# Table of Contents

1 Graduate Assistantship Types and Duties .................................................................1
  1.1 Graduate Teaching Assistants (GTA) .................................................................1
  1.2 Graduate Research Assistants (GRA) ...............................................................1
  1.3 Graduate Staff Assistants (GSA) ......................................................................2

2 Graduate Assistant Eligibility Requirements ..........................................................2
  2.1 Eligibility for Appointment ................................................................................2
  2.2 Spoken English Certification ...........................................................................3
  2.3 Visas .................................................................................................................3
  2.4 Orientation Workshop .......................................................................................3

3 Sexual Harassment Policy .......................................................................................4
  3.1 Prohibiting Sexual Harassment ........................................................................4

4 GTA Duties, Grading, and Privacy/Student Information .........................................5
  4.1 GTA Assignment Duties ...................................................................................5
  4.2 Grades and Confidentiality ...............................................................................6
  4.3 Privacy of Student Information .......................................................................6

5 Graduate Assistant Benefits ...................................................................................7
  5.1 Stipends ............................................................................................................7
  5.2 Non-Resident to Resident Tuition .................................................................7
  5.3 Waiver of In-State Tuition .................................................................................8
  5.4 University Sponsored Health Insurance .........................................................9
  5.5 Bookstore Discounts .......................................................................................10
  5.6 Social Security ................................................................................................10
  5.7 Workers Compensation ..................................................................................10

6 Graduate Assistant Performance Expectations and Evaluations ..........................11
  6.1 Performance Expectations ..............................................................................11
  6.2 Performance Evaluation ..................................................................................11
  6.3 Grievance Procedures .....................................................................................11

7 Graduate Assistant Regulations and Exceptions ....................................................12
  7.1 Minimum Enrollment Hours ..........................................................................12
  7.2 Maximum Hours of Work - Academic Year ..................................................13
  7.3 Grade Point Average (GPA) ..........................................................................14

8 Important Graduate School Forms & Deadlines .....................................................14
  8.1 Plan of Study ..................................................................................................14
  8.2 Application for Degree Card and Exit Survey ...............................................15
Graduate Teaching Assistant (GTA) Procedure Manual

1 Graduate Assistantship Types and Duties

The Graduate School recognizes three types of assistantships: Graduate Teaching Assistantships (GTA), Graduate Research Assistantships (GRA) and Graduate Staff Assistantships (GSA).

1.1 Graduate Teaching Assistants (GTA)

The primary function of a graduate teaching assistant (GTA) is either to provide direct instruction or indirect instruction. Both functions require GTAs to have the latitude to make independent decisions, use judgment and exercise discretion when dealing with student matters. GTAs providing direct instruction have responsibility for specific courses, sections, or laboratories. They usually are instructors of record for courses to which they are assigned. GTAs whose role is indirect instruction may assist faculty members in preparing lectures or course materials and supervise or coordinate recitations, problem solving sessions or laboratory sections. In either case, the main purpose and responsibility of GTAs is to impart knowledge or training to students at Wichita State University.

GTAs who provide direct instruction are expected to follow departmental teaching guidelines, lesson plans, or syllabi. Responsibilities may include literature review; preparation of course lectures, laboratory/computer assignments, and/or course materials; monitoring of attendance; and preparing, administering and grading of daily assignments, examinations and clinical supervision. GTAs may be given the authority by their departments to assign final course grades.

GTAs who provide indirect instruction may help faculty members prepare lectures, course materials, quizzes and tests, and supervise or coordinate recitations, problem solving sessions or laboratory sections. The student may monitor classroom examinations assigned by the instructor. If assigned to grade papers, or other types of examination, this must be included as a part of the overall GTA position and cannot be the only duty assigned.

