

# GRADUATE HANDBOOK

DEPARTMENT OF POLITICAL SCIENCE AT OKLAHOMA STATE UNIVERSITY

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## **I. INTRODUCTION**

Graduate school represents a new educational experience, and students are faced with a large amount of complex information. This Handbook serves as a resource to help guide students through this experience.

## **II. PROGRAM OVERVIEW**

The Department of Political Science has two graduate programs: Master of Arts in Political Science and the Master of Science and Doctor of Philosophy in Fire and Emergency Management Administration Programs.

The MA degree in Political Science is designed to prepare students for active citizenship, careers in academics, as well as public affairs, public service, international affairs, and other diverse professional paths. Our graduates often go on to pursue their PhD. Others have found work as lobbyists, congressional staffers, city managers, attorneys, and public program managers. All our graduates are trained for the advanced study of the social sciences and become effective observers of political behavior in the United States and around the world. Since the graduate program in Political Science was established in 1946, it has awarded M.A. degrees to hundreds of students from more than a dozen countries.

The MS degree in Fire and Emergency Management Administration is a professional degree aimed to prepare students for leadership positions in fire and emergency management. Our curriculum integrates a broad understanding of fire and emergency studies coupled with a firm grounding in leadership, policy, public administration, disaster management, risk assessment, hazard communication and applied research. Elective courses in international disaster studies, complex emergencies, terrorism, volunteerism, and vulnerable populations are also offered. Students include both full-time students and working professionals, such as professional firefighters, chief officers and emergency managers.

The Fire and Emergency Management Administration doctoral program is designed to produce proficient education and research scholars. Applicants whose career interests align with either research-oriented or teaching-centered institutions are welcome; graduates are prepared for both academic careers. Our faculty stress current research and the latest practices, which provides students with the best contemporary information the field has to offer.

### III. PROGRAM COMPONENTS

#### Important Links:

- English Language Proficiency for Admission  
<http://gradcollege.okstate.edu/content/application-process-0>
- Graduate College Round-Up website link for the Plan of Study  
<http://gradcollege.okstate.edu/planofstudy>
- Responsible Conduct of Research <http://compliance.okstate.edu/rcr/rcr-index>
- Graduate College Academic Calendar  
<http://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Forms  
<http://gradcollege.okstate.edu/FormsPage>

#### **IV. DEGREE REQUIREMENTS**

Students shall follow the curriculum approved at the time of their admission to the program. In addition, students must maintain a cumulative GPA of 3.0 or higher. Students may have one grade of “C” on their Plan of Study. Students must meet all registration requirements and rules of the Graduate College. It is the student’s responsibility to be aware of and stay in compliance with all rules of not only the Graduate College, but also Oklahoma State University.

Doctoral students must pass Qualifying Exams to achieve Doctoral Candidacy.

##### **Important Links:**

- Graduate College Academic Calendar  
<http://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Forms  
<http://gradcollege.okstate.edu/FormsPage>

## V. SELECTION OF THESIS/DISSERTATION RESEARCH ADVISOR

Graduate student success is largely dependent on a positive mentoring experience with the Chair/Advisor working in conjunction with the Advisory Committee. Students will choose their committee in the second semester for masters' students and their third semester for doctoral students.

**Student's Research Advisor Leaves the Institution:** Should a student's Research Advisor leave OSU before the student completes his/her degree, the following steps may be taken after consultation with the Research Advisor and Graduate Program Coordinator:

- For a master's student or doctoral candidate who need only complete their research project to finish the degree, the student may complete the research project under the direction of the original Research Advisor. If the Advisor is also the Chair of the student's Advisory Committee, a new Chair would be appointed. The original Research Advisor can continue as a member of OSU's Graduate Faculty, participate in the student's thesis/dissertation defense, and fulfill his/her obligations to the student.

For a master's or doctoral student (defined as not having met the requirements for doctoral candidacy) who is in the early stages of their program and research project, he/she may choose a new Advisor and start a new research project.

