



University of New Hampshire

Graduate Coordinator Handbook

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Introduction

Welcome to your role as the graduate coordinator for your program. This handbook is designed to serve as a roadmap to the policies and processes related to administering the various functions of your role, including admissions, graduation and all of the points in between. This handbook is meant to serve as an evolving document, so if there are areas that you feel should be expanded upon, added, etc., then please let us know by emailing [Dovev Levine](mailto:Dovev.Levine@unh.edu) of the UNH Graduate School.

I. Admissions

Q: How do individuals apply to graduate programs?

A: Applications for all graduate programs are submitted through the Graduate School's website: <http://gradschool.unh.edu/apply.php>. All application materials (recommendations, etc.) also must be submitted to the Graduate School. Applicants should not send any materials directly to the department.

Q: What does the application process look like, from start to finish?

A: Please see below:

- 1) Individuals submit their online application to the Graduate School, along with supporting documents (recommendations, personal statement, resume, etc.). This process is entirely electronic except for the submission of non-UNH transcripts, as nearly all schools still send these in paper form.
- 2) As the application and supporting documents are received, the Graduate School indexes these to the applicant's electronic application. The documents are available for viewing/downloading via the xTender system. You can check the status of applications in progress via the WebIntelligence system (e.g., which applicants for a given admissions terms are incomplete, complete, accepted offer of admission, etc.).
- 3) Once all required documents are received, the application is considered complete, and an action sheet is available for download via WebIntelligence (depending on the timing, the action sheet may not be available until the following business day; if you are in a rush to admit the applicant, then please contact the Graduate School (grad.school@unh.edu) and request an action sheet to be generated ASAP.
- 4) The graduate program coordinator indicates a decision on the action sheet (e.g., admit, deny), along with any special conditions about the decision (e.g., admit with the provision of taking prerequisite coursework) and any other content that should be added to the decision letter that is issued to the applicant (e.g., please contact your assigned advisor immediately to discuss course planning).
- 5) The action sheet is then submitted to the Graduate School via email to grad.school@unh.edu, campus mail or walk-in delivery; note that email is suggested for timeliness and tracking.

6) The Graduate School reviews the action sheet decision and issues the official decision letter to the applicant, barring any questions for the program about the decision (e.g., an admitted student doesn't appear to meet the normal admissions requirements set by the program, etc.)

7) The applicant receives the decision letter via email (at the contact email address they indicated in their application). If admitted, they need to indicate whether they accept the admission (via <http://www.gradschool.unh.edu/respond.php>).

Q: Are there specific application requirements for international applicants?

A: Yes—prospective international applicants must:

- Demonstrate that they hold the equivalent of a four-year baccalaureate degree. Exceptions to this are 3-year baccalaureate degrees that are considered comparable to 4-year degrees, e.g., those from institutions based on the UK system. Indian 3-year baccalaureate degrees may be eligible if they meet certain criteria. Please contact the Graduate School for a review in these cases.
- Submit a preapplication. This ensures that they meet the basic criteria for applying to UNH graduate programs. Instructions for reviewing preapplications are available at <http://gradschool.unh.edu/dept.php#preapp>
- Provide valid Test of English as a Foreign Language (TOEFL) scores of at least 80 on the Internet-based test format. On a case-by case basis, the following are acceptable as well: the Institution TOEFL format (ITP), if administered at UNH and scored at a minimum of 550; the International English Language Testing System (IELTS) with a minimum of 6.5.

In addition, note that applications from residents of foreign countries will be considered only for regular full-time admission (e.g., part-time programs are normally ineligible, and international applicants cannot be admitted conditionally).

Q: How do I review applications to my graduate programs?

A: Applications and all application materials are uploaded to the Xtender document imaging system upon Graduate School receipt. These are available for review as soon as they are uploaded, and departments don't need to wait until an application is complete to begin reviewing. Contact the Graduate School (Amanda.Fontaine@unh.edu) if you need assistance with accessing the Xtender system.

Q: How do I indicate whether an applicant is admitted or denied?

A: Once an application is complete, an action sheet is generated and available to print from the Web Intelligence (WEBI) system the next day. The Graduate Program Coordinator needs to indicate an admissions recommendation on the action sheet and send it back to the Graduate School (this can be submitted in any fashion, although scanned copies via email to grad.school@unh.edu are speediest). The Graduate School reviews these recommendations and indicates the final decision via electronic letter to applicants.

Q: What happens to incomplete applications?

A: Applications that remain incomplete after the first day of classes of the term for which admission was desired will be placed in an inactive status. A written request from the applicant is required to reactivate an application.

Q: How do I get access to the xTender and WEBI systems?

A: You will need to request accounts online through UNH IT services:

- WEBI: <http://it.unh.edu/index.cfm?id=046DCDE6-9DEB-9589-7F58248D2D29FF2F>
- xTender: <http://it.unh.edu/index.cfm?ID=7ED2E656-B5AF-E456-F8894585EF48A574>

When filling out the xTender form you only need viewing access, so you will need to indicate that you are requesting access to the admissions (B-S-ADMN) and student (B-S-ID) areas for graduate admissions and graduate students.

If you have any questions on using these systems (e.g., how to view transcripts, access your department's action sheets, etc.), then please contact the Graduate School (grad.school@unh.edu)

Q: Are there different kinds of admissions that can be granted?

A: Yes, depending on the background and caliber of the applicant, you may wish to grant a certain admission type:

- Regular admission: Used for applicants whose academic records indicate they're fully qualified to undertake graduate study in their chosen field.
- Conditional admission: Used for applicants whose academic records indicate deficiencies but suggest some promise of success in graduate study. Applicants offered conditional admission must meet specific requirements stated by their program at the time of their admission in order to remain in the Graduate School (e.g., "Must attain a B- or higher in all first semester courses.") These requirements must be indicated on the action sheet. Upon meeting these requirements, the conditional status is removed. Note that conditionally admitted students are not eligible for assistantships and scholarships until the conditional status is removed.
- Provisional admission: Useful for applicants whose academic records and supporting documents indicate that they are qualified to undertake graduate study, but whose undergraduate preparation was not in the intended field of graduate study. Applicants offered provisional admission must meet specific criteria, usually undergraduate coursework, stated by their program at the time of their admission (e.g., "Must take the following undergraduate-level prerequisite courses..."). These requirements must be indicated on the action sheet. Upon meeting these requirements, the provisional status is removed.

