Graduate School Procedure Guide for Graduate Program Directors and Coordinators
Graduate School Procedure Guide

FOR GRADUATE PROGRAM DIRECTORS AND COORDINATORS

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What is this Document?

The Graduate School procedures manual explains in detail how processes are executed at the Graduate School. 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 School. This document will be updated as procedures change. The last updated date is published on the title page of the document. To review Graduate School policies, please go to the Graduate School Handbook, http://grad.uc.edu/fac-staff/handbook.html.

Whom Do I Contact?

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Graduation Application
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Electronic Thesis/Dissertation Submission
Doctoral Hooding and Master’s Recognition Ceremony

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Program changes (including deferrals, subplans)
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Advanced Standing

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Reinstatements, Extensions, Readmissions
Leave of Absences
Committee Member Management
Grade Change Requests
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Graduate School Publications
Graduate School Website and Social Media
Graduate Student Expo, Three Minute Thesis Competition
Graduate School Calendar
Graduate Student Professional Development Institute (Workshops, PFF)
Graduate School Award Competitions/Financial Processes (including Yates Fellowship Program)

**Kyle Johnson-Academic Evaluator** (6-5089)
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Admissions Deadlines Changes
Slate Management
Graduate School Training
Degree Audits

**Emily Kregor-Grad School IT Project Manager** (6-6038)
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Changes to Program Description or Major Maps
Admissions Deadlines Changes
Graduate School Training
Graduate School Help Desk
Degree Audits
Technical Problems with Graduate School Applications

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Graduate Student Health Insurance
Distribution of University Graduate Scholarships (UGS) and Assistantships (UGA) budgets

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Grade Change, Reinstatement/Extension, Leave of Absence,
   Advanced Standing and committee member approvals
Graduate Student Grievance
Preparing Future Faculty
Graduate Professional Development Council
Admissions waivers
Clarification of Graduate Student handbook policies

**James Mack-Associate University Dean**
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Graduation waivers
eCurriculum approvals
Recruitment/admissions strategy
What is AdminCentral?

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

Requesting Access to Graduate School Systems

On AdminCentral, you will find a link for Request Authorization at the top.

Use this tool to request access to Graduate School systems such as CertifyOnline and GradTracker, and to add yourself as a contact on the Graduate School Contact Details page.

Request Access Instructions (PDF)
Recruitment

Inquiries
Potential applicants, also called prospects, may request more information ("submit an inquiry") about your program using a form that feeds into Slate. The Graduate School maintains this form and can make a specialized version of it for programs to use on their program websites. It is very important for graduate programs to respond to inquiries in a timely fashion. The person responsible for answering the inquiries could be the program director, the program coordinator, or an admissions faculty.

Finding Prospects in Slate (PDF)

Events in Slate
Graduate programs/recruiters create graduate fair events in Slate. Potential applicants register at these events, generating inquiries/prospect data.

How to Create an Event in Slate (PDF)

Test Score Querying
Slate offers many ways to query test score data. This can be very overwhelming at first, but it provides the opportunity to query more effectively.

Querying Test Scores in Slate (PDF)
Recruiting Workguides

Staff and faculty who handle recruitment efforts will find these workguides helpful.

- Finding Prospects in Slate (PDF)
- Responding to Inquiries (PDF)
- How to Create an Event in Slate (PDF)
- Querying Test Scores in Slate (PDF)

Admissions

Applicant Life Cycle

This document will walk you through the stages of the application lifecycle. A short description of each status is provided.

- Applicant Lifecycle (PDF)
Application Requirements and Deadlines

Application requirements are determined by the programs and managed within the graduate admission application in Slate. Requests for changes to the application are submitted via a form in Slate. The link to request changes is sent via email in June. Testing of the application for must be completed at least one week prior to the opening of the fall term.

Program application deadline changes are sent to Emily Kregor (emily.kregor@uc.edu).

Submission of Supplementary Materials

Applicants should upload required supplementary materials, such as personal statements, test scores and CVs, as part of the admission application. Additional materials requested by the program can be uploaded by the applicant on their status page. Unofficial recommendation letters are never accepted. Recommendation letters must be uploaded to the application in Slate or received sealed directly from the recommender or a dossier service.

Students are responsible for sending official test scores. Test scores for the GRE, GRE subject tests and TOEFL can be submitted electronically to UC’s institutional code 1833. IELTS scores may be sent directly from the test center through the mail or sent to UC electronically. Please note that PRAXIS tests are handled by individual graduate programs. Programs can access the electronic scores for GRE, GRE subject tests, GMAT, TOEFL, and IELTS in Slate using the template query.