1.2 Graduate Research Assistants (GRA)

The primary function of a graduate research assistant (GRA) is to assist faculty members in their scholarly and/or creative activities. Duties may include basic scientific research using laboratory facilities, computer programming or operation, data collection, correlation and preliminary interpretation of data, statistical analysis of data and writing preliminary reports, bibliographical work or assisting musicians and artists in their creative endeavors. GRAs have the latitude to make decisions involving judgment and/or discretionary choices when collecting data, performing experiments, operating equipment or assisting in studios or laboratories. GRAs may be required to order supplies and equipment, maintain inventories or trouble-shoot equipment and experiments. GRAs are obliged to follow departmental research guidelines or experimental protocols established by the faculty member in charge of the scholarly activity. GRAs may assist with experiments at field locations.
1.3 Graduate Staff Assistants (GSA)

The primary function of a graduate staff assistant (GSA) is to assist in non-teaching and non-research activities. Specific duties of the GSA vary widely, depending on the administrative or academic unit to which they are assigned, but should be at a level to make use of their education and abilities. Although GSAs may assist in various offices, their function is to perform more than the usual receptionist/secretary duties. Computer data entry, record maintenance, reports and survey preparation, correlating data, answering specific questions, are some of the duties GSAs will typically perform. Some GSAs may have musical performance as their principal assignment. GSAs responsibilities may also include interacting with students, faculty, administrators, alumni, and visitors to the University. For this reason GSAs have the latitude to make decisions involving judgment and/or discretionary choices in accomplishing these duties.

2 Graduate Assistant Eligibility Requirements

2.1 Eligibility for Appointment

Academic Requirements for Graduate Assistantships - Academic Year:

To be eligible for a graduate assistantship during the academic year, graduate students must:

- Be admitted to, or have current status in a degree-bound Graduate program in good academic standing (not on probation), and must maintain good academic standing (not placed on probation) throughout the period of appointment.
- Enroll as a full-time student (nine credit hours in fall or spring) during each semester of appointment. The chair or graduate coordinator of the department may grant an exception to allow a graduate assistant with a 20 hour per week appointment to be enrolled in 6 – 8 hours in the fall or spring.

Academic Requirements for Graduate Assistantships - Summer:

To be eligible for a graduate assistantship during the summer, graduate students must:

- Be admitted to, or have current status in a degree-bound Graduate program in good academic standing (not on probation), and
- Be enrolled in at least three credit hours during the summer. (Enrollment may be waived if the graduate student held an appointment as a graduate assistant during the preceding spring semester.)

Non-compliance:

Failure to maintain enrollment or to comply with academic requirements will result in termination. The Graduate School Office is responsible for monitoring the student's compliance with enrollment and academic requirements and must terminate the appointment at the end of the payroll period in which it becomes known enrollment or academic requirements have not been maintained.
2.2 Spoken English Certification

All graduate assistants, whether native or nonnative speakers of English, who have teaching responsibilities that fit the Regents definition must have their spoken English evaluated by a departmental assessment committee. The committee will be appointed by the department chair or director and will be composed of at least three members: two faculty members and one student. The committee will judge the graduate assistant’s spoken English according to the Spoken English Screening Form (SESF) scale of 1-4. A rating of 1 or 2 indicates competency in spoken English and is required for appointing the candidate.

If one member of the assessment committee rates the candidate’s spoken English at 3 or 4, the candidate must take the Test of Spoken English (TSE), or the SPEAK test (institutional version of the TSE), or the speaking portion of the Internet Based TOEFL or the stand-alone version known as the TOEFL Academic Speaking Test, (TAST). The TSE or TOEFL/TAST may be taken at any authorized site. The score for the SPEAK test will be accepted from Wichita State only. The candidate will be responsible for the cost of the TSE, SPEAK, or TOEFL/TAST test. Students must score 50 or higher on the TSE or SPEAK, or 23 or higher on the TOEFL/TAST test to be eligible for a teaching assistantship.