Q: Can applicants defer their admission?

A: Yes, applicants who cannot enroll in the term they were admitted to can request to defer admission for up to one year by emailing the Graduate School. These requests kick off a new action sheet for programs to indicate whether they wish to allow a deferral. Please note that

deferred applicants cannot take non-degree courses (e.g., by requesting deferment, they're indicating that they cannot engage in graduate work at that time).

Please note that it's very important to let the Graduate School know if an admitted applicant tells your department that they are accepting/declining admission or requesting a deferral. The Graduate School maintains the official record for all applicants, and this information is critical towards keeping these records accurate and timely. This can be done by sending an email to Grad.School@unh.edu

Q: Can UNH students receive graduate-level credit while they're still an undergraduate?

A: Yes, under certain circumstances. UNH students may request admission to the Accelerated Master's program for their Senior year. If admitted, then they can take as many as 12 graduate-level credits during Senior year (all of which must be passed with at least a B- in order to receive graduate-level credit. Several caveats apply:

- Academic programs decide for themselves whether to make their master's programs eligible for Accelerated Master's admission.
- They also determine the maximum number of graduate-level credits that students can take during Senior year; while programs may allow for up to 12, they can opt to have a lower ceiling.
- Students normally need to have a 3.20 GPA at the start of their Accelerated Master's enrollment in order to be eligible.
- These courses are usually taken as "dual credit" courses, e.g., students register for EDUC 705 and EDUC 805. In order to receive dual credit, the graduate requirements for the 800-level course must be satisfied.
- If your program wishes to participate, then advising undergraduates early on (e.g., starting sophomore year) is important in order to ensure that their coursework unfolds in a way that allows them to take advantage of the program.
- Contact [Dovev Levine](#) of the Graduate School with any questions.

Q: What marketing and recruitment activities does the Graduate School office engage in?

A: The Graduate School hosts and attends 30-40 recruiting fairs, information sessions and other events annually, and hosts materials from all programs. Please let [Dovev Levine](#) of the Graduate School know if you wish to send a program representative to an event or provide specific materials. The Graduate School also works closely with the Communications and Public Affairs Office to promote UNH Graduate Education across a variety of platforms, including online, hard print and social media.

The Graduate School also is completing a customer relationship management system which will allow for tracking and managing prospective and current applicants, and running various reports. Contact Dovev Levine for further information.

Q: An applicant/current student has asked me to advise on their request for in-state residency tuition status. What should I tell them?

A: The basic policy on in-state residency is that applicants must have lived in NH for

consecutive 12 months leading up to the start of their enrollment in the degree program, and this domicile must be for the purpose of other than the temporary or primary one of obtaining an education.

Note that UNH undergraduate students with non-resident status who go directly into a graduate program will continue being considered non-residents. Please direct any questions on residency status directly to the [UNH Graduate School](#).

Q: What can I do to encourage admitted applicants to enroll?

A: Admitted applicants are more likely to enroll if they receive correspondence directly from your program. This can be done via email or direct mail, and contact information can be easily obtained via WEBI reports (contact the Graduate School to have a custom report made for you containing this information). This correspondence should provide these individuals with a point of program contact and encourage them to reach out with questions. Some programs also utilize various faculty members, current students and alums as representatives of the program to touch base with admitted applicants.

Q: Are there obligations to funding offers made to applicants?

A: Yes; UNH is a signatory of the Council of Graduate Schools' [Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants](#), which states that students are under no obligation to respond to offers of financial support prior to April 15. The full text of the resolution is [available here](#).

II. Financial

Q: Where can I find information on program costs, refunds, late payments, etc.?

A: This information is available on the Business Services Office's webpage:
<http://www.unh.edu/business-services/tuitfees.html>

Q: Can students waive the cost of mandatory fees?

A: Doctoral students at candidacy may petition for a waiver. These are granted under the specific circumstances [outlined in this link](#) (scroll down to "Exceptions").

Students must submit petitions each semester to waive fees. The petition is available at http://www.unh.edu/business-services/Docs/frm_pet_exp_ap_GRAD.pdf

Q: Does the Graduate School support graduate student conferencing?

A: Yes, the Graduate School awards travel grants to students who are presenting their research at professional meetings. The value of each grant is \$200 to offset the cost of travel. In addition, we generally do not support travel to workshops, seminars, and conferences where students are not presenting, but will consider requests where the nature of the program is directly related to the

student's research agenda at UNH. Applications are available at http://www.gradschool.unh.edu/php/travel_grant.php

Q: What are the registration requirements for enrollment in the Student Health Benefit plan (SHBP, aka UNH health insurance)?

A: To qualify for the SHBP, a student must be full-time and in a degree program. To be full time, graduate students not on assistantship must be registered for 9 or more credits, or Master's Continuing Research (Grad 900)/Doctoral Research (999).

Students holding assistantship appointments must register for a minimum of 6 credits, Master's Continuing Research (Grad 900), or Doctoral Research (999) each semester to be considered full time. The website for the Student Health Benefit plan is: <http://www.unh.edu/health-services/shbp/>

Q: Do all graduate students have to sign up for the UNH Student Health Benefits Plan (aka health insurance)?

A: All full-time degree students are required to have health insurance as a condition of enrollment. Thus, graduate students who are registered for any of the following during a semester are required to have health insurance, and will be automatically enrolled and billed in the SHBP unless they waive it due to holding their own health insurance:

- 9 or more credits (6 credits if on assistantship)
- GRAD 900 (master's continuing research)
- DEPT 999 (doctoral research)

Students must waive the SHBP annually; the waiver form is available at <http://www.unh.edu/health-services/shbp>. This site also includes information on the plan's cost, coverage, and other important details.

Q: Why is a student's tuition waiver not appearing on their bill?

A: Tuition waivers only appear on student accounts once they are registered for courses. The student's registration triggers the addition of the waiver. Graduate Assistants must be registered for at least 6 credits, GRAD 900 or GRAD 999. Without the appropriate registration, there is no tuition to waive, and the waiver will not appear.

III. Graduate Assistants

Q: Where can I find information specific to policies concerning graduate appointments, including stipend levels, hours worked per week, and dates of appointment?

A: This information, approved by the Graduate Council and maintained by the Graduate School, [is available here](#).

