**Youngstown State University**

**Graduate Studies**

**Academic Policy Book**

Revised August 2025TABLE OF CONTENTS

1. Administration of the Graduate Studies 1
	1. Associate Provost, Graduate Studies 1
	2. Graduate Council 2
		* 1. Membership 2
			2. Elections 2
			3. Organization 2
			4. Functions 3
	3. Graduate Council Advisory Committees 4
		* 1. Membership 4
			2. Duties 4

 D. Allocation of Graduate Assistants 5

1. College Graduate Studies Committees 5
	* + 1. Membership 5
			2. Duties 6
2. Graduate Faculty 6
	1. Functions 6
	2. Membership 6
		* 1. Category I 7
			2. Category IP 9
			3. Category II………………… 10
			4. Category III 11
	3. Procedures to Acquire Category I Membership Status 11
	4. Procedures to Acquire Category II Membership Status 12
	5. Procedures to Acquire Category III Membership Status 12
	6. Reciprocity Policy 12
3. Student Policies, Procedures, and Information 13
	1. Admission 13
		* 1. Application 13
			2. Application Procedure 13
			3. Admission Requirements 15
			4. Types of Admission 16
			5. Transfer Credits 18
			6. Test Information 19
			7. International Student Admission 19
	2. Registration 20
		* 1. Advisement 20
			2. Registration Procedure 20
			3. Change of Registration 21
			4. Complete Withdrawal of Registration 21
			5. Minimum Registration Requirements 21
			6. Voluntary and Involuntary Medical Leave/Withdrawal 21
			7. Withdrawal from a Course/Semester 22
			8. Petition for Late Withdrawal 22
			9. Withdrawal from University 23
			10. Cross-Registration of Courses among Northeast Ohio Public Universities 23
	3. Other Regulations 24
		* 1. Time Limit 24
			2. Second Master’s Degree 25
			3. Interrupted Enrollment 25
			4. Academic Standards 25
			5. Satisfactory Academic Progress 25
			6. Academic Suspension 27
			7. Full-Time Status 28
			8. Reduced Load for Employed Students 28
			9. Graduate Courses for Undergraduates 28
			10. Grading System 29
			11. Grade Changes 31
			12. Intra-University Transfer 31
			13. Auditing Courses 32
			14. Foreign Language Proficiency Examinations 32
			15. Posthumous Graduate Degrees 32
			16. Visiting Graduate Students 33
	4. Financial Assistance 33
		* 1. Scholarships and Grants-in-Aid 33
			2. Assistantships 34
			3. Graduate Assistant/Interns 34
			4. Graduate Assistant Leave Policy 37
	5. Graduation 38
	6. The Code, A Handbook of Student Rights, Responsibilities, and Conduct 39
4. Graduate Student Grievance and Appeal Procedure 39
	1. Academic Grievance Procedure 40
	2. Student Complaints and Appeals 40
5. Graduate Curriculum 42
	1. Graduate Courses 42
		* 1. Types of Courses in Which Graduate Credit May be Earned 42
			2. Special Regulations 42
	2. Curriculum Changes 44
		* 1. Procedures 44
			2. Guidelines 45
6. Theses/Dissertations 46
	1. Oral Defense 46
	2. Presentation 46
		* 1. Committee 46
			2. Committee Selection and Composition 46
			3. Committee Expectations……………………………………………………………..46
	3. Deadlines 48
	4. Multiple Authors 48
	5. Musical Scores 48
	6. Research Using Human or Animal Subjects 48
	7. Thesis/Dissertation Errata Procedure 49
7. Periodic Program Review 50
	1. Quality of Program 50
	2. Need of Program 51
	3. Resources to Support Program 51
	4. Opportunities and Threats 51

 APPENDICES

1. Approval Process for New Graduate Program Proposals 53

2. Policy on Reciprocity of Graduate Faculty Membership Among Public Universities in Northeast Ohio 55

3. GA Leave of Absence Form 56

I. ADMINISTRATION OF GRADUATE STUDIES

 **A. Associate Provost, Research Services and Graduate Studies**

 The Associate Provost, Research Services and Graduate Studies is appointed by the Youngstown State University Board of Trustees upon recommendation of the President and is responsible to the President through the Provost. He or she holds office at the discretion of the President. He or she is the administrative head of Graduate Studies and, with the cooperation of the deans of the various colleges, is responsible for the general supervision of the interests of Graduate Studies in accordance with the policies and rules established by the Board, the President, and Graduate Studies.

 Among these duties are:

1. Encourage the development and maintenance of quality programs of graduate study;

2. Identify those faculty members who qualify for teaching courses that carry graduate credit;

3. Administer the procedures for admission to Graduate Studies, the prerequisites for graduate study, the requirements for graduate work, and the counseling and registration of graduate students;

4. Assure that the candidates for graduate degrees are duly qualified for such degrees;

5. Supervise the graduate assistantship, fellowship, and scholarship programs;

6. Approve allocation of assistantships to the various graduate programs;

7. Develop an appropriate committee structure for Graduate Studies;

8. Prepare and submit reports as requested by the President concerning the activities, affairs, and needs of Graduate Studies; and perform such other duties as may be assigned;

9. Preside over Graduate Faculty meetings and attend Graduate Council meetings as a nonvoting *ex officio* member;

10. Serve as a liaison between the graduate faculty and the administration and keep the graduate faculty informed of the operations, policies, and progress of Graduate Studies.

 **B. Graduate Council**

1. Membership

Graduate Council consists of:

 1 program director from each college

 1 representative from each college's Graduate Studies Committee

 1 graduate student member

 the Associate Provost, Research Services and Graduate Studies

 No department shall be represented by more than one faculty council member.

1. Elections

 Only Category 1 members of the graduate faculty are eligible to be elected members of Graduate Council. Council members shall be elected to three-year staggered terms. The deans of the respective colleges are asked to run their respective elections for Graduate Council representatives the first week of class, and college graduate study committees are asked to select their representatives at their first meeting of the fall semester.

1. College Representatives

An election will be conducted among the eligible program directors from each college that has a vacancy. An election will be conducted among the eligible members of the College Graduate Studies Committee from each college that has a vacancy.

1. Elections are by secret ballot. All election results are to be retained for three years. Any ties occurring are settled by lot. Vacancies, if they occur, are filled by the nominee receiving the next highest number of votes in the election for that position on Council.

3. Organization

* 1. Graduate Council is convened by the Associate Provost, Research Services and Graduate Studies and/or Council chair.
	2. The Associate Provost, Research Services and Graduate Studies shall cast a vote for Category 1 Graduate Faculty applications and in the event of a tie on other motions.
	3. The chair and secretary are elected from Council membership. Nominations and voting on positions of Graduate Council Chair, Secretary and Committee Chairs for the upcoming academic year will take place in the May meeting of each year. Any remaining open positions will be filled at the first fall meeting.
	4. Council establishes a regular schedule of meetings.
	5. A quorum is defined as a majority of Graduate Council members or representation from each college.
	6. The secretary of Graduate Council is also secretary of the Graduate Faculty.
	7. The Council chair consults the Associate Provost, Research Services and Graduate Studies in preparing the agenda for each meeting.
	8. Graduate Faculty members can chair Graduate Council Advisory Committees. The chair should attend the Graduate Council meeting to present a monthly report. In the event that there is nothing to report, an electronic report can be submitted
	9. In rare instances the Associate Provost of College of Graduate Studies and/or the chair of the Graduate Council may need to convene Graduate Council during the summer term. The membership of the Graduate Council during the summer term will comprise Council members under summer contract when the meeting takes place and those Council members who volunteer their availability. A quorum will be defined as a majority of the Council members under summer contract or representation from each college.
	10. The E-vote procedure will improve efficiency by allowing the Graduate Council to conduct business including approvals at times when a quorum is not present for the Graduate Council meeting, or when deemed necessary to allow business to be conducted outside of the regularly scheduled Graduate Council meetings when appropriate.

The Graduate Council Chairperson (or a member serving in that capacity) may call for an e-vote when there are motions requiring a vote for approval and a quorum has not been met, or when synchronous close proximity interaction among members is not required to discuss matters to be approved. Adequate time will be allotted for e-vote responses to evaluate and respond to each motion. The call for an e-vote can be terminated upon the request of any council member. A majority is required to pass/approve a motion.

The vote will be conducted using various technologies as appropriate. The Chair will call for an e-vote. The call will include supporting information and a time by which voting must be completed. The Senior Graduate Coordinator may facilitate the voting process. A tally of all votes (in favor, not in favor and abstentions will be reported to all members of Graduate Council.

1. Functions
	1. Review and make recommendations to the Associate Provost, Research Services and Graduate Studies and/or the Graduate Faculty on policies and regulations of Graduate Studies, including the composition, nature, and functions of Graduate Council;
	2. Review and approve/disapprove all new graduate courses and graduate programs, including changes in courses and programs;
	3. Review and make recommendations to the Associate Provost, Research Services and Graduate Studies on nominations for membership in the graduate faculty;
	4. Make recommendations on specific problems Graduate Studies operations properly brought before Council;
	5. Serve as a channel of communication between the graduate faculty and the Associate Provost, Research Services and Graduate Studies;
	6. Serve as the executive committee of Graduate Studies between meetings of the graduate faculty;
	7. Make such studies and take such actions as it deems necessary and proper to foster the development of graduate work of high quality at Youngstown State University.

**C. Graduate Council Advisory Committees**

1. Membership

Nominations and voting on positions of Graduate Council Chair, Secretary and Committee Chairs for the upcoming academic year will take place in the May meeting of each year. Any remaining open positions will be filled at the first fall meeting. College representatives to Council shall seek to identify individuals in their respective colleges who are interested in serving on the various advisory committees and shall recommend Category 1 or 2 full time faculty members of the graduate faculty to the various committees. Graduate Council Advisory Committee chairs shall have responsibility for appointing committee members from those who have expressed interest.

Final appointment of committee members shall rest with Council. The rotation of committee membership is recommended allowing for committee continuity and school-wide distribution. Unless there are special circumstances, the normal tenure of committee membership is two years.

2. Duties

Admission and Appeals

This committee makes decisions on exceptions to the Admissions requirement undergraduate institutions that are regionally accredited and reviews appeals regarding academic decisions, as a result from extenuating circumstances. The committee will not review appeals of admission, student conduct and violations of the academic honesty policy, or any form of harassment and discrimination. The committee would consist of a Graduate Council member, who would also serve as the representative from his/her college, and include a Graduate Faculty member from each college.

Curriculum

This committee reviews proposals for creating, revising and deleting courses, programs and certificates and reviews existing graduate programs and makes recommendations to programs. The committee consists of a Graduate Council member, who serves as the representative from his/her college, and includes a Graduate Faculty member from each college.

Graduate Student Recruitment and Retention (Committee placed on hold. A task force will be created, if warranted.)

This committee provides advice to the Associate Provost, Research Services and Graduate Studies on the recruitment and retention of graduate students.

Policy (Committee placed on hold. A task force will be created, if warranted.)

This committee considers policy initiated by the Policy Committee, by the Graduate Council, by the Associate Provost, Research Services and Graduate Studies, or by members of the Graduate Faculty; reviews existing policies; and recommends to Graduate Council both new policy and any necessary revisions in existing policies.

Assistantships Allocation (Committee placed on hold. A task force will be created, if warranted.)

This committee provides advice to the Associate Provost, Research Services and Graduate Studies for the allocation of graduate assistantships to departments.

Grievance

This Committee assists the University Grievance Committee.

f. Exceptions

This committee reviews requests for exceptions to graduate studies policies and/or procedures due to extenuating circumstances, such as family situations or other unforeseen circumstances/beyond the control of the student. The committee consists of a Graduate Council member, who serves as the representative from his/her college, and includes a Graduate Faculty member from each college.

 **D. Allocation of Graduate Assistants**

By January of each year college deans will be notified of the allocation for the following year. The college dean will communicate the allocation to each graduate program director. **RENEWALS**:Appointments for Graduate Assistantships to be renewed for the summer, fall and spring should be emailed to Graduate Studies (gradstudies@ysu.du at the end of January. Failure to renew the appointments at this time may result in a loss of funding for assistantships. **NEW APPOINTMENTS**: Graduate Assistantship appointments received by May 1st will be processed by May 15th. Funding will be allocated to colleges based on the number of appointments received (up to each college’s maximum allocation). Note: The actual transfer of funds to departments will begin in July. Assistantships not yet appointed will be allocated by the Associate Provost, Research Services and Graduate Studies in consultation with the Assistantship Allocation Committee of the Graduate Council.

 **E. College Graduate Studies Committees**

 Each college will establish and operate a College Graduate Studies Committee to facilitate and oversee graduate programming. A quorum is defined as a majority of College Graduate Studies Committee members.

 When a program reaches 50% of the total graduate enrollment of a college, there must be a graduate committee for that program and this committee must be separate from the College Graduate Studies Committee.

1. Membership

* 1. 1graduate faculty representative, with Category 1 or 2 graduate faculty status, elected from each department/area offering graduate coursework. Faculty must be full time.
	2. The Dean of the college, who shall be a non-voting *ex-officio* member.
	3. 1 graduate student representative to be selected from within the college.
	4. The Associate Provost, Research Services and Graduate Studies, who shall be a non-voting *ex-officio* member.

2. Duties

* + - * 1. To facilitate and represent the graduate faculty of the college in expressing and implementing policies and procedures of organized change in the furtherance of quality graduate education.
				2. To oversee conditions, requirements, procedures, programs, and policies involving graduate education within the particular college.
				3. To review all curriculum proposals and send approved proposals to the Graduate Council Curriculum Committee.
				4. To review all regulargraduate faculty membership applications and send recommendations to Graduate Council.
				5. To carry out other through the policies in *Graduate Studies* *Academic Policy Book.*
				6. To notify the Associate Provost, Research Services and Graduate Studies of all Graduate Studies Committee meetingswho is a/as a a non-voting *ex-officio* member of all College Graduate Studies Committees.)

**II. GRADUATE FACULTY**

 **A. Functions**

 The Graduate Faculty may meet at stated times or upon call of the President, the Associate Provost, Research Services and Graduate Studies, or chair of Graduate Council. Twenty-five members of the Graduate Faculty shall constitute a quorum.

 The Graduate Faculty shall directly, or through representation by Graduate Council, recommend standards for admission to graduate studies, standards and requirements for the various graduate degrees, and rules and procedures to give uniformity to the quality of graduate instruction throughout the University. The Graduate Faculty shall directly, or through representation of Graduate Council make recommendations concerning curricular activities required for graduate degrees and make suggestions to the departments concerning courses for graduate credit. It shall encourage the development and improvement of graduate work and research. Changes to Graduate Studies Academic Policy book as summarized in the Graduate Record, will be circulated to the Graduate Faculty for review on an annual basis.

