Fund

Small amounts of funding are available for graduate student travel through The Graduate School. The Academic Conference Fund (ACF) is available to support graduate students who have been invited to present or perform at a conference or professional meeting. To qualify for ACF funding, a graduate student must be identified as the primary presenter (first person named) on the proof of acceptance. Graduate students may apply for travel grants up to $600 for conference presenters (up to $800 for international travel). The purpose of these grants is to encourage student presentations at academic conferences by offsetting the cost of travel and attendance.

The ACF grant funds are awarded four times per year: July-September, October-December, January-March, and April-June. Grants are awarded on a first-come, first-served basis each quarter until the funds for that quarter are exhausted. Each application is reviewed by the Associate Vice-Provost for the Graduate School.

For more information, visit gvsu.edu/gs/academic-conference-fund.

6.3.2   Presidential Research Grants

Presidential Research Grants are available to graduate students and intended as a one-time award during a graduate student's academic career at GVSU. Grant awards of up to $1,500 are available to support the research projects of graduate students. In addition to research funds, Presidential Research Grant recipients are automatically approved for Academic Conference Funds. Graduate students will receive travel grants up to $600 for conference presenters (up to $800 for international travel). Presidential Research Grant recipients must be degree-seeking and the research must be tied to completion of some aspect of their graduate degree program. Application forms, instructions, and deadlines are available online at gvsu.edu/gs/presidential-research-grants.

6.3.3   **Graduate Showcase**

The Graduate School and The Center for Scholarly and Creative Excellence co-sponsor the annual Graduate Showcase event. Graduate Program Directors nominate outstanding students and recent alumni to present their research or scholarly activities. The purpose of this event is to showcase graduate scholarship and research to the larger GVSU community. More event details are available at gvsu.edu/gradshowcase.

The Graduate School will send a call for submissions for the Graduate Showcase near the beginning of the Winter semester. The Graduate Showcase event is typically held in April.

6.3.4   **Student Scholars Day**

The Center for Undergraduate Scholar Engagement organizes the annual Student Scholars Day (SSD) event. Students from all disciplines are invited to present quality research and projects. These can be both regular class projects and independent studies projects. All students will present at poster sessions held on the Allendale campus. Though primarily an undergraduate event, graduate students are encouraged to participate. This is also an opportunity to meet exceptional undergraduate students who may be well-suited for graduate study, and to pair those students with graduate mentors. Registration, guidelines, and event information are available online at gvsu.edu/ssd.

6.3.5   **Graduate School Citation Awards for Academic Excellence**

The Graduate School presents awards at the end of the Fall and Winter semesters to outstanding students. Students can receive awards based on academic performance, outstanding dissertation, thesis or final project, outstanding publication, service to the community or profession, service or leadership at GVSU, promoting diversity and inclusion at GVSU, or excellence in sustainability.

The Graduate Program Directors facilitate the nominations for the Graduate School Citation Awards for Academic Excellence. Faculty members may nominate outstanding students, though only one student per program can be nominated for each award.

Awards are presented at the Graduate Student Celebration, an event co-sponsored by The Graduate School and the Graduate Student Association (GSA). The GSA also recognizes outstanding faculty members at the ceremony in the categories of inclusion, mentorship, and teaching.

6.3.6   **University Communications**

GVSU's University Communications (UComm) office, in 4090 Zumberge Hall, can publicize news about research, events, scholarship and achievements of students, faculty and staff members, and alumni throughout the campus community and to external audiences. Each academic unit is assigned to a UComm liaison, a full listing is available here: gvsu.edu/ucomm/our-staff.

There are several outlets available for faculty or staff members who wish to publicize accomplishments:

- GVNext: this is the news feed featured on the GVSU homepage, gvsu.edu/gvnext. To submit a news story, contact UComm at (616) 331-2221 and speak to your UComm liaison.