A student may also choose to transfer to the advisor's new educational institution.

If a student is unable to secure a new Advisor in 30 calendar days, there is no obligation on the part of the program, Graduate College or Oklahoma State University to provide a new one. Without an Advisor the student will not be eligible to continue in the graduate program.

**Student-Advisor Relationship:** When it is determined that a graduate student and Advisor can no longer work together, and all efforts for conflict resolution within the program have been exhausted, it is the responsibility of the student to identify a new Advisor or change to another degree option or program. The Graduate Program Coordinator can assist with this process, but Oklahoma State University is under no obligation to provide the student a new Advisor. If a new Advisor cannot be identified in 30 calendar days, the student will no longer be eligible to continue in the graduate program.

### Important Links:

- Graduate Faculty Database:  
<https://gradcollege.okstate.edu/faculty-and-staff-resources>
- Oklahoma State University Guidelines for Best Practices in Graduate Education  
<https://gradcollege.okstate.edu/best-practices>
- Best Practices: Advisory Committees and Defenses  
<https://gradcollege.okstate.edu/best-practices>

## VI. THE ADVISORY COMMITTEE

The Advisory Committee actively participates in the education and training of graduate students. This includes sharing responsibility for reviewing the student's progress and guiding the student toward completion of their program requirements.

### **Roles, Responsibilities and Qualifications of the Chair and Advisory Committee Members:**

**Chair:** The primary responsibility of the Chair of a graduate student's Advisory Committee is to monitor the progress of the student toward degree completion. The Chair is commonly the research Advisor, but this is not a requirement. The Chair must have a strong familiarity with the academic requirements appropriate to the degree sought. The Chair must hold an appropriate OSU Graduate Faculty appointment, typically a tenure-track appointment in the academic unit in which the graduate degree is housed. The Chair's duties include convening meetings of the Advisory Committee, as appropriate; ensuring compliance with University and Graduate College policies, procedures and requirements; overseeing the Plan of Study and thesis/dissertation submission processes; and ensuring that the research topic undertaken is appropriate to satisfy degree requirements with the results openly accessible. If the Chair is not also the Advisor, the Chair should serve as a liaison with the Advisor with regard to progress of research in fulfillment of degree requirements.

**Expert Committee Member(s):** The Advisory Committee must include at least one Expert Member whose expertise and counsel serve the graduate student in attaining the research, scholarly, creative or professional preparation goal that is worthy of the degree sought. Expert Members must hold an appropriate OSU Graduate Faculty appointment. Typically, such individuals are faculty members in the student's graduate program. An Expert Member's responsibilities include guiding the research, scholarly or creative activities throughout the process, approving the Plan of Study, reviewing draft documents, attending regular meetings of the Advisory Committee, and interacting regularly with Advisory Committee members to facilitate and monitor degree completion progress.

**Outside Committee Member:** The Advisory Committee must also include one *Outside Member* who serves as the representative of the Graduate College and ensures a high level of integrity in the processes that the Advisory Committee utilizes to review and evaluate the student throughout the graduate program. The Outside Member must be a member of the OSU faculty and Graduate Faculty. The Outside Member must not be a faculty member from the academic unit or graduate program of either the graduate student, Advisor or the Chair of the Advisory Committee. The Outside Member ensures that appropriate academic standards are applied in evaluating the student, and that the student is dealt with in a fair manner consistent with OSU policies. The Outside member also provides expert advice when appropriate to the student in the conduct of research and writing of the dissertation.

**Selection of Advisory Committee Members:** Recommendation of Advisory Committee members should be a collaborative activity between the graduate student and their Advisor and/or Committee Chair. Although the student has the ultimate responsibility for recommending his/her Advisory Committee membership, his/her Advisor is a valued resource that can provide insight that will help the student make informed decisions. The student should meet with potential Advisory Committee members prior to recommending them to better understand their experience, availability, mentoring style and willingness to serve as an Advisory Committee member.

