GRADUATE COLLEGE PROCEDURE GUIDE

FOR GRADUATE PROGRAM DIRECTORS AND COORDINATORS

University of CINCINNATI | GRADUATE COLLEGE

Graduate College Procedure Guide

FOR GRADUATE PROGRAM DIRECTORS AND STAFF MEMBERS

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Contents

What is this Document?

The Graduate College procedures manual explains in detail how processes are executed at the Graduate College. You will find screenshots and step-by-step instructions on each process including the role of the student, the program coordinator, the program director, and the Graduate College. This document will be updated as procedures change. The last updated date is published on the title page of the document. To review Graduate College policies, please go to the Graduate College Handbook, http://grad.uc.edu/fac-staff/handbook.html.

Who is the Graduate College?

Graduate College Leadership

Ryan White, Interim Dean
white2r2@ucmail.uc.edu

Gabrielle Golden, Associate to the Dean (67756)
simmongi@ucmail.uc.edu

Omotayo (Tayo) Banjo, Associate Dean
omotayo.banjo@uc.edu
Overseeing programming and processes of graduate education innovation, graduate program reviews, graduate faculty status, grievances and student concerns.
Grievances
Graduate Student Concern Committee, chair
Research and Creative Works Committee, chair
Presidential Fellowship

Megan Carroll, Program Director (62379)
carrolm2@ucmail.uc.edu
Graduate College Fellowship Programs (Yates/NEXT Fellowship, Dean's Dissertation Completion, Research Fellowship)
Graduate Student Health Insurance Award (via gshi@ucmail.uc.edu)
Other Graduate College awards
Award template letters (UGA, GS, GSHI)
Awards and Compensation Committee, co-chair (with Sarah)
Graduate College listservs (co-owner with Virginia)
Biweekly Program Director and Program Coordinator newsletter

Tai Collins, Associate Dean
tai.collins@uc.edu
Overseeing operational/transactional functions of The Graduate College, including new program and new course reviews to ensure curricular alignment
eCurriculum approvals
Curriculum Committee, chair
Policy Committee, chair
Graduation waiver approvals
Graduate policies
Presidential Fellowship

Emily Kregor, Project Developer
kregorey@ucmail.uc.edu
Manage Graduate College IT staff

Sarah Matthews, Sr Data Reporting Analyst
matthes7@ucmail.uc.edu
Data Analytics & Reporting
Graduate College Data Champions events
Survey Coordination
Awards and Compensation Committee, co-chair (with Megan)

Graduate College Staff

Kaitlin Bauer, Academic Evaluator (65089)
shieldki@ucmail.uc.edu
Advanced Standing
eCurriculum Major Map Approvals
Catalyst Degree Audits
Internal Transfer – transferring UC credit hours to UC Graduate program

Virginia Dennis, Program Manager, Student Services (64343)
virginia.dennis@uc.edu
Graduate College Mental Health Advisory Committee, chair
Mental Health Summit for Graduate Students
Other mental health related programming/workshops
Thesis/Dissertation Committee Member and Chair Database
Reviews RequestAccess Forms for Grad College systems
Reinstatements/Readmission (longer than 3 years)
Extensions
Leave of Absence
Graduate College contacts page
Graduate program review
Graduate College listservs (co-owner with Megan)

Shaymaa Minkara, Program Manager, Graduation (64341)
minkarsa@ucmail.uc.edu
Graduation Applications (Student Checklist and Catalyst)
Graduation Certification (Certify Online)
Doctoral Hooding, Commencement Ceremony
Commencement College Representative, Doctoral Students
ETD Submissions
OhioLink ETD Administrator

Caitie Norrie, Program Manager, Professional Development
norriecr@ucmail.uc.edu
Preparing Future Faculty program
Three Minute Thesis competition
Professional Development Committee, chair
Other professional development programming for graduate students, including student workshops

Brandilyn Pham, Program Manager, Community and Belonging
worrelbn@ucmail.uc.edu
Connecting students to campus and community resources
Community and Belonging Committee, chair

Amy Wheeler, Program Manager, Student Success & Retention (64342)
robina9@ucmail.uc.edu
Graduate College Orientations, Graduate Student Appreciation Week, Graduate College Events,
Graduate Program Review

Brady Wright, Executive Staff Assistant and Office Manager (65380)

wrighbd@ucmail.uc.edu
Assist Graduate College leadership (calendar & scheduling)
Supervise Graduate College student workers
Program Approval Process (via gcdean@ucmail.uc.edu)

Graduate College IT Staff

Chris Amann
christian.amann@uc.edu
Computer & Info Analyst, Management Specialist IT

Dushan Aththidiyavidanalage Don
aththida@ucmail.uc.edu
Software Applications Developer

Eric Rasnake
eric.rasnake@uc.edu
Computer & Info Analyst I

Coco Zhang
zhangql@ucmail.uc.edu
Software Applications Developer

Staff in Other Offices Providing Support

Meghan Brown, Asst Dir Academic, CCPS Bearcat Promise Career Studio
brown3mg@ucmail.uc.edu
Graduate Career Coach

Laura Dell, Associate Dean, CECH
Laura.dell@uc.edu
Graduate College Thought Leader

Angel Prewitt-Business Affairs (68578)
Prewital@ucmail.uc.edu
Responsible for all Graduate College business and financial matters
Distribution of University Graduate Scholarships (GS) and Assistantships (UGA) budgets