- Laker Effect stories: these stories feature noteworthy students, faculty, staff members and alumni or programs. They are found on the GVNow website, gvsu.edu/gvnext. Submissions are welcomed: Contact your UComm liaison.

- Forum: this newsletter for faculty and staff members is published every other Monday during the Fall and Winter semesters. The deadline to submit story ideas is the Tuesday prior to the Monday publication date. Faculty and staff members can submit a sketch online at gvsu.edu/forum/submit-form or send an email to forum@gvsu.edu. Forum is online at gvsu.edu/forum.

- Faculty experts: University Communications matches and places many faculty experts with reporters looking for comments on current events. Be sure to note your area of expertise by sending an email to your UComm liaison.

- Grand Valley Magazine: the magazine is published quarterly and distributed to more than 121,000 alumni, parents, faculty and staff members, and community members. Story ideas can be discussed with your UComm liaison. The magazine is also online at gvsu.edu/gvmagazine.

- Social Media: University Communications has experts to help your department with social media strategy. Contact Sarah Dudinetz at dudinesa@gvsu.edu for more information and visit gvsu.edu/socialmedia

- Photography: To schedule photography for an event, visit gvsu.edu/ucomm/university-communications-photography. Photographers are also available to shoot portraits, visit am.gvsu.edu/ucomm/portraits to make an appointment or contact Amanda Pitts at pittsa@gvsu.edu for more information.

6.3.7 Graduate Student Success Stories

The Graduate School features student awards and recognitions online at gvsu.edu/gs by clicking on "Student Achievements." Faculty achievements are also posted. Success stories can be sent to bergerut@gvsu.edu .

Graduate student achievements will regularly be recognized in the monthly 6 in 60 newsletter and selected stories will also be highlighted in The Graduate School's Annual Report. If you would like assistance with adding a "Student Achievements" section to your graduate program website, please contact Trista Bergerud at bergerut@gvsu.edu.

6.4 PROJECT, THESIS, AND DISSERTATION GUIDELINES

Graduate program policies and procedures should be communicated to students (at the time of entry to the program, during routine advising, before the end of the program) about how to successfully propose and prepare for a project, thesis, or dissertation. The Graduate School publishes the *Guidelines for the Preparation of Theses and Dissertations*. These guidelines, which have been approved by the Graduate Council, along with supporting electronic forms, are available online at gvsu.edu/gs/thesis or gvsu.edu/gs/dissertation.

The Graduate School also publishes the *Guidelines for the Preparation of Projects used as Culminating Experiences* along with example forms and resources at https://www.gvsu.edu/gs/project-guidelines-104.htm.

Students are required to deposit their final thesis or dissertation in ScholarWorks@GVSU (scholarworks.gvsu.edu), the digital repository for scholarship at GVSU. Finally, graduate program directors and faculty are strongly encouraged to support and mentor the submission of graduate student scholarship for dissemination when student work merits the opportunity.

6.4.1   ScholarWorks@GVSU

ScholarWorks@GVSU is an open-access repository maintained by the GVSU Libraries that showcases and shares the scholarly and creative work of GVSU faculty, staff, and students. The mission of ScholarWorks@GVSU is to collect and provide access to the scholarship of the GVSU community. Authors contributing work to ScholarWorks@GVSU retain all copyrights in their scholarship, and can continue to publish and build upon the work they have shared.

The Graduate School mandates the deposit of theses, dissertations, and projects in ScholarWorks@GVSU, but the repository is also available to share and showcase other GVSU content, including exceptional graduate student work, faculty publications, data sets, and more.

Submitting content to ScholarWorks@GVSU is an effective way to increase the visibility of individual scholarly and creative accomplishments, as well as highlighting the scholarly output of a department or program. The full-text and citations of documents are searchable within ScholarWorks@GVSU and by search engines such as Google Scholar. In 2016-2017, items in ScholarWorks@GVSU were downloaded more than one million times; a quarter of those downloads were works produced by graduate students.

