



**Utica College**  
**Graduate Program Director Handbook**

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## **Purpose**

The purpose of the Graduate Program Director Handbook is to provide a written guide that will assist program directors with understanding the policies and procedures related to all graduate students regardless of academic program. It is intended to be a how-to guide on what to do and provide answers to various questions new and long-term Program Directors will likely face but maybe not on a daily basis. There also are numerous campus resources listed at the back of the handbook. This document is a resource for staff and faculty in addition to Program Directors and should be used as a reference tool. Each academic program may implement stricter policies and procedures but not less strict than those listed in this handbook or the Graduate Catalog.

This handbook will help guarantee consistent implementation of policies and procedures so that all students are supported equitably. It is important to always refer to the Graduate Catalog in addition to this document to ensure each student is being treated equally. If you are unable to locate an answer, please do not guess – consult with the Office of Graduate Studies or the Dean for Graduate Studies.

Program Directors will make many decisions about their respective graduate programs, and it is the responsibility of the Program Director to ensure that policies and procedures are reflected in all communications to current and prospective students.

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## **Role and Responsibilities of the Academic Program Director**

For the purposes of this Handbook, the Program Director is administratively responsible for a graduate academic program. The terms Program Chair, Director, and Coordinator may be used interchangeably, and this document applies to individuals with any of these titles.

While the role and responsibilities outlined below are consistent across all academic disciplines, each Program Director is encouraged to add a section to the end of this handbook that includes the specific duties within their academic program so that a new Program Director stepping into your area has a well-grounded starting point.

The role of the Program Director is an important position as it is the immediate interface between faculty and administration. Program Directors have the responsibility to oversee and manage the wide range of operations in their academic department as well as participate in the executive management of the college. A Program Director often works with faculty and students regarding their individual problems, and there are numerous campus resources at the back of this handbook in addition to descriptive information about academic policies and procedures.

The Program Director's primary responsibility is to create and maintain a high quality academic program. The Program Director is responsible for ensuring that the program provides high quality instruction that contributes to the success of the program and Utica College.

Duties of an Academic Program Director:

- To ensure the effective communication and cooperation with other faculty members, staff, administration, deans, and students
- To develop new curriculum as needed
- Assist in the scheduling of classes and the assignments of faculty
- Participate in the evaluation of faculty
- Act as an advisor to students in the program and or coordinate other faculty to act as advisor
- Prepare goals and objectives for the program
- Create an assessment plan, coordinate assessments, and prepare for internal and external program reviews
- Prepare and submit an annual program report to the dean
- Prepare annual budget requests for the program in conjunction with the dean

Additional responsibilities are outlined below regarding administrative operations, academic assessment, scheduling, culminating academic experiences, and forms.

### **Administrative Operations**

The Program Director is responsible to manage the administrative operations of the academic program to optimize flexibility, adaptability, efficiency, and effectiveness; perform administrative duties in a fair, honest, and trustworthy manner; organize and implement effective communication processes and procedures; and attend to administrative details in a manner that contributes positively to the program and the College.



Program Directors may also have other duties related to administration of the academic program. The Program Director also must be a voting member on and in attendance at the Graduate Studies Committee and be in attendance at Graduate Commencement ceremonies. The School Deans also typically hold department chair meetings.

### **Academic Assessment Responsibilities**

This section outlines the assessment responsibilities for all Program Directors. The Department Chairs web page (<https://www.utica.edu/facultyinfo/directorscoordinators.cfm>) includes additional documents with a more detailed explanation for each of the assessment areas below. The Director of Academic Assessment is available to offer guidance or answer questions about any of the assessment responsibilities and can be contacted at [assessment@utica.edu](mailto:assessment@utica.edu) or 315-792-3183.

#### ***Institutional-level (each semester)***

##### ***A. Student Learning Goals/ General Education Assessment***

- a. Encourage faculty in your department to participate each semester in General Education assessment(s).

#### ***Program-level (annually due Oct. 15<sup>th</sup>, submitted to school dean)***

##### ***A. Student Learning Goals (PSLG)***

- a. Submit annual documentation of the Program-level Student Learning Goals (PSLG), as per the Academic Assessment Plan. Gather input and data from program faculty. A template is available on the Department Chairs web page.
- b. Approximately every five years, review the identified PSLGs with department faculty and the external accreditors, as appropriate. Submit any changes to school dean.

##### ***B. Operational Goals***

- a. Submit annual documentation of the Program-level Operational Goals, as per the Academic Assessment Plan. A template is available on the Department Chairs web page.
- b. Annually review and amend Program-level Operational Goals as they are completed or become unattainable.

##### ***C. Five-Year Program Review (final self-study due Oct. 15<sup>th</sup> to the school dean in the year your program is up for review; see schedule located on Dept. Chairs web page)***

- a. Department Chairs are expected to facilitate the program review process. Program Chairs are not solely responsible for writing the program self-study. Creating a reflective self study works best when a team of faculty within the department develop and write the self-study. For more information, refer to the Five-Year Program Review Instructions located on the Department Chairs web page.
- b. Documentation from the PSLG and Program-level Operational Goals should be utilized in the Five-Year Program Review process.

**Course-level**

**A. Student Learning Goals**

- a. Remind faculty to follow Curriculum Committee guidelines for course syllabi and to include discernible student learning goals. Guidelines for syllabi can be found on the Curriculum Committee web page at:  
<http://www.utica.edu/academic/facultyinfo/curriculum.cfm>
- b. Remind faculty to submit course syllabi to the School office at the start of each semester.

**Program Chair Assessment Calendar**

	Activity
July	Program retreat to review program student learning data and identify actions?
August	Meet with program faculty to identify the program student learning goals to assess in the academic year; Remind faculty to submit course syllabi with discernible student learning goals.
September	Encourage faculty to assess general education goals at the course level
October	Annual program goals update due; Annual report of student learning due; identify operation and student learning goals to assess during academic year.
November	
December	Remind faculty to input general education via Banner, if applicable.
January	Finalize plan for capturing program student learning data by the end of the spring semester; Remind faculty to submit course syllabi with discernible student learning goals.
February	Encourage faculty to assess general education goals at the course level
March	Assess program student learning goals.
April	Assess program student learning goals.
May	Remind faculty to input general education via Banner, if applicable.
June	Gather program student learning data to report the next fall (Oct. 15 <sup>th</sup> )

**Program Review Timeline – Study Activities and Review Process**

<b>Prior to Year One</b>	
November/December	Program review process begins. Programs up for review in the next academic year meet with AACC.
<b>Year One</b>	
Spring semester	Self-study begins. Program meets with the School Dean for preliminary discussion of program goals. Outside consultant works with program (optional). Program meets with the Director of Academic Assessment (optional).
October	Program review submitted to School Dean by October 15 <sup>th</sup> . School Dean evaluates review for completeness using the program review check list and forwards complete program reviews to AACC.
October	The program reviews are used to inform the summaries that the School Deans create for the Provost’s Cabinet Academic Planning Retreat.
October – February	AACC evaluates the program review and meets with the coordinator/director and the program faculty.
<b>Year Two</b>	
Spring semester	The program faculty are invited to meet with the Committee to discuss the review and the Committee’s comments. The Committee sends its final comments in memo form to the program. The program reviews the comments and can make corrections only to errors of fact.

Spring semester	The Committee sends its final comments to the Provost. If the program disagrees significantly with the Committee's comments, the program may submit its own response to the Committee's memo to the Provost.
Spring Semester	The Provost invites the program to meet to discuss the review and any recommendations arising from it.
<b>Year Three Onwards</b>	
Programs meet annually with the School Dean to review progress as reflected in the annual reports.	

### ***Scheduling***

Different programs may split the responsibilities of creating each term's course schedule, but it is ultimately the duty of the Program Director to ensure accuracy of the schedule and the timelines of submitting it to the Registrar's Office. It is important to note that each department is responsible for the courses taught within their academic disciplines. Scheduling responsibilities may include ensuring the right courses and correct number of courses/sections are offered based on student needs, finding instructors to teach certain courses, overseeing that contracts for adjunct instructors are disseminated and signed, and verifying that any course changes are implemented.

### ***Culminating Academic Experience Options***

In keeping with the requirements of the New York State Department of Education, Utica College requires all graduate students to complete a culminating academic experience (CAE). Currently Utica College offers four different options: thesis, capstone project, comprehensive exam, and portfolio/dossier. Broad definitions of each option along with a chart identifying which options are available for each program are available online at [www.utica.edu/ogs/final.cfm](http://www.utica.edu/ogs/final.cfm). The Program Director is responsible for deciding which option(s) will be available for students in their program and communicating any changes with the Office of Graduate Studies, who certifies students for graduation based on completion of the requisite CAE. If at any time the current CAE options do not meet an academic department's needs, please discuss the department's needs with the Office of Graduate Studies and/or the Dean for Graduate Studies. For more information see Culminating Academic Experience (CAE) Requirements in the Academic Policies and Procedures section below.

### ***Forms, Forms, and More Forms***

The Program Director is responsible for approving many actions/changes related to students in their academic program, and approval usually is given by signing a form. There are many required forms for various actions that need approval such as requesting a leave of absence, applying for readmission after taking time off from school, culminating academic experience stages, and applying for degree. Some of these forms are online and use electronic approval while others are still in paper form and require an actual signature. Once someone approves an electronic form, it is automatically routed to the appropriate next person. Once a paper form is signed, follow the instructions on the form, which usually indicate routing it to the next person/position listed in the approval box. Please approve (or disapprove) any such forms in as quick and timely a manner as possible. Policies and procedures for various actions are covered in

the next section of this handbook. Contact the Office of Graduate Studies or the Registrar's Office with questions regarding any of these forms.

All forms graduate students need in order for certain actions to occur regarding the student can be found on the Office of Graduate Studies website – [www.utica.edu/ogs](http://www.utica.edu/ogs) under the Forms link – and most of those forms require your signature as Program Director. A brief description of the purpose of each form is on the website, and the instructions for completing and processing the form are on the actual form.

## **Academic Policies and Procedures**

*Please refer to the Graduate Catalog for the current versions of Utica College's Academic Policies and Procedures. The items listed here reflect the 2013-2014 Graduate Catalog. Procedures not listed in the Graduate Catalog or affiliated with a policy are also included here as an additional resource.*

### **Absences**

See the Graduate Catalog.

### **Academic Dishonesty**

See Intellectual Honesty.

### **Academic Freedom**

See the Graduate Catalog.

### **Academic Program, Change Of**

#### ***Policy:***

Any student wishing to change their graduate academic program must submit an Application to Change Graduate Program of Study. Acceptance into the desired program is not guaranteed and admissions requirements for the requested program still apply. Applicable Utica College courses that were completed as part of the old program automatically transfer to the new program. When calculating cumulative GPA or assessing academic progress, all graduate courses taken at Utica College apply. If applicable, see Readmission Applications Past the Six-Year Limit.

#### ***Procedure:***

An Application to Change Graduate Program of Study (online at [utica.edu/ogs](http://utica.edu/ogs) under the Forms link) must be submitted when a matriculated graduate student at Utica College wishes to change from one program of study to another (e.g., this could be switching between Education programs or from Liberal Studies to Cybersecurity). A student who has been academically dismissed and wishes to be readmitted into a different program must apply directly to that program as if a new student. Submitting the Application to Change Graduate Program of Study form does not guarantee acceptance into another graduate program. Students may be exempt from the 6-credit transfer rule, but all graduate courses taken at Utica College count for purposes of academic standing.

The student is responsible for completing the form and, after signing it, submitting it to her or his current Program Director. In consultation with the student's current advisor, the Program Director will approve or disapprove the request. If approved the form is then routed to Student Financial Services, where the student's financial standing will be reviewed. If the student is in good financial standing, then the form is routed to Graduate Admissions, where the student's UC transcript and admissions requirements for the requested program will be reviewed. Graduate Admissions will consult with the new Program Director if necessary then approve or disapprove the request, making the final determination about accepting the student into the new program of study.

Once all signatures have been obtained OR if anyone disapproves the application, the form should be submitted to the Office of Graduate Studies. The Office of Graduate Studies will distribute a copy to each of the following: the current/old Program Chair/Director, OES (if applicable), and the student. The new Program Director will receive information about the student as if she or he was a new admit. The original copy will be kept on file in the Office of the Registrar, who will update the student's status in Banner.

### **Academic Progress**

See the Graduate Catalog.