Emilee Suchomski, Director of Global Recruitment, Enrollment Management- Office of Admissions (68459)
emilee.suchomski@uc.edu
Graduate Admissions and Slate – point of contact for all questions regarding recruiting via Slate, admissions, and transcript submissions for incoming students
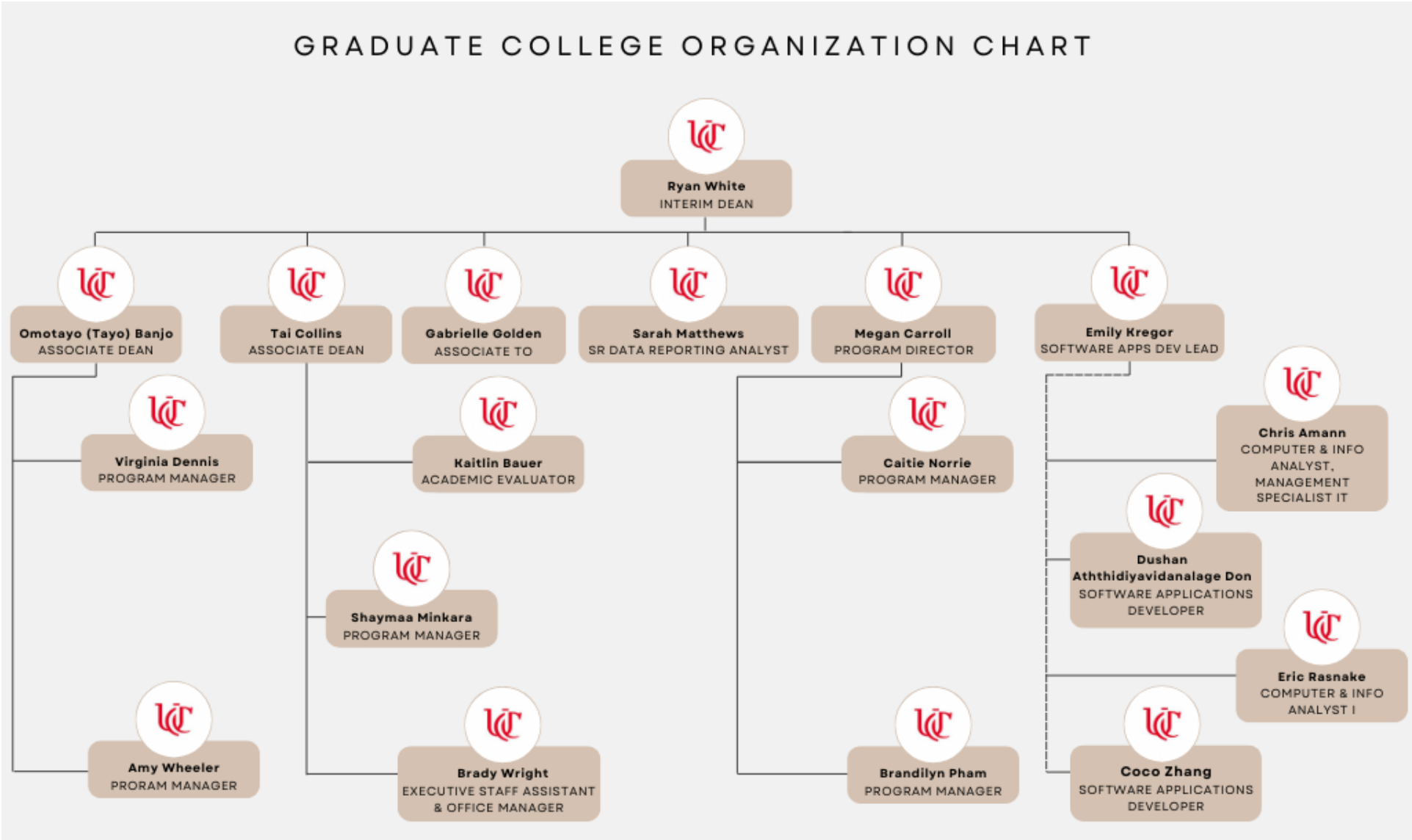
I Need Help, Who Do I Contact?

174 Rule Questions	Megan Carroll
Adding CPP Stacks for the Purpose of Degree Conferral	Matt Guido in Office of Admissions
Admissions Inquiries, General or IT Support for Applicants	gradadmissions@ucmail.uc.edu
Advanced Standing & Transfer Credits	Kaitlin Bauer
Candidacy, Entering in Catalyst	Shaymaa Minkara
Certificate in College Teaching	Caitie Norrie
Certification, Certify Online	Shaymaa Minkara
Contacts Page, Graduate College	Virginia Dennis
Data (requests, support, questions)	Sarah Matthews
Dean's Dissertation Completion Fellowship	Megan Carroll
Degree Audits	Kaitlin Bauer
Doctoral Hooding and Master's Recognition Ceremony	Shaymaa Minkara
eCurriculum Approvals	Tai Collins
eCurriculum Major Map Approvals	Kaitlin Bauer
ETD (Electronic Thesis and Dissertation) Submissions	Shaymaa Minkara
Extensions	Virginia Dennis
External Committee Members	Virginia Dennis
Fellowships	Megan Carroll
Graduate Admissions	Emilee Suchomski and Office of Admissions Staff
Graduate Faculty Requests	Omotayo Banjo and Virginia Dennis
Graduate Program Review (GPR)	Gradprrv@ucmail.uc.edu (Virginia Dennis, Amy Wheeler)
Graduate Student Appreciation Week	Amy Wheeler
Graduate Student Health Insurance (GSHI) Award	gshi@ucmail.uc.edu (Megan Carroll)
Graduation Applications (Student Checklist and Catalyst)	Shaymaa Minkara
Graduation Certification	Shaymaa Minkara
Grievances	Omotayo Banjo
Health Insurance Coverage and Enrollment (UC SHI)	studins@ucmail.uc.edu
Leave of Absence, Graduate College Process	Virginia Dennis
Listservs, Graduate College	Virginia Dennis
Mental Health Programming, Graduate College's	Virginia Dennis
New Course Reviews	Tai Collins
Newsletter for Graduate Students, GradCurrents	Megan Carroll
Newsletter for Program Directors and Coordinators	Megan Carroll
OhioLINK	Shaymaa Minkara
Orientation, Graduate College Semesterly	Amy Wheeler
Other Graduate College Awards	Megan Carroll
Parental Leave for GAs, Paid	Omotayo Banjo and Virginia Dennis
Preparing Future Faculty program	Caitie Norrie
Presidential Fellowship	Tai Collins
Professional Development, Graduate Students	Caitie Norrie
Program Approval Process	gcdean@ucmail.uc.edu (Tai Collins)
Readmission	Virginia Dennis