**Important Links:**

Best Practices: Advisory Committees and Defenses:

<https://gradcollege.okstate.edu/best-practices>

- Plan of Study Workshops: <https://gradcollege.okstate.edu/pos-workshops>
- Plan of Study Portal: <http://gradcollege.okstate.edu/planofstudy>
- Graduate Faculty Database:  
<http://gradcollege.okstate.edu/faculty-and-staff-resources>

## VII. PROGRAM MILESTONES FOR DOCTORAL STUDENTS

### ***Qualifying Exams***

The exams are held twice per year in the fall and spring semesters. Students should be strongly encouraged to take the exam immediately following the completion of coursework. They may NOT register for dissertation hours prior to passing the exam. Students may however register for up to six hours of readings (POLS 6040) or take other courses not listed on their plans of study to maintain continuous enrollment until they pass the exam.

### ***Dissertation Prospectus***

Students must defend a prospectus within one calendar year after passing the Qualifying Exam. Students must complete at least nine (9) credit hours of dissertation after the successful defense of the prospectus.

### ***Dissertation Advisor Responsibilities***

Professors must distribute a syllabus for POLS 6000 and POLS 5000 that requires at least one “deliverable” (e.g., portions of the prospectus or the dissertation itself) that is commensurate with the number of hours registered for that semester. Students should be given an SR grade only if the deliverable satisfied expectations defined in the syllabus, including both content quality and timely delivery. Otherwise, a UR grade should be issued. Syllabus templates are attached.

### ***Failure to Comply with this Policy***

Failure to comply with this policy will result in referral to the Program’s Retention Committee. The Committee will state the conditions that must be met for the student to continue enrollment in the program.

### **Important Links:**

- Checklist for Doctoral Students:  
<http://gradcollege.okstate.edu/doctoral-checklist>
- Checklist for Masters Students:  
<http://gradcollege.okstate.edu/masters-checklist>

## VIII. THESIS/DISSERTATION AND DEFENSE

The culminating work in doctoral and most master’s programs is the dissertation or thesis. Students shall treat their thesis and dissertation project and committee in a professional manner. The defense may be scheduled after receiving the Chair’s consent. Students shall give their committee member ten working days to review and comment on progress and the final draft. It is the students responsibility to ensure that they are in compliance with all dates and regulations of the Graduate College and the university.

**Important Links:**

- Thesis/Dissertation Templates:  
<http://gradcollege.okstate.edu/content/thesis-and-dissertation-templates>
- Best Practices: Advisory Committees and Defenses  
<https://gradcollege.okstate.edu/best-practices>

## IX. PROGRAM POLICIES: ACADEMIC PERFORMANCE

**Academic Performance Expectation:** Students must maintain a cumulative GPA of 3.0 or higher. Students may have one grade of “C” on their Plan of Study. Students must meet all registration requirements and rules of the Graduate College. It is the student’s responsibility to be aware of and stay in compliance with all rules of not only the Graduate College, but also Oklahoma State University. Students will follow their respective curriculum and receive approval from all committee members for any deviation from the set curriculum.

Doctoral students must pass Qualifying Exams to achieve Doctoral Candidacy.

**Dismissal from the Graduate Program:** Graduate students may be dismissed from their program for failure to meet academic standards. In such instances, the students will be notified of the intent to dismiss and informed of their rights for due process and appeal (See section XII. Appeals Processes). If a student appeals the decision to dismiss, s/he must be allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other graduate student in the program during the appeals process. Continued enrollment is not required to appeal. Once the decision of the appropriate appeals panel is made, it will be final.