[Querying Test Scores in Slate (PDF)]

WORKGUIDE
The Graduate School's English proficiency policies are currently automated in Slate. Anyone who does not meet this requirement in the system will need to have a waiver submitted by the program.

[Requesting Policy Waivers in Slate (PDF)]

WORKGUIDE

Programs should also check Document Imaging Services for student supplementary information that may have been submitted on a previous application. Please contact Jennifer Lansaw, Associate Registrar, for access (jennifer.lansaw@uc.edu). Log in to OnBase at https://afimageweb.af.uc.edu/em.

4+1 Degree Programs

4+1 degree programs consist of a bachelor’s and master’s degree completed subsequently. While research and graduate courses may be taken prior to graduation from the bachelor’s program, they are still subject to the transfer credit limits. The student must graduate from the bachelor’s program prior to matriculating into the graduate program.

The Graduate School policy regarding 4+1 programs is available at [http://grad.uc.edu/fac-staff/handbook/graduate-admission/app-process/4plus1.html](http://grad.uc.edu/fac-staff/handbook/graduate-admission/app-process/4plus1.html).
Programs are responsible for managing the transfer of graduate credits for these students to the GRAD career and will contact Matt Guido (matt.guido@uc.edu).

AIM Programs

A program must receive approval from the Graduate School in order to be designated as an Accelerated Integrated Master’s (AIM) program.

Programs with an AIM option have an additional question as part of the application. Applicants who are ready to matriculate into the master’s portion of their AIM program will go to https://grad.catalyst.uc.edu/apply and identify that they are part of the AIM program by selecting yes:

Are you a current UC undergraduate who is applying for an Accelerated Integrated Master’s (AIM) program?

Yes ▼

These students have a streamlined application and no application fee.

Coordinators for AIM programs need to add students to be in the appropriate AIM student group in Catalyst. Please see the Catalyst training materials page for “Maintaining students in a student group” (PDF).

Programs will be responsible for managing the transfer of graduate credits for these students to the GRAD career and will contact Matt Guido (matt.guido@uc.edu).

List of Accelerated Integrated Master’s (AIM) Programs at UC

- Aerospace Engineering, Master of Engineering
- Aerospace Engineering, Master of Science
- Biomedical Engineering, Master of Engineering
- Biomedical Engineering, Master of Science
- Business Administration (Business Admin), Master of Business Administration
- Business Administration-Online, Master of Business Administration
- Chemical Engineering, Master of Engineering
- Chemical Engineering, Master of Science
- Civil Engineering, Master of Engineering
- Civil Engineering, Master of Science
- Computer Engineering, Master of Engineering
- Computer Engineering, Master of Science
- Computer Science, Master of Engineering
- Computer Science, Master of Science
- Electrical Engineering, Master of Engineering
- Electrical Engineering, Master of Science
- Electrical Engineering-Online, Master of Engineering
- Engineering Mechanics, Master of Science
• Environmental Engineering, Master of Engineering
• Environmental Engineering, Master of Science
• Environmental Science, Master of Engineering
• Environmental Science, Master of Science
• Health Informatics-Online, Master of Health Informatics
• Information Technology, Master of Science
• Materials Science, Master of Engineering
• Materials Science, Master of Science
• Mechanical Engineering, Master of Engineering
• Mechanical Engineering, Master of Science
• Mechanical Engineering-Online, Master of Engineering

Continuing to Doctoral Program

UC master’s students continuing to a doctoral program in the same program area can complete a Continuing to the Doctoral program application at https://grad.catalyst.uc.edu/apply/. Participating programs will have an additional question:

Are you a current UC master's student who is continuing to the doctoral program in the same subject?

[Yes ▼]

Students who answer yes will get a streamlined version of the application with no application fee.

Admissions Review and Decisions

Decisions concerning admission to graduate programs rest with the programs, and criteria used for determining admission beyond the minimal requirements are established by the programs.

Program admission decisions are final unless it is demonstrated that the program violated a policy established by the university or the Graduate School or that the program failed to apply admissions criteria consistently. All programs have established written criteria for judging the admissibility of applicants, which are published in each program’s graduate handbook.