### **Academic Warning, Probation, and Dismissal**

#### ***Policy:***

A letter of warning will be issued to any student who either receives a grade of C or has a GPA of less than 3.0 after having completed 12 (twelve) credit hours. The student will be placed on academic warning. A second letter of warning will be issued to a student who receives a second grade of C. A copy of any letter of warning will go to the student's advisor.

A letter of probation will be issued to any student who receives a grade of F or WF. The student will be placed on probation and must retake the course, or an equivalent course as approved by the program chair, and earn a grade of B or better in the next semester. If the course is not offered in the next semester, the student may, with the approval of the program chair, remain as an active student and take courses appropriate to his/her course of study. However, the student must retake the failed course the next time it is offered and earn a grade of B or better. Failure to achieve a B on retaking the course will result in dismissal from the program. The student is allowed to retake the course only once. Once the failed course is retaken, the grade of F or WF is no longer calculated into the GPA but remains on the transcript and counts toward dismissal.

A letter of dismissal will be issued to any student who has a GPA of less than 3.0 after having completed 21 (twenty-one) credit hours, or who receives 3 (three) grades of C or lower, or a second grade of F or WF. The student will be dismissed. This dismissal decision may be appealed to the Academic Standards Committee. Students who wish to appeal should consult with the Office of Student Success.

If, following a successful appeal and reinstatement, a student earns a second dismissal, that dismissal cannot be appealed and is considered a permanent separation from the College.

#### ***Procedure:***

The Academic Standards Committee (ASC) reviews academic concerns at the end of each traditional semester (Fall, Spring, Summer). The Graduate Academic Standing Committee (GASC) acts as a subcommittee of ASC and is charged to review warnings, probations, and dismissals for the 8-week online graduate courses at the end of each 8-week part of term. Any appeals that come from GASC decisions will go to the full ASC,

and the chair of the GASC is asked to be present at the appeal hearing. The GASC takes action several times during the week grades are due and until all grades have been entered. Therefore, it is imperative that grades for online courses be entered as soon as possible following the last day of classes and absolutely by the deadline for final grade submissions. If a student is being given an extension that will prohibit an instructor from entering a final grade by the deadline, a grade of I (Incomplete) should be given – see Grading System for more information.

Academic Warning letters are sent via postal mail to the student's address of record. Academic Warning is just that – a warning for the student and UC that there are some concerns and academic achievement does not meet expected standards. The student's academic record in Banner will reflect the Academic Warning.

Academic Probation and Academic Dismissal letters are emailed to the student's UC email address and sent via postal mail to the student's address of record. Academic Probation is more serious than a Warning and is also reflected on the student's academic record in Banner. The Office of Graduate Studies monitors students on Probation for successfully repeating the failed course.

In addition, letters are sent to any graduate student who has a grade of I (incomplete) at the time of the probations and dismissals meeting. This letter explains that it is the responsibility of the student to ensure that the outstanding work is completed in a timely manner, and alerting the student to the fact that, if a grade of incomplete becomes an F, he or she may be dismissed from the program.

## **Advising**

### ***Policy:***

All students are assigned to an academic advisor. The College recommends that students consult their academic advisor regularly. Some students may be required to contact their advisors prior to registering for courses in order to obtain a PIN.

### ***Procedure:***

Student PINs are changed each semester and created when the *PIN Creation Process* is run in Banner. Continuing students are assigned early in the cycle and as new deposit paid students are detected, they will be assigned their registration time slot and registration pin within an hour after the deposit paid is processed in Banner. Each program chair decided if students in their academic program should have a unique pin or a generic pin, so the Banner process looks at the student's program code and assigns the pin accordingly.

Advisors can access their *list of advisees* and PINs in the following ways:

- In BannerWeb by going to
  - Faculty and Advisors
  - Student Information
  - Advisee Listing
- In Banner (native) by

- Running the Advisor Fact Report, SYRAFAC

If a student does not show up in an advisor's list of advisees, then either someone else is assigned as their advisor or there is not advisor assigned. If a student does not have a PIN, that means there is no advisor assigned or that the student is not active. The following can be checked to determine the problem. To resolve the problem, the appropriate School office should be contacted to make the necessary corrections.

An *individual student's advisor* can be looked up in the following ways:

- In BannerWeb by going to
  - Faculty and Advisors
  - Student Information Menu
  - Student Information
- In Banner (native) by
  - By going to SGAADVR

An *individual student's PIN* can be looked up in the following ways:

- In BannerWeb by going to
  - Faculty and Advisors
  - Student Information Menu
  - Advisee Listing
- In Banner (native) by
  - By going to SPAAPIN

### **Animal Subjects in Research**

See the Graduate Catalog.

### **Application for Degree**

#### ***Procedure:***

All students are required to apply for degree by the deadline of the semester in which they *anticipate* completing their degree requirements. Students are NOT to wait until they've completed their last course or internship, or they will not graduate in that semester. The application process is a quick, online form on the Registrar's website; the link is also on the OGS website. The deadlines to apply for degree are as follows:

- to be a May graduate – March 15
- to be an August graduate – June 15
- to be an August graduate **AND** participate in Commencement – March 15
- to be a December graduate – October 15

After the Withdraw deadline for 16-week term, the Registrar's Office runs a Degree Evaluation for each student who applied for degree for that semester and highlights any concerns. The attached documents should NOT be removed during approval routing, and additional Degree Evaluations do not need to be run. The paperwork will be routed for approval in the order listed.

The Program Director should review each application for degree to ensure all preliminary program requirements are met ***based on mid-term review***. Do NOT hold the applications



until the end of the semester waiting to see if a student passes a course; the Registrar's Office verifies that at the end before awarding the degree. The Office of Graduate Studies (NOT the Program Director) verifies the culminating academic experience based on appropriate course enrollment or requisite paperwork received. If anyone checks "Not Certified," the reason must be listed and the application goes back to the school office for a denial letter containing "next steps" instructions to be written. The denial letter is mailed by the school office with a copy of the letter attached to the application, which is then delivered back to the Registrar's Office. No one else needs to review a "Not Certified" application; it is returned to the Registrar's Office once the denial letter is written.

### **Athletic Eligibility**

See the Graduate Catalog.

### **Auditing**

See the Graduate Catalog.

### **Book Orders**

#### ***Procedure:***

Federal law requires that all book orders need to be submitted prior to the school office publishing the course list.

Orders for books can be placed with the UC Bookstore over the phone, via email, traditional mail, or through the online eDoptions program – <https://adoptions.efollett.com/OnlineAdoptionsWeb/logon.html?storeNumber-1301>. If creation of an account is needed, the Bookstore-supplied password is 1301. Please contact the Bookstore with any questions at (315) 792-3197 or via email at [bookst@utica.edu](mailto:bookst@utica.edu). Requests for desk copies must be made directly with the publisher, but the Bookstore can assist with this.

### **Capstone Project**

See Culminating Academic Experience (CAE) Requirements.

### **Clinical Education Experience**

See the Graduate Catalog.

### **Code of Student Conduct**

See the Graduate Catalog.

### **Complaint Procedure**

See Grievance Procedure.

### **Confidential Theses or Capstone Projects**

See the Graduate Catalog.

### **Confidentiality for Student Employees**

See Student Employees.

## **Continuous Enrollment**

### ***Policy:***

Graduate students at Utica College must be:

1. Matriculated and enrolled in a credit-bearing course, OR
2. Matriculated and enrolled in 997/998 Continuous Student Enrollment, OR
3. On an approved Leave of Absence.

Students who do not fall into one of three above categories and have not been dismissed from the college will be deactivated and lose matriculated status (see Matriculation). Students who have completed all of the course requirements for their graduate degree except for their culminating academic experience (e.g., thesis, capstone project, comprehensive exam, portfolio/dossier), must maintain continuous enrollment until their final thesis or project has been approved with all required edits completed or the comprehensive exam has been taken and passed. At the discretion of the program director, this can be accomplished by enrolling in a 997/998 continuous student enrollment course and paying the appropriate tuition/fee every semester until completion. The six-year time limit for completion of degree begins at the initial date of matriculation in a program and includes all time accumulated through enrollment in a 997/998 course (see Academic Progress). Failure to enroll in a 997/998 course will result in loss of matriculated status (see Matriculation). A Leave of Absence Form must be submitted to request a formal leave of absence (see Leave of Absence).

### ***Procedure:***

Students cannot enroll themselves in 997 via BannerWeb; they must contact the Registrar's Office to request registration. A graduate Program Director/Chair or the Office of Graduate Studies may request/authorize a student to be placed in 997. Only the Office of Graduate Studies (OGS) can authorize a student's placement in 998 Student Enrollment if all of the 998 conditions have been met.

Each semester OGS will do the following to monitor continuous enrollment:

- *Review students currently enrolled in 997* and email them a reminder about the continuous enrollment policy. If those students do not graduate and are not enrolled just before or after add/drop day for the following semester, OGS contacts the student to explain and authorizes enrollment in 997.
- *Review Applications for Degree (AFD) denied due to incomplete CAE* and review the student for placement in 997 the following semester.
- *Review students with I and V grades* not enrolled in credit-bearing courses, looking specifically for students at Thesis/Capstone Project stage, disregarding students earlier in their program or not doing a thesis/capstone project. If those students are not enrolled or on approved leave of absence, OGS contacts the student to explain and authorizes enrollment in 997.
- *Review students enrolled in EDU 670 (Administrative Internship)* for the previous semester who received an I or V grade, and if they're not enrolled or on approved leave of absence, OGS contacts the student to explain and authorizes enrollment in 997.

Questions regarding 997/998 Continuous Student Enrollment, including limitations on 997 enrollment set by the ECM and CIF Program Directors, can be directed to the Office of Graduate Studies.

### **Copyrighted Material and Unauthorized Peer-to-Peer File Sharing**

See the Graduate Catalog.

### **Course Cancellation**

See the Graduate Catalog.

### **Course Numbering**

See the Graduate Catalog.

### **Credit Hours**

See the Graduate Catalog.

### **Culminating Academic Experience (CAE) Requirements**

#### ***Policy:***

In keeping with the requirements of the New York State Department of Education, Utica College requires that all graduate students complete research or a comparable occupational or professional experience, which the College calls Culminating Academic Experiences. Each graduate program determines which experience option(s) are available to students in the program (e.g., thesis, capstone project, comprehensive exam, portfolio/dossier).

At Utica College, individual graduate programs have program-specific research requirements. For complete information and requirements, students should obtain additional information from the program in which they are matriculated. See the Office of Graduate Studies Web site at [www.utica.edu/ogs](http://www.utica.edu/ogs) for the current Culminating Academic Experience options with broad definitions and the procedures for each.

#### ***Procedure:***

Students who are completing a thesis or capstone project must submit Phase I, II, and III forms to the Office of Graduate Studies (OGS) to document their progress as well as their research title and committee members; this information is entered into Banner by the Registrar's Office, and the last two items can appear on a student's transcript. Students must also submit their final, approved thesis/capstone project to Utica College via OGS by the Graduation Deadlines (online at [utica.edu/ogs](http://utica.edu/ogs)) for the semester in which the student anticipates graduating. The committee chairperson is responsible for ensuring the student submits all requisite CAE documents to OGS per the Formatting and Submission Guide (online at [utica.edu/ogs](http://utica.edu/ogs) under the Forms link).

Students who are completing a comprehensive exam must submit the appropriate forms to schedule the exam and completion of the exam. The portfolio/dossier option requires the passing of predetermined coursework.

Because there are deadlines impacting a student's ability to graduate on time, faculty and Program Directors are asked to please not hold paperwork that is ready for signing. OGS certifies students' Application for Degree forms for successful completion of the CAE based on receipt of the requisite forms and thesis/capstone project or on enrollment of a portfolio/dossier course(s). Among other items, the Registrar's Office certifies students' Application for Degree forms for successfully passing final semester courses, including a portfolio/dossier course(s).

### **Curriculum Changes**

See the Graduate Catalog.

### **Deferred Entry**

See the Graduate Catalog.

### **Dismissal**

See Academic Warning, Probation, and Dismissal. Also...

#### ***Procedure for Dismissal from Academic Program:***

This process applies to all graduate programs and certificates and, at the undergraduate level, to the RN-BS program and to the ASDN program.

While these academic programs can dismiss a student from that specific program for violation of departmental rules, academic programs cannot dismiss a student from Utica College. Following is the process for dismissing an undergraduate or graduate student from an academic program and determining whether the student is also dismissed from the College.