**Graduate College Leave of Absence Policy:** Oklahoma State University (OSU) graduate students are expected to maintain active status through continuous enrollment from the time they matriculate until they graduate. Students who are not able to maintain active status are strongly encouraged to consult with their program, advisor, and Graduate College to determine whether requesting a leave of absence (LOA) is the most appropriate course of action. International students must consult with the International Students and Scholars (ISS) office to ensure compliance with Federal immigration policy. Example situations that may lead a student to explore a leave of absence request are medical, personal, employment and military service. Students who do not have an approved leave of absence and are not continuously enrolled may experience negative consequences related to academic, visa, financial aid, and other student issues – see University policies and guidelines for additional information. A student status of “good standing” (academic and conduct) is generally required for a leave of absence.

1. Students who experience circumstances that prevent them from maintaining active student status may be granted approval from the Graduate College for a leave of absence upon request. Students must complete a Leave of Absence form that specifies the length of the leave requested.
2. An approved leave of absence may not exceed one academic year, unless there are exceptional circumstances.
3. Students who do not obtain an approved leave of absence prior to interrupting their enrollment (excluding summer) may be terminated from their graduate program and/or held to new requirements if they are subsequently readmitted.
4. Students granted a leave of absence may not use University facilities or services available only to enrolled students.
5. The approved leave of absence time will not be counted toward time-to-degree limits.
6. Students who obtain an approved leave of absence in accordance with this policy are eligible for reinstatement provided they re-enroll no later than the term immediately following the expiration of the leave (excluding summer). Programs may specify reasonable conditions for reinstatement to active

status, whether the student returns early or at the expiration of the leave. Programs may deny reinstatement to active status based on crimes or other serious misconduct occurring during the leave that would have been grounds for suspension or expulsion had the student engaged in the conduct while enrolled. Students are obligated and agree to disclose such material information. See OSU Student Code of Conduct.

7. Students whose leave of absence has expired and who have not yet registered for the following term (excluding summer) will be placed on inactive status. Students who are placed on inactive status must reapply for readmission.

8. Given the diverse disciplinary and interdisciplinary nature of graduate degree programs, programs may develop additional rules governing leaves of absence, as long as they are consistent with Graduate College and University policies.

### **Documentation**

Each program must establish and publicize its process for implementing this policy and must inform all entering students about it.

### **Important Links:**

- Academic Calendar:  
<https://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Graduate Student Appeals:  
<https://gradcollege.okstate.edu/content/appeals-policy>
- Leave of Absence Policy:  
<https://gradcollege.okstate.edu/leave-of-absence-policy>

## X. PROGRAM POLICIES: INTEGRITY IN RESEARCH AND CREATIVE ACTIVITIES

Integrity in research and creative activities is founded on sound disciplinary practices and a commitment to basic values, including honesty, fairness and respect. Students will value and demonstrate professional integrity and standards of ethical behavior in research activities. The responsible conduct of research and creative activities of graduate students will be in compliance with the Graduate College and the rules of the Oklahoma State University. All Graduate Students are required to complete the RCR: Responsible Conduct of Research. Students will submit a copy of their completed training to the Graduate Advisor by the end of their first semester.

**Dismissal from the Graduate Program:** Graduate students may be dismissed from their program for academic integrity violations, student misconduct or behavior that is deemed an egregious violation of professional behavior. In such instances, the student will be informed by the program of the intent to dismiss and their right for due process and to appeal. If a student appeals the decision to dismiss, s/he must be allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other graduate student in the program during the appeals process. Continued enrollment is not required to appeal. Once the decision of the appropriate appeals panel is made, it will be final.

### Important Links:

- Responsible Conduct in Research Overview:  
<http://compliance.okstate.edu/rcr/rcr-index>
- RCR Core Subject Areas:  
<http://compliance.okstate.edu/rcr/core-subject-areas>
- RCR Training:  
<http://compliance.okstate.edu/rcr/training>
- RCR Policy:  
<https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Requirements%20for%20Training%20in%20the%20Responsible%20Conduct%20of%20Research.pdf>
- Appropriate Use of Human Subjects in Research:  
<http://compliance.okstate.edu/irb/irb-index>

## XI. STUDENT CONDUCT AND CONFLICT RESOLUTION

The faculty advisory-graduate student relationship is deemed so important that the department would like to resolve these conflicts as soon as possible. The preferred place for conflict resolution to occur is within the department of political science. Professional behavior by students and faculty are expected. If the issue cannot be resolved within the committee, then the student should contact the head of the department or the graduate advisor.