Graduate assistants who are nonnative speakers of English, and who have teaching responsibilities as defined by the Board of Regents, that is, “classroom or laboratory instructional responsibilities and/or direct tutorial or advisement contact” must submit a minimum score of 50 on the TSE or SPEAK, or 23 or higher on the TOEFL/TAST test, in addition to the SESF requirement described above.

2.3 Visas
International students on F-2 visas are not eligible for appointment until they receive an F-1 status.

2.4 Orientation Workshop

Newly hired GTAs are required to participate in the annual GTA Orientation Workshop sponsored by the Graduate School. These workshops normally take place before the beginning of fall and spring classes. Follow-up workshops during the academic year may be scheduled as well. The purpose of the workshop is to inform graduate students of university rules and regulations to the execution of their duties as Graduate Teaching Assistants.
3 Sexual Harassment Policy

3.1 Prohibiting Sexual Harassment

In addition to being illegal, sexual harassment runs counter to the objectives of Wichita State University. When people, whether student, faculty, unclassified professional, or classified staff, feel coerced, threatened, intimidated, or otherwise pressured by others into granting sexual favors, their academic and work performance is likely to suffer.

In addition, such actions violate not only the dignity of the individual but also the integrity of the University as an institution for learning. Academic freedom flourishes when all are free to pursue ideas in a non-threatening, non-coercive atmosphere of mutual respect.

Sexual harassment is thus harmful not only to persons involved but also the entire University community. With adoption of this policy on sexual harassment, Wichita State University reaffirms its commitment to maintain an environment free of intimidation, fear, reprisal, and coercion: one in which students, faculty, unclassified professionals, and classified staff can develop intellectually, personally, and socially.

For more information, refer to the University policy on Prohibiting Sexual Harassment located at Section 3.06 of the WSU Policies and Procedures Manual.
4 GTA Duties, Grading, and Privacy/Student Information

4.1 GTA Assignment Duties

GTAs (both direct and assisting) must use caution in the exercise of their duties. In general, GTAs should not be in a position to evaluate their peers course work nor provide instruction without proper background training or academic accomplishments.

The following Graduate School rules govern the assignments of GTAs duties:

- GTAs (working on their master’s degree) are qualified to assist with or teach undergraduate courses (regular and lab).

- GTAs (working on their master’s degree) are qualified to assist with or teach graduate lab courses (master’s level) when they have already completed the lab themselves and are in the final stages of their master’s program.

- GTAs (working on their doctoral degree) are qualified to assist with or teach master’s level graduate courses (regular or lab) (courses numbered 700 or below).

- GTAs (working on their doctoral degree) are qualified to assist with or teach lab courses at the 800 and 900 levels when they have completed the lab themselves and are in the final stages of their doctoral program.

All of the above statements assume that:

- The student has the academic preparation necessary to teach a particular course.

- The student is NOT enrolled in the course (regular or lab) in which they are assisting in or teaching.

- The student, who is assisting in courses (regular or lab) in which their program peers are enrolled, is NOT evaluating and grading their peers in that course.
4.2 Grades and Confidentiality

The Family Educational Rights and Privacy Act of 1974 is a Federal law which provides that the institution will maintain the confidentiality of student education records.

Wichita State University accords all the rights under the law to its students. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the prior written consent of the student(s).

A student's grade on a paper, test, or final grade report is part of his/her education record, as is the unique number used to identify the record of each student. Accordingly, grades or any other measure of academic performance may NOT be displayed or distributed in any manner that might permit an unauthorized person to find out someone else's grades and/or social security/identification number.

Please avoid practices like:

a. Posting a copy of the grade list (with grades assigned) on the wall or door even if the name and part of the ID number is folded under or removed.

b. Leaving a pile of graded papers, with the names and grades easily discernible, on a table or chair for students to pick up on their own whenever they can.

Grades are made available to students by the Registrar's Office via "the Shocker Line" on the third or fourth work day after the exam period ends. However, instructors may provide grade information to students earlier, as long as confidentiality is maintained. Should an instructor be willing to provide this service, students who want to know their grade in a course early, should give the instructor a self-addressed, stamped envelope at, or prior to, the final exam. The course title and line number must be printed inside the envelope under the flap. When grades have been determined, the instructor marks the grade under the course title, seals the envelope, and mails it.