Detailed actions and responsibilities for each person/office is below, but here is a brief outline of the typical step-by-step process for dismissal from an academic program:

1. The program dismisses a student
2. The Program Director communicates the dismissal in writing to the student
3. The student can appeal the program dismissal to the Dean
4. The Dean will review the appeal (if submitted) in consultation with the Program Director (and faculty, if needed)
5. If the Dean grants the appeal, the student is returned to the program
6. If the Dean denies the appeal or doesn't receive one, the Dean refers the student in writing to the Office of Academic Affairs/Provost and recommends dismissal from the College
7. The Provost reviews the student's academic record, program dismissal documentation, and appeal documentation if submitted and likely will dismiss the student from the College
8. The student can appeal the College dismissal to the Academic Standards Committee (ASC)
9. If the ASC receives an appeal and approves it, the student is returned to the program

10. If the ASC denies an appeal, the student is informed and given the option to appeal to the Provost.

### **Program Director**

Should a student be in violation of departmental rules such as stricter grade or GPA requirements than the College, professional misconduct, or failure to meet professional standards of the academic program, the Program Director in consultation with relevant faculty may dismiss a student from the program:

- The Program Director will send a letter to the student's UC e-mail address and postal address of record stating the specific reason for the program dismissal, the appeal process, and repercussions if an appeal is denied or not submitted (see draft program dismissal letter template).
  - o *Reason*: The reason for program dismissal should not be arbitrary. The program policy should be clearly outlined and made publicly available to students and faculty. The violation should be clearly documented.
  - o *Appeal Process*: If the student would like to appeal the program dismissal, the School Dean must receive an appeal in writing (letter or email) within 7 days of the program dismissal.
  - o *Repercussions*: If the School Dean grants the appeal, the student will be reinstated to the program. If the School Dean upholds the program dismissal or the student does not submit an appeal within the designated time frame, the Dean will recommend to the Provost that the student be dismissed from Utica College.

### **School Dean**

The School Dean will be copied on the program dismissal letter to the student, and the student has 7 days from the date on the letter to submit a written appeal to the Dean. The School Dean will consult with the Program Director (and program faculty as needed) in reviewing the appeal.

- If the School Dean grants the appeal, the student will be reinstated to the program; the Dean should notify the student, Program Director, Office of Academic Affairs, Office of the Registrar, and the student's Academic Advisor. If the department feels there should be some sort of punitive academic status code placed on the student's record, the Program Director should discuss the options with the Registrar's Office.
- If the School Dean upholds the program dismissal or the student does not submit an appeal within the designated time frame, the Dean will notify the Provost via the Office of Academic Affairs of the student's dismissal from the academic program and recommend that the student be dismissed from Utica College (see draft College dismissal recommendation letter template). A copy of the program dismissal letter and any appeal documentation should be attached to the Dean's recommendation letter for College dismissal.

### **Office of Academic Affairs**

The Office of Academic Affairs will be copied on the program dismissal letter to the student.

- If a College dismissal recommendation letter is received from the School Dean, the information will be forwarded to the Provost for review.
- If a letter from the School Dean either granting the appeal or upholding the program dismissal and recommending dismissal from the College is not received promptly after the 7 day grace period for appeal submission by the student, the Office of Academic Affairs will follow up with the School Dean regarding the status of the situation.
- If the Provost receives a recommendation from the School Dean and agrees to dismiss the student from the College, standard procedures for academic dismissal take affect (the Office of Academic Affairs will type and send the dismissal letter and be the recipient of any appeals to ASC or the Provost).
- The letter of dismissal will contain information on how to appeal to Academic Standards Committee should the student choose to do so (see draft College dismissal template).

### **Academic Standards Committee**

The Academic Standards Committee (ASC) will review any College dismissal appeals. The standard appeal process for academic dismissals by the ASC will be implemented (appeal College dismissal to ASC, and if denied, appeal to the Provost).

### **Office of the Registrar**

The Registrar's Office is to be copied on any dismissal letters and any appeal decisions so that they can code the student's record accordingly.

- Upon receipt of the program dismissal letter, the Registrar's Office will do the following:
  - o Change the End of Term Academic Standing Code in SHAINST to "PD – Program Dismissal"
  - o Verify that the student is not registered for a future term and change the Student Status Code in SFAREGS for the next term from "AS – Active" to "IP – Inactive/Dismissed from Program"
  - o Add a term-specific transcript comment that notes the program dismissal in SHATCMNT. Currently this comment should be added manually rather than automatically so that the comment will not be overwritten and lost if/when the Provost dismisses the student from the College (if we can figure out a way for the program dismissal information to be retained without a manual comment, then adding the comment can be automated). If a term-specific transcript comment has been added, if the student attempts to readmit, there is a permanent record that they are not permitted to return to that program.
- If notified that an appeal to the program dismissal is granted, then the above status changes will be reversed.
- Upon receipt of the College dismissal letter from the Provost, the Registrar's Office will do the following:
  - o Change the Student Status Code in SFAREGS from "IP – Inactive/Dismissed from Program" to "IA – Inactive / Academic Dismissal"

- Change the End of Term Academic Standing Code in SHAINST from “PD – Program Dismissal” to the appropriate undergraduate or graduate academic dismissal code (e.g., D1, D2, GD). The transcript comment about the program dismissal remains.
- If notified that an appeal to the College dismissal is granted, then standard procedures for dealing with such granted appeals take affect.

## **E-Mail**

### ***Policy:***

All students, staff, and faculty are issued an official UC e-mail account and are required to use it for official communication with UC students, staff, and faculty. Your UC e-mail account is the primary official channel through which the College will communicate with you, therefore you must check your account regularly. Information on using your UC e-mail account can be found at [www.utica.edu/helpsheets](http://www.utica.edu/helpsheets).

### ***Procedure:***

UC e-mails need to be the listed e-mail on all communications to students, staff, and faculty as well as on all syllabi. UC e-mail is different from ANGEL course mail. ANGEL course mail is intended for use only in the course learning environment, and most staff do not have access to ANGEL. This difference needs to be emphasized to students in online courses/programs because important institutional announcements go out via UC e-mail.

## **Experience Credit**

### ***Policy:***

Only in exceptional circumstances will Utica College allow for experience credit. Experience credit is limited to six credits in a program, and the experience credit must have produced the learning equivalent to taking a course in the program. A student wishing to receive experience credit must submit an Application for Graduate Experience Credit to their program director, who in turn submits the form with their endorsement to the Dean for Graduate Studies. If approved some type of formal evaluation demonstrating knowledge of the information appropriate to the course must occur such as a final paper or exam. The appropriate tuition and fees apply for the equivalent course(s) based on the per-credit rate for that program’s tuition.

### ***Procedure:***

This procedure is in effect for the 2013-2014 academic year and can be used by students who are in a program or who are in the process of being admitted to a program. The required form is available on the Registrar’s Office and OGS websites under the Forms link. Please note that students wanting to receive experience credit will be required to demonstrate knowledge of the course material through some sort of formal evaluation and they will be required to pay the appropriate tuition and fees for the course for which they receive credit.

## **Family Educational Rights and Privacy Act (FERPA)**

See Student Records.

### **Field Experience**

See the Graduate Catalog.

### **Financial Changes**

See the Graduate Catalog.

### **Forms**

#### ***Policy:***

If there is a policy or procedure that requires a form and it relates to graduate students it can be found online on the Office of Graduate Studies Web site: [www.utica.edu/ogs](http://www.utica.edu/ogs).

#### ***Procedure:***

Some of the forms are completely online while others are fillable PDFs where the information can be typed in and printed out for easier readability. All instructions for the submission and routing of the forms are listed on the form. Forms are updated periodically and attempts are being made to move many of them online, so please refer to the Office of Graduate Studies (OGS) website rather than saving the form or printing multiple copies for future use; an old form may not be accepted. Questions regarding any of the forms should be directed to OGS.

### **Grade Changes**

#### ***Policy:***

Once a grade has been reported, it may not be changed except to correct an error. All such cases must be reported by the course instructor and require the approval of the academic school dean. If a student believes that the grade reported by the course instructor is not accurate and after talking with the instructor still believes there is an error, the student may petition the Academic Standards Committee for a grade change. (For further information, see Grievance and Complaint Procedure.)

#### ***Procedure:***

The only valid reason to change a grade previously submitted is computational error or clerical (data entry) error. The grade change request may be submitted on a paper card available in the Academic School Offices or by using an online form available on the Registrar's Office website at <https://www.utica.edu/academic/registrar/gradechange.cfm>. Please note that the person submitting the grade change must be logged in to their UC Google account in order to access the form, and all nine digits of the student's ID# must be entered (including the leading zeros). This form can be used to change a letter grade previously given, change an incomplete grade, or extend an incomplete deadline.

### **Grade Point Average**

#### ***Policy:***

Grade points are awarded on the basis of a 4.0 Quality Point Scale for each credit hour based on the grade received in a course:

A = 4.0	A- = 3.7	
B+ = 3.3	B = 3.0	B- = 2.7



$$C+ = 2.3 \quad C = 2.0 \quad F = 0.0$$

Grades of AU and P are not calculated into the grade point average. For most courses at Utica College, students receive three credit hours, although the number of credit hours per course varies. The individual course listings in the catalog and in each semester's registration schedule inform students of the number of credit hours for each course. In this catalog, the number of credit hours is indicated in parentheses after the course listing. A graduate student must have a 3.0 Overall GPA or better in order to graduate.

***Procedure:***

*To calculate GPA Based on Anticipated Grade(s):*

Run a student's Academic Transcript in BannerWeb (NOT the Degree Evaluation – Faculty & Advisors>Student Information Menu>Academic Transcript) in order to obtain:

- GPA Hours (credit hours of courses passed)
- Quality Points (QP – points awarded based on the grade times the credit hours for course)
- Overall GPA

The GPA is calculated by:

$$[Quality\ Points] \div [GPA\ Hours] = Overall\ GPA$$

If a student needs a minimum GPA of 3.0, then multiply GPA Hours (total credit hours needed for the degree, e.g., 18 for PPtDPT) times 3.0 (the minimum GPA needed to graduate) to get the total number of Quality Points needed upon completion of those courses (use the Quality Point Scale (per credit) above).

- $[Quality\ Points\ needed\ for\ 3.0\ GPA] \text{ minus } [current\ Quality\ Points] = Quality\ Points\ needed\ for\ remaining\ course(s)$
- Example: 111 (QP needed for 37 GPA Hours) – 101.8 (current QP with 34 GPA Hours) = 9.2 QP needed in a 3 credit course (37-34=3). Therefore, 3.3 for a B+ X 3 credits = 9.9 QP. If they got a B in the course, it would be 3.0 X 3 credits = 9.0 QP, which isn't enough.

Note: A student must have a 3.0 Overall GPA or better in order to graduate – otherwise UC is in violation of NYSED regulations and would be at risk of being shut down/losing our accreditation.

**Grading System**

***Policy:***

The grading system used at Utica College is a letter system, A, A-, B+, B, B-, C+, C, and P, which are passing grades, AU (Audit), and F (Failing). Only courses designated as such in the graduate catalog may be taken on a pass/fail basis.

A grade of I (Incomplete) may be granted only if it can be demonstrated that it would be unfair to hold a student to the normal time limits for the course. Illness or exceptional circumstances are the usual bases for consideration. A grade of Incomplete must be agreed upon by both the student and the instructor and should include the completion of an Incomplete Contract Form. The amount of time granted to complete the Incomplete

will be set by the instructor at the time the grade is submitted, but the default time frame is six weeks from the latest final grades due date of a given semester. Even though an instructor may require a student to repeat certain elements of a course to finish an Incomplete, students should not register for the course a second time. However, the student must remain enrolled in either another credit-bearing course or in 997/998 Continuous Student Enrollment (see Continuous Enrollment). Completing requirements for a course does not remove the Incomplete from the record. The I remains a permanent part of the academic record and transcript with the final grade being attached to it (e.g., IA, IB). Grades of Incomplete may affect student financial aid; contact the Office of Student Financial Services for more information.

For courses that, by necessity, extend beyond the end of the semester, a grade of V (for variable length) may be issued by the instructor. The grade of V is a neutral grade and is replaced by the letter grade earned at the conclusion of the course.

***Procedure:***

See Incomplete (I) Grade for the procedure regarding I grades.

## **Graduation Approval**

***Policy:***

It is the student's final responsibility to ensure that all degree requirements have been completed. Students can review their progress toward degree completion at any time using the Degree Evaluation function, which is in the Student Services tab in BannerWeb for students.