Reinstatements	Virginia Dennis
Request Access, AdminCentral	Virginia Dennis
Request Access, Slate	Matt Guido in Office of Admissions
Resource Guide, questions or feedback	Brandilyn Pham
Scheduling, for Rose Marie Ward	Gabrielle Golden
Scheduling, for Tai Collins and Omotayo Banjo	Brady Wright
Scholarship and Stipend Budget Distribution	Angel Prewitt
Slate, Graduate Admissions System	Matt Guido in Office of Admissions
Social Media, Graduate College	Megan Carroll
Student Graduation Checklist	Shaymaa Minkara
Template Letters, Awards (UGA, GS, GSHI)	Megan Carroll
Thesis/Dissertation Committee Member and Chair Database	Virginia Dennis
Three Minute Thesis Competition	Caitie Norrie
Transcript Submission and Processing, General	grad.admissions@uc.edu (Office of Admissions Staff)
Transcript Submission and Processing, GRADUATING Students Only	Kaitlin Bauer
Waivers, Certification	Tai Collins
Websites, Graduate College (grad.uc.edu, Bearcats Landing)	Megan Carroll
Workshops, Graduate Students	Caitie Norrie

Organization Chart

GRADUATE COLLEGE ORGANIZATION CHART

Ryan White
INTERIM DEAN

Omotayo (Tayo) Banjo
ASSOCIATE DEAN

Tai Collins
ASSOCIATE DEAN

Gabrielle Golden
ASSOCIATE TO

Sarah Matthews
SR DATA REPORTING ANALYST

Megan Carroll
PROGRAM DIRECTOR

Emily Kregor
SOFTWARE APPS DEV LEAD

Virginia Dennis
PROGRAM MANAGER

Kaitlin Bauer
ACADEMIC EVALUATOR

Caitie Norrie
PROGRAM MANAGER

Chris Amann
COMPUTER & INFO ANALYST, MANAGEMENT SPECIALIST IT

Shaymaa Minkara
PROGRAM MANAGER

Dushan Aththidiyavidanalage Don
SOFTWARE APPLICATIONS DEVELOPER

Eric Rasnake
COMPUTER & INFO ANALYST I

Amy Wheeler
PRORAM MANAGER

Brady Wright
EXECUTIVE STAFF ASSISTANT & OFFICE MANAGER

Brandilyn Pham
PROGRAM MANAGER

Coco Zhang
SOFTWARE APPLICATIONS DEVELOPER

What is AdminCentral?

[AdminCentral](https://gradapps.uc.edu/AdminCentral) (https://gradapps.uc.edu/AdminCentral) is a site that you should bookmark in your web browser. There are links to important Graduate College systems, funding templates, and resources such as the Grad College internal calendar and work guides.

Requesting Access to Graduate College Systems

On AdminCentral, you will find a link for Request Authorization at the top.
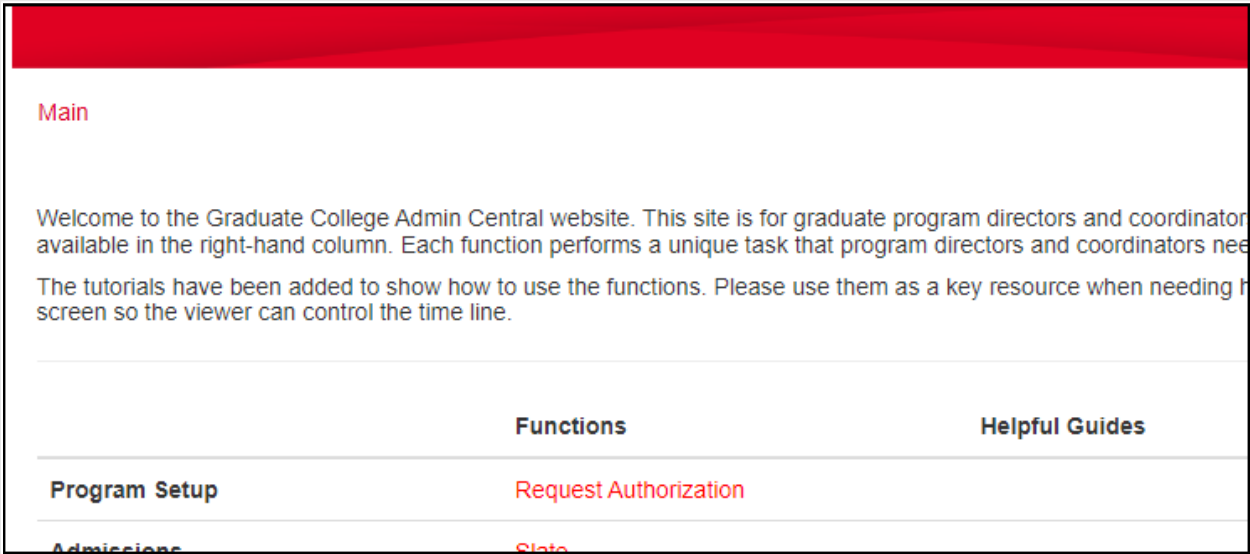
Use this tool to request access to Graduate College systems such as CertifyOnline and GradTracker, and to add yourself as a contact on the Graduate College Contact Details page.