Most of the work submitted to ScholarWorks@GVSU is open access, meaning anyone in the world can view it. Over the last academic year, students and scholars from all 50 states and almost every country in the world did so. However, ScholarWorks@GVSU also enables authors to temporarily restrict access to their work with an embargo period or to permanently limit access to users on-campus at GVSU. These restrictions are most commonly applied when authors are working on patent applications or seek to have their work published in a journal or book.

If a graduate student's thesis, dissertation, or project involves research which could lead to a patent, includes sensitive or confidential information, or may be submitted for publication, please reach out to The Graduate School to request an exemption from including the student work from ScholarWorks@GVSU by completing a Petition for Exception Form. All exemptions require the approval of the Associate Vice-Provost for the Graduate School.

For more information contact the current ScholarWorks@GVSU administrator at scholarworks@gvsu.edu.

7   GRADUATE STUDENT RESOURCES

This chapter covers graduate student resources, including centers on campus to assist with library research, writing, and career goals. Also included is an extensive list of resources on campus to support graduate students' academic and personal needs during their graduate studies.

7.1   Graduate Student Services

7.1.1   Career Center Services for Graduate Students

The Career Center has staff dedicated to supporting graduate students at any point in their graduate careers. Graduate faculty are encouraged to refer students to the Career Center for assistance with:

- Definition and prioritization of a student's strengths, interests, and preferences as the foundation for career exploration.

- Identification and exploration of a variety of careers utilizing advanced skills and subject expertise.

- Identification and exploration of internship opportunities.

- Building relationships with alumni, employers, and campus resources.

- Crafting and implementation for targeted job search strategies.

- Improving the ability of students to communicate their value persuasively and confidently in application materials, interviews, and job offer negotiation.

As a graduate faculty member, it is important to be aware of this valuable resource on campus and direct students accordingly. In addition to its work with students, the Career Center serves as a resource for faculty and staff. Advisors are available to present to classes or student groups by request.

All services are free to GVSU graduate students and alumni and may be accessed by calling the Career Center at (616) 331-6708 or by visiting www.gvsu.edu/careers/.

7.1.2   *Knowledge Market*

The Knowledge Market is a collaborative service that brings together multiple peer consulting services to assist students with research, writing, digital skills, and presentations. Students can work with individual consultants from one service or involve multiple Knowledge Market partners in their consultation. Knowledge Market partners include the University Libraries, the Writing Center, and the Speech Lab. Meetings will be held virtually or in-person, and hours and availability may fluctuate based on the semester. If students wish to schedule an appointment or learn additional details about services, hours, and locations, they can visit the Knowledge Market Website.

All services are free to GVSU graduate students. For additional information, contact the University Libraries at (616) 331-3500 or by visiting www.gvsu.edu/library/.

Resource Market

The Resource Market is a free online database, housing our many Knowledge Market resources related to students' research, writing, technology, or presentation needs. To browse, visit our Resource Market webpage *and click through the four categories. If users can't find what they're looking for, they can use the search bar or contact us so we can better help.*

7.1.3   The Speech Lab

The Grand Valley Speech Lab is a student service aimed at empowering speakers across the campus community. From designing and evaluating oral communication assignments to assist with organization, delivery, and visual aids, the Speech Lab aims to collaborate with others in all areas of public speaking. Faculty director Isaac Simon, along with graduate and undergraduate students, staff the Lab. The office is located at 154 Lake Michigan Hall on the Allendale campus, but there are locations in the Mary Idema Pew Library's Knowledge Market and the Steelcase Library's Collaboration Zone on the Pew Campus in Grand Rapids. The lab staff work with faculty and students in one-on-one consultation sessions, as well as group sessions.