It is strongly recommended that the department/ program have discussions with students on assistantships regarding their responsibilities well in advance of holiday periods. For example,

RA's often work on research that connected directly to the project for which they are being paid. In general, as RA's students work on projects for 20 hours per week. However, it is reasonable to think that their own research work would continue beyond the 20 hours' time limit. Graduate Program Coordinators can reduce confusion by being explicit with student about when they are 'on the clock' and when they are 'on their own time' working on their research.

Q: Can students on appointment work beyond their appointment hours?

A: U.S. and permanent resident graduate students on appointment may petition to supplement their regular appointment for up to an average of 10 hours per week when school is in session unless precluded from doing so by the terms of their appointment. **F-1 and J-1 students on full assistantships may not accept additional appointments while school is in session.** All students, including F-1 and J-1, may supplement their regular appointments for up to 20 hours per week when school is not in session (e.g., Winter and Spring Break). Such appointments may be processed as stipends or hourly. Assistants who serve as TAs during the J-term receive a supplemental appointment if the workload exceeds the 20 hours they are normally expected to work.

Q: Do my students have to go to the Graduate Assistant Orientation?

A: Yes—If a student is on an assistantship or fellowship, and they have not been to an orientation in the past, then they have to attend. GA orientation is normally held the Thursday prior to the start of Fall and Spring classes in Durham from 8:00am-12:00pm. Specific dates are provided to students.

Q: Is there a handbook available for Graduate Assistants?

A: Yes—the [GA Handbook is available here](#).

IV. Registration

Q: Do students have to register every term?

A: Yes, unless a leave of absence is granted, graduate students are required to maintain continuous enrollment each semester of the academic year (e.g., Fall and Spring) until their degree is formally awarded by registering for course credits, research (Grad 900/Dept 999), or continuing enrollment (Grad 800). Only MST students are required to maintain registration for the Summer term. Students who don't register for a Fall or Spring semester will have their degree status discontinued.

Q: How do I find registration information and deadlines?

A: This information is available at: <http://gradschool.unh.edu/enroll.php#register>

Q: What's the difference between 999, Grad 900 and Grad 800?

A: DEPT 999 (Doctoral Research): Doctoral students at candidacy must register for 999 each semester during the academic year. For all PhD students, a minimum of two semesters of registration in Doctoral Research is required. While 0 credits, this confers full-time status and makes students eligible for financial aid and the Student Health Benefit Plan.

Grad 900 (Master's Continuing Research): Master's students who have completed all course requirements and have previously registered for the maximum number of thesis or project credits and are in residence completing their master's program must register for this. While 0 credits, this confers full-time status and makes students eligible for financial aid and the Student Health Benefit Plan.

GRAD 800 (Continuing Enrollment): All continuing graduate students who are not enrolled for course credits, thesis credits, Doctoral Research (999), or Master's Continuing Research (GRAD 900), and are not in residence, must register for GRAD 800 each semester of the academic year (or each summer for students in Math M.S.T, English M.S.T programs, and College Teaching M.S.T.) in order to maintain their active status. GRAD 800 is a 0 credit registration, and students registered for this are not eligible for any form of financial aid or the Student Health Benefit plan.

Q: What are the registration requirements for students on appointments?

A: Assistants, fellows, or graduate part-time lecturers must register for a minimum of six course/thesis credits, GRAD 900 (Master's Continuing Research), or DEPT 999 (Doctoral Research) during each semester in which they hold appointments. Interns/trainees must register according to terms specified in their contracts. Students holding a stipend-only or hourly appointment must register for course/thesis credits (no minimum), Master's Continuing Research, or Doctoral Research. Students registered for Continuing Enrollment (GRAD 800) are not eligible to hold an appointment. Students holding summer appointments have no required enrollment unless specified by their appointment.

Q: Are there any other registration requirements for Ph.D. students?

A: Yes; Effective Fall 2011, all incoming PhD students are required to attend RCR training by the end of their first semester at UNH. Information about this requirement is available at <http://gradschool.unh.edu/rcr.php>.

Q: Can students transfer graduate credit from another institution?

A: Yes, students can request that up to 8 credits from another institution be transferred. These must have been completed with a grade of 'B' or better and cannot have been counted towards the awarding of another degree. Students already at UNH should seek prior approval from their adviser and graduate program coordinator before taking a course elsewhere. Once the course is completed, students can request transfer via the following form: http://www.gradschool.unh.edu/pdf/frm_transfer_cr_non_unh.pdf

Note that a maximum of 12 credits taken by a student prior to matriculation (internal and external combined) can be applied to a UNH graduate degree program.

Q: Can a Graduate Student take a 700 level course for graduate credit?

A: Under limited condition; the student must petition for permission and certain conditions must be met, which are listed here:

<http://www.unh.edu/gradcatalog/gi.cfm?thisid=181&masterid=125&headingid=125#181>

Please note, these are advanced undergraduate courses. Graduate credit will not be given for any courses that have freshmen or sophomores enrolled. The Graduate School monitors those advanced-level undergraduate courses that are co-listed and co-taught with 800-level graduate courses to ensure that only advanced-level undergraduates are enrolled.

Q: Can inactive students be readmitted?

A: Yes-- students who withdraw, who have their degree status discontinued, or whose time limit has expired may request readmission. Note that students aren't guaranteed readmission, and if granted, must pay the accumulated continuing enrollment fees for the period they were inactive (e.g., \$200 per each Fall and Spring term). Readmission forms are available at

www.gradschool.unh.edu/forms.html.

Students seeking return to the same semester they were inactivated for (e.g., didn't register by the deadline) need to submit a Petition for Reinstatement, available at

http://gradschool.unh.edu/pdf/frm_reinststate.pdf.

Q: Where can I find information on deadlines for adding and dropping classes?

A: The Graduate School maintains a calendar for these dates:

<http://gradschool.unh.edu/dates.php>

Q: How do students withdraw from their program?

A: Students may withdraw from the Graduate School by requesting a withdrawal form from the Graduate School. Instructions for requesting this are available at

http://gradschool.unh.edu/pdf/frm_withdraw.pdf

Q: Can students take a leave of absence?