[Request Access Instructions (PDF)](#)

Requesting Access to Other Systems

In order to help new program directors and program coordinators get started in their roles, we are including some useful information on how to get access to other crucial systems. Please note that **the Graduate College does not administer these systems, nor do we manage access requests for these systems**.

Slate: Graduate Admissions

Visit the Slate Access Request Form to request access. The Office of Admissions manages these requests. Explore the Grad Admissions Program Portal for contacts, reports, and more information.

Catalyst: Student Information System

To request access to Catalyst, complete the Catalyst System Access Request Form posted on the Catalyst | CaRT Access Requests page in Bearcats Landing and follow the instructions on the page.

Tableau: Institutional Research Dashboards

Institutional Research provides yearly factbooks, reports, and university summaries via UC's Tableau server. Visit Institutional Research's IR Dashboards Bearcats Landing page to learn about reporting and request access for Tableau server dashboards.

Graduate College Bearcats Landing Site

Resources for program directors and program coordinators, as well as features from the biweekly Program Director & Coordinator Newsletter, can be found on the Graduate College's Bearcats Landing site.

Procedures during Student Matriculation

Review Student Status

Graduate program coordinators and directors can review the status of all their matriculated students using a Graduate College custom software named GradTracker. Navigate to GradTracker from AdminCentral.
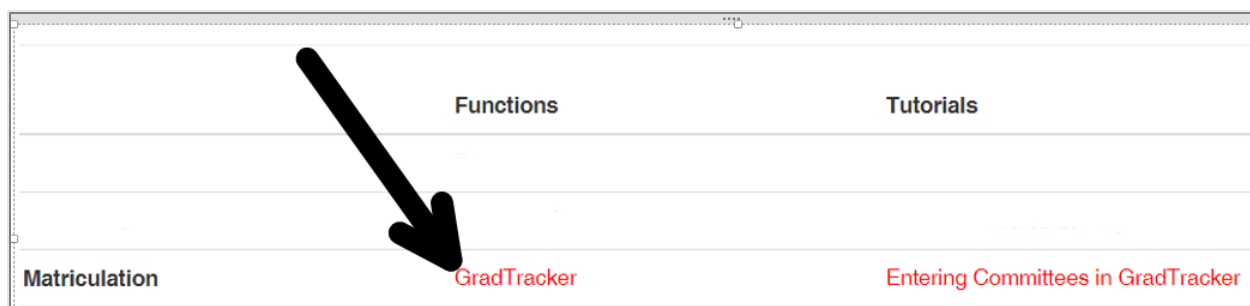
Viewing the List of All Matriculated Students in a Particular Program

1. From within GradTracker, click on the "My Programs" in the top-level navigation:

2. Select the college and program name.
3. The list of all matriculated students within this program will appear.

From the main list, you can see at a glance:

- begin term and expected graduation term (populated only if the student has applied for graduation)
- years in program
- time left in program before time-to-degree expires,
- if the student is currently registered,
- graduate career GPA,
- program GPA,
- and grade problems.

To click the detail of the student's record, click the "Select" link on the far left.

Tips for Success

At the beginning of each semester, graduate program coordinators and directors should:

- Check the list of students at the beginning of each semester (*prior* to the 15th day of the term). Are all these students in the list still active (ex., student hasn't asked to be removed from the program)? If there are students listed who have left the program, please use the "Discontinue Request" form link in Slate to have the student's program stack discontinued.
- Monitor for students whose GPA is dropping and approaching 3.0. Does this situation require some additional action?
- Monitor for students whose GPA is *below* 3.0 and determine what to do next with these students.
- Monitor for students who need to apply for graduation.
- Monitor for grade problems. Does this student have an *I*? Make sure they finish up before the grade turns to an *I/F*. Are there any *NG*'s? Make sure those courses get graded right away.

- Monitor for time to degree. Is this student within one year of exceeding their time to degree and in need of an extension?
- Monitor total credits. Is this student currently getting funding from a source governed by the 174 rule? How close is this student to exceeding 174 credits?
- Monitor if the student has registered yet this year, particularly if the student has not registered in fall or spring. The student would only have summer left to earn their minimum 1 graduate credit for the academic year.

eCurriculum

eCurriculum is a custom software built by DTS. This software handles many important business processes. Some of the data from eCurriculum are reported out to state and federal entities. Access to eCurriculum is usually assigned through the college dean's office. Please see Bearcat Landing for college user managers. Several different roles exist. Examples include: Program Director, Unit Head, and Academic Committee, College Curriculum Committee. A person can have multiple roles.

eCurriculum has an approval workflow process for course creation or modification, program modification of learning outcomes, program description creation or modification that posts on the main UC site of all programs at the university, and curriculum guides/major maps. It is very important to keep eCurriculum up to date. *The rule of thumb is that if it is not in eCurriculum, it is not official.* Your eCurriculum program descriptions are posted on the main UC site (and the Graduate College homepage) through the degree programs list, and these program descriptions receive an enormous number of hits. Having outdated information here will hurt your program. Major maps are incredibly important. The total credit tab is used to assess minimum total credits for the program at graduation and the curriculum you build are used to create degree audits. Curriculum guides are also published on the main UC site.

Tips for Success

Near the end of each spring, update the following in eCurriculum:

- Program Descriptions
  - Is the contact person listed correct?
  - Does the admission application section need to be updated?
  - Does the admission deadlines section need to be updated?
  - Is your description interesting and a good marketing tool for prospective students?
- Major Maps/Curriculum guides
  - If there have been curricular changes, make sure to create an updated map. Use the Effective Term selection on the major map to indicate what term the curriculum goes into effect.
  - If you are making edits to existing curriculum, you can 'copy' an existing major map. This allows you to edit a fresh copy rather than starting over.
- As soon as information about a course has been determined, add information on a new course or update any existing course attributes such as pre-requisites.