The Graduate School strongly advises that programs NOT require official transcripts for making admissions decisions. Using unofficial transcripts during admissions review will simplify and accelerate the application process for applicants, programs and the Graduate School. Any significant discrepancies between student-provided unofficial transcripts and official transcripts obtained later will be grounds for dismissal. Please see the workguides on the next page for more information on reviewing applications and admissions decisions.
All final decisions (i.e., admits, denies and deferrals) must be entered before the 15th calendar day of the application semester.

**Deferrals**

An application can stay viable for admissions for three semesters if the program has rolling admission. Within this time, the program may request a change in an applicant’s intended begin term within the same program without penalty. After three semesters, the applicant must reapply. A student may make a request to their program for a deferment to a fourth semester, one-year deferment, but they must have just cause and be approved by the program director.

If the admission term for a program needs to be changed, the graduate program coordinator must contact Matt Guido (matt.guido@uc.edu) by email to request the change.

Application changes prior to the applicant accepting admission (confirming) will be made in Slate. If the applicant has confirmed admission and paid the confirmation fee, the changes will be made in the Catalyst CPP Stack.

**Transcripts and Degree Verification**

Once a student has been accepted and confirmed, a checklist requirement will appear on their status page notifying them of the need to submit final transcripts showing a degree conferred. Information on this requirement is included in the Graduate School offer letter. Admitted students should be strongly encouraged to send their transcripts as soon as all coursework has been finished and degrees conferred. This practice will help avoid bottleneck delays and reduce the
chance of problems with student status. Program coordinators should send out several reminders after a student has been accepted. The status of student transcripts can be monitored through GradTracker by clicking on the Missing Transcript icon:

Students will not be allowed to complete a full semester of graduate school without appropriate qualifications being verified. Students must be counselled appropriately and programs need to make students aware that they may sacrifice tuition dollars if they are expelled in the middle of a semester. For international students, lack of an official transcript can lead to the revocation of their student visas.

Students should submit their transcripts directly to the Graduate School, but they may mistakenly send transcripts to programs instead. After verifying that transcripts are official, please add the student’s UC ID to the top of the document and send them through interdepartmental mail to the Graduate School. Unofficial transcripts should never be sent to the Graduate School.

The Graduate School also accepts electronic transcripts sent directly by the school as official. These documents can be sent to grad.info@uc.edu with Matt Guido as the contact person if required. If electronic transcripts are sent to a program office, the program staff person should download and save the document, and then forward it to Matt Guido (matt.guido@uc.edu) along with the student’s UC ID. Please do not forward the original email as the security for these documents is based upon the original email.

If the program has access to official electronic transcripts through a common application service, these are considered official. However, they still need to be entered into OnBase. Arrangements with individual programs will be made for the submission of these documents.

University of Cincinnati alumni do not need to submit official UC transcripts. If they wish to obtain advanced standing or earn credit from a previous non-UC master’s degree, they will need to submit official transcripts from these institutions.

Students who receive degree certificates—typically, from Indian and South Asian institutions—can bring their degree certificates to the Graduate School for scanning. However, they must still submit official, sealed transcripts in envelopes closed by the issuing institution in addition to their degree certificates. This is only necessary if the official transcripts do not explicitly show a degree conferral.

**Application Fee Waivers**

Applicants who fall into specific categories (e.g., McNair and GEM scholars, who are students in fellowship programs designed to increase the presence of domestic underrepresented minorities in graduate education) receive the UC graduate application fee waivers to which they are entitled by virtue of participation in these initiatives. The central Graduate School office processes these waivers.

Apart from these applicants, individual graduate programs can themselves decide whether to grant fee waiver assistance to their prospective students. The Graduate School staff will refer applicants with questions about waivers to the individual programs to which they seek admission; the programs will decide whether to grant these requests.
Individual programs may weigh multiple factors when deciding whether to grant fee assistance, including the underrepresented status of the applicant (however defined), but the decisions and funding are localized.

Should a program choose to grant a waiver for an application fee payment, the program will be required to contribute the funds for doing so from its own budget.

Programs that offer fee waivers for their applicants must ask the student to pay the fee initially. The program can then post a discretionary scholarship to the student’s account. Program faculty/staff are not allowed to pay the fee with their individual P-card. This would be a P-card violation. It is also permissible for UC employees to pay an application fee on behalf of an applicant and then to be reimbursed by the local college/program, working through the college business officer.

Please direct any questions about this process to Matt Guido (matt.guido@uc.edu).