4.3 Privacy of Student Information

Within the Wichita State University community, only those members, individually or collectively, acting in the students' educational interest are allowed access to computer based student education records. That access is granted in response to a specific internal "need-to-know" of the college or department. Use of that access for any other purpose raises the distinct possibility of legal liability.
Each office with access to student files must establish procedures to ensure that:

a. there is a need-to-know when a specific record is accessed;

b. only authorized personnel use the terminal to access student records;

c. these personnel do not release information about students to other parties, particularly outside the institution, nor will the institution disclose any information from students’ education records, without the prior consent.

Student files or lists of students should be locked up, out-of-sight, when not in use. The concept of "need-to-know" applies to faculty and GTAs as well as to other "third parties." An instructor may need certain information about a student in his/her class; an advisor may need information on his/her advisees. Otherwise, it is difficult to establish a "need-to-know" for the average faculty member or GTA. Only full-time personnel, with the approval of the department chairperson (or college dean, as appropriate) should be permitted to view/access student files.

5 Graduate Assistant Benefits

5.1 Stipends

The actual dollar amount of an assistant stipend varies according to the length of the appointment, the number of hours per week required by the appointment, and the funding base within each program area. Payroll is issued biweekly according to the University payment cycle for the appointment period. If Friday (payday) is a holiday, paychecks will be issued on the closest preceding workday. Payroll dates may not coincide with appointment work dates.

5.2 Non-Resident to Resident Tuition

Non-resident graduate assistants (GTA, GRA, and GSA) who have an appointment of .40 EFT (approximately 16 hour per week assignment) or greater, are eligible, pursuant to regulations promulgated by the Kansas Board of Regents, for waiver of non-resident tuition to resident tuition. This tuition waiver is for the actual semester of appointment and does not include waiver of student fees. Graduate assistants must provide service from the 20th day of the semester through the remainder of the semester to be eligible for the non-resident to resident tuition waiver. Graduate students who were granted a waiver of non-resident tuition to resident tuition in the preceding fall and spring semesters also receive this benefit in the summer, whether or not they hold a summer appointment. If preceding does not exist (fall/spring appointment), to be eligible for a waiver of non-resident tuition to resident tuition in the summer, the student must hold an appointment of .40 EFT (16 hours per week assignment) or greater beginning no later than the 10th day of the 8-week semester and concluding at the end of the 8-week semester.
5.3 Waiver of In-State Tuition

Graduate teaching assistants (GTAs) are eligible for full or partial waiver of in-state tuition (for courses numbered 500 and above), according to the following table, pursuant to budget instructions from the Kansas Board of Regents:

<table>
<thead>
<tr>
<th>EFT</th>
<th>APPROX. HOURS / WEEK</th>
<th>IN-STATE TUITION WAIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>GTA-direct instruction</td>
</tr>
<tr>
<td>.50</td>
<td>20</td>
<td>100%</td>
</tr>
<tr>
<td>.40</td>
<td>16</td>
<td>75%</td>
</tr>
<tr>
<td>.25*</td>
<td>10</td>
<td>50%</td>
</tr>
<tr>
<td>.12*</td>
<td>5</td>
<td>25%</td>
</tr>
</tbody>
</table>

This waiver is granted for the actual semester of appointment and does not include waiver of student fees. Graduate teaching assistants must be employed from the 20th day of the semester through the remainder of the semester to be eligible for in-state tuition waiver.

* Non-resident GTAs holding appointments which total less than .40 EFT are responsible for the balance of their tuition assessed at the non-resident rate, since they do not qualify for the waiver of non-resident tuition to resident tuition.