A: Yes, but it must be done in advance of the semester. Students unable to pursue their studies because of extenuating circumstances may request a leave of absence of up to one year. These circumstances are normally non-academic in nature, e.g., medical reasons. Students must submit a Leave of Absence form indicating department approval to the Graduate School. The Graduate School Associate Dean then reviews and makes a final determination. At the conclusion of the leave period, students must return as an active student; if they don't register at that point, then their degree status is discontinued. Forms are available at

http://gradschool.unh.edu/pdf/frm_leave.pdf

Q: Can a student drop classes in the middle of a semester?

A: Students with extenuating circumstances can petition to drop or withdraw from classes during a semester. At the discretion of the Associate Dean of the Graduate School, and with support of the department/ program, such requests may be approved.

If the rationale is medical, the student must provide medical documentation to the Graduate School. To protect confidentiality, the Graduate School Deans file will have a notation regarding the receipt of the medical documentation, which will be stored on the student's medical record. In these cases when students file a petition to drop/withdraw for medical reasons, the faculty, advisor and Graduate Program Coordinator are required to acknowledge that they are aware of the request, and they can provide input on the request, but are not expected to weigh in on the severity of the medical situation.

Q: Does UNH have a Parental Leave Policy?

A: No. The Graduate Council has discussed draft language, however, no action was taken, As it stands, we deal with each situation on a case by case basis and determine how to provide the graduate student with some time off with their new addition, while ensuring that their current responsibilities are met. Recommendation, contact Cari Moorhead at the Graduate School ASAP.

V. Policy

Q: How is overall Graduate School policy set?

A: The Graduate Faculty is the policy making body of the Graduate School and is responsible for maintaining and enhancing the quality of graduate education at UNH. As stated in the by-laws http://gradschool.unh.edu/pdf/pol_bylaws.pdf the Graduate Faculty determines policies relating to:

- General admission standards or requirements of students to all graduate programs.
- Appointment of members to serve on Master's and Doctoral Committees.
- Review and approval of new graduate degree programs and degree options.
- Review and approval of significant modifications in degree requirements and program curricula.
- Periodic review of programs to assure quality and foster program improvement.
- Processes for recommending closure of graduate programs.
- Awarding of financial support to graduate students
- Admission to candidacy and awarding of graduate degrees.
- Dismissal of students from graduate programs.

The policies that the Graduate Faculty approves will be administered by the Dean of the Graduate School in consultation with the Graduate Council¹, school and college deans, other academic administrators, the Faculty Senate, and other faculty governance bodies.

Q: What is the process for students to request an exception to policy?

A: Exceptions to policy are considered under compelling and extenuating circumstances. Students must submit a Petition for Exception to Policy stating the specific exception they're requesting. Petitions must be approved by the graduate program coordinator and advisor (and as

needed, instructors) prior to submitting to the Graduate School for approval. The Graduate School Associate Dean then reviews and makes a final determination. Petition forms are available at http://www.gradschool.unh.edu/pdf/frm_pet_exp_ap.pdf.

Q: What happens when students receive failing grades?

A: Graduate students receiving grades below "B-" in 9 or more credits, including undergraduate courses taken while a graduate student, will be dismissed from the Graduate School. Dismissed students are not normally allowed to enroll in another graduate program at UNH.

Note that individual programs may set more rigorous standards, e.g., dismissal for failing 6 or more credits. In these cases, it is critical that 1) These standards are made clear in written format to students via your student program handbook; and 2) The graduate program coordinator recommends dismissal, in writing, to the Graduate School Associate Dean for students violating this standard. Upon receiving this recommendation, the Associate Dean will officially dismiss the student from UNH.

Q: Can students be dismissed for reasons other than receiving failing grades?

A: A department chairperson or a graduate program coordinator, upon the recommendation of the appropriate faculty committee, may recommend dismissal for a student who is failing to make satisfactory academic progress in their program, or for professional, ethical, or behavioral Misconduct. Click on the following link for the full process on making this recommendation: <http://www.unh.edu/grad-catalog/gi.cfm?thisid=184&masterid=125&headingid=125#184>

Q: What are the time limits for students to complete their degrees?

A: All graduate work for any master's degree must be completed within six years from the date of matriculation (enrollment following admission) in the program.

All graduate work for the doctorate must be completed within eight years of matriculation (enrollment after admission) or within seven years if the student entered with a master's degree in the same field. The student must be advanced to candidacy within five years after matriculation or within four years if the student entered with a master's in the same field.

Q: What is the policy on assigning incomplete grades?

A: An incomplete ("IC") grade is assigned with the approval of the instructor for excused unfinished work only. The work must be completed and submitted to the instructor by the date agreed upon with the instructor, but not later than the last day of classes of the semester immediately following the one in which the incomplete was granted.

Please note that your program's faculty should be aware that discretion is needed in determining whether a student should be allowed incomplete(s). We have the upmost faith in our good colleagues. Having said that, we are seeing an increase in issues related to the allowance for incompletes. In some cases, allowing students an incomplete when a failing grade was more appropriate simply prolongs the agony and that can cost the student more time, anxiety, money,

etc. and can also have an adverse impact on the faculty member, the program, etc. It is recommended that faculty members, when considering whether to allow for an incomplete, should ask themselves questions like: “Is this warranted due to illness, death in the family, etc.?” “Am I evening up the playing field or giving an unfair advantage (to a weak student)?” And in particular, “How much time is warranted?” (e.g., for the flu, a day or a week may be sufficient, not a whole semester).

Q: Can students appeal their assigned grades?

A: Instructors must be prepared to explain the basis for their evaluation of students. If, after consulting the instructor, a student still believes that s/he was treated unfairly, s/he has the right to seek redress from the chairperson of the department or program in which the course is offered. Under exceptional circumstances, a final appeal may be made to the dean of the college or school in which the program is offered.

<http://www.unh.edu/grad-catalog/gi.cfm?thisid=182&masterid=125&headingid=125#182>

VI. Degree Requirements

Q: Is an annual review of my program’s doctoral students required?

A: No, there is no Graduate School policy on this. However, an annual review is highly recommended, and several programs do currently require one of each student. Please note that if your program requires an annual review, then they ought to be carried out. In situations where students are not making academic progress, it is very helpful to all parties to have a paper trail of discussion regarding goals and expectations.

Q: How many thesis credits can master’s students count towards their degree requirements?