While student consultants primarily work with peers on course-based assignments, students and the faculty director work with faculty as needed. The lab assists with creating and evaluating oral presentation assignments, collaboration on conference presentations, structuring dissertation defenses, and a wide variety of in-class or pre-recorded workshops on a range of topics. Additionally, sending students to the Lab prior to in-class presentations is likely to result in more prepared and polished student presentations. For more information contact Isaac Simon at simonisa@gvsu.edu or visit the Speech Lab website: gvsu.edu/speechlab.

7.1.4   Writing Center

The Fred Meijer Center for Writing and Michigan Authors employs more than 60 undergraduate student and graduate student writing consultants from across the disciplines. In many cases, undergraduate consultants can work successfully with graduate students, particularly on editing and documentation issues. If the assistance of a graduate writing consultant is necessary, students should contact the Writing Center.

Graduate students automatically have access to email support and 50-minute scheduled appointments within Book It (https://www.gvsu.edu/bookit/). Via Book It, students can schedule appointments or access online services, including drop-in support (first come/first serve). The Writing Center offers online support during all hours of operation (synchronous and asynchronous) and we have physical locations in Allendale (LOH 120, Mary Idema Pew Library) and downtown (Steelcase Knowledge Market). Please visit our website for up-to-date information about hours and locations.

While most of the Writing Center's services are aimed at students, there are other programs designed for faculty. Instructors can request in-class workshop support, where a team of consultants facilitate small groups of writers. Faculty can also request presentations on writing center services and recurring weekly appointments for any students who need additional support. Finally, the Writing Center offers spring/summer writing retreats for faculty and staff members who want to make progress on their own

writing projects. For additional details and current information, please visit the Writing Center website: gvsu.edu/wc.

7.1.5 Veterans Network and Student Veteran Awareness Training

The Secchia Military and Veterans Resource Center at GVSU provides support for veterans, active service members, and their families. The SMVRC focuses on supporting the transition from military to university student, academic success and degree completion, and the transition to successful post-military careers and professions. Support services include highly specialized GI Bill certifying officials, a full-time military and veteran resource manager, trained peer-advisors, veteran-specific job coaching and networking opportunities, counseling and mentoring, disability accommodations, and flexible deployment accommodations.

Student Veteran Awareness Training is offered periodically to interested faculty and staff groups and by request. If you would like to know more about training opportunities for yourself or your department, or if you have a student who has identified as a veteran and needs assistance, please contact Military & Veteran Resource Center Acting Director Joe Bitely at bitelyj@gvsu.edu or (616) 331-2597 or the Veterans Network website gvsu.edu/veterans.

7.2 *University Social Justice Centers and Advocacy Resources*

The GVSU campus community has a wide variety of resources available to students. Departmental representatives, who are based in Allendale, are frequently able to meet with students on another campus or virtually:

Disability Support Resources gvsu.edu/dsr	(616) 331-2490
Division of Inclusion and Equity gvsu.edu/inclusion	(616) 331-3296
Milton E. Ford LGBT Resource Center gvsu.edu/lgbtrc	(616) 331-2530
Office of Multicultural Affairs gvsu.edu/oma	(616) 331-2177
Office of Student Life gvsu.edu/studentlife	(616) 331-2345
Padnos International Center gvsu.edu/pic	(616) 331-3898
Gayle R. Davis Center for Women and Gender Equity	(616) 331-2748

gvsu.edu/women_cen

Student Ombuds   (616) 331-2491
gvsu.edu/ombuds/

Victim's Rights and Options   (616) 331-2742
gvsu.edu/vro/

Office of Civil Rights and Title IX   (616) 331-9530
gvsu.edu/titleix/

8   GRADUATE STUDENT ASSOCIATION & PACES

The Graduate Student Association (GSA) is an organization that advocates for the graduate student community. GSA oversees funding for graduate student organizations, hosts professional and academic networking events, and acts as a voice for all graduate students at GVSU. GSA hosts various social events during the academic year, including the annual Fall Picnic and Finals Food Fest.

GSA hopes to foster an interdisciplinary collaborative network that helps every student feel connected to Grand Valley, now and after they graduate.