 **B. Membership**

 The Graduate Faculty shall consist of those faculty and administrators who have met Graduate Studies requirements for Category I, Category IP, Category II and Category III. The President of the University, the Provost, Associate Provosts, the Associate Provost, Research Services and Graduate Studies, and the Deans of the academic colleges shall be granted Category 2 Graduate Faculty status.

 Administrators who wish to have voting privileges may apply for Category 1 membership through the appropriate department at YSU following membership procedures.

Retirement, Resignation and Faculty Emeriti

Any full-time faculty member who retires from service and is, at the time of retirement, a Category Imember in good standing of Graduate Studies, shall be granted Category III Graduate Faculty status, if that individual is rehired by his/her department as Emeritus/Emerita to perform duties involving graduate students. This is contingent upon a letter of recommendation from the Department Chair to the Associate Provost, Research Services and Graduate Studies. At the time of first renewal of the Category III Status, it will then fall upon the faculty member to apply to renew his/her membership in Graduate Studies. Faculty who held Graduate Faculty status at the time they retired from Youngstown State University and were granted emeritus status by YSU may be invited to serve as members of thesis and dissertation committees without the need to obtain current graduate faculty status. It will be the responsibility of the dissertation or thesis chairperson/advisor to ensure that these invited members have appropriate education and skills to contribute to the committee and the scholarly work being conducted. The intent to complete a thesis or dissertation form indicating this person as a committee member must be submitted to gradstudies@ysu.edu.

Upon early retirement, retirement or resignation from the University, a Graduate Faculty member serving as the thesis or dissertation advisor for one or more students may remain the advisor for up to two (2) years after his or her change of employment status.

Graduate Faculty from Other Institutions and Experts

Graduate faculty from another institution or experts in the field of student inquiry may be invited to serve as members of a dissertation or thesis committee without the need to obtain Graduate Faculty Status. It will be the responsibility of the dissertation or thesis chairperson/advisor to ensure that these invited members have appropriate education and skills to contribute to the committee and the scholarly work being conducted. The intent to complete a thesis or dissertation form indicating this person as a committee member along with a copy of the faculty member’s curriculum vitae must be submitted to gradstudies@ysu.edu.required.

 There are three types of membership affiliations with Graduate Studies, including:

Category I

Category IP

Category II

Category III

 1. Category I

H highly qualified full and part-time faculty as well as faculty not directly involved in the graduate program but with an active research of scholarship program.

Faculty who hold a terminal degree in their field will automatically be granted Category 1 status.

Category I members who are employed full-time by the university have full rights and privileges in governance of graduate studies. Part-time category I faculty do not have these rights and committee privileges but may be appointed to serve on specific committees. All category I members may teach and supervise master’s and doctoral level work and serve on, or serve as chairpersons/advisors of master's thesis and doctoral dissertation committees. In addition, those faculty serving as chairpersons/advisors of doctoral committees shall meet advanced requirements determined by the appropriate college departments and approved by the Associate Provost, Research Services and Graduate Studies in addition to those necessary for category I members.

a. Basic Requirements

Evidence of scholarship and professional development in the field or discipline appropriate to Graduate Faculty membership requirements.. Category I are required to complete CITI Responsible Conduct of Research (RCR)Training to maintain their status and submit the certificate of completion to gradstudies@ysu.edu. Recertification is required with expires and required for renewal of Graduate Faculty status

Although RCR training is highly recommended for all Graduate Faculty members, Human Subjects training provided by CITI (current within two/three years) will also be accepted as meeting this training requirement. The CITI training is available online through the Office of Research.

Faculty applying for Category I Graduate Faculty status may request an exception from CITI training. To obtain this exception, the faculty person must acknowledge with their signature that they will NOT be performing research that involves human or animal subjects in any way, including surveys or observations of any kind. They must also attest that if their research interest changes to include these items, then CITI training must be completed prior to the start of any research activity.

b. Voting Rights and Committee Privileges

Full-time faculty members have full rights and privileges to serve in any designated area of graduate governance including, but not limited to, Graduate Council, Graduate Committees, and College Graduate Studies Committees. Part-time faculty do not have these rights and committee privileges but may be appointed to serve on specific committees by the College Graduate Committee, Graduate Council or the Associate Provost, Research Services and Graduate Studies.

c. Term

Five years and renewable. (2/3 years for CITI training)

d. Appointment

By Graduate Council (See II-D, Procedures to Acquire Category I Membership Status)

* 1. Academic Entitlements

1. To teach and supervise masters-level graduate students and to serve on, or serve as chair/advisor of master's thesis committees.

2. To teach and supervise doctoral-level graduate students and to serve on or serve as chair/advisor of doctoral dissertation committees.

f. Standards for Category I Membership

 1. Each College Graduate Studies Committee shall establish a Membership

Standards Document for Category I Membership for faculty in their college.

The College Graduate Studies Committees may use subcommittees to develop requirements when significant differences exist across the college relative to the nature of research/scholarship activities. Any revisions or amendments to the Membership Standards Documents must be approved by the Graduate Council.

 2. Each College Graduate Studies Committee shall place the Membership

Standards Document on file with Graduate Studies and with all departments in the college.

3. Advanced requirements for chairing doctoral committees shall be developed by faculty housing the program and approved by the College Graduate Studies Committee. Doctoral Committee chairs (Dissertation Advisors) must meet these advanced requirements and be Category I graduate faculty members. Faculty members meeting these three criteria shall be eligible to chair doctoral committees when:

\* Recommended by the doctoral program department chairperson to the College Graduate Studies Committee.

\* Recommended by the College Graduate Studies Committee to Graduate Council

\*Approved by Graduate Council.

To serve as a dissertation advisor, faculty must meet at least two (2) of the following criteria:

* Possess the qualifications (as recognized by the doctoral program director or college advisory committee) necessary to teach discipline specific doctoral level courses
* Past experience teaching doctoral level courses
* Past experience as doctoral dissertation advisor/director
* Past experience as doctoral dissertation committee member
* PI or Co-PI of current grant funding (or partially funding) a graduate student or students
* Peer reviewed scholarship in discipline-related areas
1. Category IP (perpetual)

For those full-time faculty who have previously earned Category 1 status meet the specified criteria of Category I status and have had direct, ongoing graduate program involvement but by virtue of research, scholarship, or grant activity serve to further the mission and goals of Graduate Studies. New faculty are ineligible to apply.

Faculty with Category IP have the same privileges and responsibilities as Category I but are not required to go through the reviews nor justify any current research for the last 5 years.

* 1. Basic Requirements

Tenured, full-time faculty can be designated Category IP by meeting one of the following criteria:

Have earned the title of Professor while possessing Category I status, or

Have been approved for Category I status at least twice, one of which must have occurred after earning tenure status: or

Have been designated as a Distinguished Professor of Research by the university, with the designation being bestowed after the faculty has earned tenure and the faculty held Category I status.

* 1. Voting Rights and Committee Privileges

Full rights and privileges to serve in any designated area of graduate governance including, but not limited to the Graduate Council, Graduate Committees, and College Graduate Studies Committees.

* 1. Term

Ongoing for the faculty member’s career at the university

* 1. Appointment

By Graduate Council (See II-D, Procedures to Acquire Category I Membership Status)

* 1. Academic Entitlements and Restrictions

 To teach master's-level graduate students, serve as a member or chair master's committees.

 To teach doctoral-level graduate students, serve as a member or chair doctoral committees.

* 1. Advanced requirements for Serving on Thesis/Doctoral Committees

Should a Category IP faculty member want to serve on thesis or dissertation committees (either as a member or a chair), prior to agreeing to serve on one of these committees, the faculty must meet the criteria of, apply for, and be approved for Category I status.

1. Category II

For full-time and part-time faculty who have an area of expertise and are current in a specific area of graduate level teaching.

Category II members who are employed full-time by the university who may participate fully in activities of Graduate Studies Committees and may vote in Graduate Faculty meetings. Part-time category II faculty do not have these rights and committee privileges but may be appointed to serve on specific committees. All category II members may teach and supervise master’s level graduate work and serve as member of master's thesis committees.

* + - * 1. Basic Requirements

 Demonstrate evidence of scholarship and professional development path. Graduate Faculty may be approved with a master's degree plus 3 years of significant and relevant professional experience in lieu of terminal degree.

* + - * 1. Voting Rights and Committee Privileges

 May participate fully in activities of College Graduate Studies Committees, Graduate Council committees, and vote in Graduate Faculty meetings. Part time faculty members are excluded/restricted from participation in College Graduate Committees as well as Graduate Council.

* + - * 1. Term

 Five years and renewable.

* + - * 1. Appointment

 By the Associate Provost of College of Graduate Studies upon recommendation of the chair of the department and Dean of the college.

* + - * 1. Academic Entitlements

To teach master’s level graduate students and serve as a member on master’s thesis committees. Note: Category 1 is required to chair a master’s thesis committee, or to serve as a member on, or chair doctoral dissertation committees.

3. Category III

 For faculty of other universities or individuals from the community whose expertise may be appropriate to graduate program needs and who are working pro bono for YSU. Please see information under Graduate Faculty from Other Institutions and Experts for thesis and dissertation committee requirements

* + - * 1. Basic Requirements

 Demonstrate evidence of expertise in the particular area they are to serve. Graduate Faculty may be approved with a master's degree plus 3 years of significant and relevant professional experience in lieu of terminal degree.

* + - * 1. Voting Rights and Committee Privileges

 None.

c. Term

 Five years (or less depending on duties/rule) and renewable.

 d. Appointment

 By the Associate Provost, Research Services and Graduate Studies upon recommendation of the chair of the department and the dean of the college.

e. Academic Entitlements

 As determined by the Associate Provost, Research Services and Graduate Studies in consultation with the Graduate Council.

 **C. Procedures to Acquire Category I Membership Status**

The faculty member submits the application and supporting documents to the department chairperson.

 a. In listing data justifying Category I membership, faculty must follow a standard format that meets their College’s guidelines. In regard to publications and other scholarly works, complete citation should be given following a bibliographic practice standard to the discipline. Each item should be identified as refereed or not refereed.

* 1. Data submitted must be pertinent to the discipline in which the faculty member is seeking Category I membership and pertinent only to the time since any previous application (usually five years).
	2. Faculty bear the responsibility for explicitly justifying the relevance of submitted data whenever that relevance would not be obvious to any colleague outside their college and/or discipline.
	3. Departmental chairs are strongly encouraged to explicitly link the standards of the college and discipline to the data submitted in making evaluations of faculty for category I membership.

2. The department chairperson submits the application and a recommendation for **Category I** Membership to the College Dean and then Graduate Studies Committee.

3. The College Graduate Studies Committee makes a recommendation based upon the Membership Standards Document of the college as filed with Graduate Studies. The applicant shall be entitled to appear before the College Graduate Studies Committee. College Graduate Studies Committees are strongly encouraged to strictly enforce existing standards in evaluating faculty for category I membership.

4. Graduate Studies will record the College Graduate Studies Committee action and forward approved applications to the Graduate Council members.

5. Graduate Council will review each application based on the Membership Standards Documents established by the College Graduate Studies Committees.

6. Graduate Council approves or disapproves the recommendation of the College Graduate Studies Committee. The Associate Provost, Research Services and Graduate Studies notifies the applicant of the decision of Council. Faculty members may appeal decisions directly to Graduate Council.

 **D. Procedures to Acquire Category II Status**

The faculty member submits a CV to the department chairperson. The department chairperson submits the necessary materials and approves the Request for **Category II** Faculty Status via the following link: <https://forms.office.com/Pages/ResponsePage.aspx?id=F4pyOAeXSU-MmyecGkA4wbytpr6pxd9PpF4SkHrNkAVUQzAzMlpZSDAySjEwOUo5ME04Rlk2V0dHRCQlQCN0PWcu>

2. The college dean signs the request and forwards it to the Associate Provost, Research Services and Graduate Studies.

 **E. Procedures to Acquire Category III Status**

The faculty member submits the application and supporting documents to the department chairperson. The department chairperson approves the Request for **Category III** Faculty Status form along with all required documentation to the college dean.

The college dean signs the request and forwards it to the Associate Provost, Research Services and Graduate Studies.

The Associate Provost, Research Services and Graduate Studies acts on the request and notifies the faculty member, the department chairperson, and the college dean.

 **F. Reciprocity Policy**

 Youngstown State University has entered into an agreement with the Northeast Ohio Medical University, University of Akron, Cleveland State University, and Kent State University regarding reciprocal recognition of Graduate Faculty and appointment policies.

**III. STUDENT POLICIES, PROCEDURES, AND INFORMATION**

 **A. Admission**

* + - 1. Application

Admission to Youngstown State University Graduate Studies is granted by the Associate Provost, Research Services and Graduate Studies upon recommendation of the department in which the applicant wishes to do major work. Students in combined baccalaureate/master’s programs must follow standard procedures for admission to Graduate Studies. Admission is required before registration in any course for graduate credit.

The complete application for admission, including supporting materials, should be received by Graduate Studies at least four weeks before the beginning of the term in which the applicant plans to register, or as required by the program the student wishes to enter.

International students must fulfill additional requirements for admission and meet an earlier deadline.

* + - 1. Admission Procedure

 To apply online for graduate admission, visit our [website](https://nextcatalog.ysu.edu/graduate/admission/www.ysu.edu/gradcollege). Students are required to pay the admission fee by credit card or electronic check (only if applicable) as part of the process.

 While unofficial transcripts will be accepted for the purpose of making admission decisions for domestic students only, official transcripts are required for admission to Graduate Studies. Unofficial transcripts must clearly state the name of the applicant, the name of the college/university and must be complete. Any transcripts that do not meet this criteria and/or appear to be tampered with will not be accepted. Registration beyond the initial term will not be permitted until official transcripts have been received.

 An official transcript is required from each college or university attended, except YSU:

* where a degree was earned, or is expected to be earned
* where post-baccalaureate credit was earned
* where any graduate level courses were attempted, or completed

 Official transcripts must be sent directly from the institution to Graduate Admissions. If your official transcripts have been sent to YSU previously, we will check our database during initial application processing. Personal, opened or unofficial transcripts issued to the student or those delivered or sent by the applicant instead of the institution will not be accepted. Official transcripts issued to an applicant or student will only be accepted if they are still in the sealed envelope from the college or university.

 Official academic credentials are required for admission to Graduate Studies and should be sent whenever possible. For application review purposes, scanned copies of academic credentials will be accepted. Please scan and save all academic credentials as PDFs into one document for each institution attended. Upload each document to the Unofficial Transcript items within the Supplemental Items listing on your application account page. *Upon acceptance, the official documents must be sent to Graduate Admissions as soon as possible to avoid delay in your course registration.*

 Applicants may be admitted as "Degree Pending" to graduate studies based on (6) six semesters of undergraduate study. Admission is contingent on students finishing the undergraduate degree and providing official transcripts or proof of degree indicating that the degree has been conferred by the end of their first term. Students will not be able to register for the following term until the proof of degree and final official transcripts have been received.