**Important Links:**

- Student Code of Conduct: <https://studentconduct.okstate.edu/code>
- Graduate Student Appeals Policy:  
[http://gradcollege.okstate.edu/sites/default/files/appeals\\_policy.pdf](http://gradcollege.okstate.edu/sites/default/files/appeals_policy.pdf)

## XII. APPEALS PROCESS

All students will receive proper notification, have the right to be heard, the right to appeal and the right to due process. It is up to the student to follow proper procedures with respect to the type of appeal sought. There is a difference between the academic integrity appeals process, grade appeals in nonresearch-related courses, student conduct, and other appeals of education-related issues. For example, grade appeals, and academic integrity appeals are governed by university policies and procedures that apply to all students, undergraduate and graduate. While appeals processes are in place at the University and Graduate College level, these are intended to be used as a last resort.

In addition, an appeal may be initiated by an impending graduate program action or by the student. In the case of a potential program action, the program will provide proper notification to the student about the impending action and inform the student about the process for the appeal.

Appeals to the department will be heard by at least one faculty member, the department head, and graduate advisor.

### Important Links:

- Graduate College Best Practices in Graduate Education  
<https://gradcollege.okstate.edu/best-practices>
- Graduate Student Appeals Policy:  
<http://gradcollege.okstate.edu/content/appeals-policy>
- Grade Appeals Policy:  
<https://academicaffairs.okstate.edu/content/grade-appeals-board-policies-procedures>
- Academic Integrity Policy:  
<http://academicintegrity.okstate.edu/>
- Student Conduct:  
<https://studentconduct.okstate.edu/code>

### **XIII. ASSISTANTSHIP AND FELLOWSHIP POLICIES**

Graduate research and teaching assistantship are awarded by the admissions committee of the department. The expectation for all students receiving an assistantship is that the student will at all times conduct themselves in a professional manner when conducting their duties and as a representative of the department and university. Performance will be evaluated each semester by faculty that are most directly working with the student.

Students will attend the annual orientation to receive training and information regarding their employment. Students will make themselves familiar with all the regulations and rules of the Graduate College.

#### **Important Links:**

- Graduate Assistantships:  
<http://gradcollege.okstate.edu/assistantship>
- International Teaching Assistant Test  
<https://gradcollege.okstate.edu/ita>
- Fall/Spring/Summer Enrollment Guidelines:  
<https://gradcollege.okstate.edu/enrollment>
- Student Health Insurance:  
<http://uhs.okstate.edu/student-health-insurance-plan>
- Tuition Waiver Forms:  
<http://gradcollege.okstate.edu/FormsPage>

#### **XIV. COLLEGE/UNIVERSITY RESOURCES**

This section is intended to provide students with a comprehensive list of resources that are available to them through the Graduate College and University.

##### **Department or Graduate Program:**

- Pi Sigma Alpha <http://polsci.okstate.edu/undergrad/pi-sigma-alpha>
- OIL Oklahoma Intercollegiate Legislature <http://www.osuokc.edu/studentdevelopment/oil.aspx>
- International Association of Emergency Managers  
<https://campuslink.okstate.edu/organization/IAEMOSU>
- GPSGA Graduate and Professional Student Government Association <http://gpsga.okstate.edu/>