**Dual Degree Programs**

The university offers the opportunity for students to pursue two complementary graduate degrees simultaneously through structured, official dual degree programs. The advantage of these programs is that they may require fewer credits than completing each degree program separately. Programs will add students who are in dual degrees to the corresponding student group in Catalyst so that the proper credits apply. To create a dual degree program, the programs involved must complete the process outlined at [http://grad.uc.edu/fac-staff/governance/approvalprocess/dual-degree.html](http://grad.uc.edu/fac-staff/governance/approvalprocess/dual-degree.html). Currently approved dual degree programs are listed at [http://grad.uc.edu/fac-staff/handbook/graduate-admission/dual-degree.html](http://grad.uc.edu/fac-staff/handbook/graduate-admission/dual-degree.html).

**Advanced Standing**

Before requesting advanced standing, please review the policy at [http://grad.uc.edu/fac-staff/handbook/credit-grades/transfer.html](http://grad.uc.edu/fac-staff/handbook/credit-grades/transfer.html). 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**

**Program Changes**

In order to change from one graduate degree program to another within another college at the university, a student must submit a complete application to the new program and pay the application fee. If the degrees are housed in the same department and the change is made over consecutive term enrollments, please follow the steps outlined in the Admitting to a Different Program workguide, making sure to send the notification email to Matt Guido (matt.guido@uc.edu). There is no additional application fee for a program change.
Admissions Workguides
All admissions-related workguides from previous pages have been collected here for your convenience.

- Admitting to a Different Program (PDF)
- Applicant Lifecycle (PDF)
- Querying Test Scores in Slate (PDF)
- Requesting Policy Waivers in Slate (PDF)
- Managing Application Review Process (PDF)
- Uploading Custom Decision Letters (PDF)
Procedures during Student Matriculation

Review Student Status
Graduate program coordinators and directors can review the status of all their matriculated students using a Graduate School 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” icon:

2. Select the college and program name.
3. The list of all matriculated students within this program will appear.
Pay close attention to highlighted cells. These indicate potential problems (yellow) or definite problems (orangey-red). From the main list, you can see at a glance:

- if the student has applied for graduation,
- time left in program before time-to-degree expires,
- if the student is currently registered,
- GPA issues,
- and grade problems.

To click the detail of the student’s record, click the “Select” link on the far left.

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**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 contact Matt Guido 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.

**Grade Changes**

Circumstances that warrant approval of the Graduate School for graduate level grade changes include the following:

- Any grade change that is over one calendar year old (minus eight days). The only exceptions are research courses that are repeated. (These do not need to be approved.)
- Any grade of F.
- Any grade of I/F.
- Any grade of NG.
- Any request to add, drop, change the number of credit hours or type of credit hours AFTER the deadline date...
The professor of record must send the official paper grade change form, along with a rationale as to the reason for the request (and in the case of an $I/F$, an explanation as to why the $I$ was not completed in the one year time frame allotted), to virginia.dennis@uc.edu. The request will then be given to the Director of the Graduate School for review.

Grade change requests that will **not** be approved by the Graduate School include:

- Any previously recorded grade to a $W$ after the semester is over. Previously recorded grades may not be changed to a $W$, since $W$ reflects an official withdrawal that took place by the 58th calendar day of classes. Students cannot withdraw from a class retroactively.
- Any request to change a previously recorded graduate level course to an undergraduate level course, or vice versa.
- Any request to change the number of credit hours previously recorded for a course.

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**Tips for Success**

1. There are no grade replacements at the graduate level. If a graduate student re-registers and re-takes a course, both grades will be included in the student’s overall GPA. If an $F$ is in a non-required course or the required course has since been retaken for a passing grade, the Program Director at certification may request a waiver of the $F$ grade from the Associate University Dean.
2. The process to make a grade change cannot be initiated by a student. *At no time should a student be in possession of a change of grade form.*
3. The instructor of record must submit the change of grade form. The program director or other representative of the program/department/college cannot submit for the instructor of the course.
4. *SP* grades should no longer be used as long-term placeholders while students complete long-term projects. Instructors need to provide students with final grades in such courses every semester, with the *SP* converted to a $P$, $UP$, or a letter grade by the end of the next semester.

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**eCurriculum**

eCurriculum is a custom software built by IT@UC. This software handles many important business processes. Some of the data from eCurriculum are reported out to state and federal entities. eCurriculum is found at [http://www.uc.edu/ecurriculum/login.html](http://www.uc.edu/ecurriculum/login.html). Access to eCurriculum is usually assigned through the college dean’s office. Please see [http://www.uc.edu/ecurriculum/access.html](http://www.uc.edu/ecurriculum/access.html) 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 School homepage) through the program finder, 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**
  - Once the curriculum is determined for the next academic year, copy the previous year’s 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.