To be eligible for an in-state tuition waiver during the summer, graduate teaching assistants must hold an appointment beginning no later than the 10th day of the 8-week semester.
5.4 University Sponsored Health Insurance

Wichita State University and the Kansas Board of Regents, through the Kansas State Employees Health Care Commission, are pleased to offer a student health insurance plan for eligible graduate assistants. For eligible graduate assistants, a portion of the premium is paid. The State of Kansas portion of the premium has already been deducted from the premium rates listed in the insurance brochure. Thus, the cost for the student is the amount indicated in the insurance booklet.

Insurance booklets are available at Graduate School (107 Jardine Hall), Student Health Services (209 Ahlberg Hall), Garvey International Center (corner of Hillside and 17th). Information is also available from the company’s website (www.uhcsr.com) or at their toll free number 1-888-344-6104.

To qualify for the graduate assistant health insurance plan, the student must hold a .50 EFT (20 hour week) appointment beginning no later than the 20th day of the semester (Fall and Spring) and concluding at the end of the semester. For Summer semester, the student must hold a .50 EFT (20 hour week) appointment beginning no later than the 10th day of the 8-week semester and concluding at the end of the 8-week semester.

If you wish to apply for the insurance (and are eligible), please complete the application in the insurance booklet and return it to the Graduate School (107 Jardine).

WE WILL ONLY ACCEPT INSURANCE FORMS ON A SEMESTER BY SEMESTER BASIS.

Health Insurance Enrollment for Fall 2014:

- Health insurance applications submitted to the Graduate School on or between August 1-August 31, 2014 will have coverage effective August 1, 2014-December 31, 2014.

- Health insurance applications submitted to the Graduate School on or between September 1 and September 15th will NOT have coverage effective on August 1, 2014. Coverage date depends on when the health insurance application is submitted and when the graduate assistantship begins. The Graduate School will determine the effective coverage date when the student files the application. Personal health services received prior to the application being submitted to the Graduate School WILL NOT be covered by insurance.
• **The Graduate School will not accept health insurance applications for Fall 2014 coverage after September 15, 2014.**

**Health Insurance Enrollment for Spring 2015:**

• Health insurance applications submitted to the Graduate School on or between January 1-January 31, 2015 will have coverage effective January 1, 2015-May 31, 2015.

• Health insurance applications submitted to the Graduate School on or between February 1 and February 15th will NOT have coverage effective on January 1, 2015. Coverage date depends on when the health insurance application is submitted and when the graduate assistantship begins. The Graduate School will determine the effective coverage date when the student files the application. Personal health services received prior to the application being submitted to the Graduate School WILL NOT be covered by insurance.

• **The Graduate School will not accept health insurance applications for Spring 2015 coverage after February 16, 2015.**

In order to make certain that non-immigrant international students attending Wichita State University have access to adequate medical care, students are required to maintain minimum levels of health insurance coverage. F-1 and J-1 students will need to ensure they have health insurance coverage during the summer 2014 semester.

5.5 **Bookstore Discounts**

Graduate assistants are eligible for a 10% discount on books (this includes textbooks) and magazines purchased from the Campus Bookstore. In order to receive the discount you will need to show the cashier, 1) your shocker card and green tuition payment slip showing your waiver, or 2) your shocker card and your contract issued by the Graduate School. The 10% discount is good only at the **time of purchase**. They will not reimburse the discount after the fact.

5.6 **Social Security**

Graduate assistants are normally exempt from social security deductions while enrolled. If graduate assistants are employed, but not enrolled during the summer, social security will be deducted. Questions regarding deductions should be directed to the Payroll Office, Jardine Hall 201.

5.7 **Workers Compensation**

The University provides coverage through state workers compensation self-insurance fund. Questions regarding this coverage should be directed to the Office of Employee Relations and Training in the Office of Human Resources.
6 Graduate Assistant Performance Expectations and Evaluations

6.1 Performance Expectations

Departments or units employing graduate assistants will provide information about responsibilities, expectations, workspace, support services, etc. Departmental policies and procedures should be described and discussed and matters such as method of payment, remission of tuition (if applicable) and resignation should be addressed. Standards of professional behavior expected in carrying out the terms of the appointment should be made in writing. Graduate assistants should be informed that their assistantship can be terminated prior to expiration of the period of service if the terms of the appointment are not met.