##### **Graduate College:**

- Graduate College: <http://gradcollege.okstate.edu/>
- OSU Catalog: <https://registrar.okstate.edu/University-Catalog>
- Academic Calendar: <https://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Fall/Spring/Summer Enrollment Guidelines: <https://gradcollege.okstate.edu/enrollment>
- Graduate Assistantships: <http://gradcollege.okstate.edu/assistantship>
- Graduate College Academic Calendar: <http://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Graduate Degree/Certificate Programs: <http://gradcollege.okstate.edu/degree>
- Graduate Faculty Database: <https://gradcollege.okstate.edu/faculty-and-staff-resources>
- Graduate Student Appeals Policy: <http://gradcollege.okstate.edu/content/appeals-policy>
- Graduate and Professional Student Government Association (GPSGA): <http://temp-gpsga.okstate.edu/content/resources>
- Graduate College Forms: <http://gradcollege.okstate.edu/FormsPage>
- Graduate Student Appeals: <https://gradcollege.okstate.edu/content/appeals-policy>
- Graduation Checklist (Doctoral Degree): <http://gradcollege.okstate.edu/doctoral-checklist>

- Graduation Checklist (Master's Degree): <http://gradcollege.okstate.edu/masters-checklist>
- International Teaching Assistant Test: <https://gradcollege.okstate.edu/ita>
- Leave of Absence Policy: <https://gradcollege.okstate.edu/leave-of-absence-policy>
- OSU Guidelines for Best Practices in Graduate Education: <http://gradcollege.okstate.edu/bestpractices>
- OSU Best Practices: Advisory Committees and Defenses: <https://gradcollege.okstate.edu/best-practices>
- Test of English Language Proficiency: <http://gradcollege.okstate.edu/telp>

#### **University:**

- Career Services: <http://www.hireosugrads.com/StudentsAlumni/>
- Edmon Low Library: <http://www.library.okstate.edu/>
- Family Resource Center: <http://www.reslife.okstate.edu/frc/>
- Health Insurance (Student): <http://uhs.okstate.edu/student-health-insurance-plan>
- Information Technology: <http://www.it.okstate.edu/>
- Institute for Teaching and Learning Excellence: <http://itle.okstate.edu/>
- International Student and Scholars Office: <http://iss.okstate.edu/>
- International Students Arrival and Orientation: <http://iss.okstate.edu/arrival-orientation>
- Office of Multicultural Affairs: <http://icae.okstate.edu/>
- OSU High Performance Computing Center: <http://hpc.it.okstate.edu/>
- OSU Writing Center: <http://osuwritingcenter.okstate.edu/>
- Residential Life: <http://www.reslife.okstate.edu/>
- Responsible Conduct Research Training: <http://compliance.okstate.edu/rcr/training>
- OSU Research Compliance:
  - Appropriate Use of Human Subjects in Research: <http://compliance.okstate.edu/irb/irb-index>

- Appropriate Use of Animals in Research: <http://compliance.okstate.edu/iacuc/iacuc-index>
- Biosafety Program: <http://compliance.okstate.edu/ibc/ibc-index>
- Radiation Safety Program: <http://compliance.okstate.edu/rso/rso-index>
- Laser Safety Program: <http://compliance.okstate.edu/lso/lso-index>
- Seretean Wellness Center: <http://wellness.okstate.edu/>
- Services for Students with Disabilities: <http://sds.okstate.edu//>
- Student Affairs: <https://studentaffairs.okstate.edu/>
- Student Code of Conduct: <https://studentconduct.okstate.edu/code>
- The OSU Student Union: <http://union.okstate.edu/>
- University Counseling Services: <http://ucs.okstate.edu/>
- University Health Services: <http://uhs.okstate.edu/>
- University Parking Services: <http://www.parking.okstate.edu/>

## APPENDIX A: SURVIVAL SKILLS FOR GRADUATE STUDENTS

Graduate school represents a new educational experience. Students are faced with a large amount of complex information and are expected to be more independent. Graduate school can be a stressful experience for students. Programs are encouraged to provide information for their students to help them not only survive but thrive in the in graduate school. A few examples are provided below. In addition to the resources that programs may have that are discipline specific, the Graduate College provides a list of resources that will be available on the graduate faculty D2L website.