To be approved for graduation, a student must:

- Complete all course requirements with satisfactory academic standing including a minimum cumulative grade point average of 3.0.
- Be enrolled in a credit-bearing course or in a 997/998 Continuous Student Enrollment course for the semester in which they seek graduation.
- Submit to the Registrar's Office an Application for Degree by the deadline in the semester at the completion of which the student anticipates graduating.
- Successfully complete a Culminating Academic Experience (e.g., thesis, capstone project, comprehensive exam, portfolio/dossier).
- If appropriate, submit required paperwork and copies of the Culminating Academic Experience to the Office of Graduate Studies, and
- Satisfy all financial obligations to the College, including the graduation fee.

Each student's Application for Degree is verified for completion of the above requirements for graduation. When all of these criteria have been met, the dean shall recommend the student to the provost for certification by the Faculty Senate that the student has met all of the requirements for graduation.

***Procedure:***

A student needs to be enrolled in the semester in which they anticipate graduating. An Application for Degree (AFD, which can be found either on the OGS or Registrar's

website) needs to be submitted to the Registrar by the stated deadline for the semester in which the student *anticipates* graduating (if they're in their last semester of required courses, then the student should anticipate passing the course(s) and graduating – do NOT wait to see what grade is received in the course(s)). If a student fails to submit an AFD by the deadline, they will not be allowed to graduate in that semester. If all coursework is complete and the CAE is submitted by the required deadlines, OGS can authorize a student to be placed in 998 (a \$0 fee course) for the following semester, and the student will need to submit an AFD for that following semester.

After the AFD submission deadline for a given semester, the Registrar will send the application along with printouts of the unofficial transcript and degree evaluation to the program director. Once the program director signs the application (*based on mid-semester progress* – do NOT hold these waiting for grades to be posted!), they send it to the appropriate school dean, it is then routed to the Office of Graduate Studies for verification of the CAE, then to the Dean for Graduate Studies, lastly to the Registrar. Before an AFD is officially certified and approved for degree conferral, the Registrar's Office reviews the grades received in the final semester and the overall GPA to ensure requirements have been met. If at any time the student is not certified for graduation, the application goes back to the appropriate school office (no signatures are needed past the person who not certified the student) for a denial letter with justification to the student. The application then is returned to the Registrar's Office for data entry and filing. Students who are denied certification must resubmit an AFD for the semester in which they anticipate graduating.

### **Grievance and Complaint Procedures**

See the Graduate Catalog.

### **Human Subjects in Research**

#### ***Policy:***

Federal regulations developed by the National Institute of Health require the protection of the rights of human subjects used in research of any kind. Utica College acknowledges its responsibility for protecting the rights and welfare of human subjects in research. The College's policies and procedures are consistent with the applicable federal regulations and apply to all activities that include research with human subjects and:

1. Are sponsored by the College; or
2. Are conducted by or under the direction of any employee, student, or agent of the College in connection with his or her institutional responsibilities; or
3. Are conducted by or under the direction of any employee, student, or agent of the College using any property or facility of the College; or
4. Involve the use of the College's non-public information.

Utica College policy states that no research with human subjects shall be conducted until the Institutional Review Board has approved the research protocol. Before such approval is granted, proper consideration shall be given to the risks to the subjects, the anticipated benefits to the subjects and others, the importance of the knowledge that reasonably may be expected to result and the informed consent process to be employed. Further

information on the use of human subjects in research may be found in the Utica College IRB Policies and Procedures Manual available on the web at [www.utica.edu/irb](http://www.utica.edu/irb).

***Procedure:***

Students, staff, or faculty requiring IRB approval for their research project or papers must complete an IRB application ([www.utica.edu/irb](http://www.utica.edu/irb)). They are also required to complete IRB training through NIH or CITI; NIH training is available free of charge on the Utica College IRB website. A certificate number from NIH or CITI training is required on the IRB application. These trainings do not expire, so the certificate number from completing either training at another institution is acceptable. Questions or clarification on the IRB application, policies, or procedures should be directed to the Office of Graduate Studies or the IRB Chairperson. Researchers external to or not affiliated with Utica College but who wish to conduct research on UC students, staff, or faculty must obtain IRB approval from Utica College; see the IRB website for more information.

**Inactive Students**

***Policy:***

Students who are inactive (not enrolled) for at least two years but have not indicated their intent to withdraw from Utica College will be administratively withdrawn from their academic program. The College will no longer communicate with these students regarding registration or degree completion. A student who has been withdrawn but wants to return to complete their degree and is capable of completing the degree within the six-year limit of degree completion can submit an Application for Readmission Form. Students wishing to return who are unable to complete their degree within the six-year limit should see Readmission Applications Past the Six-Year Limit for more information.

***Procedure:***

Students who have taken classes but do not attend or take an approved leave of absence for a period of more than two years will have their student status code changed to Inactive Withdrawn (IW). Students who notify the Registrar's Office that they do not plan on returning to Utica College shall also be made Inactive Withdrawn (IW); should a faculty member receive such notification from a student, either have them notify the Registrar's Office or forward documentation of their notification to the Registrar's Office. This student status code indicates that UC does not need to continue communications with the student regarding admission, registration, or degree completion.

**Incomplete (I) Grade**

See Grading System and Grade Changes. Also...

***Procedure Related to Incomplete (I) Grade:***

To reiterate the Grading System policy, a grade of I (Incomplete) is given only under extenuating circumstances. Students should not assume an I grade will be given just because they didn't complete the coursework in time. A student may request an I grade or an instructor can offer an I grade if exceptional circumstances warrant it, but the decision is ultimately at the discretion of the instructor. Such extenuating circumstances may include but are not limited to illness of the student or immediate family member, death of a family member or someone close, special work circumstances (e.g., military

deployment, acceptance into a law enforcement academy, caught in civil unrest), or a learning disability documented with the Office of Learning Services and presented to the instructor at the beginning of the course.

To allow a grade of I, there needs to be an agreement between the student and the instructor. An Incomplete Contract Form needs to be completed with a set deadline for completion of course requirements. Banner defaults the deadline to be six weeks from the Latest Final Grades Due date for the given semester (actual dates listed online at [www.utica.edu/ogs/graduationdeadlines.cfm](http://www.utica.edu/ogs/graduationdeadlines.cfm)); note that the default deadline is based on the semester, not 8-week parts of term, so the default is the same for a D1 or a D2 course as well as a 16-week on-ground course in the same semester. The deadline entered in Banner means the new grade must be entered in Banner by that date, NOT that students must submit work by that date with time needed to grade the work.

The instructor, however, can change the default deadline based on the given circumstances. If the deadline is changed to a LATER date beyond the default deadline, PLEASE select the grade entry deadline for the part of term or semester in which you are allowing the extension, depending on what type of course it is (online versus on-ground). For example, a student taking a D1 course in the fall would receive an I grade default extension deadline in February. However, the circumstances allow you to consider extending the deadline to the end of summer. Check the Academic Calendar and Deadlines or contact the Registrar's Office to determine the grade entry deadline for that summer's D2 course. Using an existing grade entry deadline for the I grade extension deadline will allow any deficient grades to be reviewed in a timely manner by the Academic Standards Committee (or Graduate Academic Standing Subcommittee).

A grade of I will remain on the academic transcript. Any new grade earned by the student must be entered in Banner with the I grade included (e.g., IA, IB+). Failure on the part of the student to complete the requirements will result in a grade of IF, which is equivalent to a grade of F. Failure on the part of the instructor to enter an alternative grade OR extend the deadline by the entered I grade deadline will result in a grade of IF for the student, and the student will be referred to Academic Standards for the deficient grade.

ALL course grades MUST be submitted by the grade entry deadline for the part of term or semester in which the course is being taught. If an instructor is working with a student at the end of a course and allows the student extra time to submit final work that prohibits the instructor from submitting the student's grade by the grade entry deadline, an I grade MUST be given.

The instructor is responsible for keeping track of I grade deadlines and extending the deadline if needed and warranted. Should a student be approaching the I grade deadline and indicates the work may not be completed in time, the instructor should consider the possibility of extending the I grade deadline, even by a week or two, and negotiating that extension with the student and via an Incomplete Contract Form. Any new deadline extensions must be entered in Banner. If the instructor is not willing to take on the

responsibilities associated with an I grade – including working with the student as needed – then the recommendation is not to give I grades.

### **Independent Study or Project**

#### ***Policy:***

An independent study or project is endorsed at the graduate level when it contributes significantly to the student's overall objectives and satisfies the graduate academic standards of Utica College. An independent study or project may only be undertaken beyond subject matter covered by the courses listed in the catalog. Graduate students undertaking an independent study or project must be matriculated and have at least a 3.0 cumulative grade point average. No more than a total of six credit hours of independent study and project may count as credit toward a graduate degree. All independent studies and projects must have the written approval of the instructor, the student's graduate program director, and the school dean before the student registers for or begins the independent study or project. Tuition for an independent study or project is the per-credit rate for the appropriate program.

#### ***Procedure:***

All independent studies must have the written approval of the instructor, the appropriate graduate program director, and the appropriate school dean. This is accomplished by filling out and submitting a Graduate Tutorial/Independent Study Application Form (found on the OGS Forms web page). Once completed and signed by the instructor, program director, and school dean, the form is submitted to the Registrar's Office.

### **Intellectual Honesty**

#### ***Policy:***

Utica College expects its faculty and students to observe traditional canons of scholarly discourse, academic behavior, and due process. The faculty at Utica College expect intellectual honesty from students. Intellectual honesty is necessary for the free exchange of ideas. Plagiarism, a serious form of intellectual dishonesty, is defined as the use of ideas and phrases in the writings of others as one's own without crediting the source. Cheating refers to both giving and receiving unauthorized assistance in taking examinations. Students who assist other students in acts of plagiarism and/or cheating, or who otherwise contribute to acts of intellectual dishonesty, are subject to the appropriate penalties.

Utica College faculty are authorized to assign academic penalties for intellectual dishonesty, including the grade of "F for cheating." Students who receive an "F for cheating" forfeit their rights to withdraw from the course without penalty. Students who wish to appeal a penalty should consult with Academic Support Services. Appeals are heard by the Academic Standards Committee, which may recommend a more or less severe penalty.

***Procedures:***

Any student who plagiarizes or cheats in any way (e.g., tests, papers, presentations) is subject to penalty and sanctions by the instructor, the Office of Student Conduct, and/or the Academic Standards Committee.

When academic dishonesty (cheating or plagiarism) is detected by a faculty member, the faculty member determines the appropriate sanction. Sanctions that can be imposed by the faculty member include work assignments (such as repeating a paper) or penalty grades, up to and including the grade of “F for Cheating.” Sanctions other than work or grade penalties must be recommendations on the part of the department to the Dean of the relevant academic division.

Regardless of the sanction imposed, the faculty member must inform the student of intellectual dishonesty in writing and copy the Office of Academic Affairs using the form letter to be found on the Academic Honesty website at <http://www.utica.edu/academic/facultyinfo/intellectualdishonesty.cfm>. Academic Affairs checks to see if this is a repeat offense. A repeat offense may occur on different assignments in the same class or in different classes. If it is a repeat offense, Academic Affairs informs the student in writing that the materials are being forwarded to Academic Standards Committee for review. Academic Affairs collects relevant material from the faculty member, including syllabi and assignment sheets. Academic Affairs receives any materials submitted by the student. Academic Standards Committee convenes a meeting to review the case. The Associate Provost brings the collected material to the meeting. Following the meeting the Chair of the Academic Standards Committee informs the student in writing of the committee's decision. Student appeals are directed to the Office of Academic Affairs, and any appeal of the decision is heard by the Provost. Appeals must be filed by the student within 14 days of the date of the letter from Academic Standards.

**Intellectual Rights**

See the Graduate Catalog.

**Leave of Absence*****Policy:***

Leaves of absence may be granted at the discretion of the academic program for medical or other extenuating circumstances. To request a leave of absence, students must complete the appropriate Leave of Absence form and provide appropriate documentation where requested. Non-Medical leave of absence will be granted for one semester at a time only. Only in exceptional circumstances will a nonmedical leave of absence be granted for more than two semesters; this includes summer for those programs where students are expected to take summer classes. Time accumulated during a leave of absence does not count toward the time limitation for completion of a graduate degree (see Academic Progress). For details regarding Medical Leaves of Absence, please refer to the Registrar’s Office website.

A leave of absence may NOT be used in place of enrolling in a 997/998 Continuous Student Enrollment course (see Continuous Enrollment).