A: Students completing theses must enroll for a minimum of 6 thesis (DEPT 899) credits and can take up to a maximum of 10 thesis credits. The exact number of credits within this range to be applied toward the degree is determined by the faculty of the individual programs. Please note that faculty should be informed of the need to ensure that their advisees aren’t exceeding the 10 thesis credit limit.

Q: Do doctoral students need to declare their guidance committee?

A: Yes; doctoral students should submit a Guidance Committee Nomination Form to the Graduate School as soon as possible after a student has begun study for the doctoral degree: http://gradschool.unh.edu/pdf/frm_doct_guide_comm.pdf

Q: How do doctoral students officially advance to candidacy? Is there a time limit for advancing to candidacy?

A: Doctoral students are advanced to candidacy by the Dean of the Graduate School upon recommendation of the graduate program coordinator after the student has met the specific program requirements (as listed in the program’s Graduate Catalog entry). Students must submit

an official advancement to candidacy form to the Graduate School upon meeting these requirements: http://gradschool.unh.edu/pdf/frm_doct_cand.pdf

The student must be advanced to candidacy within five years after matriculation or within four years if the student entered with a master's in the same field.

Q: How and when do doctoral students declare their dissertation committee? What are the requirements?

A: The Doctoral Committee is normally appointed after the student has been advanced to candidacy. This committee supervises and passes upon the dissertation and administers the final examination. The committee is normally composed of a minimum of five members: usually three from a student's major department and two from related departments. Students must submit a Dissertation Committee Nomination Form following their advancement to candidacy: http://gradschool.unh.edu/pdf/frm_doct_diss_comm.pdf

Q: How do master's students declare their master's committee?

A: Master's students must submit the Master's Supervisory Committee Nomination Form to the Graduate School: http://gradschool.unh.edu/pdf/frm_master_comm.pdf

Q: Can individuals who are not members of the UNH graduate faculty serve on committees?

A: Individuals who are not regular members of the graduate faculty may be nominated to serve on committees in accordance with individual program policies.

Q: Are there time limits for master's and doctoral students to complete their degree?

A: Yes. All graduate work for any master's degree must be completed within six years from the date of matriculation in the program. All graduate work for the doctorate must be completed within eight years of matriculation (enrollment after admission) or within seven years if the student entered with a master's degree in the same field.

VII. Catalog

Q: When and how is my program's entry in the Graduate Catalog updated?

A: Each year, in the spring, the Graduate Catalog Management System is open for editing. Each department has assigned editors (normally the program coordinator and/or administrative assistant) who have the ability to review and make edits to the catalog. The Graduate School will send out a notice once the catalog is open for editing with instructions and a specific deadline that updates must be completed. Please note the additional guidelines on updating your program's Catalog entry:

1. The Graduate Catalog is updated once a year and requirements go into effect with the fall semester of the upcoming academic year. The only exception is for programs that are approved to commence in spring or summer.

2. Programs must include the following sections in the catalog:

a. Degree(s) offered. Majors and options should be specified. The focus of the academic program, areas of research or study and what the degree prepares one to do should be included (program goals, objectives and outcomes).

b. Admission requirements. Official transcripts and letters of reference, and in the case of international applicants, TOEFL, are required of all programs and do not need to be specifically listed with each program. Admission test requirements, undergraduate preparation, professional preparation and specific materials not required of all graduate programs should be specified.

c. Degree requirements. Minimum credit hours and/or courses should be explicit. Core courses should be listed. Elective courses may be listed (such a list is recommended). Concluding experience requirements must be explicit. Doctoral programs must spell out candidacy requirements, language requirements, etc. in addition to course requirements. Exam requirements, preliminary, candidacy and final must be spelled out.

d. Normal time to complete the program if attending full time should be stated. If the program has a specific track for part-time students, the normal time to complete that program should also be spelled out.

VIII. Graduation

Q: My student is looking to graduate next semester. What does s/he need to do?

A: All students must file an intent to graduate from their chosen graduation term (September, December or May); instructions and deadlines for this are available here:

<http://gradschool.unh.edu/graduation.php#intent>

Q: How do students submit their final thesis or submission to the Graduate School?

A: There is an electronic submission process that students need to follow; instructions are available here: http://gradschool.unh.edu/pdf/td_sub_instre.pdf

There are specific deadlines for submitting the thesis/dissertation, as well as deadlines for holding dissertation defenses. All deadlines are posted on the Graduate School calendar which is [available here](#).

Q: How do students register to attend Commencement?

A: Students must register for Commencement (held annually in May), and can do so by [clicking on the Commencement site](#); information on related items, e.g., caps and gowns is also available at this site.

Manchester students have their own commencement ceremony, and should contact the Graduate School's [Manchester Office](#) for information.

Q: How are dissertation defenses announced?

A: The Graduate School displays announcements of dissertation defenses on our website. Please be sure to post these announcements by filling out the [Dissertation Defense Form](#).

Q: How do students order and receive bound copies of their theses and dissertations? Can these be copyrighted?

A: Bound copies are available for purchase through ProQuest at the time of submission. Bound copies ordered through ProQuest will be printed double sided as a standard. Students are advised to check with their department/committee to determine if any bound copies are required. If the department requires bound copies, the 8 ½ x 11 hardcover binding option should be selected. These hardcover copies are bound in black leather with the last name of the student and the title of the work embossed in gold lettering on the spine. This style of binding is consistent with the binding done for the United States Library of Congress. Students may select any binding option for personal copies.

Instructions are available here: http://www.gradschool.unh.edu/pdf/td_manual.pdf

Q: Does the Graduate School hold information sessions on the formatting and submission requirements for theses and dissertations?

A: Yes; the Graduate School hosts these throughout the academic year. You will receive an announcement at the start of each semester of the scheduled dates, and are encouraged to share this with your students.

Q: How do I certify that students have completed their degree requirements and are cleared for graduation?

A: Certificates of completion are to be run at the end of each semester by the department through the WEBI system. The Graduate School will send an announcement at the end of each semester to notify departments that the certificates are ready for review and completion. All certificates must be signed and returned to the Graduate School by the appropriate deadline each semester.

The certificates are to be carefully reviewed by advisors and graduate program coordinators to ensure that each student has successfully completed their degree requirements as stated in the Graduate Catalog. If the student has not completed the requirements, the advisor/coordinator should note this on the form and send it back to the Graduate School as soon as possible.