Study Abroad Credit and Transcripts
Original transcripts from the institution where study abroad courses were completed are not required unless the study abroad coursework falls into any of the following categories:

* where a degree was earned, or is expected to be earned
* where post-baccalaureate credit was earned
* where any graduate level courses were attempted, or completed

Official academic credentials and test scores should be sent to:

 Youngstown State University

 Graduate Admissions

 1 Tressel Way

 Youngstown, OH 44555

Applicants should provide all the information requested in the first submission of materials. Omission of information on the ap­plication form will necessitate requests for additional information and therefore delay application processing. International applicants should also see the International Student Admission section for additional requirements. As soon as possible after receipt of all application materials, students will be notified of the action taken on their application. Registration information will be provided upon admission to Graduate Studies.

Once accepted for admission to Graduate Studies, applicants may defer admission one time within one year at no cost. The one year will be from the term and year initially selected. Applicants will be provided instructions on how to defer after the request has been received by Graduate Admissions Additional deferral of admission or deferral beyond one year will require applicants to apply for readmission and pay the current application fee.

**\*NON U.S. TRANSCRIPTS**

* If you attended a foreign college or university, we require an International transcript evaluation for you. In choosing an evaluation agency, it must be one that is accepted by this university. The evaluation must be a course-by-course evaluation with a copy of the transcripts that were evaluated attached to the report, and must come from a NACES approved company. If you use a WES evaluation, that is considered an ICAP evaluation. Validential Evaluations and Foreign Consultants,inc., are among the list that are not accepted by this university because they do not meet the requirements set forth above.
Please have the testing agency send official test scores directly to YSU if they are required for your program of interest (GRE, GMAT, MAT, TOEFL, IELTS, etc.). The institution code is 1975. Unofficial test scores cannot be used for admission purposes.
You can order your report at a reduced rate via WES or IEE using the links below:
https://myiee.org/university/youngstown-state-university
https://www.wes.org/evaluations-and-fees/education/youngstown-state-university/
* Study Abroad Credit and Transcripts-Original transcripts from the institution where study abroad courses were completed are not required unless the study abroad coursework falls into any of the following categories:
	+ where a degree was earned, or is expected to be earned
	+ where post-baccalaureate credit was earned
	+ where any graduate level courses were attempted, or completed
* Provisional Certificates will be accepted in lieu of Final Certificates for international applicants in South Asian, and African markets

**Test Information**

Some programs require submission of specific test results to Graduate Admissions as part of the admission procedure. The Graduate Record Examination is available at Sylvan Learning Center locations. ETS has also begun at home testing of the GRE; more information can be found at <https://www.ets.org/s/cv/gre/at-home/>.. The Graduate Management Admission Test is available at Pearson VUE test centers; see [GMAT website](http://www.mba.com/us) for more information. Arrangements for taking the Miller Analogies Test on campus may be made directly with the Testing Office in 154 Maag Library, (330) 941-3175. Test scores are valid for five years. The YSU institutional code is 1975.

* + - 1. **Admission Requirements**

 Minimum requirements for admission to Graduate Studies are the following:

* A bachelor’s degree from a college or university certified by a regional accrediting agency (e.g., Higher Learning Commission) approved by the U.S. Department of Education. (A bachelor's degree from non-regionally accredited institutions may be considered acceptable for admission. These are reviewed by the Admission and Appeals Committee.)
* A cumulative grade point average in undergraduate work at the degree granting institution of at least 2.7 (on a 4.0 scale). At the request of applicant or program, the cumulative GPA can be calculated with the inclusion of the grades for all courses specified on transcripts from accredited institutions (or equivalent) up to the first bachelor’s degree.
* Satisfactory preparation for the graduate program in which the student wishes to enroll as specified by the department of the major
* A test of written/spoken English, which the University reserves the right to request, of any entering graduate student whose primary language is not English. Additional requirements apply for international student admission
* Students having a cumulative undergraduate GPA below 2.7 (At the request of applicant or program, the cumulative GPA can be calculated with the inclusion of the grades for all courses specified on transcripts from accredited institutions (or equivalent) up to the first bachelor’s degree), at the degree granting institution, must present a satisfac­tory score on the general test of the Graduate Record Exam, the Miller Analogies Test, or graduate-level subject specific exam as specified by the department of the major.
* Nine semester hours of graduate work at a 3.0 GPA from a regionally accredited institution may be substituted for the GRE/MAT requirement for regular admission status.

The applicant is reminded to check specific admission requirements of the program in which he or she wishes to enroll to determine if there are any additional requirements.

**Additional Requirements for International Students**

International applicants must complete an online application for admission and provide all materials required at least four months prior to the semester they wish to be considered for admission. In addition to the regular admission requirements, the following must also be submitted:

* For F-1 or J-1 Visa certification: evidence of financial support and sponsorship during the period of study at YSU, including documents of verification.
* YSU enrolls students in accordance with the policy of the United States Bureau of Citizenship and Immigration Services.

**English Language Proficiency**

* Test of English as a Foreign Language (TOEFL) score—A minimum score of 550 on the paper-based test, 213 on the computer-based test, or 79-80 on the Internet-based (IBT) Test of English as a Foreign Language by graduates of foreign universities who are nonnative English speakers. (Scores over two years old by the beginning of the term applicants wish to enter are not acceptable.) Arrange with the Educational Testing Service to have your official TOEFL score sent to our office.
* Graduate Admissions will accept the academic version of the IELTS (International English Language Testing System) as an alternative to the TOEFL exam for international students (A score of 6.5 on the IELTS test equates to a 550 on the paper-based TOEFL).
* The Duolingo English Test (DET)is also accepted as an alternative to the TOEFL exam for international students. Recommended DET Master’s score is 105. Recommended DET Doctoral score is 115
* Proficiency may also be demonstrated by a letter of certification from the Youngstown State University English Language Institute (ELI) stating that the applicant has completed the program of study and is proficient in English at a level appropriate to pursue a graduate degree and present an English language thesis if one is necessary as a degree requirement.
* Prior to full admission to graduate study, students may be tested and placed in special English classes, if necessary, to ensure an adequate level of English proficiency. (Note: Evidence of proficiency is waived for applicants educated in English-speaking countries as defined in the YSU Undergraduate Catalog or for applicants holding U.S. Legal Permanent Residence for one year or for applicants who have successfully completed 24 semester hours of college-level coursework from an accredited English-medium college in the United States or another country where English is the official language.)
* ELI Guaranteed Admission--The application and supporting materials of an applicant whose language score is unknown, or less than that required for admission will be reviewed for admission by the appropriate academic program. Upon recommendation of the program director, academic dean and approval of graduate studies, an offer of admission to the English Language Institute and admission to a graduate degree program will be made. The offer of conditional admission will be effective for one year. When appropriate, the admission letter will indicate that in addition to being admitted to the ELI program, the applicant will be admitted to the graduate degree program and Graduate Studies upon satisfactory completion of the English Language Institute at Youngstown State University.
1. **Types of Admission**

**Regular**

Regular admission will be granted to students who satisfy the admission require­ments for the graduate program in which they wish to enroll. Other categories are available as noted.

**Provisional**

Upon recommendation of the program director or chair, and the college dean, and subject to the approval of Graduate Studies, a student may be accepted with provi­sional admission if their undergraduate record shows slight deficiencies compared to the admission requirements of the program to which the student seeks entrance. Students who are admitted with provisional status because of undergraduate course deficiencies will be required to make up the deficiencies by taking the appropriate undergraduate courses. Students admitted in provisional status may have no more than 9 s.h. of undergraduate course deficiencies. Students who are admitted with provisional status because of low test score(s) or low cumulative un­dergraduate grade point averages will be reviewed by the program director and/or chair when nine semester hours of degree-credit coursework are completed. The program director and/or chair will change the student’s status from provisional to regular if the deficiencies have been met and/or the student’s record justifies such a change. The advisor will report the change to Graduate Studies on the Action on Provisional Status form.

**Non-degree**

Non-degree status provides an opportunity for individuals who hold a baccalaure­ate or higher degree to enroll in graduate classes for professional or personal development, per­sonal enrichment, or to explore the possibility of entering a graduate degree program without completion of the regular graduate admission process. Departments may require prior approval for non-degree student registration in departmental courses. Students should contact the department for approval to register before submitting an application.

 Non-degree applicants must meet all requirements for admission to Graduate Studies (minimum cumulative GPA of 2.7 at the undergraduate level, baccalaureate degree, and submission of all academic transcripts). Status as a non-degree student is not an admission to a degree or certificate program. Non-degree students, including those seeking a graduate certificate, must complete a non-degree application online. Non-degree students that are not in a graduate certificate program must submit an application for every semester they plan on taking courses. Non-degree students are required to pay the regular application fee. If non-degree students subsequently decide to seek admission to a graduate program, no further application fees will be assessed, but all required credentials must be submitted.

Non-degree students are ineligible for many types of financial aid (including assistantships awarded by Graduate Studies). Non-degree students may seek advisement from the chairperson or program director in the academic area in which they have been permitted to take courses.

Students may only complete nine semester hours as non-degree seeking students. A maximum of nine semester hours taken as a non-degree student may be applied toward a degree program if accepted by the department in which the student wishes to earn a degree and if the department’s recommendation is approved by Graduate Studies. This transfer limit may not be appealed. Any additional coursework beyond nine semester hours in non-degree status will not carry credit toward a graduate degree. However, all graduate courses taken as part of a graduate cer­tificate may be counted toward a degree program, if the student is subsequently accepted into the program and the certificate courses are applicable.

Students enrolled in certificate programs may not deviate from the courses required for the certificate. If they do, the additional courses will not carry credit toward a graduate degree. Non-degree students who are enrolled in or who complete certificate programs and subsequently decide to enroll in a graduate degree program must meet all admission criteria for the program in which admission is sought.

NOTE: Students who need to take more than nine semester hours in non-degree status (for licensure, certification, or to earn a graduate certificate, etc.), may reapply to Graduate Studies for up to an additional nine semester hours in non-degree status.

**Transient**

Transient admission may be granted to a degree-seeking student who attends any accredited graduate school and who submits a Graduate Transient Student form, signed by the dean of the student’s home graduate school, showing that he or she is a graduate student in good standing. The form to be used in such cases may be downloaded from the [website](http://www.ysu.edu/sites/default/files/RequestforTransient_Status_1016.pdf). **Additionally, the student will need to complete a Non-Degree application on our**[website](http://www.ysu.edu/gradcollege). Under some circumstances, transient admission may be renewed for a second semester, but both universities must approve the renewal. If a transient student later wishes to become a regular graduate student, he or she must be admitted to a degree program by following the usual admission procedures. An admitted transient student must meet all prerequisite requirements for any course taken at Youngstown State University.

**Readmission**

An applicant in good standing that is seeking readmission into the same program in Graduate Studies shall not be required to submit new supplemental items (including standardized tests). New transcripts will only be required for schools not indicated on the previous application. If the student has not been enrolled in graduate study at YSU for 2 years or less, the student can be readmitted without departmental review. If the student has not been enrolled in graduate study for more than 2 years, the Program Director will be consulted and may decide to review the application and provide a readmission recommendation, or may request that the student be readmitted without department review.

A student in good standing that  is seeking readmission into a different program than the one to which they were last admitted, will be required to submit all supplemental items required for admission to the new program. In cases where the GRE/MAT is a required application item, The GRE/MAT will be waived if the student has successfully completed 9sh of graduate study with a GPA of 3.0 or above from a regionally accredited institution – if such a waiver is requested by the Program Director.

​Please note that to be considered for readmission, a student must have attended the YSU Graduate Studies. Students that were accepted, but never registered for courses are not considered for readmission and must apply for admission.

 5. Transfer Credits

 Transfer hours from an accredited institution will be considered for acceptance at the time of application/acceptance to Graduate Studies. After admission to a program of study, a student who wishes to attend another university to complete coursework toward a YSU graduate degree must complete the Request for Transient Status form available from Graduate Studies in order to transfer credits to a YSU degree. The forms can also be found on the Graduate Studies website. Every transfer course must either replace a required course of the program or, if not a direct replacement, integrate satisfactorily into the student’s program. While transfer of a quarter-based course may generate excess semester hours, such hours may not count toward degree requirements unless they replace a complete course in the program.

 For integration into the Penguin Pass system it is recommended that the course replace a YSU course, rather than ELCT 69XX. If ELCT 69XX must be used, a request for an exception must be made.

The credit must be less than six years old at the time the degree is conferred at YSU. Doctoral Degree Candidates: All post-master’s coursework, including transfer credit, must be taken within the six-year period immediately preceding eligibility for doctoral candidacy.

An accredited institution is one that is approved or accredited by the appropriate regional accrediting agency (e.g., North Central Association of Colleges and Schools) for graduate-level work.

Credits for courses in which grades of S or CR were received will not be transferred. The num­ber of transfer credits to be accepted in each case will be determined by the Associate Provost, Research Services and Graduate Studies upon evaluation and recommendation by the department of the student’s major. It is the responsibility of the student to initiate a request for the approval of transfer credits. Transfer hours are not in­cluded in the calculation of the student’s cumulative grade point average.

**Military Credit**

Graduate courses approved by the American Council of Education to be equivalent to a graduate level course will be considered by the graduate program to determine if transfer credit will be granted.

**Workshops**

In general, workshop format courses are not acceptable for transfer. Professional development workshops are not acceptable. However, if the workshop fulfills the following requirements, credit may be considered for transfer to Youngstown State University:

1. The workshop must be taught as part of a master’s degree curriculum of the university at which the course was taken.
2. The workshop should consist of a minimum of 12.5 contact hours per semester hour.
3. The workshop must include exposure to the disciplinary research literature appropriate to the course.
4. The workshop must include the opportunity for outside work, such as term or research papers or other major assignments appropriate to a graduate course.
5. Credits for courses in which grades of S or CR were received will not be transferred.

The following guidelines indicate the maximum credit hours of graduate work completed at other accredited institutions that may be applied toward a graduate certificate or degree at YSU, provided the student earned a grade of A or B in such courses. Pass (P) grades are permitted for transfer credit only when the institution offers only Pass/Fail grades.

* Up to 3 semester hours (4 quarter hours) for programs requiring 12-15 semester hours
* Up to 6 semester hours (8 quarter hours) for programs requiring 16-29 semester hours
* Up to 9 semester hours (12 quarter hours) for programs requiring 30 – 44 semester hours
* Up to 12 semester hours (16 quarter hours) for programs requiring 45-59 semester hours
* Up to 15 semester hours (20 quarter hours) for programs requiring 60-89 semester hours
* Up to 18 semester hours (24 quarter hours) for doctoral programs or programs requiring 90 or more semester hours

 6. Test Information

 Some programs require submission of specific test results to Graduate Studies as part of the admission procedure. The Graduate Record Examination is available at Sylvan Learning Center locations. ETS has also begun at home testing of the GRE; more information can be found at <https://www.ets.org/s/cv/gre/at-home/>.. The Graduate Management Admission Test is available at Pearson VUE test centers; see [GMAT website](http://www.mba.com/us) for more information. Arrangements for taking the Miller Analogies Test on campus may be made directly with the Testing Office in 154 Maag Library, (330) 941-3175. Test scores are valid for five years. The YSU institutional code is 1975.