Advanced Standing

Before requesting advanced standing, please review the Advanced Standing policy within the handbook. Should the program choose to accept external graduate credits, the program (not the student) must complete the online form accessed in GradTracker and submit a final transcript from the university where the credits were earned.

Advanced Standing Guide (PDF)

WORKGUIDE

If you cannot locate a transcript in Onbase (the university's document imaging system and repository) or GradTracker to include in the Advanced Standing request, please see the workguide below.

Finding a Transcript in Slate for Advanced Standing (PDF)

WORKGUIDE

Grades Assigned to Research Courses that Are Repeated

If students are working on dissertation or thesis research beyond the required 7 research credits for dissertation or the number required for thesis by their program, they should be registered in the appropriate research course (e.g., Individual Dissertation or Individual Master's Thesis), with the course work graded as *P/UP* (passing/unsatisfactory progress), **not** *NG* (no grade) or *I* (incomplete). Students should be graded for the semester based on their progress/achievements in that semester.

SP grades should no longer be used as long-term placeholders while students complete long-term projects. If an *SP* grade is used, it must be converted to a final grade by the end of the following semester. An *SP* grade should only be used for short-term extensions to allow completion of specific assignments. *NG* grades are also not appropriate as long-term placeholders. Students should be graded for the semester based on their progress/achievements in that semester. It is the *program director's responsibility* to communicate this to all faculty advisers and doctoral students in their program so that grades are used consistently. (See Grades Assigned to Research Courses that Are Repeated in the handbook for complete details of this policy.)

Change-of-grade forms for research courses are initiated by the instructor and submitted directly to the Registrar's Office. They do not need to be approved by the Graduate College.

Note: The definition of a "research course" is a course outside of formal class work or instruction that allows a student to be registered as a graduate student while he/she is working independently on their thesis or dissertation under the guidance of their adviser or dissertation committee. This policy also applies to internships and other multiple semester or series courses.

Grading of Dissertation/Thesis and Research Credits

Programs need to be internally consistent in how they grade dissertation/thesis and research credits. We recommend pass/fail grading, but programs may also use letter grades if they think this is important for their program. However, whatever modes of grading they select must be **uniformly** applied to all students in their program. Please also recall that programs must provide students with final grades in such courses every semester. The use of *I* and *SP* style grades should only be used for short term extensions to complete work from that single semester in the following semester. *NG* grades should never be used as placeholders.

Degree Audits

Degree audits are an electronic curriculum guide. Degree audits are used by both students and advisors to determine progress toward degree. As soon as a student registers for a course, it appears in the degree audit and shows where the course applies in the curriculum. Degree audits are also used by Financial Aid to determine if a course is degree applicable and therefore aid eligible. The access needed to both run a degree audit and create exceptions is called Advisor 2 access. To get Advisor 2 access, complete the [Catalyst access request form](#). Please see the Catalyst training in [Success Factors](#) and search for Catalyst: Degree Audit in the Find Learning section for detailed instructions on running degree audits and creating exceptions.

To adjust a curriculum to fit a student's needs, an exception may be required. Exceptions can be made by graduate program faculty and staff who have completed the Advisor 2 training for Catalyst. Exceptions are saved in Catalyst. Each time the degree audit runs, no matter who runs it, the exceptions will appear.

Tips for Success

Run a degree audit for each student before and after registration and make sure the registration is appropriate:

- Did the student register?
- Did they register for the proper course?
- Did the student register in the GRAD career?
- Did the student register for the correct number of credits on a variable credit course?
- Do all of the student's courses from last term fall into the correct place on the degree audit?

Make exceptions as soon as you see it is needed:

- Does the student need a course substitution?
- Is the student taking more courses in a certain area to meet their educational needs? You may need to adjust the hours in the section so all the courses apply

Invalid Grade Waiver Form

The Invalid Grade Waiver form allows a graduate program to request to waive specific courses with grades that will be flagged as a problem at graduation. The waiver is tied to the student and program. While the grade waiver form can be

submitted after a student has applied for graduation, **it can (and is *highly encouraged*) to be submitted prior to the student applying for graduation**.

[Submitting an Invalid Grade Waiver through GradTracker (PDF)](#)

Admission to Doctoral Candidacy Letters

The program coordinator or director is responsible for entering the student's candidacy completion date into Catalyst.

[Entering Candidacy Completion Dates in Catalyst (PDF)](#)

Once the candidacy date is entered, candidacy letters can be generated online through [GradTracker](#). The system will **automatically** send candidacy letters (letters from the Graduate College to the student congratulating their on reaching candidacy) on Fridays **if the candidacy date is entered the same week candidacy was achieved.** The candidacy letter is sent to the student, CC'ing the program coordinator, program director, and (if the committee has been entered) the chair of the committee.

If candidacy was achieved more than one week from when candidacy was entered, the graduate program coordinator or director can generate the candidacy letter the day after s/he entered the date in Catalyst by doing the following:

1. Select the student in GradTracker
2. Click on the Academic Status icon
3. Click on the Details link for Committee Info
4. Look to see if Candidacy Letter Sent=YES. If "yes," the letter was automatically sent.

Whether the candidacy letter was previously sent or not, you can always click the "Resend" button to send another letter. This will send the letter to student, program director, program coordinator, and chair (if committee was entered).