- **UCLA Graduate School Survival Guide:** <https://grad.ucla.edu/asis/library/survivalguide.pdf>
- **PhDs.org Succeeding in Graduate School:**
  - **How to Succeed in Graduate School: A Guide for Students and Advisors**  
<http://www.csee.umbc.edu/~mariedj/papers/advice.pdf>
  - **What Predicts Graduate School Success:**  
<http://www.apa.org/gradpsych/2012/09/cover-success.aspx>
  - **Ten Simple Rules for Graduate Students:**  
<http://chem.virginia.edu/graduate-studies/test-links-pg/how-to-succeed-as-a-graduate-student/>
  - **Your First Year in a Ph.D. Program:**  
<http://chronicle.com/article/Your-First-Year-in-a-PhD/142953/>
  - **Graduate School Survival Guide:** <https://grad.ucla.edu/asis/library/survivalguide.pdf>
  - **The Successful Graduate Student: A Review of the Factors for Success:**  
<http://www.aabri.com/manuscripts/10569.pdf>
- **A Brief Survival Guide for New Graduate Teaching Assistants at UNC Charlotte:**  
<http://teaching.uncc.edu/learning-resources/articles-books/best-practice/teaching-research-assistants/survival-guide-new-tas>

## **APPENDIX B: SAMPLE GRADUATE PROGRAM APPEALS PROCESS**

*Overview:* The purpose of this procedure is to provide current graduate students in the Department of Political Science Graduate Programs the opportunity to resolve complaints about dismissal from the program, placement on probation, recommended denial of readmission to the program, and other administrative or academic decisions that terminate or impede a student's progress toward their academic or professional degree goals.

*Process:* The student is required to provide written notification of appeal to the graduate program coordinator within 14 calendar days of the precipitating event that is the subject of the appeal. If the Graduate Program Coordinator is an involved party, the student should seek advice from the unit head or associate dean of graduate studies in their disciplinary college. Notification should include, information on the circumstances of the appeal, specific issues involved, and the remediation action sought. The document should be no more than two pages. Within 7 calendar days of receipt of the notification, any involved parties within the program (e.g., faculty or staff) will be notified and provided a copy of the appeal. The graduate program's appeals committee will be convened to hear the appeal within a reasonable amount of time, usually 30 days (*see note below*). At the hearing, the student will have the opportunity to present their case and the same time would be allowed for counterarguments, if warranted. Questions may be asked of either party by members of the appeals committee. At the end of this hearing, the program's appeals committee will deliberate, and their decision will be considered final at the program level. The student will be notified in writing of the decision and their right to appeal to unit head, followed by the Dean of the Graduate College, if they so choose.

*Enrollment:* Throughout the appeal process the student is allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other matriculated graduate student in the program. Continued enrollment is not required to appeal within the allowed timeframes.

*Appeals Committee:* The make-up of the graduate program's appeals committee should be noted here – some programs use their established Graduate Program Committee for all student appeals. In programs that do not have a designated appeals committee, the appeals process should specify the members of the Graduate Faculty who will consider the appeal. For example, this may be an ad-hoc committee appointed by the Graduate Program Coordinator or unit head or it may include all members of the Graduate Faculty in the program.

*Deadlines:* Unless stated otherwise, all deadlines are by 5:00 pm central time on the day of the deadline or the next regular business day (Monday–Friday) when the deadline falls on a weekend (Saturday–Sunday) or OSU official holiday, such as Labor Day. Time frames and deadlines that extend beyond the end of the academic terms (fall and spring semesters and summer sessions) are handled at the discretion of the Graduate Program Coordinator.

## **APPENDIX C: TRAVEL TO PROFESSIONAL MEETINGS**

All travel must be pre-approved by the research advisor or chair of the committee and is contingent on the availability of funds. Students should contact the travel coordinator for the department to get the necessary forms and procedures for travel. Students are asked to seek GPGSA funding first and then make a request to the department.