 7. Applicants graduating from an accredited post-secondary bachelor’s program adhering to a 10-point scale who present a Third / Pass Class diploma are not eligible for admission to YSU’s graduate programs.”

\*If a study abroad (24 or less semester hours) student provides an official transcript from a regionally accredited U.S. school of record that documents the study abroad courses, no additional transcript is required.

 For F-1 or J-1 visa certification:

For F-1 or J-1 Visa certification: evidence of financial support and sponsorship during the period of study at YSU, including documents of verification.

An international applicant who has attended another United States academic or language school must also provide a Visa Clearance Form from the last school attended.

 While doing graduate work at Youngstown State University, all foreign students must enroll in a group insurance plan to cover hospital and/or surgical care. A plan is available to students at the University, but other comparable plans may be accepted.

YSU enrolls students in accordance with the Bureau of Citizenship and Immigration Services.

**ELI Guaranteed Admission**

The application and supporting materials of an applicant whose language score is unknown, or less than that required for admission will be reviewed for admission by the appropriate academic program. Upon recommendation of the program director, academic dean and approval of the graduate Associate Provost, an offer of admission to the English Language Institute and future admission to a graduate degree program will be made. When appropriate, the admission letter will indicate that in addition to being admitted to the ELI program, the applicant will be admitted to the graduate degree program and Graduate Studies upon satisfactory completion of the English Language Institute at Youngstown State University.

 **B. Registration**

1. Advisement

Before initial registration, the student would be well advised to consult with the faculty member in charge of the program to which the student has been admitted or with an assigned advisor for advice in devel­oping a program of study that leads to the desired degree. The ultimate responsibility for selection of graduate courses, based upon the requirements of the student’s program as set forth in the *Catalog*, remains with the student. Continued consultation with the advisor is encouraged. Because of the nature of certain programs, an advisor may require consultation before each registration

1. Registration Procedure

All Youngstown State University class registration takes place online through the [Penguin](https://penguinportal.ysu.edu/) [Portal](http://my.ysu.edu). Registration days and times are determined by a student’s classification and earned hours completed. Registration dates and appointment times for current students are determined by the Office of the Registrar and avail­able to view on the Penguin Portal under e-Services for Students - Important Dates. All significant dates are also listed on the Registrar’s website and on the Penguin Portal announcements for each specific semester. Registration requires that the student agrees to pay all tuition and fees associated with the registration. Failure to withdraw during the 100% refund period does not release the student from his or her financial obligation incurred by registration. Assistance with all registration related functions can be found at the Penguin Service Center located on the second floor of Meshel Hall (Phone: (330) 941-6000, Email: onestop@ysu.edu).

1. Change of Registration

Students may change their registration up to the last day to add a class. All dates are available on the [Penguin Portal](https://penguinportal.ysu.edu/). Withdrawal from a course must be accomplished through the online registration system. Fail­ure to attend class or notification to an instructor is insufficient. A grade of F will be recorded unless a student officially withdraws.

1. Complete Withdrawal of Registration

The student who wishes to withdraw from all classes in a particular semester must also pro­cess this through the [Penguin Portal](https://penguinportal.ysu.edu/). If a student withdraws from all classes during the first two weeks of the semester, the academic record will contain the statement, “Student completely withdrew during the first two weeks of the semester.”

1. Minimum Registration Requirements

Students are required to maintain current student status (enroll for at least 1 credit hour) in order to utilize University services such as computers, Microsoft office software, laboratory facilities, music/art studios, library, advisory assistance, etc. (This applies to students who have finished required thesis/dissertation hours and have completed all course requirements but have not finished the thesis or dissertation.

1. Voluntary and Involuntary Medical Leave/Withdrawal Medical leave/withdrawal is available for all students (undergraduate and graduate-level) with a documented physical or psychological illness of a serious nature that requires them to leave the university after the last day to withdraw with a grade of “W” without completing their coursework, or that requires them to withdraw from the university for up to two consecutive semesters. Students who have reported an incident to the Title IX office may also be eligible for a medical withdrawal under this policy. After two consecutive semesters, a student who does not take appropriate steps to return to the university will be deemed officially withdrawn. Students must intend to withdraw from all coursework to be eligible for medical leave. Approved medical leave does not guarantee students the ability to return to the university without approval from the dean of students (or designee). Students attempting to withdraw from an individual summer session should understand that all summer sessions are considered part of a single semester. If a student wishes to withdraw from a specific summer session, they must petition their academic college. If a student wishes to switch to part-time status or withdraw from selected courses, they must contact their academic advisor and obtain approval of their college dean
2. Withdrawal from a Course/Semester Course withdrawal indicates that a student intends to stop attending any or all courses for the current term. Course withdrawal for summer, fall and spring semesters can be accomplished at several times and deadlines are posted on the Office of the Registrar website. Students will use the Penguin Portal self-service registration functions to withdraw from one or more courses by the deadlines.
* Students have until the 14th day of a full term to withdraw from a course or all courses and receive a 100% refund and no academic penalty or record of course registration; students withdrawing from an 8 week or less part of term course have until the 7th day.
* Students may also withdraw from courses after the refund period. Students who withdraw during by the 60% deadline for the term or part of term are responsible for all financial obligations and earn a grade notation of a "W" on their transcript.
* After the "W" deadline, students can no longer access withdrawal functions in the Penguin Portal to withdraw from any courses. Students may submit a request for withdrawal in writing to the Penguin Service Center, but the withdrawal will result in a mark of "F" recorded on a student's transcript.
* When a withdrawal changes a student's status (i.e., full-time to part-time), the student immediately forfeits any privileges contingent upon full-time status, and all interested parties which legally require it will be notified.

Students who fail to withdraw from a course by the deadline, regardless of their level of class participation/attendance, are financially and academically responsible. Non-attendance of class, or notification to the instructor/department, does not constitute official withdrawal. A student's lack of participation/attendance will likely result in the course instructor submitting a Non-Attendance F (NAF) grade for the student and a mark of "F" will be recorded on the student's transcript. Therefore, all students are strongly encouraged to withdraw before the published deadlines.

1. **Petition for Late Withdrawal**

A withdrawal granted after the designated deadlines is known as late or retroactive withdrawal and may be granted in extraordinary circumstances. Students seeking a late withdrawal must do so in writing to the college in which the student's major lies by filing a "Petition for Late Withdrawal." Late withdrawal must be requested within one year from the last day of classes for the semester in which a withdrawal is requested. The college dean or dean's designee will be responsible for reviewing the student's petition and providing a decision to the student; the decision of approval or denial shall be final and non-appealable.

1. Withdrawal from the University

The decision to leave Youngstown State University and not return is not an easy one to make. There are several reasons why a student might choose to exit the university at the end of a semester. A student may plan to:

* Transfer to another institution
* Take a break in education and return at an unidentified date
* Leave the university without a definite plan to return

It is the university's sincere hope to retain all students as members of the university community. However, if a student has decided to leave the institution on a temporary or permanent basis, we ask the student to submit an "University Exit Request" in the Penguin Portal. The exit request does not apply to students who just wish to drop a course or completely withdraw from the current semester but maintain their enrollment eligibility. Students who wish to withdraw from the current term and have plans to re-enroll the next semester should refer to the "Withdrawal from Course/Semester" section of the catalog.

### Process/procedure

The University Exit Request is submitted through the Personal Information tab in the Penguin Portal. Once a university exit request has been submitted, students should be aware of the following:

* The student account will be classified as inactive, which will prevent the student from registering for classes but will not delete the student's permanent record or prevent the student from requesting transcripts of completed coursework.
* The student will be responsible for any debt owed to the university.
* The student will be responsible for any Title IV financial aid responsibilities, if applicable.
* The student will be responsible for canceling residential agreements for campus housing, if applicable.
* The student will be responsible for notifying the International Programs Office of departure, if an international student.

The university welcomes students' return to resume their education activities. A student's account will only be switched to active after a completed readmission application or former transfer application is processed. Students who wish to return after filing a university exit request should contact the Penguin Service Center to identify which application process to follow.

1. Cross-Registration of Courses among Northeast Ohio Public Universities

Under specific circumstances, a graduate student may take one or more graduate courses at Cleveland State University, Kent State University, The University of Akron, Ohio University, or Youngstown State University without registering as a transient student at the university delivering instruction. The course should contribute to the student’s program of study and be unavailable when needed to complete the student’s program at the student’s home institution. The student must be in good standing (GPA > 3.0) and be within the time limits for completion of the program. The graduate program unit at the student’s home institution will establish a graduate special topics or independent study course identification capable of being tagged by the home university with a title that will correspond to the course title at the host university and with the initials of that university (i.e., CSU, KSU, UA, or OU). Registration for such a course is controlled by the home department and will be permitted only upon receipt of the Approval for Acceptance of Course Work at Northeast Ohio Public Universities form, which is available from the Office College of Graduate Studies. The form is also available on the Graduate Studies website. Any department that has no established special topics or independent study course may not participate in this cross-registration program.

 **C**. **Other Regulations**

 1. Time Limit

 a. Master's Degree and Graduate Certificates

 All coursework (including transfer credits) offered in fulfillment of the minimum credit hour requirement for the degree, all comprehensive exams, and thesis (if required) must have been taken within the six-year period immediately preceding the date on which the last requirement is completed.

 b. Doctoral Degree

 All post-master's coursework, including transfer credit, must be taken within an eleven-year period.

 c. Matriculation to Doctoral Candidacy

 Doctoral students shall be granted a six-year period to successfully complete a general examination and acquire candidacy status.

 d. Doctoral Candidacy to Final Dissertation Copy

 Doctoral candidates will have five years from the acquisition of candidacy status to file the final dissertation copy. Failure to meet this time frame will result in cancellation of the candidacy. With the approval of the dissertation advisor and the College Graduate Studies Committee, the student may take a supplemental general examination to reacquire candidacy. If the supplemental general examination is passed, the student is readmitted to candidacy and must complete the dissertation within two years. The supplemental general exam may be repeated once.

e. Extension of Time Limit

In special cases, the Associate Provost, Research Services and Graduate Studies may grant an extension of the coursework time limit upon the written request of the chair or program director of the department of the master's or doctoral study.

 2. Second Master's Degree

 A student who has a master’s degree from Youngstown State University and desires a second master's degree must earn a minimum of 12 semester hours of credit in addition to the total that the student had when the requirements for the first degree were completed and must complete the requirements for another graduate program. Students with a master's degree from another university will be limited to a maximum of 9 semester hours of transfer credit.

 3. Interrupted Enrollment

 Students who interrupt their attendance for three or more consecutive semesters must apply for readmission as former students at least two weeks before the start of the semester.

 Graduate students who fail to take courses or otherwise to pursue their graduate education for a period of one year will be readmitted only under regulations in force at the time of reapplication and after review by the department for approval of the readmission.

An applicant in good standing that is seeking readmission into the same program in Graduate Studies shall not be required to submit new supplemental items (including standardized tests). New transcripts will only be required for schools not indicated on the previous application. If the student has not been enrolled in graduate study at YSU for 2 years or less, the student can be readmitted without departmental review. If the student has not been enrolled in graduate study for more than 2 years, the Program Director will be consulted and may decide to review the application and provide a readmission recommendation, or may request that the student be readmitted without department review.

 A student in good standing that is seeking readmission into a different program than the one to which they were last admitted, will be required to submit all supplemental items required for admission to the new program. In cases where the GRE/MAT is a required application item, The GRE/MAT will be waived if the student has successfully completed 9sh of graduate study with a GPA of 3.0 or above from a regionally accredited institution – if such a waiver is requested by the Program Director.

 4. Academic Standards

 A cumulative grade-point average of at least 3.0 (on a 4.0 scale) is required for graduation. All graduate credit courses taken at YSU are included in the grade-point average calculation. (See III-C-10a). Good academic standing for graduate students is a cumulative grade-point average of at least 3.0 (on a 4.0 scale) for all graduate credit courses taken at YSU.

 5. Satisfactory Academic Progress

 Satisfactory academic progress at the graduate level is maintained by satisfying the following criteria:

 a. A degree-seeking graduate student must maintain a minimum grade-point average of at least 3.0 (on a 4.0 scale). Any course grade of D or F must be repeated and passed with a grade of a grade of C or better.

 b. A degree-seeking graduate student must successfully meet the requirements, including the time requirement, of all comprehensive examinations of the degree program.

 c. A degree-seeking graduate student must complete with a passing grade any thesis requirements (or the equivalent) of the degree program.

 d. A non-degree graduate student must maintain a minimum grade-point average of 3.0 (on a 4.0 scale).

 6. C Grade Policy

 Effective Spring 2022, the Graduate College removed the maximum C grade requirement for most programs. The following programs retained a C policy:

 **Master of Science in Education, Special Education**

 A student may count no more than 6 s.h. of coursework with a grade of C toward the minimum graduation hour requirements.

 **Master of Science in Education, Counseling**

 In the graduate Counseling Program, students must meet standards of academic performance to continue progressing. A student must maintain a minimum of a "B" average (3.0 on a 4-point scale) in all academic work completed to be awarded a degree. A student who earns a "C" or lower in any course will be required to retake the course. A student earning more than one C grade or lower (i.e., D or F) will be removed from the program. A student who earns a C in any practicum or internship course will not be permitted to move to the next level of the field placement sequence (e.g., Practicum 2, or Internship) and will be required to re-take the course in which the grade was earned. A student who earns a D or F in a practicum or internship course may be dismissed from the program. In these situations, the faculty will review the case and determine if the severity of the situation warrants removal from the program.

 **Master of Science in Nursing (MSN), and Post Master Nursing Certificate Programs**

 For degree programs requiring up to 39 semester hours for completion, a student may count no more than six semester hours of coursework with a grade of C toward the minimum graduation hour requirements. For students in programs requiring 40 semester hours or more for completion, no more than nine semester hours of coursework with a grade of C may count toward the mini­mum graduation hour requirement.

 **Master of Athletic Training (MAT)**

 If a student receives 9 or more credits of “C” grades, regardless of GPA, the student will be dismissed from the program.

 (1) This determination is per the Graduate College providing programs the freedom to identify the amount of “C” coursework permitted to continue matriculation towards successful completion. See Graduate College Policy.

 2. If a student receives “C” grades in 2 clinical practice/practicum courses, the student will be dismissed from the program

 (1) This determination is per the Graduate College providing programs the freedom to identify the amount of “C” coursework permitted to continue matriculation towards successful completion. See Graduate College Policy. Because successful demonstration of skills, knowledge, and abilities during clinical experiences is the cornerstone of the programs mission, the program firmly believes that student success in these practice/practicum courses is vital to their future success as healthcare providers.