***Procedure:***

Graduate students wanting to request a leave must fill out the Leave of Absence form and submit it online. The form is on the OGS website – [www.utica.edu/ogs](http://www.utica.edu/ogs) – under the Forms link. On-ground students must submit this form by the add/drop deadline for the 16-week semester in which they are requesting leave. Online students request leave for the full 16-week semester – two 8-week parts of term – and submit the request by the add/drop deadline for D1, the first 8-week part of term for the semester in which they are requesting leave unless they are registered for one or more D2 courses, in which case the leave request must be submitted by the add/drop deadline for D2, the second 8-week part of term.

When a student submits the form, the student is sent a confirmation e-mail. OGS is notified and can log in at any time to view the form and see where it is in the approval process. OGS must view the application and then click the button that says “Initiate Approval Routing.” The form is automatically routed to the appropriate individuals for approval. An email will appear in the approver’s inbox with a subject line of “Application for Leave of Absence” with a link to “View Application.” The Leave of Absence can only be accessed by clicking on “View Application”. If for some reason the email gets deleted, the staff in the Office of Graduate Studies must be contacted to forward another email.

Once approval routing is initiated, Student Financial Services (SFS) will be notified, and someone in SFS can then log in and approve or not approve the application. If SFS approves, the **Program Chair/Director** is notified, who can then log in and approve or not approve the application. If they approve, the **Dean for Graduate Studies** is notified and does the same. If the Dean for Graduate Studies approves, the student, Program Chair/Director, OGS, OES if applicable, SFS, and Registrar's Office are e-mailed a PDF of the application. If at any point the application is not approved, the student, Program Chair/Director, OGS, OES if applicable, SFS, and Registrar's Office are notified and e-mailed a PDF of the application and approval routing stops. The Registrar's Office will take the appropriate action in Banner. Comments can be added by any approver, but please note that they will be included in the PDF sent out to the student and others listed above.

**Leave, Medical**

See the Graduate Catalog.

**Leave, Military-Related**

See the Graduate Catalog.

**Make-up Examinations**

See the Graduate Catalog.



## **Matriculation**

### ***Policy:***

Matriculation refers to a student being accepted into a degree-awarding program. Matriculated students can only be matriculated into one program at one institution at a time. Students who hold baccalaureate degrees from accredited institutions may take graduate courses without being accepted into a degree-awarding program and are considered non-matriculated. A maximum of six credit hours can be taken as a non-matriculated student.

A student who is not continuously enrolled (see Continuous Enrollment) will be deactivated and lose matriculated status. Loss of matriculated status means that the student will need to start repaying any student loans, they will no longer have access to electronic library resources, and will need to submit an Application for Readmission Form through the Office of the Registrar to be reactivated in order to regain matriculated status and be allowed to register for courses or be graduated. Students who return after losing matriculated status are readmitted under the terms of the catalog appropriate to the new matriculation term, not the catalog of the original matriculation term.

### ***Procedure:***

To remain matriculated a student must be either enrolled in a credit-bearing course, on an approved Leave of Absence, or enrolled in 997/998 Continuous Student Enrollment. If a student has been deactivated and wishes to continue studies at Utica College they must submit a Readmission Form. This will change the catalog term and the student will be responsible for fulfilling any requirements of the new catalog term.

## **Petitions**

See Grievance and Complaint Procedures.

## **Policy and Procedure Changes**

### ***Policy:***

The college reserves the right to make changes in policies and procedures at any time.

### ***Procedure:***

Typically a new or revised policy or procedure will be sent out via UC email to the individuals and offices most likely affected by the change. The change also may be reflected in the next edition of the Graduate Catalog. Questions regarding graduate policies and procedures should be directed to the Office of Graduate Studies.

## **Professional Behavior**

### ***Policy:***

Students, as well as faculty, are expected to exhibit the high level of personal integrity that society must demand of professionals. Matters of professional misconduct are typically handled by the relevant academic department unless the behavior is so egregious as to warrant it being referred to the Office of Academic Affairs or the Academic Standards Committee. Failure to comply with these standards may result in dismissal from the College. For further information consult the Utica College Code of

Student Conduct (see Code of Student Conduct) and retention policies of the individual graduate programs.

***Procedure:***

The relevant academic department typically handles matters of professional misconduct unless the behavior warrants the need to be referred to the Office of Academic Affairs or the Academic Standards Committee. See Dismissal for information on the procedure for dismissing a student from an academic program.

**Readmission Applications Past the Six-Year Limit**

See the Graduate Catalog.

**Readmission Criteria**

***Procedure:***

Students become inactive for various reasons, and there are different types of inactive statuses. Sometimes students need a short break from school and don't submit the Leave of Absence request, sometimes students need a longer break from school or don't plan on returning to Utica College to finish their degree, and sometimes students are dismissed from Utica College. Should an inactive student decide to return to Utica College, procedures are outlined below depending on the student's inactive status. Please note that any student wishing to be readmitted to Utica College must not have an outstanding balance or be delinquent on any student loans.

**Student Status of IS (Inactive Student):** Any student who is not in a credit-bearing course, enrolled in 997/998 Continuous Student Enrollment, or on an approved leave of absence becomes inactive and loses their matriculation status. This student must submit an Application for Readmission Form (on the OGS website), allowing at least two weeks prior to the start of classes in which the student wishes to enroll for the form to be processed and approved. Please note that this process will change the catalog term for the student and it is the responsibility of the student to meet any new requirements of their academic program under the new catalog term.

**Student Status of IW (Inactive-Withdrawn):** A student's status may be changed to IW due to lack of academic progress (failure to enroll for 2+ years) or because the student indicated to Utica College that she or he no longer wished to attend. This student must submit an Application for Readmission Form (on the OGS website) to the program in which they were originally matriculated, allowing at least two weeks prior to the start of classes in which the student wishes to enroll for the form to be processed and approved; should this student wish to change academic programs, the Application for Readmission Form must be submitted first, then an Application to Change Graduate Program of Study Form must be submitted. Please note that this process will change the catalog term for the student and it is the responsibility of the student to meet any new requirements of their academic program.

**Student Status of I6 (Inactive-6 Year Limit Exceeded):** See Readmission Applications Past the Six-Year Limit in the Graduate Catalog.

**Student Status of IA (Inactive/Academic Dismissal) or ID (Inactive/Judicial Dismissal):** Any student who was academically or judicially dismissed and wishes to return to Utica College must submit a written request to the Office of Academic Affairs, which will review the request and consult with or assign the request any necessary bodies (e.g., Academic Standards Committee). The written request should clearly articulate what happened regarding the dismissal, why it happened, and how the individual proposes to prevent such actions from recurring.

### **Refund Policy**

See the Graduate Catalog.

### **Repeating a Course**

#### ***Policy:***

A student may elect to repeat only two courses. Only courses in which the student earned a grade of B-, C+, or C may be repeated and a course may be repeated only once and with the written permission of the relevant program director. When a course is repeated, the lower grade remains on the transcript but is no longer calculated into the student's GPA (credit is only awarded once). Repeating a course may affect financial aid eligibility. Students are encouraged to speak with their student financial services counselor prior to registering. Note that a student is required to repeat a course in which a grade of F is received, which falls under the Academic Warning, Probation, and Dismissal policy.

#### ***Procedure:***

Students can register online through BannerWeb just like they would for any other course. If they are registering for a course that they have passed (C or better), a message will pop up letting the student know that they are registering for a course that they have already taken and passed. This message does not pop up if they're registering for a previously failed course. Repeating a failed course (received a grade of F) does not count toward the two-course limit in this policy. This policy refers to students repeating previously passed courses, typically in an attempt to raise their GPA.

### **Residencies**

Residencies are associated with specific courses and are mandatory. In certain dire circumstances the program director may grant a one-time deferral or excuse a student from the requirement to attend a residency. The failure to attend a residency will have a negative impact on success in the program.

### **Residency**

See the Graduate Catalog. Also see Study at Other Institutions, Transfer Credit, and Experience Credit.

### **Sanctions Other Than Work or Grade Sanctions**

#### ***Procedure:***

An academic department may feel it is appropriate to recommend sanctions other than work or grade sanctions, for instance suspension or expulsion from the College. If the

department wishes to recommend such sanctions, the department must make the recommendations in writing to the dean of the academic school. If the dean concurs with the recommendation, the dean will forward the recommendation to the Associate Provost. The Associate Provost will ask the Academic Standards Committee for a review of the case and make recommendations. Until the Associate Provost has decided, the sanctions are recommendations only.

### **Schedule Changes by Student**

#### ***Procedure:***

Any change in schedule must be approved by the Office of the Registrar to become effective. Failure to do so will result in a grade of F for the course. Any change requested must be done by the deadline for add, change, and drop of courses. These deadlines are published each semester in the Academic Calendar. Courses dropped after the official drop date will receive a grade of WF, which will require students to repeat the course and receive a grade of B or better. The WF will calculate in the student's GPA as an F until the course is repeated. Once repeated, the WF will remain on the transcript but will not be calculated in the GPA. See Withdrawal for additional information, and see Refund Policy for details of tuition refunds and Return of Title IV funds.

### **Student Employees, Confidentiality for**

#### ***Policy:***

Students working in Utica College offices (student employees, resident assistants, student interns, or graduate assistants) are considered employees of the College, and as such are sometimes required to handle confidential materials. Students are asked to sign a statement of confidentiality. If a student knowingly reveals information learned in confidence while working in a College office, the College reserves the right to take disciplinary action.

#### ***Procedure:***

Student Employees are expected to maintain professional behavior while working in or acting as a representative of a College office. While the Office of Student Employment has students check a box agreeing to confidentiality in their work, offices hiring student workers are encouraged to have students sign a statement of confidentiality to both reiterate the importance of and discuss with the student about what this means.

### **Student Records, Access to and Release of**

#### ***Policy:***

Students have the right to access and control access to their educational records as provided in the federal Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment. These include the rights to view and challenge the content of specified records, to control the release of personal and academic information to third parties, and to suppress all or some information categorized as "directory information" by legislation.

*See the Graduate Catalog for additional details regarding Utica College's policy on access to and release of student data/information.*

***Procedure:***

Directory Information is for ALL undergraduate and graduate students, including distance learning students. Utica College has designated the following items as directory information (this information can be given out to any requestor, provided that a restriction has not been placed on the individual's record):

Student's Name	Hometown
Local Address/Telephone Number	Degrees/Awards Received and Dates
Permanent Address/Telephone Number	Dates of Attendance (current and past)
E-mail Address	Registration Status (full- or part-time)
Cell Phone Number	Date and Place of Birth
Major Field of Study	Residency Status
Academic Levels	Photographs
Participation in Officially Recognized Sports/Activities	
Weight/Height of members of Athletic Teams	
Most recently Attended Educational Institution	

If a student has restricted the release of directory information, this will be flagged in Banner. Absolutely NO information can be released. If a person is calling (even if the person claims to be the student in question) and there is a restriction on the student's record, you must say: "THERE IS NO INFORMATION AVAILABLE ON THAT PERSON." In such cases, in order to obtain their information, the student must come to the Office of the Registrar and present a current photo ID.

When in doubt, don't give it out! Call the Office of the Registrar at (315) 792-3393 to review with staff the specifics of your individual question or scenario.

**Student Status**

See the Graduate Catalog.

**Study at Other Institutions**

***Policy:***

See Transfer Credit.

***Procedure:***

If a matriculated student wishes to take a course at another institution and receive credit for it at Utica College, a *Permission to Study at Another Institution* Form must be submitted and approved BEFORE taking the course. The Office of the Registrar cannot transfer in the credits until an official transcript is received from the other institution.

**Thesis**

See Culminating Academic Experience (CAE) Requirements.

## **Transcripts**

### ***Policy:***

The Registrar's Office issues transcripts upon request. There is a fee per transcript. Requests are generally processed within five days. Delays may be experienced during the beginning and the end of each semester and during pre-registration. Please plan accordingly. Although students may request an unofficial copy of their transcript for their own use, when requesting that official transcripts be issued to other institutions or individuals, such requests must be made in person or in writing. Utica College reserves the right to withhold the transcripts and diplomas of financially-delinquent students.

### ***Procedure:***

Students submit a transcript request through the *Transcript Request Form*, found on the Registrar's Office webpage. If a student wants the transcript to include confirmation of degree, they must check the *Hold for Degree Confirmation* box. Students are also able to view their unofficial transcript through their BannerWeb account.