### 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 School.

**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 his/her thesis or dissertation under the guidance of his/her adviser or dissertation committee. This policy also applies to internships and other multiple semester or series courses.
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 workguides and video tutorials posted on the Catalyst training site for Academic Advising 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

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.

Admission to Doctoral Candidacy Letters

The program coordinator or director is responsible for entering the student’s candidacy completion date into Catalyst.
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 School to the student congratulating him/her 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).

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.

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.
Submitting an External Committee member Request in GradTracker (PDF)

WORKGUIDE

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 School 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 School, to chair a doctoral dissertation committee.

Requests for graduate faculty status must be sent to Chip Montrose, dean of the Graduate School (mhm@uc.edu), and Virginia Dennis, Program Manager, (Virginia.Dennis@uc.edu), from the college/program associate dean nominating the individual to the graduate faculty. A CV and faculty appointment must be included in the request.
Matriculation Work Guides

Catalyst Academic Advising work guides and video tutorials are available at http://www.uc.edu/catalyst/training/training-materials/advising.html. All of the Graduate School’s matriculation-related workguides featured in this document have been collected on this page for your convenience.

- **Entering Candidacy Completion Dates in Catalyst (PDF)**
- **External Committee Member Form Process (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 his/her 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.

Eligibility
The request for a readmission or reinstatement must be submitted in GradTracker by the first day of classes in any given semester for that student to be term activated and able to register for course credit that semester. If received after that date, the student is not currently registered and needs to register, the student will not be allowed to register and will not receive the reinstatement (if approved) until the following semester. An extension can, however, be granted at any time within a semester but the registration rule still applies. If a student was not registered by the first day of classes for that semester, he/she will not be able to register that semester, but can still receive an extension (if approved).

Leave of Absence
Under special circumstances, including personal or family medical conditions, call to active military duty, maternity 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 one additional academic year if the student applies for a leave extension.

Submission Process
The student submits the Leave of Absence request and a one page medical statement or military orders through GradTracker. Please see the work guide for more information on the submission process.
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 School Awards

Calendar

The Graduate School calendar, which provides a list of dates for award competition and events, is available at https://grad.uc.edu/content/dam/refresh/grad-62/docs/awards/Graduate-School-Calendar.pdf.

Graduate School Awards at a Glance

<table>
<thead>
<tr>
<th>Name</th>
<th>Eligibility</th>
<th>Funds Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS/ProQuest Distinguished Dissertation Award</td>
<td>Doctoral students who have graduated within 2-year period w/dissertation</td>
<td>$350</td>
</tr>
<tr>
<td>Dean’s Completion Fellowship</td>
<td>Doctoral students on track to graduate within a year of receiving award</td>
<td>tuition scholarship, $20,000 stipend</td>
</tr>
<tr>
<td>Editorial Assistance Awards</td>
<td>Faculty journal editors</td>
<td>Varies; funds for student worker or GA</td>
</tr>
<tr>
<td>Excellence in Mentoring of Doctoral Students Award</td>
<td>Full-time graduate school faculty who advise/mentor doctoral students</td>
<td>$1,500 (and recognized at spring hooding ceremony)</td>
</tr>
<tr>
<td>Excellence in Teaching Award for GAs</td>
<td>TA during the current year</td>
<td>$1,000</td>
</tr>
<tr>
<td>Excellence Scholarship</td>
<td>Incoming doctoral student* w/full-time scholarship who increases diversity in the accepting program</td>
<td>$3,000</td>
</tr>
</tbody>
</table>
Graduate Student Health Insurance (GSHI) Awards

The Graduate School offers two types of health insurance awards for graduate assistants (GAs) and fellows. Award A applies in the fall semester and continues to apply to the spring semester student health insurance (SHI) costs if the student qualifies in the spring semester. Award B applies ONLY to spring semester health insurance costs. Programs are responsible for notifying graduate assistants/fellows to apply for the Health Insurance Award. **Visit the Graduate Student Health Insurance Award page** for details.

To qualify for these award funds, the student must apply by their respective deadline and be in a UC-employed, graduate assistantship or fellowship position (not hourly) that pays a minimum of $2,400 per term through UC payroll.