 6. Academic Suspension

 A graduate student who is not maintaining satisfactory academic progress as determined by the graduate academic program director or department chairperson and Associate Provost, Research Services and Graduate Studiesmay be excluded from registration and dropped from the program in which he or she is enrolled. Such action constitutes academic dismissal from Graduate Studies.

 After completion of 9 semester hours, regularly admitted students who have been designated “not in good standing” at any time in the program will be academically suspended if any subsequent semester GPA is below 3.0.

 After the completion of 9 semester hours, provisionally admitted graduate students must maintain a minimum grade point average of 3.0 (on a 4.0 scale). Provisional students whose GPA falls below a 3.0 will be academically suspended.

 The student fails to pass a comprehensive exam after three tries.

Any student in non-degree status whose cumulative grade point average drops below the minimum (3.0) will be prohibited from enrolling in further graduate coursework.

Registration for any session or continuous registration during a full summer counts as one semester for these purposes.

 A graduate program may utilize additional academic standards to determine satisfactory academic progress and/or standards for academic suspension; however, such standards must be distributed in writing to all graduate students in the program and must be filed and approved by the Associate Provost, Research Services and Graduate Studies.

 *Readmission Procedures*

 a. Under exceptional circumstances and with the approval of the Associate Provost, Research Services and Graduate Studies, a program may readmit a suspended student. In such cases, the normal six-year limit on coursework shall be applied.

 b. Graduate students suspended for failing to maintain satisfactory academic progress may appeal their suspensions within one year in writing to the Graduate Council. The decision of the council is final.

 c. A graduate student who has been suspended for academic reasons may reapply to Graduate Studies in order to begin a new degree program or to pursue studies in non-degree status. A readmitted graduate student is not permitted to register for any courses offered by the program from which he or she was academically suspended.

 7. Full-Time Status

 A full-time student is one carrying 6 or more semester hours for credit. Graduate Assistants must complete 9 semester hours each term.

 8. Reduced Load for Employed Students

 Graduate Studies recommends that the employed student carry less than a full academic load as determined in consultation with his/her academic advisor.

 9. Graduate Courses for Undergraduates

The Application by Undergraduate to Enroll in a Graduate Course form is available in Graduate Studies office or on the Graduate Studies website. Eligible students may choose to take such courses for graduate credit. Undergraduate students with a 2.7 may enroll in 5800-, 6900- and 7000- level graduate courses, provided the total schedule for the semester (including undergraduate courses) does not exceed 15 semester hours. Before registering for courses, the student must have the approval of the Graduate Program Director in the program where the credit will be applied, the course instructor, and Graduate Studies. The credit earned may be used for graduate credit at YSU only after the student is admitted to Graduate Studies and the credit is accepted by the department in which the student continues graduate work. (Such coursework intended for graduate credit cannot count toward fulfillment of the requirements for a bachelor's degree at Youngstown State University.) Approved undergraduate students can earn 12 hours of graduate credit, only 9 of these hours can be counted as dual enrollment in approved graduate programs.

Students in accelerated programs will be accommodated to allow completion of degree requirements as specified in the program curriculum.

 10. Grading System

The following grading system is used in reporting a final evaluation of the work of graduate students in courses or thesis research: A, B, C, D, F. The grade point equivalents are 4, 3, 2, 1, and 0, respectively. With the exception of spring 2020, a graduate student may not elect to take a course under the credit/no credit option*.* Graduate students were permitted to take a course credit/no credit spring 2020 to address concerns expressed that students may need time to adjust to the new remote learning environment. The following guidelines were approved to assist students.

Graduate students should inquire with their advisor or program director before making the request as this option may impact future PhD studies, financial aid, licensure and there may others. In addition to seeking advice from your advisor or program director, students are encouraged to check with the institution or program they may seek to transfer to, to verify impact that a credit/no credit course may have.

A NC/CR grade falls under the same policy for C grades.

The following grading system is used in reporting a final evaluation of the work of graduate students in courses or thesis research:

* The grade of **A** indicates excellent performance for students in graduate courses.
* The grade of **B** indicates average performance for students in graduate courses.
* The grade of **C** indicates below-average performance for students in graduate courses.
* The grade of **D** carries no graduate credit but will be used to determine the student’s grade point average. Failure will normally be indicated by a **D**.
* The grade of **F** carries no graduate credit but will be used to determine the student’s grade point average. A grade of **F** indicates that the student still has not achieved even a minimum grasp of the essentials of the course.

Grades of D and F carry no graduate credit but will be used to determine the student’s grade point average. Failure will normally be indicated by a D; a grade of F indicates that the student has not achieved even a minimum grasp of the essentials of the course. A grade of F can also result from failure to withdraw officially from a course. A student has the privilege of repeating a course once, but the repetition is treated merely as another course, along with the first, in calculating the student’s grade point average. Any course grade of D or F must be repeated and passed with a grade of A, B or C.

Upon transfer to a new graduate program, a student with concurrence of the advisor, program director and department chair, may petition to the Associate Provost, Research Services and Graduate Studies for the exclusion from the calculation of the student's grade point average previous courses that do not apply to the new degree program. The grades will be removed from the GPA calculation but will remain on the transcript. In no case may courses be excluded from the calculation of the grade point average once a graduate degree has been conferred.

Request a recalculation of your GPA after repeating a course.Beginning Fall 2023, current graduate students may improve their Grade Point Average (GPA) by repeating a course in which a grade of “B”, “C”, "D" or "F" was earned and requesting a recalculation of their GPA using the higher grade that was earned when the class was repeated. Courses taken before Fall 2023, are not eligible for GPA calculation.

In order to recalculate the GPA, the repetition must be consistent with the policy on course repetition (detailed below), and the student must initiate the recalculation process with the approval of their Graduate Program Director.

The course grade will be excluded from the GPA, but the letter grade will remain on the official transcript and noted with an “R” indicating the course has been repeated.

Only students currently attending the University may request this recalculation privilege. Only courses taken at Youngstown State University may be used for the recalculation process (both the original and subsequent course). The Recalculation form and the Petition for a Late Withdrawal cannot be used for the same course.

Only one GPA recalculation for any course will be applied to the student’s transcript record. The course repetition policy limits students to taking a course no more than twice. Students whose degree (undergraduate or graduate) has been conferred cannot repeat a course for recalculation of their GPA.

The GPA can be recalculated for up to three courses.

All GPA recalculations completed as a result of the GPA Recalculation form Option are final and cannot be reversed. Once your degree has been conferred a GPA Recalculation form cannot be submitted as the academic transcript (grades and other notations) is finalized when a degree is posted to the permanent record.

Some graduate programs may not permit the repetition of some courses for the purpose of recalculation of a student’s GPA. Submission of the GPA Recalculation form does not guarantee approval.

S/U Grades. Graduate workshops are graded on an S/U (satisfactory/unsatisfactory) basis.

I Grade. An incomplete grade of Imay be given to a student who has been doing satisfactory work in a course but, for reasons beyond the control of the student and deemed justifiable by the instructor, had not completed all requirements for a course when grades were submitted. A letter grade may not be changed to an I (Incomplete) after the term has ended and grades have been recorded. A written explanation of the reason for the I and a date by which all course requirements will be completed must be forwarded by the instructor to the Office of Records. This explanation will be included in the student’s permanent record, with copies to the student and department chairperson. For fall term courses, the final date to complete an I will be March 1 of the following term; for the spring term courses, September 1; for all summer term courses, October 1. With approval by the instructor and the dean of the college in which the course is taught, the completion date may be extended. Courses not completed by the appropriate date will be converted to an F. Department chairs are granted authority to convert grades of Iinto final grades in cases where instructors may have severed connections with the University or have been otherwise unable to convert the grades.

W Grade. The grade of W represents a withdrawal properly processed at any time from the end of the full-refund period through the last day to withdraw with a W (as published in the Academic Calendar for each semester). A grade of W does not appear on the student’s academic record if with­drawal occurs before the end of the full-refund period. A withdrawal made after the last day to withdraw with a W will be recorded as an F unless the withdrawal was the result of circumstances over which the student had no control as shown by evidence presented by the student in a petition to the Associate Provost, Research Services and Graduate Studies. Any grade of F assigned because of absence may be reviewed upon petition to the Associate Provost, Research Services and Graduate Studies. Where withdrawals change the student’s status from full-time to part-time, the student immediately forfeits any privileges contingent upon full-time status, and all interested parties will be notified by the appropriate university officials.

PR Grade. In the case of thesis work, independent study, and other courses where research or scholarship is still in progress at the time grades are to be reported, a PR may be reported in place of a con­ventional grade. The PR grade is intended to indicate that it is the nature of the scholarship rather than the student’s ability to complete the work that is preventing the issuance of a conventional grade. A PR grade must be converted to a regular grade prior to graduation. However, a PR grade can remain on the student’s permanent record if the course is not needed. A PR grade in and of itself will not prevent a student from graduating.

AU. AU signifies that the student was enrolled in the class as an auditor.

 11. Grade Changes

 Applications for grade changes may be secured from the Office of Records, must be completed by the instructor, and must contain the signature of the Associate Provost, Research Services and Graduate Studies. All grade changes must be submitted by the college dean or instructor; they will not be accepted from the student. In no case may a grade be changed for the purpose of changing the grade point average of the completed degree after a student has received a graduate degree.

 12. Intra-University Transfer

 A student must request a transfer from one graduate degree to another by submitting a new application in their graduate application portal. The transfer is not complete until they have been fully admitted into the program and have received an acceptance email for the new program. In such cases of transfer, courses taken in the original curriculum that also apply toward the degree in the new curriculum will be accepted. The student’s academic record and grade point average will reflect all graduate courses taken.

 A student wishing to transfer from one degree specialization to another specialization within the same degree should email gradstudies@ysu.edu.

 13. Auditing Courses

 A graduate student may register for and attend any course as an auditor. An auditor is not held responsible for the regular coursework, class attendance, and preparation of assignments and receives no credit for the course. The student pays the regular tuition, as well as any other applicable fees, for the course(s) audited. Assistantships and scholarships do not cover audited courses. Audited courses are carried in a student's load only for fee purposes. A student who has registered for a course for audit may not change that status to credit after the last day to add a class. An "AU" may be given only to a student who has begun a course as an auditor or who has changed status to that of auditor before the last day to add a class.

 14. Foreign Language Proficiency Examinations

 The Department of Foreign Languages and Literatures administers proficiency examinations in the following languages: French, German, Italian, Latin, Russian, and Spanish. The graduate student should consult the major department to learn specific degree requirements.

 A grade of "pass" or "fail" on the proficiency examination will be registered with Graduate Studies.

 It is the responsibility of neither the University nor the Department of Foreign Languages and Literatures to tutor students or to recommend tutors for these examinations.

 15. Posthumous Graduate Degrees

A deceased student who was enrolled in an undergraduate, graduate or doctoral degree program at the University at the time of his/her death may be recommended for a posthumous degree by a faculty member, department chairperson, or dean of the appropriate college or academic unit. A recommendation must be in writing and proceed, respectively, for approval as follows: faculty member to chairperson, chairperson to Dean, Dean to Provost and Vice President of Academic Affairs. The Provost and Vice President of Academic Affairs will notify the Registrar if the recommendation is approved.

In order for a posthumous degree to be awarded, a student must be in good academic standing and have substantially completed the applicable degree requirements. Substantial completion means:

* For master degrees without a thesis requirement, the student must be within one semester of completing all coursework and degree requirements.
* For doctoral programs and master degree programs with a thesis requirement, the student must be within one semester of completing all coursework and degree requirements; and the student must have completed a full draft of his/her thesis to the satisfaction of his/her thesis chairperson/advisor.

If approved, the appropriate Dean will notify the immediate family of the student who may choose to have the diploma presented at commencement or in a private ceremony. If the diploma will be presented at commencement, it will occur at the next feasible commencement.

Diplomas for posthumous degrees will be identified as “Awarded Posthumously.”

16. Visiting Graduate Students

 A visiting graduate student is defined as one who is completing graduate academic work at Youngstown State University for credit at another university. All visiting graduate students shall be required to be granted visiting student status while engaged in academic work at YSU.

Visiting student status shall provide access to the following campus resources (fees may be required):

* a YSU identification card;
* access to campus buildings and laboratories, including computer labs;
* use of library facilities; and
* campus parking.

Applications for visiting student status are available via the [application portal](https://ysu.elluciancrmrecruit.com/ApplyYSUInternational/Account/Login?ReturnUrl=%2fApplyYSUInternational%2f). Please select your **Degree Type** field as “**Non-Degree**.”

International students interested in visiting student status can gain information at the following [Visiting/Exchange student link](https://ysu.edu/international-programs-office/apply-now/quick-menu/apply-j1-student).

 **D. Financial Assistance**

1. Scholarships and Grants-in-Aid

Graduate scholarships are available from Graduate Studies for new graduate students accepted into a YSU graduate degree program. To be considered, new students must have a cumulative undergraduate GPA of 3.5 or above. All undergraduate coursework for the earned bachelor’s degree will be included in determining the GPA.

Each scholarship is renewable for up to 6 semesters if the student completes a minimum of 6 semester hours of graduate courses each fall and spring semester. Students receiving graduate assistantships or the College Credit Plus Instructor scholarship are ineligible for the Graduate Scholarship.

No scholarship application is required; however, this scholarship is competitive and will be distributed according to GPA until the allocation for each program is met. Students should apply for admission early as funds are limited. The award process begins in April for the following academic year.

 2. Assistantships

 Applications for assistantships must be accompanied or preceded by application for admis­sion to Graduate Studies. All applicants and current students with superior credentials including first-year international graduate students may apply for gradu­ate assistantships.

 a. General

 The assistantship program is predicated on the idea that graduate students, given an oppor­tunity to assist the faculty, provide a service to the institution and also gain valuable experience through this work in association with the faculty. Appointments to assistantships are made by the Associate Provost, Research Services and Graduate Studies only upon recommendation by the student’s academic department. In those instances, in which the student indicates acceptance of an assistantship award after April 15, the student may not accept another appointment without first obtaining formal release for this purpose.

 b. Eligibility

(1) Students admitted with regular or provisional status may hold assistantships.

(2) Normally, assistantships are awarded for a period of two semesters beginning with the fall semester.

(3) To remain eligible for the assistantship, an appointee must discharge his/her duties satisfactorily and maintain good academic standing.

(4) Graduate students who are in provisional status because of undergraduate coursework deficiencies may not be appointed as teaching assistants until the deficiencies are completed. (decision is at the program’s discretion.) Such students can be considered for research appointments.

(5) International graduate students, who have been granted teaching assistants, including graduate assistants who are assisting with teaching duties, are required to demonstrate oral proficiency in English. A minimum of 23 on the TOEFL or score of 7 on IBT will be considered satisfactory. Students who do not achieve a satisfactory rating will not be permitted to teach, and will be assigned non-teaching duties (research, grading, etc.) They must attend non-credit ELS tutorials designed to improve their oral proficiency. The cost of the sessions ($25 each) will be charged to the TA’s home department.