By indicating that the student has completed the requirements for the degree and signing the certification form, the advisor/coordinator is confirming that what is listed on the certification form is an accurate reflection of the student's coursework and that they have fully met the requirements for the degree. This means that all courses and credits are present, all substitutions are noted, all transfer credits are applied, and all incompletes are cleared (or special grade reports are attached).

IX. International Students

Q: Who can I contact with questions relative to international students (e.g., questions on Optional Practical Training/Curricular Practical Training and impact upon student registration requirements)?

A: The Office of International Students and Scholars is best equipped to address these questions: <http://www.unh.edu/oiss/>

X. Important UNH Policies

Q: What are the broad important policies that [need to be made aware of]?

A: The following important UNH policies can impact student roles (particularly as graduate assistants, but these extend to all students):

Academic Honesty

Honesty is a core value at the University of New Hampshire. The University's [academic honesty policy is available here](#).

Consensual Amorous Relationship Policy

[This policy provides guidelines](#) specifically designed to prevent conflicts of interest that can occur when two members of the UNH community whose institutional roles place them in an uneven power dynamic engage in a consensual amorous relationship.

Discriminatory Harassment Policy

It is the policy of the University of New Hampshire to uphold the constitutional rights of all members of the university community and to abide by all United States and New Hampshire State laws applicable to discrimination and harassment. In accordance with those laws, all members of the UNH community will be responsible for maintaining a university environment that is free of intimidation and harassment. Therefore, no member of UNH may engage in harassing behavior within the jurisdiction of the university that unjustly interferes with any individual's required tasks, career opportunities, learning, or participation in university life. As employees of the university and as graduate students, graduate students are protected under the policies UNH has put in place to discourage, to investigate, and to address instances of harassment.

Graduate assistants should also take responsibility for conducting themselves professionally, and should be aware of the ways that power dynamics shape their various roles at UNH. If charges against a graduate assistant are brought forward by a fellow graduate or an undergraduate student, the person making the charge may choose between pursuing charges under the policy outlined in the Student Code of Conduct or under the Discriminatory Harassment Policy as enforced by the Office of Affirmative Action. Published by the Affirmative Action Office, [this document contains information](#) about UNH's harassment policy, offers examples of harassment and provides outlines of guidelines and procedures.

Family Rights and Privacy Act of 1974

Graduate assistants should be aware of confidentiality issues as they pertain to student records, both their own and those of others, such as students enrolled in a TA-taught course. Social security numbers and grades are protected by federal law under the Family Educational Rights and Privacy Act of 1974, often referred to as the “Buckley Amendment.” The University System Policy to the Buckley Amendment may be found in the [Student Rights, Rules and Responsibilities bulletin](#) published each fall by the University.

University Specific Sexual Assault Reporting Requirements

These requirements are available through the University’s Sexual Harassment & Rape Prevention Program: <http://www.unh.edu/sharpp/reporting-requirements>

Title IX

Title IX is the landmark federal civil rights legislation that prohibits sex discrimination in educational institutions that receive federal funding. It is not just about sports: the law protects all students, faculty, and staff persons, regardless of their sex, gender identity, or gender expression from discrimination in all aspects of education programming and specifically addresses sexual violence and harassment. At the University of New Hampshire, sexual violence includes sexual harassment, sexual assault, unwanted sexual contact, sexual misconduct, domestic violence, relationship abuse, dating violence, and stalking (including cyber-stalking). The definitive resources on the University’s policies and procedures on sexual violence and harassment can be found in these two documents:

- Undergraduate and Graduate Students: [UNH Student Rules, Rights, and Responsibilities](#)
- Faculty, Staff and Teaching Assistants: [The UNH Discrimination and Discriminatory Harassment Policy](#)

Inquiries regarding sexual violence and harassment and reporting responsibilities of such incidents should be directed to: [UNH Director & Title IX Coordinator of Affirmative Action and Equity](#). The Title IX Coordinator works with University constituents to establish policies, provide training and awareness on sex discrimination and sexual violence and harassment issues, and manages the complaint process, overseeing investigations and hearings and taking action to ensure that persons impacted can continue their education and work safely and free of further infringement.

XI. Graduate Student Handbook Guidelines

Q: Are there guidelines available for my program’s student handbook?

A: Each program should publish a [student handbook that includes the sections listed here](#) (and if you have suggestions on additional guidelines, then please email [Dovev Levine](#) at the UNH Graduate School).

XII. Faculty Resource Guide

Q: Is there a faculty resource guide available?

A: Yes, the UNH ADVANCE Program's Faculty Resource Guide provides assistance and information to all faculty members about faculty responsibilities, University procedures, and campus resources available. This includes useful information on teaching and student interaction-related issues: <https://d7admin.unh.edu/faculty-resource-guide>

XIII. Resources

Q: What supports can I encourage students to engage in?

A: The Graduate School supports and encourages participation in several organizations and initiatives, including:

- Graduate students are encouraged to participate in the Graduate Student Senate (GSS), the official voice of UNH's graduate student body. The GSS advocates for graduate students and meets bi-weekly throughout the academic year. It also fosters community and social engagement among graduate students via an array of activities (monthly get-togethers, etc.). Information on joining the GSS and their calendar of events is available at <http://www.unh.edu/gss/>
- Attendance in Preparing Future Faculty and Professionals Workshops; this professional development initiative hosts speakers throughout the academic year on a variety of topics useful for students, including tips on publishing, CV creation, interviewing, and applying for faculty positions among many others. Information on attending these workshops will be available starting early Fall 2015 on the [Graduate School's website](#).

XIV. Graduate School Resources

The Graduate School offers a variety of resources for students, including the following professional development workshops and opportunities; it may be useful to cite these in your handbook. Also note that information these resources (workshop dates, etc.) are available at the [Graduate School's website](#).