For the 2019–20 academic year, the Graduate School has been able to secure funding in order to provide a GSHI award of $803/semester (maximum award of $1,606 per academic year). While the Graduate School strives to maintain this level of funding, unfortunately we cannot guarantee this level for years beyond 2019–20.

Students Purchasing UC SHI Coverage for Dependent/Spouse

For the 2018–19 academic year, students who purchased UC student health insurance (SHI) coverage for themselves and for a spouse/dependent(s) were charged the full cost of coverage for the academic year on their fall semester bill.

For the 2019–20 academic year, students who are charged the full cost of coverage for the academic year on their fall semester bill will receive the maximum total of their award ($1,606) on their fall bill. Students who are billed on a semesterly basis will receive a maximum of $803/semester as applicable.
Health insurance coverage purchased for spring semester continues through the summer term for no additional cost. This is why no award is offered for summer semester.

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 School 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 $803 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 at http://grad.uc.edu/student-life/awards/gshi.html. Direct any questions to gshi@uc.edu.

Tips for Success

Please remind your eligible GAs and fellows that they must apply for the GSHI award every year. If a student misses the deadline to apply for Award A (which provides $803 per semester for fall and spring), they will not be granted an exception to the deadline. The student will have to wait to apply for Award B, and therefore, they will miss out on $803 for fall semester.

Send out this reminder by mid-August, if not sooner. The GSHI Award A application opens in early July and closes in early September. However, fall semester bills are due 5 days before the first day of classes. Students who apply for the award by mid-August will see the GSHI Award A funds posted on their bills before the bills are due.

Annual Award Letters for Returning Students

Graduate awards originating from Graduate School general funds—such as GIA, GAS and graduate assistantships—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).
Guidelines and offer letter templates are available at https://gradapps.uc.edu/AdminCentral/Home/TrainingMaterials ("Guidelines for Award letters" section).
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 School.

At each of the three levels (Department Head, College Dean, or Grad School 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.
How to Review, Approve and Finalize Students for Graduation

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

In order for the student to be reviewed by the Graduate School for graduation certification, the following must be checked on the student record:

- PR (Program Review) approval for each student record (as indicated with a green check mark).
- PDA (Program Director Approval) approval for each student record (as indicated with “Approved” selected in the drop-down menu). See the screenshots for “Example of a Certified Student.”

Programs should continue to review and monitor the CertifyOnline candidate list for Graduate School approval. Normally, this is completed the week following the PDA approval deadline.

- A student approved by the Graduate School for certification will appear with a green check in the CF column on the program candidate list.
- Any student not approved for graduation must be notified by the program to reapply for the next semester.

Tips for Success

- At the beginning of each semester, look up the term’s graduation application deadlines at https://gradapps.uc.edu/graduationdeadlines/graduation-deadlines.aspx and add these deadlines to your calendar.
- One week before the semester’s application deadline, log into GradTracker to view the students that have applied for graduation that term. Remind any student eligible for graduation to apply, as there are no exceptions to the graduation application deadlines. Students who miss the graduation application deadline will have to apply the following term.

CertifyOnline Waiver Process

A waiver can only be submitted by the program director.

- If a waiver request is needed, use the “Create/View All Waivers” link located in the student record in CertifyOnline or see the graduation certification work guide below for example.
- Once a waiver is finalized, the program coordinator will be able to view it in the student record.

Graduation Certification Workguide (PDF)
Requesting to Delete a Student’s Application for Graduation

The “Send email to Grad School to request deleting this application” link found in the student record in CertifyOnline will send an automatic email to the Graduate School to remove the student from graduation. Please allow 2–3 days for the Graduate School to delete the application. The student will then be able to reapply for a future term.

Tips for Success

If you determine early in the term that a student who has applied to graduate will not be graduating, 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 in the following term.

Example of a Certified Student

This screen shot from CertifyOnline shows an example of a certified student:

<table>
<thead>
<tr>
<th>Begin Term</th>
<th>Grad Term</th>
<th>Active</th>
<th>SP</th>
<th>PR</th>
<th>SF</th>
<th>GS</th>
<th>CF</th>
<th>Grad Type</th>
<th>PDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>14FS</td>
<td>15US</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Nonthesis</td>
<td>Approved</td>
</tr>
</tbody>
</table>

Legend:
- ✓ Approved
- ✗ Not Approved
- ⚠ Pending Review

Status Key: Mouse over status for description

- **SP**: System Preliminary
- **SF**: System Final
- **CF**: Certified Status
- **PR**: Program Review
- **GS**: Graduate School Review
- **PDA**: Program Director Approval