6.2 Performance Evaluation

Departments and other units hiring graduate assistants are responsible for assessment of their performance. Procedures for making such assessments should be clearly spelled out and communicated to graduate assistants in writing. Performance assessment is an ongoing activity throughout the term of the appointment. Should problems with performance arise during the period of the assistantship, the responsible official in the appointing unit should meet with the graduate assistant and any other involved faculty or unit personnel and review the situation with specific directions and conditions issued in writing relative to continuation of the appointment. The extent of the formality of such reviews depends upon the seriousness of the problem. Personnel matters related to a graduate assistant appointment, such as performance assessment, must be done in confidential settings with concern for the individual involved as well as for the appointing unit.

6.3 Grievance Procedures

Graduate assistants will be notified in writing of all decisions that affect their status as assistants. This will include advance notification of evaluation procedures and a summary of the evaluation.

The graduate assistant will be notified in writing of any complaints received by the faculty supervisor, Department Chair, Academic Dean, or Graduate Dean concerning the graduate assistant's performance of duties. The graduate assistant will be given an opportunity to respond to such complaints.

If discipline or termination is recommended, the graduate assistant may initiate a grievance to appeal the decision through the channels specified in the policy. At every step in the grievance or appeal process, the graduate assistant will be provided a fair and impartial process. Opportunity will be provided for academic judgment and procedures to resolve problems within the academic community.

Graduate assistants who have an employment dispute should try to resolve the problem first with the immediate supervisor, then the department chair or college dean. If those efforts are unsuccessful,
students should contact the Dean of the Graduate School for assistance in resolving the problem. The decisions of the Dean of the Graduate School on employment issues are final. The guideline of Grievance Procedures for Graduate Students is available in the Graduate School Office, Jardine Hall, Room 107.

7 Graduate Assistant Regulations and Exceptions

7.1 Minimum Enrollment Hours

**Regulation:** Required enrollment in at least 9 graduate semester hours taken for credit during fall/spring semesters (may be reduced to at least 6 graduate semester hours taken for credit for full-time assistants, 20 hour a week appointment, upon approval by the chair of the degree seeking program).

**Justification:** One of the Graduate School’s more important goals is to encourage students to make satisfactory progress toward completion of their degrees. Master degree bound students normally complete their degrees in two years and doctoral students normally in four years. By requiring graduate assistants to enroll in a minimum of 9 hours, the Graduate School can be assured that the assistantship is not a hindrance to degree completion.

Departments/programs have the discretion to reduce the minimum hours required to enroll from 9 to 6 hours without the need to file an exception (international students must also secure permission to enroll in less than 9 hours from the International Programs Office on campus).

If graduate assistants wish to enroll in less than 6 hours, they **MUST** file an exception to graduate school regulations (forms are available from the Graduate School office and Graduate School website). In order for the exception to be approved, the following conditions must be met:

- exception form must have the proper signatures and approval from the advisor/chair of the program
- have an approved plan of study on file
- be in their last semester of coursework for their degree
- have an application for degree card and exit survey on file
- not be on academic probation (GPA of 3.00 or higher)

Exceptions for minimum enrollment hours will be approved only once if the above conditions are met and no other extenuating circumstances exist.
7.2 Maximum Hours of Work - Academic Year

**Regulation:** Domestic students and international students on F-1 and J-1 visas may work no more than 20 hours per week while classes are in session and no more than a total of 40 hours per week during finals week and break periods. The total of 20 hours per week consists of any combination of campus work including assistantships, work-study, hourly student employment, and cooperative education. Summer appointments must not exceed 40 hours per week.