- Preparing Future Faculty Program
The Preparing Future Faculty (PFF) program is a national movement to transform the way aspiring faculty members are prepared for their careers. The central concept of the Preparing Future Faculty (PFF) Program is that graduate students who aspire to become faculty members require preparation not only to conduct original research but also to teach and render service in a variety of institutions.
<https://www.gradschool.unh.edu/pff.php>
- Preparing Future Faculty & Preparing Future Professionals Workshops

- The Preparing Future Faculty Program (PFF) is a national initiative that transforms the way doctoral programs prepare aspiring faculty members for their careers. It emphasizes an education that is informed by the kinds of responsibilities faculty members actually have at a variety of institutions. The 2014-2015 [Preparing Future Faculty Highlights](#) flyer illustrates the types of events commonly hosted as part of our PFF program.
- The Preparing Future Professionals Program (PFP) is designed to provide all graduate students with access to workshops, speakers and other events focused on professionalizing students (e.g., workshops on preparing CV's, interviewing for positions, etc.).
- Travel Grants
The Graduate School makes available travel grants to assist graduate students presenting papers and poster sessions at professional meetings and conferences. Travel grants are also available to students who are attending professional development workshops and seminars that will enhance their research agendas. Travel grants will not exceed \$200 per student per conference, or \$400 per student per year.
https://www.gradschool.unh.edu/php/travel_grant.php
- Thesis and Dissertation Workshops
The Graduate School holds monthly information sessions on the rules and processes for formatting and submitting final theses and dissertations. The Graduate School sends a notice of dates for these to program coordinators at the start of each semester, and also posts the dates on its homepage (gradschool.unh.edu)
- Graduate Research Conference
This is a celebration of graduate student academic excellence. Each April, over 200 UNH graduate students, from all academic disciplines, present at the GRC over the course of two days, or during their program's research symposia. The presentations showcase the results of their scholarly, engaged, and creative research in multiple venues at both UNH's Durham and Manchester campuses. <https://www.gradschool.unh.edu/grc.php>

XV. Additional Resources

In addition, graduate students should be made aware of the following resources:

- **Business Services Office:** For paying tuition bills and picking up loan and scholarship payments. <http://www.unh.edu/business-services/>
- **Campus Maps:** <http://www.unh.edu/main/map>
- **Campus Recreation:** For information on fitness center options, club and intramural sports and other recreation-based activities. <http://campusrec.unh.edu/>
- **Campus Safety:** The [UNH Police Department](#) offers resources and classes related to campus safety:

- How to sign up for campus alerts (**students are highly encouraged to do so**): <http://www.unh.edu/upd/campus-alerts>
 - Protocol for a reported school shooting: <http://www.unh.edu/upd/active-shooter>
 - How much can you prevent shooting on campus? Although there is no easy way to predict such events, UNH has behavioral intervention team to help identify and assess those in crisis: <http://www.unh.edu/upd/behavioral-intervention-team>
 - The University System of New Hampshire's policy on firearms on campus is available at: <http://www.usnh.edu/olpm/UNH/III.Admin/J.htm>
- **Counseling Center:** The Counseling Center is the primary mental health facility on campus. It offers a variety of services that are designed to enhance students' ability to fully benefit from the University environment and academic experience. This includes providing counseling and therapy for students who may be experiencing situational or ongoing psychological difficulties, providing programming to meet the developmental needs of the student population, and encouraging a University atmosphere conducive to personal and intellectual growth as well as psychological well-being. <http://www.unh.edu/counseling-center/>
 - **Dining and ID Office:** For obtaining UNH ID cards and signing up for meal plans. <https://www.unh.edu/dining/dining-id-office>
 - **Disability Services:** The Disability Services for Students Office (DSS) serves students with documented disabilities. Students can click on the following link to learn how to about the services and accommodations offered (e.g., note takers for sight-impaired students) and how to register with DSS: <http://www.unh.edu/disabilityservices>
 - **Durham Directory:** Includes information on Durham-based stores and restaurants. https://www.ci.durham.nh.us/directory?field_business_categories_value=320
 - **The UNH Financial Aid Office:** Provides assistance on applying for financial aid. <http://financialaid.unh.edu/>
 - **Graduate Study Carrels:** Unassigned carrels are available for graduate students in Room 441 of Dimond Library (Level 4) and are meant for quiet study. The room has a variety of seating options, WiFi, electrical outlets, and lockers. <https://www.library.unh.edu/services/spaces-study-and-work/graduate-study-carrels>
 - **Graduate Research Conference:** This is a celebration of graduate student academic excellence. Each April, over 200 UNH graduate students, from all academic disciplines, present at the GRC over the course of two days, or during their program's research symposia. The presentations showcase the results of their scholarly, engaged, and creative research in multiple venues at both UNH's Durham and Manchester campuses. <https://www.gradschool.unh.edu/grc.php>
 - **Health Services:** Offers medical care and wellness education services to UNH students, faculty and staff. <http://www.unh.edu/health-services/>

- **Housing on and off-campus:** UNH Housing provides two on-campus options for graduate students: Babcock Hall, a traditional residence hall for graduate or non-traditional students, and Forest Park, our family housing complex on campus for those who are arriving with families (married, civil unions, or those with dependent children). For more information, visit the [Housing and Residential Life Website](#). The Memorial Union Building also provides a searchable listing of [off-campus housing](#) for the local townships. Other online resources for the seacoast:
 - UNH Classified Ads: www.unh.edu/ads
 - Foster's Daily Democrat: www.fosters.com
 - Seacoast On-Line: www.seacoastonline.com
- **Important 2015 Deadlines:** See the [UNH Graduate School Academic Calendar](#) for registration deadlines, add/drop dates, and refund periods.
- **Information on Seacoast New Hampshire-based** (e.g., Portsmouth, Dover) events, dining, housing options and other items. <http://www.seacoastnh.com/index.php>
- **Information Technology:** Provides IT services for faculty, staff and students. <http://www.unh.edu/it/about>
- **The Inside Track:** This listserv, maintained by UNH's Commuter Services Office, is geared towards helping students (including grads) get acclimated to the University. <http://www.unhmub.com/involvement-leadership/inside-track-unh>
- **Library:** <https://www.library.unh.edu/>
- **Memorial Union Building:** Provides a vast array of organizations, facilities and events of interest to graduate students. <http://www.unhmub.com/involvement-leadership/inside-track-unh>
- **Transportation Services:** For information on parking and transportation to campus locations and surrounding towns: <https://www.unh.edu/transportation/>
- **Train:** Daily Amtrak service available from the Durham campus to Boston and Portland (and points within). <http://www.amtrakdowneaster.com/station/durham-unh>
- **UNH Mobile** is available on iOS and Android platforms. The app features individual modules which include a course catalog, directory, dining menus, maps, game schedules, and more. <http://www.unh.edu/nem/mobile.html>
- **Veterans Services:** Veterans Services is committed to providing support and assistance for veterans, active duty military, Guard/Reserves, and their dependents. Understanding and navigating the various resources available to UNH student veterans can be challenging. The office is staffed by professional student affairs staff and student veterans who are here to help. We encourage you to visit the offices for assistance with any student or military-related concern: <http://www.unh.edu/veterans/>