## **Transfer Credit**

### ***Policy:***

As an institution of higher learning, Utica College strives to protect the integrity of its degree offerings. A maximum of six graduate credits graded B or higher from a regionally accredited institution may be applied to a Utica College graduate program at the time of matriculation. The credits must have been completed within six years of the initial date of matriculation at Utica College and must be equivalent to the courses being replaced. Both the program director or chair and the school dean must give written approval for the acceptance of transfer credits via the Graduate Transfer Credit Form.

Matriculated Utica College students must obtain prior written approval from the program director or chair before taking courses at another institution for credit at Utica College via the Permission to Study at Another Institution Form. Approval is not granted if the same or an equivalent course is offered at Utica College. Students who undertake such a study must meet all graduate requirements for the program in which they are matriculated. In addition, for a course to be transferred, the student must have achieved a grade of B or better in the course. Students who already have transferred six hours of credit from another college may not transfer additional course work.

### ***Procedure:***

Students wishing to transfer credits into Utica College from another institution that were taken prior to attending UC must complete a *Transfer Credit Form*. This form can be completed either during the application review process or after a student has matriculated into a graduate program. The program director and the school dean must sign off this form to verify that the course being transferred in has been approved. The student must also have an official transcript sent from the other school to the Office of the Registrar.

If a matriculated student wishes to take a course at another institution and receive credit for it at Utica College, a *Permission to Study at Another Institution* Form must be

submitted and approved BEFORE taking the course. The Office of the Registrar cannot transfer in the credits until an official transcript is received from the other institution.

## **Waived Courses**

### ***Policy:***

Under certain circumstances a required course may be waived, meaning the student does not have to take that course. A waived course implies that a student has sufficient knowledge in that particular area. However, no credits are awarded for waived courses. Course credit is only granted through completion or transfer of a course (see Transfer Credit) or in rare circumstances as experience credit (see Experience Credit). Students who have had a course waived should consult with their adviser to identify a sequence of courses that will ensure they will have the necessary credits to graduate.

Moreover, it is the student's ultimate responsibility to ensure that all degree requirements have been completed (see Graduation Approval). Students can review their progress toward degree completion at any time using the Degree Evaluation function, which is in the Student Services tab in BannerWeb for students.

### ***Procedure:***

To reiterate, students do NOT receive academic credit (credit hours) for any waived courses; they must take alternate courses in order to meet the credit hour minimum to receive the degree. Students need to consult with their advisor to determine which courses to take to make up the credit difference.

## **Withdrawal**

### ***Policy:***

Students wishing to withdraw from one or more courses while remaining registered for at least one course in the term indicated must do so via BannerWeb before the add/drop deadline. After the add/drop deadline, the request must be made in writing to the Office of the Registrar and may result in financial and academic consequences.

Students wishing to withdraw from ALL courses in a given term or to withdraw completely from the College must submit the Complete Withdraw Form. See the Office of the Registrar's website at [www.utica.edu/registrar](http://www.utica.edu/registrar) for more information.

Withdrawing from (dropping) a class during the add/drop period for the appropriate part of term will result in the complete removal of the course from a student's record. Withdrawing from a class during the withdraw period – after the add/drop deadline but before the “last day to WD without academic penalty” deadline – will result in a grade of WD on a student's transcript; this grade will not affect the GPA. Withdrawing from a class during the withdraw/fail period – after the “last day to WD without academic penalty” deadline – will result in a grade of WF on a student's transcript; this grade calculates as an F in the GPA. Consult the Academic Calendar for these deadlines.

Students may be placed on academic probation, depending on the conditions of their withdrawal. Students who receive aid may also be subject to a Return of Title IV funds

and may fail to make successful academic progress, resulting in the loss of eligibility for financial aid.

***Procedure:***

There are numerous financial implications to withdrawing from courses. Students should be strongly encouraged to discuss options and implications with both their Student Financial Services Counselor and their academic advisor.

**Withdrawal, Unofficial for Non-Attendance**

***Policy:***

Any student who receives Title IV funds who stops attending his or her classes during the semester without officially withdrawing from the College is considered an unofficial withdrawal according to Title IV federal regulations. The College is required to return unearned financial aid to the federal government for all unofficial withdrawals in the same manner as students who withdraw officially. The student's last date of attendance is used to calculate the amount of financial aid to return to the federal government. The funds returned to the federal government for unearned financial aid will be added to the student's final bill.

A simple equation to explain the process is:

$$(\% \text{ of term completed}) \times (\text{total aid awarded}) = \text{earned aid}$$

$$(\text{Total aid awarded}) - (\text{earned aid}) = \text{unearned aid to be returned to federal government}$$

For complete information about how unofficial withdrawals are processed, please contact Student Financial Services (315-792-3179).

***Procedure:***

At the end of the semester, professors turn in their attendance records to the registrar. The registrar determines last date of attendance for each student. The registrar then notifies SFS about students, and SFS returns appropriate funds according to the percentage of the semester the student attended.



## **Graduate Student Assistantships**

### **Types of Graduate Student Assistantships**

#### ***Administrative Assistant (AA's)***

Administrative Assistants usually works in a position that assists office staff and/or faculty members.

#### ***Graduate Assistants (GA's)***

Graduate Assistantships are general assistantships that provide project and other support either in the offices on campus.

#### ***Research Assistants (RA's)***

Research Assistantships are usually funded under a grant that a specific college affiliated individual has sought out. These assistantships are research based and focus on supporting and engaging in the research of an established professor or researcher.

#### ***Teaching Assistants (TA's)***

Teaching Assistantships are teaching positions that place graduate students in an undergraduate class setting. Teaching Assistants must have experience in the teaching discipline and must be under the direct supervision of a faculty member. The TA must receive regular in-service training and be evaluated regularly.

### **How to Request a Graduate Assistant (Faculty or Staff)**

Any department wishing to employ Graduate Assistants need to pick up a Graduate Assistant Request Form from Student Employment. The form needs to be filled out completely and returned back to Student Employment. If the position(s) are approved, the departments need to have students fill out an application. The application can be found on the Student Employment Website at <http://www.utica.edu/finance/hr/studentemployment>.

### **How to Apply for a Graduate Student Assistantship (Student)**

Graduate Assistantships provide the student with an opportunity to engage in a meaningful, career-related academic activity that supports the goal of experiential education articulated in the College's Strategic Initiatives. Graduate Assistantships also provide to the College an opportunity to engage the creative and professional talent of exceptional graduate students in roles that will assist it in meeting its strategic and operational goals

Students seeking to apply for a GA must submit a completed "Graduate Assistant Application Form" – online at <http://www.utica.edu/finance/hr/studentemployment/media/Graduate%20assistant%20application.pdf> – and return it to the Graduate Studies Office. That

office will maintain a file of applications and send a copy of each to the appropriate office seeking the services of a GA.

## **Graduate Student Employment**

### ***Scope:***

Qualified graduate students may serve as a Graduate Assistant in a variety of non-teaching capacities designed to meet the academic and programmatic needs of the College. The purpose of offering Graduate Assistantships is to:

- To attract quality graduate students
- To be competitive with other graduate programs
- To provide to graduate students practical experiential education related to their career interests
- To allow graduate students to concentrate more fully on their studies (rather than seek outside employment)
- To provide support for programmatic and academic needs at the College

### ***Student Eligibility:***

*Eligibility Criteria:* Applicants for Graduate Assistantships must be full-time, matriculated graduate students at Utica College and must maintain full-time matriculated status for the duration of their GA assignment.

*Outside Employment:* GA's are not permitted to hold full-time employment while holding a Graduate Assistantship. GA's may hold part-time employment provided they obtain prior permission, in writing, from their academic advisor, program director and the Assistant Vice President for Academic Affairs.

*Student Applications:* Students seeking to apply for a GA must submit a completed "Graduate Assistant Application Form" and return it to the Office of Student Employment. That office will maintain a file of applications and send a copy to all approved offices seeking the services of a GA.

*Performance:* Appointments as GA's may be terminated by the Vice President of Academic Affairs for failure to maintain good academic standing, professional performance and behavior as defined by the Utica College Graduate Assistantship Program.

### ***Supervisors/Department:***

Program or Office Applications: Programs or offices at Utica College seeking to employ a GA must complete a Graduate Assistantship request form and return it to the Office of Student Employment. The Office of Student Employment will maintain a file of available positions and will forward a copy of each such form to the President's office for consideration.

### ***Office of Student Employment:***

Letter of Appointment: Letters of appointment will be issued by the Office of Student Employment and will include a relevant position description and compensation.

*Appointment:* A GA is normally appointed on an academic year basis for the fall and spring semesters. Satisfactory academic progress (3.0 GPA) and performance in the role of GA must be maintained to be considered for reappointment.

***Responsibility of Students:***

*Commitment:* The normal requirement is 20 hours of service per week; however, if it is determined to be in the best interest of the student and/or the College, GA's with less than a 20-hour per week commitment will be offered a corresponding proportional decrease in compensation.

*Resignation:* A GA may resign an appointment at the end of a semester by submitting a formal letter of resignation to the Assistant Vice President for Academic Affairs at least three weeks prior to the end of the semester. Any financial or other benefit or obligation of the College contained in the original GA letter of appointment will cease concurrent with the effective date of the resignation. Should a GA resign or otherwise terminate a Graduate Assistantship prior to the end of a semester, the Graduate Assistantship will be deemed to have been forfeited and the student will be liable for all tuition, fees and other financial responsibilities incurred for that semester as would any other student in similar circumstances without a Graduate Assistantship.

***Benefits:***

*Tuition Remission:* The standard GA carries with it a 50% reduction in the appointee's normal full-time tuition. The College reserves the right to make exceptions to this provision as circumstances warrant.

*Stipend:* The standard GA carries with it a stipend of \$3000 per semester. The College reserves the right to make exceptions to this provision as circumstances warrant.

*Room and Board:* The College may offer on-campus housing and/or housing allowance and a meal plan with individual GA appointments.

***Resources/Questions:***

Office of Student Employment (315) 792-3353

## **Campus Resources**

### **Academic Affairs**

The Academic Affairs office handles all matters related to academic policies and procedures; academic dishonesty; and academic warning, probation, and dismissal. Academic Support Services in the Office of Student Success handles all other student academic appeals including grade appeals, athletic eligibility, and residency waivers.

### **Academic Support Services Center**

The staff in this center offer confidential, goal-oriented counseling services, helping students address a variety of academic and personal concerns.

### **Athletics**

Graduate students who are in the area have access to the gym to exercise and can attend athletic events. Full-time and adjunct faculty also have gym privileges. They may need to obtain a student ID card from Student Activities. Full-time on-ground graduate students can participate in intramural sports.

### **Career Services**

The Office of Career Services offers a full range of services designed to help students explore how their interests, skills, and values relate to possible career paths; understand the importance of proper planning and preparation in goal setting; and successfully transition from academic to professional life.

### **Counseling Services**

The following services are available to all UC students:

- Individual counseling
- Group counseling
- Outreach services – for individuals interested in having the Academic Support Services Center staff provide a presentation or program
- Consultation services – for faculty, staff, and administrators who are concerned about a student or a student-related issue
- Training programs – for individuals who are interested in counseling, communication, and conflict resolution skill

### **Graduate Admissions**

The office of Graduate Admissions recruits, screens, and reviews all applications from prospective graduate students. Any graduate student wishing to change their academic program must submit an *Application to Change Graduate Program of Study* to the Office of Graduate Studies, which will be reviewed by Office of Graduate Admissions to ensure admissions requirements for the new program have been met.

### **IITS**

The Office of Integrated Information Technology Services provides appropriate and up-to-date information technology, technical assistance, and training for faculty to integrate information and

instructional technologies into their teaching and research activities; furnishes accessible, user-friendly computing facilities for administrators, faculty, and students to empower their administrative, teaching, and learning experiences at Utica College; and maintains state-of-the-art Internet tools to support the College's advancement and online curricula expansion.

### **International Education**

The International Education office develops programs and provides support services relating to Utica College students and faculty going abroad and to International students, faculty, and scholars at Utica College. Services include immigration, financial, academic, and personal counseling. This office also writes the visa letter needed for family members wanting to attend Commencement. All Utica College faculty are encouraged to participate in abroad opportunities at several of our exchange universities.

### **Library**

The Utica College Library provides a full range of resources and research assistance for all our students, both resident and distance. Resources include books, electronic access to numerous journals, interlibrary loan, and UC theses and capstone projects. Each department has a librarian assigned to it as their own Library Liaison; this person can speak to individual students or an entire class by requesting a research instruction session, sharing information and strategies for finding needed academic resources.