**Justification:** The Graduate School’s intent is not for the assistantship to hinder the student’s progress toward degree completion. Given the academic work load of a typical graduate student (3 hours for every 1 credit hour totaling 36 academic work hours for a 9 hour enrollment) combined with their assistantship work hours, most graduate assistants put in 40 to 60 hours of combined academic and employment hours. The Graduate School, therefore, places a limit of 20 hours for an assistantship appointment.

Student may request additional hours by filing an exception to the graduate school regulations form. The maximum work hours allowed for **domestic** students is 30 hours per week. Exceptions to the maximum hours work regulation are rarely granted. When such exceptions are approved, normally the following conditions have been met:

- exception form must have the proper signatures and approval from the advisor/chair of the program
- have an approved plan of study on file
- be in their last semester of coursework for their degree
- have an application for degree card and exit survey on file
- not be on academic probation (GPA of 3.00 or higher)

Exceptions for maximum work hours will be **approved only once** if the above conditions are met and no other extenuating circumstances exist. Other conditions that may qualify for an exception are practicum/internship hours associated with some professional and doctoral programs.

**International** students are prohibited from working more than 20 hours per week by the Immigration and Naturalization Service (check with the International Programs Office for exceptions to this requirement).
7.3 Grade Point Average (GPA)

One of the primary responsibilities of the Graduate School is to assure that students maintain good academic standing and make progress toward their degree. Therefore, all GAs must maintain a cumulative graduate GPA of 3.00 or higher. Failure to maintain academic standing will result in forfeiture of their GA appointment. GAs who are placed on academic probation after or while on the term of their appointment must submit an exception to the Graduate School. Students who are on probation and served a GA appointment the preceding semester may be given a grace semester to increase their GPA to 3.00 or higher. Students who are on probation and did not serve a GA appointment in the preceding semester are not permitted to hold an appointment until their GPA is 3.00 or higher. The intent of this regulation is to prohibit students from holding an appointment while on academic probation to insure that the student focus on improving their grades rather than being distracted by employment obligations.

8 Important Graduate School Forms & Deadlines

8.1 Plan of Study

The Plan of Study documents the required course work, degree option, and credit hours required to complete a degree program. You are required to have an approved Plan of Study on file in the Graduate School to graduate and in many cases to be eligible for your exceptions to Graduate School Regulations to be evaluated. It also serves as a guide to your course work and a contractual agreement between you and your program.

Accordingly, the Graduate School encourages graduate students who are seeking a degree to file a Plan of Study as early as possible, no later than 12 graduate credit hours for master’s students and at least by the end of the semester of completion of qualifying examinations for doctoral students.

Students may make changes to the Plan of Study at anytime by submitting a revision to the Plan of Study form available at the Graduate School or Graduate School web page. However, the plan must be approved no later than the 20th day of the fall or spring semester, or the 10th day of the eight-week summer term, during the semester of graduation.

Failure to meet the deadline for filing an acceptable Plan of Study may result in a delay in graduation or loss of credit planned for use in the program.
8.2 Application for Degree Card and Exit Survey

The Application for Degree/Exit Survey form notifies the Graduate School of your intention to complete your degree requirements. The form places into motion an audit of your Plan of Study, course work completed or in process, and your academic standing. It also provides the name that will appear on your diploma and address information.

An Application for Degree/Exit Survey form must be filed with the Graduate School within four weeks (20 class days) after the beginning of any fall or spring semester in which students plan to finish all requirements for the degree. Students planning to graduate at the end of the summer session must file an Application for Degree/Exit Survey form within two weeks (10 days) after the beginning of the regular eight-week session even if they plan to enroll for the second four-week session only.

If a student fails to complete degree requirements for the semester of a filed Application for Degree, a new Application for Degree/Exit Survey form and application to graduate filing fee must be submitted.

Failure to meet the deadlines for the Application for Degree form and submission of the Exit Survey will result in a delay of graduation and in the awarding of the diploma.