Candidacy Details

CANDIDACY DATE	CANDIDACY LETTER SENT	LETTER SENT DATE	RESEND
10/10/2016 12:00:00 AM	YES	6/6/2017 2:53:47 PM	Resend

Dissertation and Thesis Committee Members

This workguide on the next page provides step-by-step instructions on how to enter the committee for a student's thesis or dissertation. Please have the committee information entered before the graduation term. Students will need to reverify their committee in the checklist if any updates are made to the committee information in GradTracker. If students have already verified and moved to the next step in the checklist before the committee information was updated, then please reach out to **Shaymaa Minkara** (minkarsa@ucmail.uc.edu) for assistance to open the committee verification step.

WORKGUIDE

External Committee Members

For an external committee member, complete the online external committee member request form—accessed in GradTracker on the Committee Info page—and submit their CV.

Select Members

[   ] [+]

Request New External Committee Member

UC Committee Members

UC Tenured or Tenure-Track

If a committee member is tenured or tenure-track and not available in GradTracker because they have not previously served as a committee member, please send an email to **Virginia Dennis** (Virginia.Dennis@uc.edu) with name, UCID, and CV to have the faculty member added to the GradTracker database.

UC Non-Tenure-Track or Non-Tenured

If a committee member is in a non-tenure-track role (e.g., educators, research faculty and visiting professors) and is not available in GradTracker because they have not previously served as a committee member, please send an email to **Virginia Dennis** (Virginia.Dennis@uc.edu) with name, UCID, and CV to request UC committee member review.

Chairs and Graduate Faculty

The Graduate College defines **Graduate Faculty** to include permanent (i.e., tenured or tenure-track) members of the UC faculty who have been authorized to lead the original scholarship of graduate students by the unit in which they hold their primary academic appointments and who are authorized, with the approval of the Graduate College, to chair a master's thesis or doctoral dissertation committee.

Candidates seeking appointment to the university graduate faculty must be nominated by their academic graduate programs following an academic program-level peer-review process. Candidates must meet the minimum graduate faculty criteria set by the Graduate College and approved by the Graduate Council, in addition to meeting the graduate faculty criteria submitted by the college as their requirements.

Requests for graduate faculty status must be sent by the college associate dean nominating the individual to Graduate Faculty status. These requests should be sent to the Associate Dean of the Graduate College, Omotayo Banjo (banjooo@ucmail.uc.edu) and copy **Virginia Dennis, Program Manager,** (Virginia.Dennis@uc.edu). A CV and faculty appointment must be included in the request.

Transcripts and Degree Verification for Outstanding Current and Graduating Students

Starting with incoming Fall 2022 graduate students, Office of Admissions manages all processes for receiving, reviewing, and processing official transcripts. This includes placing holds on student accounts for those who do not submit transcripts by the requested date.

If a student is flagged in GradTracker for a missing transcript, then the student *must* submit an official transcript with degree verification in order to be certified for graduation/certificate completion. These transcripts need to be sent to Graduate Admissions (grad.admissions@uc.edu, or Graduate Admissions, University of Cincinnati, 2618 University Circle, PO Box 210091, Cincinnati, OH 45221-0091). This does *not* apply to students who are earning their bachelor's and master's from UC in the same semester.

Missing student transcripts can be monitored through GradTracker by viewing the Missing Transcript report, under the Reports tab in the navigation:

Once you select "Missing Transcripts" from the report drop-down menu, click the red "View Report" button.

The Graduate College *no longer* had a transcript backlog. All transcripts received by the Graduate College prior to and throughout the pandemic have been processed. Kaitlin Bauer (shieldki@ucmail.uc.edu) monitors missing transcripts for *graduating students only*. If a student who has applied for graduation has a red X for the transcript requirement in the Graduation Checklist, but claims they previously submitted a transcript, a program representative should reach out directly to Kaitlin for more information.

Matriculation Work Guides

Catalyst Academic Advising work guides and video tutorials are available via UC's Knowledge Base. All of the Graduate College's matriculation-related workguides featured in this document have been collected on this page for your convenience.

Entering Candidacy Completion Dates in Catalyst (PDF)

How to Enter a Thesis or Dissertation Committee (PDF)

Reinstatement and Extension Process (PDF)

Leave of Absence Process (PDF)

Grievance Procedure (PDF)

Processing Reinstatements, Extensions, Readmissions, and Leave of Absences

Reinstatement/Readmission/Extension

Students matriculated into a master's or doctoral degree program must maintain graduate student status by registering for at least one graduate credit hour each academic year (fall–summer). A master's student must also complete their degree within 5 years and a doctoral student within 9 years.

Submission Process

An advisor, program coordinator, or program director submits the request and required documentation through GradTracker. Please see the workguide below for the steps to follow in submitting reinstatement, readmissions and extensions in GradTracker.

[Reinstatement and Extension Process (PDF)](#)

WORKGUIDE

Leave of Absence

Under special circumstances, including personal or family medical conditions, call to active military duty, maternity/paternity leave, or death in immediate family, graduate students can apply for a leave of absence from formal study at the university for a specific period up to one academic year. A leave may be renewed for up to four additional academic years if the student applies for a leave extension.

If the student is on a leave of absence and wishes to continue that leave, the student will need to send a request to Virginia Dennis and copy the student's program. The request will need to include an updated physician's statement or military orders. The student does not need to submit an additional request through GradTracker.

Submission Process

The student submits the Leave of Absence request and a one-page medical statement or military orders through GradTracker. Please see the workguide for more information on the submission process.

[Leave of Absence Process (PDF)](#)

WORKGUIDE

Tips for Success

1. Put a reoccurring note on your calendar to review all matriculated students within your program(s) in GradTracker towards the beginning *and* end of each semester by clicking on the "My Programs" icon and selecting your program from the drop-down list. You can review the students' number of years in program, years left, if registered for that semester, GPA, and if there is a grade problem.
2. Be sure to check that all necessary documentation is attached to requests before submitting, in order to reduce the review and processing timeframe.