8.1   GRADUATE REGISTERED STUDENT ORGANIZATIONS

Many programs now have registered student organizations that graduate students can join. Graduate Student Organizations are eligible to apply for funding support through GSA. If your program does not have a registered student organization (RSO) but would like to start one, contact a GSA member at gvsu.edu/gsa. A list of current Graduate RSOs is available on the GSA website.

8.2   PACES: PROFESSIONAL DEVELOPMENT FOR GRADUATE STUDENTS

The PACES (Professionalism, Advancement, Communication, Engagement, Success) program is a voluntary, co-curricular program designed to help graduate students gain non-disciplinary skills for success through and beyond their education. The PACES program consists of online resources available through the PACES website gvsu.edu/paces and the PACES Pinterest account pinterest.com/gvsupaces.

8.3   CAMPUS PARTNER RESOURCE

Alumni Relations operates the Alumni Association to support alumni on their journeys as Lakers for a Lifetime, helping them stay informed, get involved, give back, and have Laker pride. One of the ways we accomplish this is by helping faculty and staff members connect with alumni through events, volunteer opportunities, and communications. You can visit gvsu.edu/alumni/resources-for-campus-partners for more information.

9   GRADUATE STUDENT HEALTH CARE AND INSURANCE

9.1   HEALTH CARE SERVICES

GVSU offers students low-cost options for health care and health insurance. These services are available to graduate students on both the Grand Rapids and Allendale campuses:

9.1.1   *The GVSU Family Health Center (GVSU – Grand Rapids)*

Contact Information
Phone: (616) 331-5767
Website: gvsu.edu/fhc

The GVSU Family Health Center, located at 72 Sheldon Avenue SE in downtown Grand Rapids, serves the health care needs of the local community and Grand Valley students, faculty, and staff. Services include same-day sick visits, primary and preventative care, women's health, sexual health, LGBT health, pediatrics, immunizations and travel clinics, specialist and diagnostic referrals, and health profession compliance. The center is operated by Grand Valley's Kirkhof College of Nursing. Please visit the website for an up-to-date listing of accepted insurance.

9.1.2   *Trinity Health Medical Group, Primary Care - GVSU Campus Health Center (Allendale)*

Contact Information
Phone: (616) 252-6030
Website: gvsu.edu/campushealth or https://www.trinityhealthmichigan.org/location/trinity-health-medical-group-primary-care-gvsu

In Allendale, the Campus Health Center is operated by Trinity Health Medical Group. It is a full-service, on-campus center providing primary health care to individuals. Most forms of insurance are accepted. Students can receive care regardless of their insurance status. Financial assistance is available to assist those who do not seek medical care due to inability to pay This facility is located at 10383 42nd Avenue STE A. *Please note: this location is not affiliated with the University and bills as a family practice office (not on student accounts).*

9.2   STUDENT HEALTH INSURANCE

Website: gvsu.edu/studentinsurance/health-insurance

9.2.1   *Domestic Students:*

Grand Valley State University does NOT require students to have health insurance, but it is strongly encouraged. GVSU works with Blue Cross Blue Shield of Michigan to offer a plan on a voluntary basis to full- and part-time domestic students with excellent benefits. Students can choose the PPO or HMO

plan. If you wish to be covered under the Student Health Insurance Plan, click the link above for more information or to enroll. If you are interested in seeing what other plans are available to you, please check out information on the Federal Health Insurance Exchange (healthcare.gov). GVSU does not benefit financially in any way from these referral services.

9.2.2   *International Students:*

J-1 students are required by Federal Law to be covered by health insurance. Health Insurance for F-1 International students is strongly recommended but not required. Additional details will be covered during international student orientation. Please contact PIC at (616) 331-3898, via e-mail, or visit their site about Healthy Living for questions or more information on this insurance plan.