### **Learning Services**

The Office of Learning Services provides advisement, advocacy, and academic support to students who identify themselves as having a disability and to students who are experiencing academic difficulties.

### **Marketing and Communication**

The services provided by the Marketing and Communications office are the following:

- Communicating Utica College's mission, goals, and accomplishments to the College's constituencies, including prospective students, alumni, faculty and staff, friends of the College, and the general public.
- Develop, implement, and assess the College's integrated marketing strategies.
- Write, design, and produce alumni magazine, newsletters, brochures, faculty/staff/student directory, and other printed materials.
- Maintain the College's graphic identity (logo, seal, letterhead, business cards, etc. See also: <http://www.utica.edu/instadvance/marketingcomm/news/logo.cfm>). The College's official PMS colors are 289 and 179.
- Handle requests for photography.
- Write and distribute news releases and story ideas to newspapers, television stations, and radio stations, coordinate news conferences, handle inquiries from reporters.
- Write, edit, and manage Utica College's Web site pages.
- Serve as a "front line" source of information for the general public as well as faculty and staff.
- Advise College personnel on public relations matters.

## **Office of Graduate Studies**

The Office of Graduate Studies (OGS) works to provide a quality, streamlined graduate experience by supporting graduate students and faculty, administering effective and consistent policies and procedures, and connecting graduate students to each other and Utica College. OGS coordinates Graduate Orientation for on-ground students, coordinates the annual Graduate Commencement Ceremony, receives theses and capstone projects on behalf of UC, provides administrative support for the IRB (Institutional Review Board for research involving human subjects), and helps the campus to recognize and fulfill the needs of graduate students.

## **Online and Extended Studies**

The Office of Online and Extended Studies (OES) offers support services, student success initiatives, and innovation for Utica College's suite of online and non-traditional programs. Our mission is to provide Utica College students, faculty, and staff with a broad range of online services, and help lead the way for future development in both the online and non-traditional learning space.

## **Registrar's Office**

The Office of the Registrar is the official keeper of students' academic records. This includes the academic calendar, course registrations, academic transcripts, enrollment verification, and awarding degrees. The Registrar's Office also handles all grade changes, grade inclusion/exclusion (for repeated courses), and transfer credit requests. A number of forms, procedures, and resources for students and faculty are available on their website.

## **Residence Life**

The Office of Residence Life is charged with providing room and board for any student that wishes to take advantage of it. They also host events and activities to compliment the academic experiences. For students wishing to live off campus, Residence Life maintains a list of area off-campus apartments and typical living expenses incurred off campus.

## **SMARTHINKING Online Tutoring Services**

Smarthinking is an online tutoring service available to all UC students free of charge. It provides tutoring in a variety of subjects, some of which are available 24 hours a day, 7 days a week. Some services are live interactions while others are asynchronous where questions or papers can be submitted and a response received in ~24-48 hours. Graduate students may find the Writing Lab very helpful, where they can submit a portion of a paper and specify the area of assistance needed (e.g., grammar, punctuation, transitions).

## **Student Activities**

Student Activities supports student initiatives that foster a viable and visibly active campus environment through planning events and involvement through student organizations. This office issues student IDs, assists with transportation (e.g., bus passes, ZipCar), sells admission tickets to campus and community events, and provides basic office services (e.g., faxes, stamps, laminates).

### **Student Affairs**

Student Affairs staff assist with student development through empowering, challenging, and supporting students. A range of services are provided through numerous offices such as Student Conduct, Career Services, Residence Life, Student Activities, Counseling Services, Academic Support Services, and more.

### **Student Employment**

The Office of Student Employment provides students with a source of income while learning good work habits and basic job skills to help them succeed in today's work force.

### **Student Financial Services**

Student Financial Services is charged with helping students and their families with information about student accounts, billing, scholarships and financial aid.

### **Student Health Center**

The Student Health Center is responsible for meeting students' needs during illness and injury. They also try to promote health and wellness. Care is available to all students as well as health insurance (if a student is not already covered by their parents' health insurance.) The Student Health Center prides itself on being extremely professional and adhering to federal confidentiality laws. Information will only be released with a student's written permission.

### **Student Success**

The Office of Student Success helps students address a variety of academic and personal concerns through confidential, goal-oriented counseling services. Multiple offices addressing various issues are housed in Student Success such as Counseling Services, Learning Services for Students with Disabilities, Tutorial Services, and Academic Support Services.

### **Trax Connect**

Trax Connect is a secure, online social networking site for graduate students as well as juniors and seniors who won't be living in the Residence Halls at Utica College. Trax Connect is a particularly helpful tool for newly admitted graduate students who may be moving to the area and looking for a roommate off campus as well as connecting to other graduate students within and across academic disciplines at UC.

### **Tutorial Services**

Tutorial Services are free of charge to all Utica College students and are coordinated through the Office of Opportunity Programs. Tutor request forms and other tutoring forms are available online or in room 109, Hubbard Hall. See Smarthinking Online Tutoring Services for additional information.

## Who to Call for What

<i>The Situation</i>	<i>Office Name</i>	<i>Office Phone</i>
If a student is interested in a graduate program	Graduate Admissions	(315) 792-3010 – Main Office
If a student is interested in an online program	Utica Online Admissions	1-866-295-3106
Once a student is accepted and deposit paid but still has some questions on what to do now	Office of Graduate Studies	(315) 792-3335 – Main Office
For on-ground student registration questions	Office of the Registrar	(315) 792-3393 – Main Office
To purchase the required textbooks for courses	Bookstore	(315) 792-3197
For parking stickers, escorts to cars in the evening, or any safety issues	Campus Safety	(315) 792-3201
For online student registration and support services	Office of Online and Extended Studies	(315) 792-3001 Main Office
Questions about financial aid, bills, tuition, payment options, FAFSA, loan options	Office Of Student Financial Services	315-792-3179 – Main office 315-792-4400 Ann Patterson (Online Students) 315-792-3213 Caryn Shatraw (Online Students) 315-223-2557 Jenna Urbanke (On-ground Grads)
Student Housing (on or off campus)	Office of Residence Life	(315) 792-3285 Main Office
Student Health or insurance questions	Health Center	(315) 792-3094



Student ID's, social events, local event tickets	Office of Student Activities	(315) 792-3036
Questions about academic advisement, such as what classes to register for	The Student's Advisor	You would have to look up the student's advisor if they do not already know it and give them the appropriate number
A student needs help with resume, getting business cards, interview assistance, online job board	Office of Career Services	(315) 792-3087 Main Office
Angel Support	Angel; Center for Innovative Learning	For Faculty who need technical assistance: James Nanasy at Angel – 1-866-264-1542  For Students who need technical assistance: Angel Help Desk – 1-866-264-1537  For Faculty who need Instructional Design Assistance: Katie Hanifin – (315) 792-3446 Robert Miller – (315) 223-2505
Banner or Computer Support (Email, passwords, wireless access, login issues, etc.)	Utica College Computer Help Desk	(315) 792-3115 Main Office
Tutoring	Student Success	(315) 792-3209 - Rosemarie Pupparo UNDERGRADUATE STUDENTS ONLY???  Smarthinking Online Tutoring Services – <a href="http://www.utica.edu/student/development/smart">http://www.utica.edu/student/development/smart</a>
Research Help	Library	(315) 792-3041 Main Line To view a list Librarians to contact for each specific area or program, please visit: <a href="http://www.utica.edu/academic/library/aboutlib/staff.cfm">http://www.utica.edu/academic/library/aboutlib/staff.cfm</a>
Writing Assistance	The Writing Center; Smarthinking	(315) 792-3028 Arts and Science's Main Line  Smarthinking Online Tutoring Services – <a href="http://www.utica.edu/student/development/smar">http://www.utica.edu/student/development/smar</a>

Counseling Services and Academic Support	Office of Student Success	(315) 223-2555 Main Office
Learning services for students with disabilities	Office of Learning Services	(315) 792-3032 Main Office
Education Program Specific Questions	Education Office	(315) 792-3815
Health Care Program Specific Questions	School of Health Professions and Education	(315) 792-3075
Business and Justice Program specific questions	School of Business and Justice Studies	(315) 792-3055
Liberal Studies and Arts and Science Specific questions	School of Arts and Sciences	(315) 792-3028
Questions about applications for graduation and Diplomas	Office of the Registrar	(315) 792-3195 – Main Line
Questions about Graduate Commencement	Office of Graduate Studies	(315) 792-3335

## **Roles of Thesis/Capstone Student and Committee Members**

There are many responsibilities of students, faculty, and other readers in the thesis/capstone project process. Anyone involved in the creation and reviewing of a thesis/capstone project should be well informed of what is expected of each person. Here are general descriptions of the roles of the student and committee members, although specific graduate programs may have different expectations.

**Note:** Committee members are NOT required to approve a thesis or capstone project that is incomplete in an attempt to meet any pressing graduation deadlines imposed by Utica College.

### **Committee Membership Requirements**

For a Master's thesis or capstone project at Utica College, each graduate program determines the required number of committee members for that program. The committee must be chaired by a faculty member (full-time or adjunct) from the department in which the student is matriculated and may include up to two additional members, only one of whom may be from the same program as the chair. For committee members who are not Utica College faculty, a resume must be reviewed and approved by the Program Director. These external committee members should have acknowledged proficiency in their field in order to serve as a subject matter expert.

### **General Roles and Responsibilities for Students**

Although students are expected to receive a great deal of help and support from committee members, the student has the ultimate responsibility for the research and completing a well-written thesis or capstone project. It is important that students begin thinking about the thesis or capstone project topic (and what may be required to conduct such a project) during the first semester of graduate school. Students should consider writing papers for various courses on some aspect of the interested topic as assignments and instructors allow.

#### ***Brief List – The student is expected to:***

- Obtain input and approval from all committee members BEFORE actually conducting their thesis or capstone project research.
- Submit the required Phase Forms at the designated times, not all at the end.
- Obtain IRB approval if research involves living people.
- Set up and stick to a realistic time-line for completion of tasks.
- Take personal initiative to keep the research moving forward.
- Communicate REGULARLY about your progress (or lack thereof) with committee members and make sure that all members receive revised and realistic timelines.
- Provide the Chair with interim products as requested.
- Communicate clearly about when feedback is requested but make the requested deadlines realistic based on committee members' work/travel schedules.
- Maintain continuous enrollment.
- Submit the *Application for Degree Form* by the deadline.
- Write up the thesis/capstone project according to the guidelines set in the Formatting and Submission Guide and the style manual used by the program (e.g., APA, MLA).
- Submit their own, original work in accordance with academic honesty policies.

- Understand that committee members have numerous responsibilities – allow 48 hours for responses to questions and allow up to two weeks for manuscript review.
- Recognize that writing a thesis or capstone project is an iterative process requiring re-writes and edits, and guidance from the committee must be taken seriously.
- Conduct an oral presentation of research findings, if required by the program.
- Submit the thesis or capstone project to the Office of Graduate Studies by the deadline.

***Expanded List – The student is expected to:***

- Work with the committee chair to develop the research ideas and select an appropriate committee (per program requirements). The student contacts each potential committee member, provides them with a written description of the research and a timeline for thesis/capstone project completion, and gets their agreement to serve on the committee.
- Submit the required Phase Forms (e.g., Phase I, II, and III Forms) at the appropriate times along the way. Do not wait until the end to submit all three forms.
- Obtain approval from the Institutional Review Board for the Protection of Human Subjects (IRB) when appropriate (e.g., if research involves living people, such as interviews or surveys) and before the research begins. Consult the IRB if there is any question about the need to seek approval for the intended research.
- Submit their own, original work and properly cite the work of others that informs the study. Students should be familiar with any UC policies on academic dishonesty and plagiarism. Misconduct in any of these areas can result in academic dismissal.
- Take personal initiative to move the research forward and discuss with the committee chair any problems that arise. If meeting or discussing the project, have questions/ideas identified. Be prepared to discuss your understanding and your concerns and ask for feedback rather than wait for your committee chair to express his/her opinion first.
- Keep to the time line. Excuses/reasons for delay will most likely be accepted but they are a negative impression that it is difficult to fix.
- If the research has major changes (e.g., entirely new research project) or the timeline is adjusted, the student must share the changes with the committee members, who have the right to decide not to be a committee member.
- Be intimately familiar with the material in the Formatting and Submission Guide as well as the Graduate Catalog, the style manual used by the program, and if applicable, the Handbook for the program.
- Enroll in the required thesis or capstone project course(s) for your program.
- If the thesis/capstone project is not completed during the requisite course(s), be enrolled in 997 Continuous Enrollment each semester in which work is ongoing as allowed by the specific academic program (note: some programs limit 997 enrollment).
- Submit the *Application for Degree Form* by the deadline for the semester in which you anticipate completing your degree requirements.
- Be aware of and accountable for all manuscript submission deadlines.
- Students must respect the fact that committee members have numerous duties and responsibilities that can conflict with your timeline. Reasonable guidelines on their response time is within 48 hours to questions and not take more than two weeks to review manuscripts, or they should let the student know when he/she can expect a response.