Graduate Assistant Parental Leave

The Graduate Assistant Parental Leave policy is outlined in the Graduate Handbook. Please note that this policy specifically addresses the process for the Graduate College to provide paid parental leave for eligible GAs. It does not outline how the coursework should be managed while the student is on leave. We recommend that prior to the GA starting their paid leave, the GA, advisor, and/or program director should develop a plan to manage the coursework (for example, completing course requirements during the term or arranging for the student to take I grades).

Please refer to the Graduate Assistant Parental Leave page in the Handbook for eligibility requirements. The student initiates the process by submitting the Parental Leave Policy request form to the Graduate College via GradTracker. The graduate program coordinator and graduate program director must each approve the form for the request to move forward to the Graduate College for review. Please see the workguide for more information.

Submitting a Parental Leave Request through GradTracker (PDF)

WORKGUIDE

Graduate College Award and Fellowship Opportunities

The Graduate College's [award opportunities for incoming and current students](#) are listed online, with award criteria and deadline dates.

Graduate Student Health Insurance (GSHI) Awards

The Graduate College offers health insurance awards for graduate assistants (GAs) and fellows. These award funds are available for the fall and/or spring semester, but not for summer semester. Students must be receiving a stipend via payroll, with an employment status of a graduate assistant, or they must be receiving a fellowship stipend in order to be eligible for this award. Hourly student workers and students who have received a tuition scholarship without a stipend are not eligible. Only full-time students, registered for at least 10 graduate credit hours, are eligible. Students on reduced course loads are *not* eligible for this award.

The Graduate College currently covers 100% of the UC SHI single-student cost for the fall semester and spring semester for eligible students who submit [the GSHI form](#).

GSHI Offer Letter Templates

All assistantship template letters (available at [AdminCentral](#) in the "Guidelines for Award letters" section) include the GSHI template letter. **It is the responsibility of the unit offering the GA position to write the GSHI offer letter**. Students will provide this offer letter to the Graduate College [via a submission form](#) (https://grad.uc.edu/student-life/awards/gshi/submission.html).

The **deadline** to submit the GSHI Award form is the last day of the semester for funding for that term. For example, for fall 2025 funding, the deadline to apply for fall GSHI award funds is December 13, 2025.

However, we recommend students submit the form much earlier, if they want GSHI funds to disburse at the same time as their scholarship funds. For fall funding, students should submit the form by early August in order for the fall funds to disburse to their bill prior to the fall bill due date. If a student's assistantship starts in spring, we recommend the student submit the GSHI form by mid-December.

Students still need to meet all GSHI award criteria to receive the funds. These criteria are included in the guidelines published with the templates, [as well as on the GSHI webpage](#). For example, if the student waives UC Student Health Insurance, they do not meet the award criteria, and therefore, they cannot receive the funds.

Students Purchasing UC SHI Coverage for Dependent/Spouse

Students who purchase UC student health insurance (SHI) coverage for themselves and for a spouse/dependent(s) are charged the full cost of coverage for the academic year on their fall semester bill. As such, the GSHI Award submission form asks students whether they plan to purchase single student coverage or a family plan (coverage for themselves and for a spouse/dependents). For students who purchase a family plan, the Graduate College posts the maximum annual

total of their award on their fall bill. Students who are billed on a semesterly basis will receive the semesterly award amount as applicable. *No additional funds* are provided to students who purchase a family plan; the only thing that changes is how the funds are disbursed over the academic year.

Verifying Eligibility Requirements

Verifying SHI Enrollment at the Start of the Semester:

The GSHI "departmental award" is a non-refundable award that can *only* be applied to the SHI policy charge. If a student does not enroll for UC SHI, or later chooses to waive UC SHI, then the GSHI award will sit on the student's account as "excess restricted non-refundable" financial aid. In some cases, this "excess restricted non-refundable" financial aid prevents students from paying their bills online.

As such, around the third week of the semester—at the Bursar's request—the Graduate College will start **removing GSHI awards for students who are not enrolled in UC SHI**. Should the student be enrolled in UC SHI at a later date, the student should email gshi@uc.edu and request that the award be re-posted. (However, the award will not be re-posted until the UC SHI charge appears on the student's bill.)

Verifying All Eligibility Requirements at the End of the Semester:

At the end of the award semester, the university will re-confirm students' eligibility to make sure that all award requirements have been met. Students who fail to maintain award eligibility are notified via their UC student email account that their award is rescinded and the semesterly award amount has been removed from their account.

It is the **student's responsibility** to check with the program that sponsors their Graduate Assistantship to make sure that the assistantship meets **all** eligibility requirements of the GSHI Award as outlined on the Graduate Student Health Insurance Award webpage. Direct any questions to gshi@uc.edu.

Tips for Success

Please remind your eligible GAs and fellows that they must submit the GSHI award form *every year*. The Graduate College cannot post a student's GSHI award funds for a new academic year without receiving the GSHI Award form submission, which is available on the Graduate College website.

Send out this reminder by **mid-July**, if not sooner. Please keep in mind that semester bills are due 5 calendar days before the first day of classes, and financial aid starts disbursing to students' bills 10 calendar days before the first day of classes.

Many students want their GSHI award funds to hit their bill as early as possible. For this to happen, the student must (a) submit the GSHI Award form at least 13 calendar days before the start of the fall semester, to allow for enough time for Graduate College staff to post the award, AND (b) register for at least 10 graduate credit hours at least 11 calendar days before the start of the semester. The GSHI Award funds will not be disbursed if the student has not yet registered for a full-time course load.

Students who apply for the award *and* register full-time by early August will see the GSHI Award fall funds posted on their fall bills *before* the bills are due. If a student is seeking the GSHI Award funding for spring only, then the student should submit the GSHI Award submission form by mid-December, to allow Graduate College staff enough time to post the award funds prior to the Winter Season Days university closure. Students should also register for at least 10 graduate credit hours at least 11 calendar days before the start of the spring semester.