9.3   STUDENT HEALTH RESOURCES

The Graduate School has developed a list of resources for students for several aspects of health care, including mental, physical, and sexual health. This list includes GVSU resources and local resources in the Grand Rapids area. The website https://www.gvsu.edu/gs/guides-for-graduate-students-70.htm includes these resources and several guidebooks for graduate students.

9.4   GRADUATE STUDENT MENTAL HEALTH

9.4.1   University Counseling Center

The University Counseling Center offers a broad spectrum of services to support student mental health, including individual counseling, group counseling, community referral, and self-guided mental health resources. The Center operates within a stepped care model, which means that students are connected with services that best meet their individual needs. Urgent appointments are available for students experiencing a mental health crisis.

Services are free to currently enrolled Grand Valley students and may be accessed by calling the University Counseling Center at (616) 331-3266 or by visiting either of its campus locations at 206 Student Service Building in Allendale, and 101B DeVos on Pew campus.

In addition to its work with students, the University Counseling Center serves as a resource to faculty and staff across campus. Clinicians are available to present on topics related to mental health to classes and student groups upon request. Further, the Center provides consultation to those with concerns about a student or other member of the Grand Valley Community. Students sometimes seek out a trusted professor for guidance when feeling distraught, anxious, or depressed, and faculty are often among the first to recognize when a student is experiencing a mental health concern.

More information about University Counseling Center services, including emergency resources, campus outreach, and consultation, can be found on the Center website at gvsu.edu/counsel or on the GV Mental Health app, available for download through the App Store and Google Play.

9.4.2   Alcohol & Other Drugs (AOD) Services

The Alcohol & Other Drugs Services office is committed to supporting students in making healthy and responsible choices regarding alcohol and other drugs. Our philosophy focuses on harm reduction and building awareness. Our office provides a range of services for prevention, education, recovery, and support. Our team is available for presentations upon request and consultations. Recovery meetings are also provided regularly on campus and are open to students, employees, and the community.

AOD Services provides fun and interactive, educational programming for students who may

- *Want to be informed about the facts regarding substance use*
- *May be struggling with alcohol or other drug issues*
- *Want to explore ways to have fun without substances or while using responsibly*
- *Are concerned or impacted by someone else's substance use and want help*

The Alcohol & Other Drugs Services office is located in 206 Student Services on the Allendale campus. For more information about AOD Services, including events, resources, consultation, and tips, please visit www.gvsu.edu/aod. To contact us directly, please call (616) 331-2537 or email us at aod@gvsu.edu.

APPENDICES

The final section of this Handbook will outline various resources and information that may be valuable to you as a Graduate Program Director Here you will find resources such as the full list of graduate programs offered by GVSU, an admissions communications guide, and a sample outline of a Graduate Student Program Handbook.

APPENDIX A – GRADUATE PROGRAMS AT GVSU (2023-24)

The Graduate School website has [The most up-to-date listing of all Masters and Doctoral Degree list.](#)

An up-to-date list of all [Combined Degree Programs](#) can be found on The Graduate School website, as well as information about the [Student Initiated Combined Degree Program](#).

The [current listing of online and hybrid classes](#) are available on The Graduate School website.

A complete list of the [certificate programs](#) that we offer are available on The Graduate School website.

Grand Valley has a wide variety of [Graduate Badges and Certificates](#) for students to further their education.

APPENDIX B – STUDENT HANDBOOK TEMPLATE

Graduate Student Handbook Template

Table of Contents

PROGRAM OVERVIEW

Introduction (mission/vision/core values)

Physician Assistant Example: Mission – To prepare highly competent physician assistants who embrace diversity, equity, and inclusion; lead and advance the profession; and provide quality patient-centered healthcare in all communities and settings.

Mission/Vision/Values

Goals/Objectives

Physical Therapy Example: A primary goal of the Physical Therapy program is to prepare graduates to perform all aspects of the role of an entry-level physical therapist.