- Recognize that writing a thesis or capstone project is an iterative process between the student, the committee chair, and the committee members. Re-writes usually are necessary and the guidance of the committee must be taken seriously. Please allow enough time after each review or the defense to make any changes expected by the committee and still meet further submission deadlines.
- Submit the final, approved thesis or capstone project to the OGS by the deadline to graduate in a given semester.
- Understand that final acceptance of the thesis or capstone project by Utica College is determined by the committee, the format review by the Office of Graduate Studies, the Program Director, the School Dean, and the Dean for Graduate Studies. Posting of the graduate degree depends in part on clearance by all of the above within the posted deadlines.

Students who feel they can no longer work collaboratively with either a committee member or their committee chair should consult with their Graduate Program Director or the Office of Graduate Studies.

### **General Roles and Responsibilities for the Committee Chair**

The committee chair has the overall responsibility for guiding the student through the process of the successful completion of a thesis or capstone project that fulfills the requirements of the academic program and Utica College. This culminating academic experience must include objective gathering of information, analysis, interpretation, and judgment based on solid evidence.

The committee chair is expected to:

- Provide timely and thorough guidance to the student through the planning and execution of the research and the written manuscript.
- Determine the appropriateness of the research topic selected by the student. Guide students' expectations about what can and cannot be done within the time constraints of the program.
- Recommend appropriate members to serve on the committee.
- Help the student negotiate with outside "players" (e.g., individuals, agencies) for research opportunities (e.g., collecting primary data, interviewing individuals, access to existing data).
- Be accessible to the student for questions and formal meetings.
- Ensure the submission of all forms related to the thesis/capstone project, including the student's request for IRB approval if the research involves living human subjects.
- Advise and remind students about manuscript review deadlines.
- Respond to questions and manuscript drafts in a timely manner. Reasonable guidelines on your response time is within 48 hours to questions and not take more than two weeks to review manuscripts, or you should let the student know when he/she can expect a response.
- Be intimately familiar with the material in the Formatting and Submission Guide as well as the Graduate Catalog, the style manual used by the program, and if applicable, the Handbook for the program. It is not the duty of the Office of Graduate Studies (OGS) to check for style guide requirements – that is the responsibility of the committee chair.

- Provide the editorial and citation support the student needs to prepare a final, correctly edited manuscript, or refer the student to an outside resource.
- See that a high standard of scholarship and writing quality are maintained throughout the thesis/capstone project.
- Monitor the student's progress. However, it is not the committee chair's responsibility to "hold the student's hand." It is the student's responsibility to meet deadlines.
- Be a mediator when conflict arises. The committee chair has the final word.
- Respect the power differential that exists between the student and the committee chair. Examples: making expectations of the student that are not part of the thesis/capstone project process; setting up a quid pro quo situation.
- If the thesis/capstone project is not completed during the requisite course(s), remind students they must be enrolled in 997 Continuous Enrollment each semester in which work is ongoing as allowed by the specific academic program (note: some programs limit 997 enrollment).
- Work with other committee members to achieve consensus on the acceptability of the thesis or capstone project.
- Assure all the committee members have reviewed the final thesis or capstone project and all necessary changes have been incorporated before allowing the student to submit the final, approved version to the OGS.
- Grade the thesis or capstone project.
- Submit the required Phase I and Phase II Forms as required at the appropriate times along the way. Submit the *Phase III: Final Approval Form* to the Office of Graduate Studies prior to the deadline to ensure the student's graduation.

Chairs who do not fulfill the above responsibilities may jeopardize their ability to chair another thesis or capstone project committee. Chairs who feel they can no longer provide collaborative guidance to the student should consult with their Graduate Program Director or the Office of Graduate Studies to determine appropriate actions.

### **General Roles and Responsibilities for Committee Members**

Committee members typically are faculty and/or an external community member with expertise in the specific field of study. The external reviewer typically comes from academia, industry, or a government agency.

Committee members are expected to:

- Provide guidance to the student in such areas as focusing the research topic, resource suggestions (e.g., individuals, trade publications, reports), and manuscript drafts.
- Negotiate the tasks for which s/he will carry primary responsibility in guiding the student (if necessary), particularly in light of his/her own availability, time constraints, and the amount of work required.
- Work individually with student on the thesis aspects for which the committee member carries primary responsibility (e.g., subject matter expert).
- Respond to questions and manuscript drafts in a timely manner. Reasonable guidelines on your response time is within 48 hours to questions and not take more than two weeks to review manuscripts, or you should let the student know when s/he can expect a response.
- See that a high standard of scholarship and writing quality are maintained throughout the manuscript.

- Committee members may request information regarding the status of the project from the committee chair.
- Sign off on required paperwork (e.g., Phase I, II, and III Forms) as necessary and appropriate.
- Respect the power differential that exists between student and committee member. Examples: making expectations of the student that are not part of the thesis/capstone project process; setting up a quid pro quo situation.

Committee membership is a valuable service without which the thesis or capstone project process would not work, and your service is very much appreciated. Please remember that when you accept membership on a committee, you are taking on these responsibilities. Members who feel they can no longer provide collaborative guidance to the student should consult with their Graduate Program Director or the Office of Graduate Studies to determine appropriate actions.

### **Additional Roles and Responsibilities Specific to Occupational Therapy**

#### ***Students:***

- The student is responsible for identifying his/her choice of a research project through completion of the Choice Sheet submitted to the instructor of Research Seminar I. This process will involve interviewing potential sponsors.
- The student is responsible for identifying an appropriate faculty member for committee chair. This process will involve interviewing faculty members to determine interests and requirements of the faculty member.
- The student is responsible for identifying appropriate faculty members for her/his committee. This process will involve interviewing faculty members to determine interests and requirements of the faculty member.
- The student is responsible for meeting all requirements in a timely manner as established by the Project Timeline approved by the committee chair and submitted to the Research Seminar I.
- The student is ultimately responsible for meeting all policies and procedures as established by the Program in which the student is enrolled and the Office of Graduate Studies. These policies and procedures will be published in the program's Research Handbook and distributed to students in Research Seminar I.
- Come PREPARED. Have questions/ideas identified. Be prepared to discuss your understanding and your concerns and ask for feedback rather than wait for your committee chair to express his/her opinion first.
- Make notes immediately after any meeting. It would be helpful to write or type these up and submit a copy to your chair.
- Chair versus student role – work out these expectations at the very beginning (e.g. deadlines, work amount and quality, preferences regarding submission of drafts)
- Keep to your time line. Excuses/reasons for delay will most likely be accepted but they are a negative impression that it is difficult to fix.
- Be considerate. Make appointments – don't just drop in. Be sure you give sufficient time for the chair and committee members to do their work. Written thank you's are appreciated.
- In general, avoid submitting a rough draft – be sure any work you submit is the best work you can do. Ask your committee chair for his/her preference for whole vs. partial work submissions.

***Research Seminar Instructor:***

- The instructor in collaboration with the fieldwork coordinator will initiate contacts that result in the identification of potential research/evaluation projects.
- The instructor will write a project description in collaboration with the sponsor of the potential project and share these descriptions with the students.
- The instructor will facilitate the decision-making process that culminates in the student's submission of his/her choice sheet. This may include serving as a liaison between the student and the potential sponsor, as well as assisting the student in identifying an appropriate faculty member for committee chair position.
- The instructor will be responsible for submitting a Memorandum of Understanding to a community agency chosen by a student. This memorandum will accompany the final proposal and will serve to inform all parties of their responsibilities. A signature from the community sponsor will signify approval.
- The instructor will review all graduate procedures and policies with the students, revising the Program Research Handbook as necessary and appropriate.
- The instructor will ensure that the program policies and procedures are consistent with the policies and procedures of the graduate school.
- The instructor will serve as the faculty advisor to the student regarding the Institutional Review Board.
- The instructor will assist the student in identifying learning needs related to completion of their research project, and serve as a resource for assisting the students in their learning.
- The instructor will schedule seminar sessions throughout the final three semesters of graduate work. These sessions will serve to assist students in achieving their goals in a timely manner and will include discussions on topics relevant to all projects.

***Committee Chairperson (Faculty Mentor):***

- The committee chairperson will be a faculty member of the program in which the student is enrolled.
- The committee chairperson will indicate her/his willingness to serve as chair by signing the student's choice sheet.
- The committee chairperson will assist the student in identifying additional committee members.
- The chairperson will identify and make explicit the specific criteria used for grading the completed project.
- The chairperson, in collaboration with the student, will establish a time-line for successful completion of the project.
- The committee chairperson will meet with student(s) on a frequent and regular basis but exact timing of these meetings will be determined by the needs of the project.
- The chair will participate in meetings with the sponsor as determined by the needs of the project and/or at the request of the student or sponsor.
- The committee chairperson will serve as initial reader on all rough drafts and final submissions. The chairperson will submit written work for review to other committee



members only when the chairperson is satisfied with the result and/or desires committee input.

- The committee chairperson will call a committee meeting for defense of the proposal and defense of the research report. Additional meetings will be called at her/his discretion or at the request of the student.
- The committee chairperson will report on the progress of the project to the committee members at least once per semester.
- The committee chairperson will serve as a resource to the student for questions/concerns related to requirements of the research component. The student's advisor will serve as a resource to the student for questions/concerns related to requirements for graduation in general.

#### ***Committee members:***

- Committee members are responsible for reading and responding to written submissions within 2 weeks of receipt.
- Committee members are responsible for meeting with the student and/or sponsor at his/her request.
- Committee members are responsible for attending committee meetings called by the chair.
- Committee members may request information regarding the status of the project from the committee chair.

#### **Additional Roles and Responsibilities Specific to Economic Crime Management**

After a capstone project topic has been approved, the student will work with their instructor and second reader, who will serve as a subject matter expert, over the course of both ECM 651 and ECM 652. **Students must provide a resume for their subject matter expert if the individual is not UC faculty.** The subject matter expert is subject to approval by faculty. This committee is required to certify the academic soundness of a student's work and verify that it meets the academic standards of the degree sought and Utica College.

#### ***Reader Roles***

The first reader or committee chair is the capstone project instructor and is assigned to the student. This person will serve as a mentor, facilitator, and guide while also functioning as the final approval authority for the project. Responsibilities may also include critiquing technical material to commenting on writing, format, and APA style adherence.

The second reader is a technical or subject matter expert and ensures that the capstone project is accurate from a technical and professional perspective. It is highly recommended that the student periodically check in with the second reader and for advice and feedback regarding the topic/problem statement, potential literature to consider, and accuracy of findings analysis.

#### ***Expectations for First and Second Readers***

The first reader has two main roles: advisor and assessor. As an advisor, the first reader may lend assistance and guidance to a student's proposal, research, and analysis. The extent of this involvement will vary and is largely up to the reader's discretion. As an assessor, the first reader determines whether the capstone project has reached a sufficient standard of quality, befitting the

culminating project of a master's degree. Towards the end of the student's project, the second reader acts as an additional assessor.

Utica College expects that first and second readers will provide guidance, expertise, and feedback to students in a timely manner. First readers should ensure that the proposed thesis / capstone project topic is relevant, rigorous, and deserving of exploration in a culminating project. Readers must guide students but not provide so much direction that the student's sole authorship is compromised. All readers should only approve student work that meets a sufficiently high level of quality.

*The second reader should*

- Have experience in the topic or area of the capstone project such as employment with an established institution or agency as a staff member or consultant
- Have acknowledged proficiency such as professional recognition through publications, reports, papers, or membership in a national professional organization and/or working committees in their institution or agency

## **Program Specific Responsibilities For Program Directors**

*Each Program Director is encouraged to add information to this section that includes the specific duties within their academic program. What would you want to know stepping into this position again for the first time? If you suddenly were no longer at Utica College (because you won the lottery and retired to Hawaii!), what would someone assuming this position need to know?*