Offer Letter Templates and Guides

Guidelines and offer letter templates are available at [AdminCentral](#) ("Guidelines for Award letters" section). We offer separate guidelines for domestic students and for international students. These guidelines will educate you on award policies and best practices, and they provide step-by-step instructions on how to prepare each template.

Specific Considerations for Admitted International Students

Please note for award and admissions offers to international students, these students have very specific requirements that *must* be fulfilled to obtain all documents needed to apply for student visas. As such, it is crucial that all guidelines provided by UC International and the Graduate College are followed.

Be sure to refer to the [Guidelines for Award Offer Letters for New and Continuing International Graduate Students (PDF)](#) prepared by the Graduate College and all documents and training materials provided by International Services for the full international admissions process. Visit [UC International's International Admissions page on Bearcats Landing](#) for more information. We strongly recommend that you attend the International Admissions Training sessions offered by International Services.

Annual Award Letters for Returning Students

Graduate awards originating from Graduate College general funds—such as GS (graduate scholarships), graduate assistantships, and [GSHI](#) —can only be guaranteed for a maximum period of one academic year. As such, programs **must** issue offer letters for *each* academic year a graduate student receives the award (whether the student is new or returning).

Graduate Student Grievances

The University of Cincinnati provides an opportunity for the resolution of disputes involving graduate students in a fair and collegial manner through a formal academic process. A grievance must be filed within 60–90 working days of the alleged improper mistreatment. Grievance forms can be found in AdminCentral Forms. Please see the work guide for the grievance submission process.

Grievance Procedure (PDF)

WORKGUIDE

Types of Allegations that Can Be Submitted Through the Grievance Process

- Grievances alleging improper dismissal or suspension from a graduate program.
- Grievances alleging the improper withholding or termination of financial support of any kind.
- Grievances alleging any other improper treatment, either substantive or procedural, of a graduate student by a staff or faculty member or university agency **except** those listed below.

Types of Allegations that Cannot Be Submitted Through the Grievance Process

- Allegations of improper evaluation of the quality and/or quantity of academic work, which a student cannot grieve.
- Allegations of unfair recommendation for employment or further graduate study, which a student cannot grieve.
- Allegations of discriminatory treatment arising from the student complainant's disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression; these allegations are handled separately by the UC Office of Equal Opportunity and Access.
- Allegations of discrimination and sexual harassment; these allegations are handled according to the university discrimination procedure as outlined by UC's Notice of Non-Discrimination.

Tips for Success

Encourage students to work with the Ombuds Office to resolve concerns at the college level before formally filing with the Graduate College.

At each of the three levels (Department Head, College Dean, or Grad College Dean), a disinterested facilitator must be appointed and identified in writing (Form B) to all parties within **10 working days** of receipt of Form A.

Graduation (Certification) Procedures

How to Review, Approve and Finalize Students for Graduation

Graduate program coordinators and program directors should access CertifyOnline to review, submit waivers, approve and finalize students for graduation. To gain access to CertifyOnline, request access through AdminCentral.

For the student to be reviewed by the Graduate College for graduation certification, the following must be checked on the student record:

- **PR** (Program Review) approval for each student record (indicated with a green check mark).
- **PDA** (Program Director Approval) approval for the student's record (indicated with "Approved" selected in the drop-down menu).

Programs should continue to review and monitor the CertifyOnline candidate list for Graduate College approval. Normally, the Graduate College reviews and approves applications the week following the PR and PDA approval deadline (certification term).

- A student approved by the Graduate College for certification will appear with a green check in the Graduate College Review (GR) column on the program candidate list.
- Once the student has been officially certified, a green check will appear in the CF column.
- Any student not approved for graduation must be notified *by the program* to reapply for the next semester.

Graduation Certification Workguide (PDF)

WORKGUIDE

Tips for Success

- At the beginning of each semester, look up the term's Graduation Deadlines on the Graduate College website and add these deadlines to your calendar.
- One week before the semester's graduation application deadline, log into GradTracker to view the students that have applied for graduation for the current term. **Remind any student eligible for graduation to apply**. Students who miss the graduation application deadline will have to apply for the following term. Students can fill out a Late Graduation Application Request form in GradTracker if they have missed the deadline and are requesting to graduate during the current term. Once the form is submitted by the student, the program coordinator must review the form and either approve or return (deny) the form based on the information shared by the student. The Program Director will receive the form once it has been approved by the program coordinator. The director must enter the program final decision. If approved, the form will be sent to the Graduate College for review. *This is only a request form; the form can be denied if there are no extenuating circumstances.*

Example of a Certified Student

Note the green checkmark under CF (Certified Status), PDA (Program Director Approval) are marked as "Approved".

Requesting to Delete a Student's Application for Graduation

The "Send email to Grad College to request deleting this application" link found in the student record in CertifyOnline will send an automatic email to the Graduate College to remove the student from the current graduation term. Please allow a few business days for the Graduate College to delete the application.

Please note: As part of our plan to assist students and be more student centered, the Graduate College and the Registrar's Office are working on creating a system to avoid having students pay the graduation application fee twice. **We will be deleting the deletion requests and adding a graduation application in Catalyst for** the upcoming term. We are only going to add/move one application in Catalyst for each deletion request.
If we receive another deletion for the student from the same program in a later term, then we will go ahead and delete the application and the student will need to apply and pay again.

Tips for Success

If you determine early in the term that a student who has applied to graduate will not be graduating the current or next term, submit a request to delete the application for graduation as soon as possible. Once the application for graduation is deleted, the student will be able to register for coursework in the following term, and they will also be able to re-apply for graduation later if their application was already moved to a later term.