XVI. Graduate School Guidelines related to policy, publications, and web pages

1. Appointment of Faculty

The appointment of faculty as regular members of the graduate faculty follows a formal process. According to the by-laws of the Graduate Faculty, the regular membership of the Graduate Faculty shall consist of faculty on tenure, clinical, extension, or research track who are qualified according to criteria established by the graduate faculties of their respective departments or programs. Faculty must be appointed at the assistant rank or higher and usually hold the doctoral degree. Prospective members shall be nominated for membership in the Graduate Faculty by their department/program chairperson upon the recommendation of their department's or program's Graduate Faculty. Upon receipt of a nomination and the nominee's curriculum vitae, the Graduate Dean will review and affirm the appointment to the Graduate Faculty for those who are appropriately qualified. Appointment to the Graduate Faculty will extend so long as the individual holds an academic appointment at the University and continues to perform graduate-level duties.

Responsibilities of both regular and associate members of the Graduate Faculty are delineated in the By-Laws which can be found at: http://www.gradschool.unh.edu/pdf/pol_bylaws.pdf

Nominations of individuals who were recently hired or have been on the faculty and who are now eligible for regular membership on the graduate faculty can be sent to the Dean of the Graduate School by mid-September of each year (check with the Graduate School for specific deadlines). These nominations can be submitted electronically and must include a vita. Associate members of the graduate faculty do not require formal approval of the graduate school unless they are performing a specific duty that requires approval as outlined in the By-Laws (i.e. serving on a committee where a vita is submitted along with the committee form).

2. General Admission Policy Guidelines

- Admission requirements applicable to all graduate programs (application, fee, letters of recommendation, transcripts, English Language) require Graduate Council approval and may be referred to the Graduate Faculty for endorsement and approval.
- Admission requirements specific to a program (test score requirements, terms applications considered for, essays, auditions, etc.) should be updated annually as part of the catalog/admission/web revision process for the coming calendar year (Spring admission, summer admission and fall admission).
- Policies regarding waivers, if any, of required application materials for groups of applicants must be clearly established and approved by the Graduate School and may be referred to the Graduate Council for review and action.
- Individual waivers of required application materials must be reviewed and approved by the Graduate School prior to granting a waiver.
- Prior approval of the Graduate Dean is required if a program wishes to suspend admissions to the program. A rationale must be provided and the request may be referred to the Graduate Council for review. Decisions for the coming academic year should be made in the spring.

- Once the graduate catalog and admission/recruitment materials are published (September) program recommendations to suspend admission for the year will only be considered under limited conditions:
 - A recommendation to suspend admission to a program which considers applications for the spring term will not be approved.
 - A recommendation to suspend admission to a program which considers applications for the summer term must be submitted prior to the end of the fall semester.
 - A recommendation to suspend admission for the coming fall term must be submitted prior to the end of the current fall semester.
- Programs that are to be deleted (closed) are exempt from the admission suspension guidelines and handled on a case by case basis.

3. General Program Policy Guidelines

- Programmatic changes should be updated annually as part of the catalog revision process and go into effect with the fall semester of the coming academic year.
- Graduate Council review and approval is required for all new programs (degree, major, option, certificate) as well as name changes to existing majors, options and certificates. Graduate faculty approval is required for new degrees and majors.
- Graduate Council review and approval is required for all substantive changes in the program including new areas of concentration, core curriculum requirements, concluding experiences, and changes to the total number of courses or credits required to complete the program.
- Changes in elective requirements should be submitted to the Graduate Dean's Office for review and if appropriate, referral to the Graduate Council.
- Graduate School approval is required to offer a program on-line and such proposals may be referred to the Graduate Council for review. http://gradschool.unh.edu/pdf/pol_online.pdf
- Graduate Council approval is required to delete (close) a program.
- Students who are enrolled (active and registered) in a graduate program that is to be closed will be allowed to complete their program. Time limit extensions will not be granted, nor will a student who is inactive be allowed to re-enroll in a program that is scheduled to or has been closed.

4. Program Web Page Guidelines

- Program web pages should include links to the graduate catalog for general policy related to admission and degree requirements, financial aid, program costs, etc.
- Program web pages should include specific program policies that are not included in the graduate catalog.
- Program web pages should include links to faculty web pages which should include teaching, research and scholarly activities of the graduate faculty.
- Program web pages should include links to related research centers, labs, institutes, etc.
- Program web pages should include links to program handbooks which should be published on-line.
 - Program handbooks should include general information on process, procedures, financial support, and expectations (how to navigate the program).

- Program handbooks should include information on specific resources within the program that are available to students.
- Program handbooks should include specific program policies that are not included on program web pages.
- Program web pages should include information about current graduate students, graduate faculty and alumnae/i.
- Program web pages should include stories of interest to prospective students, current students, faculty, alums and potential donors.
- Program web pages should include pictures as appropriate.
- Program web pages should be updated as necessary but at least once a year in order to remain current.
- Program web pages should not include:
 - Repetition of general graduate or university policies that appear in the graduate catalog (do not include information that you do not own).
 - Outdated information (more than a couple of years old).

ⁱ The **Graduate Council**, an elected representative body of 12 members of the graduate faculty, and 4 graduate degree students selected by the Graduate Student Senate, shall:

1. Advise the Dean of the Graduate School on policies and procedures concerning admissions, residency, requirements for degrees, faculty and student petitions, and other administrative matters;
2. Be responsible to the Graduate Faculty for recommendations concerning new and modified programs, and maintenance of the quality of Graduate Education on a day-to-day basis;
3. Confer on the establishment and alterations of policies relating to Graduate Education, and bring recommendations to the Graduate Faculty for action.

Specific actions that the Council is required to put before the Graduate Faculty include but are not limited to:

1. Approval of new degrees and majors;
2. Recommendations to close existing degrees or majors;
3. Certification of all candidates for graduate degrees;
4. Proposed changes in the Graduate Faculty By-Laws;
5. Establish standing and ad hoc committees as needed to conduct its business.