Expectations of Students

Occupational Therapy Example: The obligations that go with these rights include: (a) the obligation to maintain a professional demeanor…

Expectations of Faculty

Occupational Therapy Example: These individuals are committed to providing you with the knowledge and skills necessary to help you successfully complete the Occupational Therapy Certification Examination…

OVERALL OBJECTIVES

PROGRAM OBJECTIVES

PROGRAM COMPONENTS

Components

Physician Assistant Example: 32 month (eight semesters)

-16 month (four semesters) Phase 1 – Academic Phase

-16 month (four semesters) Phase 2 – Clerkship Phase

-32 months Research Thesis Project Phase 1 and Phase 2 (see appendix)

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Degree Requirements & Due Dates

Criminal Justice Example: Specific dates and deadlines for completion of degree requirements should be reviewed with the Director of the Graduate Program.

Apprenticeship and Internship Dates

Comprehensive Examinations

Thesis or Research Requirements

Degree Audit and Application to Graduate

Synopsis of the Program

Doctor of Physical Therapy: Each semester in the degree program, from matriculation to graduation, is outlined for the student (Year 1 example below):

FIRST YEAR

FALL

Credits

4   BMS 561 Prosected Regional Anatomy

3   PT 511 Foundations in Physical Therapy Examination

1   PT 512 Introduction to Evidence Based Practice in PT

2   PT 513 Clinical Science I

1   PT 515 Professional Topics I

3   PT 517 Clinical Kinesiology

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WINTER

Credits

4	PT 521	Musculoskeletal Examination
4	PT 522	Musculoskeletal Intervention
3	PT 523	Clinical Science II
2	PT 526	Clinical Seminar I
3	PT 528	Clinical Biomechanics

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SPRING/SUMMER

First 5 weeks Credits

4	PT 636	Clinical Education I

Next 8 weeks Credits

3	PT 510	Lifespan Motor Development
2	PT 631	Cardiopulmonary Physical Therapy I
2	PT 632	Integumentary Practice Management
1	PT 634	Clinical Seminar II
3	STA 610	Applied Statistics for Health Professions

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ACADEMIC UNIT POLICIES OR UNIVERSITY POLICIES

Academic Performance

Physical Therapy Example: A cumulative grade point average of 3.0 or higher must be earned in the entire graduate program in order to be graduated.

Student Conduct

Work Related Policies

Checklist of Forms and Deadlines

Responsible Conduct of Research

Human Research and Review Committee (HRRC)

gvsu.edu/irb

Institutional Animal Care and Use Committee (IACUC)

gvsu.edu/csce

Academic Dishonesty

FINANCIAL AID

Occupational Therapy Example: There are a number of types of financial aid available for students, including student loans, grants and scholarships. Most of this information can be found in the Grand Valley State University Undergraduate and Graduate Catalog or from the Office of Financial Aid.

Application

Language Requirements

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Stipends and Benefits

Other Financial Aid and Financial Aid Resources

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Representation at College Level

Graduate and Professional Student Association (GPSA)

Awards and Honors

Commencement and Academic Regalia

DEPARTMENTAL FACILITIES

Laboratory Safety

Physical Therapy Example: Hazardous and non-hazardous materials such as ultrasound gels, oils, etc. will be stored in specific cabinets.

Facilities and Resources

Criminal Justice Example: The Counseling Center website *gvsu.edu/counsel* has a wealth of information. Including…

Office and Desk Space

UNIVERSITY RESOURCES

Directory of Frequently Contacted Offices

Resources and Services for Graduate Students

Criminal Justice Example: Other University Resources for Graduate Students – Parking, On Campus Housing, Career Services, The Counseling Center, Disabilities Services, The Writing Center, Registrar and Academic Calendar

Health Insurance

Physician Assistant Example: The payment of medical fees incurred due to any injury or illness arising out of participation in the Program are the responsibility of the learner. A health insurance plan is available for learners through GVSU…

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APPENDIX – (ex., Grad Student Rights & Responsibilities)

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