Exceptions to this policy may be considered and must be reviewed and approved by the Associate Provost, Research Services and Graduate Studies.

 c. Procedure for allocation of assistantships

**RATIONALE**: To encourage early recruiting of graduate students at times when it may be more likely to recruit higher quality graduate students. An additional benefit may be to distribute graduate assistant processing to more appropriate times. This procedure encourages the allocation of assistantships to be more in line with the April 15 date specified in the Council of Graduate Schools (CGS) Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants (see <http://www.cgsnet.org/april-15-resolution>, <http://www.cgsnet.org/ckfinder/userfiles/files/CGSResolution_Rev2014.pdf> for details).

**PROCEDURE OVERVIEW**: Assistantship allocations for Graduate Assistant (GA) and Teaching Assistant (TA) positions will be provided to each college in January. This procedure does not apply to grant-funded assistantships. The proposed changes are also not designed to inhibit colleges or departments from funding additional assistantships from funds not initially designated for assistantships.

**RENEWALS**:Appointments for Graduate Assistantships to be renewed for the following academic year should arrive at Graduate Studies during January. Failure to renew the appointments at this time may result in a loss of funding for the assistantship.

Rationale: This will make processing more efficient. There is not a compelling reason for processing these during peak work times near the beginning of the summer and fall terms.

**NEW APPOINTMENTS**: Graduate Assistantship appointments received by May 1st will be processed by May 15th. Funding will be allocated to colleges based on the number of appointments received (up to each college’s maximum allocation). Note: The actual transfer of funds to departments will begin in July.

 **Graduate Studies supports the April 15th Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants of the Council of Graduate Schools (CGS)**:

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer. (2014)
 [<http://www.cgsnet.org/april-15-resolution>]

*Note: That offers may be made prior to April 15th and students may choose to accept prior to April 15th. Students should not be required to accept an offer of an assistantship prior to the April 15th deadline.*

**REDISTRIBUTION OF FUNDS**: Requests for funding of assistantships will continue to be received by Graduate Studies. After May 1st the funding for the remaining assistantships may be at some risk for redistribution. After May 15th funds for assistantships not yet appointed will be allocated by the Graduate Associate Provost. Consultation with the Assistantship Allocation Committee of the Graduate Council will be utilized as needed. Note: The actual transfer of funds to departments will begin in July.

 d. Duties, Requirements, and Remuneration

 Graduate assistants may be assigned to instructional, research, and/or other academic duties as determined by the department in which the assistant is appointed and as approved by the Associate Provost, Research Services and Graduate Studies.

1. **Graduate Assistant (GA)** A GA is normally be assigned duties primarily focused on the conduct of research/scholarly activity. A GA may be assigned teaching duties, but should not be the instructor of record. Appointment is typically for the Fall and Spring semesters of an academic year.
2. **Graduate Research Assistant (GRA)** A GRA is only be assigned duties focused on the conduct of research/scholarly activity and will typically receive a twelve-month appointment.
3. **Graduate Assistant/Intern (GA/I)** A GA/I is a special category of graduate assistant designated to provide opportunities for university offices or departments, community companies or agencies, or other appropriate external sponsors to involve graduate students as academic assistants/interns in real life experiences related to their fields of study.
4. **Teaching Assistant (TA)** A TA will only be assigned duties focused on instruction and may be the instructor of record for a regularly scheduled lower division undergraduate class.

Note: Additional academic services to the academic program in which the student is enrolled may be appropriate for all assistantship appointments.

International graduate students, who have been appointed as teaching assistants, including graduate assistants who are assisting with teaching duties, are required to demonstrate oral proficiency in English. Students will be assessed using the speaking subsection of a standardized test. For a TA, a minimum of 23 on the TOEFL is considered satisfactory; a score of 7 is considered satisfactory on the IBT.

The Chair of the department will be responsible for assessing the oral proficiency in English. Students who do not achieve a satisfactory rating will not be permitted to teach, and will be assigned non-teaching duties (research, grading, etc.) They must complete an English course or non-credit ELI tutorials designed to improve their oral proficiency. The cost of the ELI tutorial sessions ($25 each) will be charged to the TA’s home department.

Hours: To remain eligible for the assistantship, an appointee must discharge his or her duties satisfactorily and maintain good academic standing. An appointee must maintain full-time enrollment (6 semester hours of degree-credit coursework per term for the regular academic year. In addition, students appointed as Graduate Research Assistants must also enroll in at least 6 semester hours during the summer term. With the advisor’s approval, graduate coursework that is not part of the graduate assistant’s degree program may be counted toward the 12-semester-hour minimum for the assistantship. Approval to carry more than 18 semester hours or fewer than six semester hours in any semester may be granted by the Associate Provost, Research Services and Graduate Studies only upon clear justification from the student’s academic program department. (For a TA who is the instructor of record and has a teaching load of five to six semester hours, the minimum required enrollment is six semester hours, but Graduate Studies must be notified of this). For a teaching assistant who is the instructor of record and has a teaching load of four semester hours or less, the minimum required enrollment remains at nine semester hours.)

Employment: Graduate assistants shall not hold other full-time employment but may accept occasional or temporary employment outside the University during the term of the assistantship, subject to the approval of the department chair or the program director of the department. Other employment on the YSU campus requires the approval of the Associate Provost, Research Services and Graduate Studies. No students are permitted to work more than 25 hours/week.

Faculty Supervisors: A faculty member within the department to which the graduate assistant is assigned will be designated to be directly responsible for the supervision of the assistant. The faculty supervisor will:

(1) Direct the activities of the graduate assistant.

(2) Evaluate the performance of the graduate assistant.

(3) Coordinate the graduate assistant's working time with his/her class schedule.

(4) Make every effort to assign duties that will provide valuable learning experience related to the student’s program of study.

(5) Provide the department chair or program director with an evaluation of the graduate assistant's progress and the quality of his/her work at the end of each semester, to serve as a basis for determining the desirability of continuing the appointment.

A student appointed as a graduate assistant (GA, GRA, TA and GA/I) will be paid a stipend and receive tuition remission. The department/agency of service will provide a stipend to the university which will be paid to the student through the normal stipend process for GA/I appointments.

Graduate assistants who have been admitted with undergraduate course deficiencies will make up course deficiencies by taking the appropriate courses at their own expense.

**Guidelines for YSU Graduate Assistant Leave (12/5/2016)**

**Effective Fall 2017**

Circumstances occasionally occur that prevent graduate assistants (including GAs, TAs, and GAIs) from performing the duties of their appointment. Consistent with Youngstown State University’s effort to support all members of our community, these guidelines seek to reduce the professional and personal stresses that can develop when graduate assistants encounter extenuating circumstances that warrant a temporary absence from their assistantship duties. The purpose of these guidelines is to outline how instances of personal and/or family illness, injury, childbirth or adoption, and other agreed upon and valid reasons for absence should be addressed by the unit funding the assistantship. These guidelines are intended to ensure that the graduate assistant support be maintained to the extent possible during an approved absence. In the cases of foreseeable events, the graduate assistant should inform his/her direct assistantship supervisor as soon as the circumstances and dates of needed leave are known. For unforeseeable events, notification should be made as soon as possible once the need arises. It should be noted that leave requests may be jeopardized or denied for reasons including, but not limited to, multiple leave requests, unsatisfactory performance levels, evidence of dishonesty, and insufficient documentation. Furthermore, these guidelines pertain only to issues related to the individual as a graduate assistant. There are separate attendance policies for the individual as a graduate assistant at YSU.

Short-term graduate assistant absences may be requested for valid periods of absences which typically span less than two weeks in duration. In these instances, the graduate assistant should make the request to his/her direct assistantship supervisor as promptly as possible, so that coverage of duties during the requested short-term absence can be addressed. Reasonable requests for short-term absences can typically be approved with all graduate assistant benefits maintained. The graduate assistant should work with the direct assistantship supervisor and the department chair to ensure that the time can be made up in a reasonable manner through creative ways such as working up to an extra five hours per week, working over university breaks, etc. The graduate assistants, the direct assistantship supervisor, and the department chair should agree to this plan in writing through the Short Term/Extended Leave Form (See Attached).

For needed absences from graduate assistant duties of longer than two weeks, a graduate assistant must formally request an extended leave. Long-term absences may be requested for a variety of valid reasons as previously noted. These types of requests should be reasonable and include written documentation related to the reason for absence (such as a letter from a medical doctor, legal documentation, etc.). The request for extended leave must be made to the chair of the department providing the assistantship in consultation with the direct assistantship supervisor. Whenever possible, the department chair should not reassign workload to another graduate assistant. Graduate assistants who are formally approved through the Short Term/Extended Leave Form will be excused from their regular graduate assistant activities for the duration of their approved leave. Although tuition remission will continue during the extended absence, graduate assistants will no longer receive the monthly stipend for the duration of their approved leave. The graduate assistant’s monthly stipend resume upon successful return to the graduate assistant position within the particular appointment period. Should the graduate assistant require additional leave time beyond the original agreement, this must be formally approved by the department chair in consultation with the direct graduate assistant supervisor through the Short Term/Extended Leave Form. Shouldthe graduate assistants be unable to return until after the original appointment ending date, there is no guarantee of the availability of a continued graduate assistantship. However, the graduate student would be considered for future graduate assistant appointments in a manner consistent with all other graduate students.

 **E. Graduation**

 The Application for Graduation must be completed by the deadline stated for each term. Instructions for the application process can be found at the following link: <https://ysu.edu/registrar/graduation> Submission of the graduation application is the student’s responsi­bility. There are two graduation ceremonies each year: fall commencement at the end of the fall semester in December, spring commencement at the end of the spring semester in May.

 **F. The Code, A Handbook of Student Rights, Responsibilities, and Conduct**

 Youngstown State University is an academic community dedicated to the advancement of learning and development of its students. The University supports the right of all students to be treated with respect and dignity so they can pursue their academic goals in a positive learning community. In support of this goal, the University is committed to a campus environment that values all individuals and groups, and to non-discrimination and equal opportunity for all persons without regard to sex, race, religion, color, age, national origin, sexual orientation, handicap/dis­ability, or identification as a disabled and/or Vietnam era veteran. The University is also commit­ted to the principles of affirmative action and acts in accordance with state and federal laws.

 As a member of a higher education community, students have an obligation to conduct them­selves in a manner that is compatible with the University’s purposes as an institution of higher education. Each student is expected to be fully acquainted with all published policies, procedures, and regulations of the University and is held responsible for compliance with them. Furthermore, all members of the University community are expected to assume responsibility for creating an environment conducive to the educational mission and purpose of the University.

 The policies and regulations as outlined in The Code of Student Rights, Responsibilities, and Conduct (hereafter referred to as The Code) have been established to ensure a positive educational experi­ence for every student. As such, The Code serves as an official University document that outlines conditions and regulations considered essential to the effective functioning of the University.

The student conduct process at Youngstown State University adheres to procedural due pro­cess and is intended to be part of the educational process at the University. This student conduct process provides a forum for the impartial and expedient resolution of misconduct in the Univer­sity community and encourages students to live responsibly and be accountable for their actions. The student conduct process is based on the University’s commitment to developing integrity, respect, and responsibility among all students. The Code is available online at the YSU website or in hard copy from the Office of Student Life.

**IV. GRADUATE STUDENT GRIEVANCE AND APPEAL PROCEDURE**

1. **Academic Grievance Procedure**

The Student Academic Grievance Procedure provides students with a formal channel through which complaints concerning academic matters may be heard. A student must attempt to resolve the complaint by first discussing the issue with the faculty member. If the complaint is not resolved at that level, the student should direct their complaint to the Department Chair and, if the complaint is still not resolved, to the Dean of their college.

Complaints not resolved following a discussion with the Dean will be considered by the Associate Provost for Academic Administration or designee, who will serve as Judicial Administrator. Upon their review, the Judicial Administrator determines whether the complaint is grievable. If the complaint is grievable, it is presented to the Student Academic Grievance Subcommittee. Per the YSU-OEA Agreement, Article 19.2, academic matters that may be grieved are the following:

* Material deviation from the instructor’s policy on sanctions for academic dishonesty, as indicated on the course syllabus, to the detriment of the individual student, or in disputed cases of academic dishonesty.
* Material breach of faculty contractual obligations as specified in the article on Teaching Rights and Responsibilities (YSU-OEA Agreement, Article 27), to the detriment of the individual student or the entire class.
* Material deviation from the grading scale, grading criteria, assignment specifications, or grade weight distribution indicated on the course syllabus or other course materials, to the detriment of the individual student or the entire class.

Other areas of contention between a student and a faculty member may not be grieved under this section. The student should contact the Department Chair of the faculty member's department or the Dean of the college housing the faculty member's department for further advisement in these situations.

Students wishing to file a grievance should contact the administrative assistant in the Office of Academic Affairs for an appropriate referral. [**A Brief Guide to Student Academic Grievances**](https://ysu.edu/sites/default/files/Student_Academic_Grievance_Info_Sheet.pdf) is available for further information about this process.

A digital copy of the [**Student Academic Grievance Form**](https://ysu.edu/sites/default/files/Academic%20Grievance%20Form.pdf) is available for download or you can use the [**electronic submission form**](https://cm.maxient.com/reportingform.php?YoungstownStateUniv&layout_id=2). An electronic copy of the [**Student Academic Grievance Procedure**](http://sga.ysu.edu/wp-content/uploads/2017/10/Grievance-Panel-Procedure-072917.pdf) is also available for review. For questions or concerns contact the Provost’s Office.

1. **Student Complaints and Appeals**

Youngstown State University is committed to the continuous improvement of the services it provides to its students. On occasion, a student may have a complaint regarding the fairness or quality of service they received. Students are encouraged to share their concerns pursuant to this policy so that the university may address issues in a timely and professional manner.

If students experience a problem on campus, they are encouraged, but not required, to try resolving it by speaking directly with the staff, faculty member, or administrator with whom they have had an issue. If the problem still exists, the following resources are provided to aid a student in coming to a resolution.

## ****Academic-Related Complaints (Excluding Grade Appeals)****

Academic-related complaints are student complaints related to fulfillment of responsibilities or to services provided by departments within academic affairs, including but not limited to academic colleges, academic departments, student success, distance education, library, mathematics assistance center, reading and study skills, and writing center.

Students can submit a complaint [here.](https://cm.maxient.com/reportingform.php?YoungstownStateUniv&layout_id=2)

YSU will keep student information confidential to the fullest extent of the law. Students who desire to make an anonymous complaint are encouraged to use YSU's [ethics reporting process](https://secure.ethicspoint.com/domain/media/en/gui/49559/index.html), which is hosted by a third party and can maintain students' anonymity.

## ****Academic-Related Complaints with Grade Appeals****

Student complaints concerning academic matters related to material deviation from the grading scale or weight distribution indicated on the course syllabus by the faculty member, to the detriment of the individual student or the entire class, or involving material deviation of faculty contractual obligations as specified in the article on Teaching Rights and Responsibilities in the Faculty Collective Bargaining Agreement, to the detriment of the individual student or the entire class, must follow procedures outlined [here](https://catalog.ysu.edu/undergraduate/general-information/academic-policies-procedures/academic-grievances/).

## ****Tuition Appeals****

Any withdrawal or reduction in academic hours **after** the posted schedule will not be entitled to a reduction of charges and/or refund unless an Application for Involuntary Withdrawal is submitted and approved by the Fees and Charges Appeal Board. All decisions made by this board are final and binding.

If a student withdraws for reasons beyond his or her control (e.g., illness, military service, job transfer, or shift change imposed by the employer that creates a direct conflict with the class schedule), the fee charges may be reduced in proportion to the number of weeks enrolled, upon submission and approval of an application for involuntary withdrawal.

An application for involuntary withdrawal can be processed only for courses in which the student has already received a grade of "W" (withdrawn). Applications for involuntary withdrawal will be considered only for terms falling within the immediately preceding **one-year time period** (three semesters). Appeals pertaining to terms beyond this one-year time limit will not be accepted. All applications for involuntary withdrawal must be documented, and applications are processed only by mail on forms provided by Office of University Bursar. Address such correspondence to:

Fees and Charges Appeals Board
c/o University Bursar
Youngstown State University
One University Plaza
Youngstown, OH 44555

More information can be found [here](https://catalog.ysu.edu/undergraduate/general-information/tuition-fees-charges/).

## ****Discrimination, Harassment, or Retaliation****

Faculty, staff, students, or others who experience discrimination, harassment or retaliation have several options for reporting such concerns. Inappropriate student behavior may be reported to either the Office of Student Conduct (any such behavior), or the Title IX office (including any behavior based on sex or gender, such as sexual harassment, sexual assault, stalking, etc.). Inappropriate behavior by faculty, staff, or others should be reported to the Office of Equal Opportunity and Policy Development, Title IX, or Human Resources. If the reporting party feels they are in danger, they should also contact YSUPD.

More information can be found [here](https://catalog.ysu.edu/undergraduate/general-information/office-equal-opportunity-policy-compliance/).

**V. GRADUATE CURRICULUM**

 **A. Graduate Courses**

 1. Types of Courses in which Graduate Credit May be Earned

 a. 6900- and 7000-level courses, which are open to graduate students (see Graduate Courses for Undergraduates). At least one-half of the credits applied toward the master’s degree and graduate certificate must be earned in courses in the 6900- and 7000-series. The institution’s policy and practice assure that at least 50% of courses applied to a graduate program or certificate are courses designed for graduate work, rather than undergraduate courses credited toward a graduate degree. (Cf. Criterion 3.A.1 and 2.)~ <https://www.hlcommission.org/Policies/assumed-practices.html>

 b. 8000-level courses, which are doctoral-level courses.

 c. Upper-division undergraduate swing courses (5800-level) in which the student may enroll for graduate credit. Those that are in this swing category are listed in the Courses section of the *Graduate Catalog*. Graduate students in undergraduate swing courses will be required to pursue the subject matter in greater depth than the undergraduate students. Only courses listed in the *Graduate Catalog* may be credited toward the requirements for a graduate degree.

2. Special Regulations

a. YSU graduate program administrators, faculty, and staff are dedicated to educational accountability. In order to promote such accountability and comply with accreditation requirements of the Higher Learning Commission and other accrediting bodies, all graduate courses offered at Youngstown State University will delineate knowledge, skills, diversity, and technology competencies to be acquired by students. Competencies will be aligned with internal standards (elements of college mission statements or conceptual frameworks) and external standards (professional specialty associations [SPAs] or accreditation bodies) in order to insure that course content is consistent with professional standards and best educational practices. In addition, select course content will be aligned with course assessments in order to insure that students are able to demonstrate abilities to acquire specified competencies. Faculty will collect and report assessment data to department and college administrators for analysis and evaluation. College of Graduate Studies administrators and staff will use findings to make evidence-based decisions for improving student performance and program/unit operations.

 b. There shall be four tiers of graduate courses:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Grading | Degree Credit | Course Approval Process | Typical Minimum Graduate Faculty Membership Status of Instructor |
| Regular Courses | A-F | Yes | Regular | Category 1 Status |
| Professional Development Seminars | S/U | Yes, with Advisor’s Permission as defensibly appropriate to the student’s degree program | Graduate Associate Provost1 | Category 1 Status |
| Restricted Workshops | S/U | Yes, with Advisor’s Permission. Workshop degree credit not to exceed 6 SH total2 | Graduate Associate Provost1 | Category 1, 2 or 3 Status |
| Inservice Workshops | S/U | No | Graduate Associate Provost1 | Category 1, 2 or 3 Status |

 1Upon formal request by the faculty member, approved by the department chair and the college dean prior to submission to the graduate Associate Provost.

2Departments may further restrict this below the maximum allowable as given here.

 c. All graduate courses are to be offered on campus unless approved by the Associate Provost, Research Services and Graduate Studies for offering off-campus.

 d. All courses that a graduate student takes for graduate credit shall be taught by a member of the Graduate Faculty.

 e. Workshop courses are those specifically designated as such in the *Graduate Catalog* or by Graduate Council and, upon approval of the graduate advisor, may be applied to degree work at a later date if regular admission to Graduate Studies is obtained and if those courses are part of the degree program. Applications for the approval of workshops offered for graduate credit are available in Graduate Studies office.

 f. Conference courses at the graduate level may be offered, following the same regulations as those applying to undergraduate conference courses.

 g. Graduate courses that have not been taught within the preceding five-year period will be dropped from the course inventory unless justification by the department to retain the course is submitted to and approved by the Associate Provost, Research Services and Graduate Studies. The Associate Provost, Research Services and Graduate Studies will report decisions to Graduate Council.

 **B. Curriculum Changes (Course changes: new, changed deleting.) Programs: new, changes, inactivating admission and discontinuing)**

 1. Procedures

 a. The program director or chair of the department desiring the make a change completes the request detailing the proposed change after appropriate departmental review. A course prospectus and sample syllabus must accompany the Request for Curriculum Action. Note: The Graduate Faculty cannot initiate undergraduate courses even if such courses are to be allowed for graduate credit. All such courses to be considered for graduate credit must be previously listed in the *Undergraduate Catalog* or approved previously by the Academic Senate or the appropriate curriculum committee.

 b. The request and any supplementary materials are sent to the Dean of the collegefor approval and then to the College Graduate Studies Committee**.** (In some colleges, the Dean may prefer to sign after the College Graduate Studies Committee has approved the curriculum request.) The items are then forwarded to Graduate Studies, which circulates proposed course or program changes to departments offering graduate courses and to the Graduate Curriculum Committee.

 c. The Graduate Curriculum Committee will review the request and the associated materials, address any and all questions or objections, and forward its recommendation to Graduate Council for final disposition.

* + 1. Graduate Council will consider the comments and recommendations of the Curriculum Committee and accept or reject the proposal. If the recommendation is ratified by Graduate Council, the proposed curricular change will take effect.
	1. Expedited approval process for technical or editorial changes in the graduate curriculum:

A college Graduate Studies Committee may, through its Chairperson, request “expedited” approval of a curriculum action that is principally editorial or administrative in nature. A request may be sent in writing to the Associate Provost, Research Services and Graduate Studies. Upon obtaining the advice and consent of the Chairpersons of the Graduate Curriculum Committee and the Graduate Council, the Associate Provost is authorized to institute such changes. The normal curricular forms are completed and signed by the respective committee chairs. The circulation period and approval of Graduate Council is not required for such changes; however, the Council shall be informed of all such actions *ex post facto*. Any curriculum action that requires a change in the course description may not be considered for expedited action.

The following changes are included in the category “Technical/Editorial”:

* Any course-numbering change, except one that would move a course from one numbering series to another.
* Any grammatical error in course descriptions.
* The addition of additional sections requiring additional assignment of course numbers.
	1. Expedited approval process for Admission requirements:

A program director may initiate a change to admission requirements. The expedited approval process is approved by the chair, college dean and the Associate Provost, Research Services and Graduate Studies.

* 1. All approved curricular changes will be submitted to the Graduate Faculty for information.
	2. Chancellors Council of Graduate Schools (CCGS) must be informed of all approved curricular changes so that they may be included in the System for subsidy purposes.
	3. New graduate programs must be approved by the YSU Board of Trustees prior to submission to the CCGS.
	4. Admission to a program may be suspended temporarily to deal with extenuating circumstances such as loss of one or more faculty members who teach in the program. Once the conditions leading to the suspension of admission have been addressed, admission to the program can be resumed – as long as admission was suspended less than five years. If admission to a program is suspended more than five years the program must be presented to CCGS using the same process utilized for a new graduate program.
	5. Admission to a program may also be suspended as part of the process of discontinuing a program. To discontinue a program, admission to the program should be suspended until a plan for students enrolled in the program has been developed and the students enrolled in the program have completed the program or been provided a reasonable opportunity to do so.
	6. A program with no students enrolled may be immediately discontinued.
	7. The process to suspend admissions/discontinue a program includes:
* Submission of the request in CIM with appropriate approvals and notifications.
* Completion and submission of the CCGS suspension of admission to/discontinuation of a program form to Graduate Studies.
	1. Programs wishing to be approved for online delivery submit the change via CIM, CCGS on line approval form as well as a form to the director of Cyberlearning.

2. Guidelines

 Guidelines for the consideration of certain courses by the Graduate Curriculum Committee:

 a. Departments not having a graduate program may propose graduate or swing courses.

 b. Departments having a graduate program may propose graduate or swing courses that do not carry graduate credit in that department's own graduate program**.**

**VI. THESES/DISSERTATIONS**

1. **Oral Defense**

The oral defense is a public presentation and must be advertised within the college. The presentation can utilize remote technology as needed.

1. **Presentation**

 When writing a thesis or dissertation, students follow the style manual used by the field, as determined by the department. It is the student's responsibility to edit the manuscript. The Associate Provost, Research Services and Graduate Studies shall reject manuscripts that fail to follow the rules of the appropriate style manual or that require further editing. The student must submit at least one copy of the thesis or dissertation and appropriate fees for binding. (The bound copy will be placed in Maag Library.) Students are responsible for meeting the requirements in the Thesis Guidelines available on Graduate Studies website. Students must complete and submit the Originality of Thesis/Dissertation form after using iThenticate software at the time of submission to Graduate Studies

All theses and dissertations will be submitted to OhioLINK.

 1. Committee

 The thesis or dissertation committee is composed of three or more members of the graduate faculty. The committee is responsible for approving the quality of the scholarly work, adherence to the particular style manual, and the quality of grammar, syntax, spelling, and punctuation used in the thesis or dissertation. The student should seek departmental approval of the thesis, including its format, as early as possible to allow ample time for revision. Students whose manuscripts require editing are encouraged to seek professional editorial assistance.

 2. Committee Selection and Composition

 Graduate faculty members in each program in which a thesis or dissertation is part of the degree program will develop guidelines for the selection of a thesis or dissertation advisor and the composition of the thesis or dissertation committee for that program. The guidelines will be submitted to the Graduate Studies Committee for review. The results of advisor and committee selection for a given student will be reported to the Associate Provost, Research Services and Graduate Studies on the Intent to produce a [Thesis or Dissertation form](https://docs.google.com/forms/d/11UDn9AWwo5HGNOJSQWWNMCMYOHgLxAY4nujHnSx4SrE/viewform?pli=1&edit_requested=true)

3.The Thesis/Dissertation Committee Expectations

 **Committee Members**

The thesis or dissertation committee consists of a minimum of three members (including the advisor) who hold appropriate graduate faculty status for their committee role. The committee shares expertise and provides guidance for the thesis/dissertation and is responsible for approving the quality of the scholarly work including the defense, adherence to the particular style manual, and the quality, syntax, spelling, and punctuation used in the thesis or dissertation. While the written thesis or dissertation is one outcome of the committee and student’s work, the ultimate outcome of the thesis and dissertation process is a competent and confident scholar/researcher.

**Advisor** – the primary member directing the thesis or dissertation (sometimes referred to as the committee chairperson, or thesis/dissertation supervisor) who works closely with the student/candidate and fellow committee members to fulfill the committee’s responsibilities. The advisor plays a key role in approving and often in helping the student to identify or define a topic of inquiry. The advisor should offer to the graduate student substantive expertise on the topic of the thesis/dissertation and provide the student with formative feedback, not just editorial comments, throughout the entire process The following expectations are not offered as an all-encompassing list, or to limit what an advisor can do, but rather these expectations are offered to clarify the role and responsibility of the thesis/dissertation advisor. They are offered with the thought that the processes of writing about and defending one’s scholarly work is best when there are clear and known expectations.

**It is expected that the thesis/dissertation advisor will:**

Ensure that approval for research involving human subjects and or animals is submitted for approval to appropriate committees and that written approval has been received before proceeding with research or data collection.

Ensure that the study undertaken is appropriate to the student’s discipline or degree program and of depth, breadth and quality consistent with the field of inquiry.

Work with the student to establish a realistic schedule that sets target dates to milestones for key steps in the process, for example define the problem, complete chapter 1, complete review of the literature, describe research methodology, submit research protocol for IRB approval, data collection, defense, etc. The advisor will update the schedule when changes are necessary and communicate the revised schedule in written form.

Meet regularly with the student to keep communication clear and open. More frequent meetings might be helpful at the beginning and near the defense, or post defense. While the frequency of such meetings is best left to the advisor and student, meeting at least twice each semester seems appropriate. Meetings can take place in-person or through the use of various technology.

Provide sound and helpful guidance and advice in all matters related to the problem or topic being explored.

Provide professional, constructive and timely feedback and communication, including that offered in repose to students’ questions or requests. This is essential to keep things running smoothly and on schedule. A response within two working days is expected to questions or requests, while some may require additional time. The maximum time for a reply should be no more than seven working days. On complex matters, or those requiring more than seven working days to provide a meaningful response, or when other circumstances exist that require additional time, the advisor is expected to communicate this to the student within seven working days and provide a date by which a substantive response will be provided.

Ensure that a public, written invitation (including the name of the presenter, title of thesis/dissertation, date, time and location (or access information – if presented remotely) of the thesis/dissertation defense is provided within the college and to Graduate Studies.

The advisor and student verify the authenticity of the thesis or dissertation, that resources utilized in the thesis or dissertation are indicated by proper citations and that iThenticate was utilized as part of the verification process.

Complete all university forms related to the graduate student’s thesis/dissertation progress.

While the entire committee will play a role in evaluating the thesis/dissertation and the performance of the student, the advisor is responsible for assigning grades for the thesis and dissertation course(s).

The advisor at the completion of the defense should notify the Graduate Program Director and Department Chair, whether or not the thesis/dissertation has been successfully defended and provide to them the following information: Student name, title of thesis, date of defense, assigned grade, and the names of all committee members.

 **C. Deadlines**

It is the responsibility of the student and the student's advisor (or committee) to complete the thesis or dissertation requirements, including the defense, and to submit the approved document to the Associate Provost of the College Graduate Studies. The deadline for submitting via email the final pdf**,** the signed Originality of Thesis/Dissertation Verification form and the signed ETD form for approval to the Associate Provost of College of Graduate Studies is:

**Fall and Spring semesters: Dissertations submitted by the Monday of the 14th week of class. Theses submitted by the Monday of the 15th week of class.**
**Summer semester:** **Dissertations submitted by the Monday of the 11th week of the full term. Theses submitted by the Monday of the 12th week of the full term.**

  **D. Multiple Authors**

 A master's thesis or doctoral dissertation may carry no more than one author, unless multiple authorship has the prior approval of the graduate program director and/or department chair and the Associate Provost of the College Graduate Studies.

 **E. Musical Scores**

Music scores written by Theory and Composition majors are printed on 9 1/2" x 12" paper for ensembles with 4-12 instruments, and 12" x 15" for orchestral or band scores. The binding is such that the page will remain open when the score is placed on a music stand.

**F. Research Using Human or Animal Subjects**

 Research using human or animal subjects requires prior approval by the appropriate committee (YSU Human Subjects/Institutional Review Board (IRB) or YSU Institutional Animal Care and Use Committee). Assistance with the process of obtaining approval may be obtained from the Office of Research.

**G. Thesis/Dissertation Errata Procedure**

 Students and advisors should check content carefully before submission to avoid errors. On occasion, however, significant errors in content are discovered after submission to the Electronic Theses and Dissertations Center of OhioLINK.  For submission of errata, the error must be considered significant. Minor errors, such as typographical or other mistakes that do not impede comprehension, are not formally correct.   To request the inclusion of an Errata Statement to the original submission, please submit the following to the Graduate College:

 Name:

 Title of Thesis/Dissertation:

 Accession Number:

 Date thesis/dissertation submitted (Month, Year):

 Attach a PDF of the errata data

**VII. Graduate Program Review**

 Graduate Studies has a long history of program review and review of graduate programs remains a requirement of the Ohio Board of Regents and Higher Learning Commission. Most importantly this process provides a mechanism for assessment and continuous improvement for our graduate programs. In the fall of 2014, a task force (See Appendix) was assembled to focus on the program review process, and revise procedures to make the process as useful, effective and efficient as possible. The new format and procedures for review of graduate programs is a result of this faculty-driven work.

Evaluation and improvement of graduate programs is expected to be ongoing and continuous. The program review is a scheduled opportunity to review each program. Programs will be scheduled for review approximately every seven years (see program review matrix) unless more frequent review is determined to be necessary by the graduate program review committee. There are two main parts to the scheduled review process: 1) Self-Study and 2) Review of the self-study and evidence provided by a team of reviewers. In concluding the scheduled review process, a meeting of the review team with key program personnel is held to discuss the evaluation and clarify any part of the evaluation or evaluation process and issue a composite review of their evaluation.

Each department shall conduct a self-study of its graduate program(s) and prepare a Graduate Program Review Rubric. The Rubric should be submitted as a Word File or PDF to the Associate Provost, Research Services and Graduate Studies. The purpose of the self-study is for the department to set forth its objectives, means and resources and to utilize appropriate data to appraise them. Items which are not mentioned but that are appropriate for a better understanding of the program under review should be added. Responsibility for the self-study and the report shall rest with the chair and/or program director, who should work in consultation with the graduate faculty in the department. The report should contain quantitative data to amplify responses, with specificity and self-evaluation recognizable as important characteristics.

If this self-study coincides with a self-study for external accreditation, those segments of the latter that are applicable may be presented as part of the graduate program review.

The self-study and a summary of the review and results will be maintained by Graduate Studies. The self-study and review summary will be shared with the Program Director, Department Chair and Provost and other stakeholders..

A summary of the program review results will be shared with the Regents’ Advisory Committee on Graduate Study (CCGS).

Program Directors, faculty and other key personnel play an important role in the continuous assessment and improvement of graduate programs. Program directors and key personnel should complete the self-study by reflecting on and responding to the items in the Graduate Program Review Rubric and providing the evidence, or evidence and plan as indicated for each graduate program being reviewed. Completion of the self-study will meet the need of a graduate program review process for the Ohio Board of Regents (OBR), while providing opportunity to reflect on and strengthen graduate programs. The Examples of Evidence section that follows will support your efforts in completing this self-study.

**Self-Study**

1. **QUALITY of Program**
2. **Faculty level of productivity and professional commitment** is adequate given theirqualifications, scholarship, and other creative activity as determined by their discipline.
3. **Program graduates** since the most recent review are satisfied with the program and have demonstrated accomplishments in their field.
4. **Program Vitality** is evident through a professional learning community that reviews its curriculum on a regular basis and meets the degreed requirements of the profession.
5. **Program collaboration** is seen between the graduate program in my department and other graduate programs within the university and/or across the state and nation to support program effectiveness and contributions to the field.
6. **Continuous assessment of learning outcomes** **and analysis of data linked to these outcomes** is done for program quality and student learning, through both ongoing and aggregate review processes.

**B. NEED of the Program**

1. **The graduate program** within the department has demonstrated a clear **demand**

 and/or **need**.

**C. RESOURCES to Support the Program**

1. **Essential resources** (both financial and material) are available to support and sustain the program.

 2. **Diversity of program faculty and students** with the program is evident.

**D. Opportunities and Threats** that could impact the direction and therefore the status of the program. Reflect on the current position (that of strength or that of weakness) of areas A thru C as reported above. Do this with the intent of identifying opportunities that might strengthen an area as well as threats that could weaken an area. This analysis can be the foundation for establishing strategies, goals and actions to prevent, limit or close the gap between where the program is (desirable or undesirable) and where it might go (desirable or undesirable).

**Examples of Evidence for Review of Graduate Program**

Evidence is seen through the department’s analysis of various forms of data and/or documentation that align with the following Quality Standards as identified by the Ohio Board of Regents (OBR) and seen in the YSU review of graduate program evaluative rubric.

**QUALITY**

**A1 Faculty:** active scholarship, creativity and innovation activities, professional recognition, external funding, graduate faculty reviews as seen in vitae, program review requirements, College of Graduate Studies reviews

**A2 Student satisfaction and accomplishments**: graduate surveys, questionnaires or focus groups seeking opinions/facts related to the following;

* program marketing
* program support
* time taken to complete program
* employment rates of graduates in program
* success stories

**A3 Dynamic programming** may include interaction experiences between faculty and students beyond typical course encounters, conference presentations by faculty with graduate students, dates of curriculum reviews and changes, how program has met accreditation requirements

**A4 Program collaboration among and between university programs, and/or state and national programs**

* Collaborative grants
* Interdisciplinary courses within the program
* Interdisciplinary team-taught courses
* Graduate presentations at state or national conferences
* Collaborative publications between program faculty and/or students

**A5 Assessment of learning outcomes and analysis of data** for continual program improvement: external accreditation reports, university assessment reports, data collection methodology of key program assessments

**NEED**

**B1** **Need and/or Demand for Program** Enrollment numbers since the last review, graduate application ratio, extent that the program meets community and/or societal needs

**RESOURCES**

**C1** **Essential resources** may include a listing of resources provided for the students in the program including; library materials, labs, financial support as graduate assistantships, scholarships. It may also include enough faculty for programming, ability to market program, resources to help support distance education opportunities.

**C2 Diversity of faculty and students**: demographic information, search committee records

**Appendices**

**Graduate Program Review Task Force – Available at: http://web.ysu.edu/gen/ysu\_generated\_bin/documents/basic\_module/Graduate\_Program\_Review\_Task\_Force\_010814.docx**

**Graduate Program Review Rubric (completed by Program Director and Key Program Personnel) – Available at:** [**http://web.ysu.edu/gen/ysu\_generated\_bin/documents/basic\_module/GraduateProgramReviewRubric\_\_For\_Completion\_by\_Program\_022014.docx**](http://web.ysu.edu/gen/ysu_generated_bin/documents/basic_module/GraduateProgramReviewRubric__For_Completion_by_Program_022014.docx)

**Graduate Program Review Rubric For Review of Self –Study (completed by Graduate Program Review Team) – Available at:** [**http://web.ysu.edu/gen/ysu\_generated\_bin/documents/basic\_module/GraduateProgramReviewRubric\_For\_Evaluation\_of\_Self\_Study\_Individual.docx**](http://web.ysu.edu/gen/ysu_generated_bin/documents/basic_module/GraduateProgramReviewRubric_For_Evaluation_of_Self_Study_Individual.docx)

**Excerpt of the REGENTS’ ADVISORY COMMITTEE ON GRADUATE STUDY (CCGS) Guidelines and Procedures for Review and Approval of Graduate Degree Programs – Available at: http://web.ysu.edu/gen/ysu\_generated\_bin/documents/basic\_module/Excerpt\_of\_the\_REGENTS\_ADVISORY\_COMMITTEE\_ON\_GRADUATE\_STUDY.docx**

**Graduate Program Review Matrix (Schedule for Program Reviews) – Available at: http://web.ysu.edu/gen/ysu\_generated\_bin/documents/basic\_module/Graduate\_Program\_Review\_Matrix.docx**

#### APPENDIX 1

**Approval Process for New Graduate Program Proposals**

All proposals for new programs must be discussed with the department chair, college dean, and Associate Provost of the College Graduate Studies prior to initiating any approval steps. The general format for review and approval of new graduate degree programs includes the following steps as specified by the Chancellor’s Council on Graduate Studies (CCGS). College of Graduate Studies curriculum approvals and institutional requirements are included. All documents are prepared by the department/group proposing the new program according to the directions and advice of the Associate Provost of the College Graduate Studies.

1. Program Development Plan (PDP) – This is a short summative document that describes the purpose and reasoning behind any new program proposal and presents an outline of the basic curriculum and courses to be included in the degree. It also discusses the quality of facilities and human resources to be devoted to the program and compares the new program to those already in existence throughout the state. The full description of the PDP may be found at the following URL:

<https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/racgs/CCGS_Guidelines.pdf>

When a PDP has been fully prepared and reviewed by the Associate Provost, Research Services and Graduate Studies it will be presented to the Provost and Deans at Deans Council. After recommendation, it is ready for curricular review, it will be logged by Graduate Studies and submitted to the appropriate College Graduate Studies Committee (CGSC). The PDP must be accompanied by a “Request for a Graduate Program Action” form available on Graduate Studies website. Upon approval by the CGSC, the PDP will advance to the Graduate Curriculum Committee (GCC). If approved by the GCC, the program is presented to the Graduate Council (GC). Upon approval by GC, the program will be presented to the Youngstown State University Board of Trustees (as an information item not requiring a vote) and simultaneously advanced to CCGS by the Associate Provost, Research Services and Graduate Studies , who is the only person at YSU authorized to submit programs or communications to this group.

All PDPs received by CCGS will be transmitted to all CCGS member institutions for comment and review and all such statements will be communicated to the Associate Provost, Research Services and Graduate Studiesof the submitting institution within six weeks of the receipt of the initial document. Such comments and reviews will be used by the submitting institution in preparing the Full Proposal for any new program.

1. Full Proposal (FP) – The contents and criteria for review of the Full Proposal is discussed on the Ohio Board of Regents website at:

<https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/racgs/CCGS_Guidelines.pdf>

Prior to submission to CCGS by the Associate Provost, Research Services and Graduate Studies , the FP must first undergo complete curricular approval as is done at the PDP stage. Simultaneously, the full proposal is presented as a Resolution for Approval to the YSU Board of Trustees for formal approval and vote of the Board and the Associate Provost forwards the document to CCGS and we again receive comments and suggestions from the CCGS member institutions, which are used at the next step of the state approval process. Six weeks are allowed for the CCGS commentaries to be received at this stage of review.

1. Response Document and CCGS Presentation – After all comments pertaining to the FP have been received by the submitting institution, a Response Document is prepared by the proposers of the program as suggested in the CCGS Guidelines:

<https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/racgs/CCGS_Guidelines.pdf>

The Response Document is normally not more than approximately ten pages in length and summarizes any remaining questions or suggestions about the program. Each issue is addressed separately and a response of the proposing institution to each issue is made. In some cases, changes can be made as proposed by CCGS members’ critiques and in other cases, with appropriate justification, no changes may be made. The Response Document is communicated to CCGS by the Associate Provost, Research Services and Graduate Studies at least 5 -7 days prior to the formal presentation to CCGS, which will occur at a regularly scheduled CCGS Meeting, either in Columbus or by internet conference. The presentation is normally made by the authors of the program proposal, with supporting representation by the Department Chair and College Dean. In rare cases, when there are extreme questions regarding institutional support of the program, the Provost may also be present.

Upon completion of the formal presentation to CCGS, the presenting group is excused and the CCGS members discuss and vote on the program. The vote is by secret ballot and can only be for or against, no abstentions are permitted. The group will be informed immediately of the outcome.

1. Public Comment and Chancellor’s Approval – A summary of the CCGS approved/recommended program and any approval issues is posted to the Ohio Board of Regent website along with the Regents Staff recommendation for a specified period to allow public comment. The Chancellor then has the final authority to approve or disapprove the program, based on the CCGS and Regents Staff recommendations and any public commentary received. This aspect of program approval normally takes less than four weeks.

When all approvals have been received the program may be advertised and recruitment may begin.

Certificate Programs require only the submission of a PDP through the campus graduate curriculum processes. When complete, such programs are presented to the Board of Trustees for local approval. The state does not approve certificates requiring less than 21 credit hours as they are not considered degrees. Contact Graduate Studies for additional information.

**APPENDIX 2**

**POLICY ON RECIPROCITY OF GRADUATE FACULTY**

**MEMBERSHIP AMONG PUBLIC UNIVERSITIES**

**IN NORTHEAST OHIO**

Recognizing the benefit to the graduate programs on each campus of sharing the faculty resources of the other three Northeast Ohio public universities, Cleveland State University, Kent State University, the University of Akron, and Youngstown State University hereby each agree to recognize as graduate faculty members those members of their faculty who have been duly appointed to the graduate faculties of their respective home institutions. Accordingly, these graduate faculty may teach graduate courses, serve on thesis and dissertation committees, and co-direct master’s theses and doctoral dissertations with the approval of the appropriate departmental graduate faculty and graduate Associate Provost. Faculty so appointed to these duties will vote only in matters concerning the thesis or dissertation committees to which they have been appointed and will have no other voice or vote in departmental or collegial affairs at the host university.

Each university participating in this program of graduate faculty reciprocity agrees to assist in the implementation and enforcement of policies regarding faculty roles and responsibilities of the host campus.

Approved by Policy Committee: March 5, 1996

Approved by Graduate Council: March 8, 1996

APPENDIX 3

