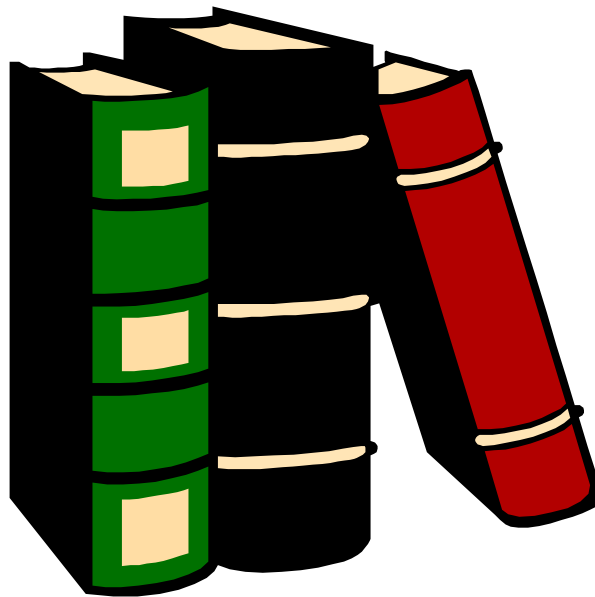


Graduate Faculty Handbook  
University of Wisconsin Oshkosh  
Spring 2001



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## **I. Preface**

The Graduate Faculty Handbook contains information about academic policies and administrative procedures for graduate education at the University of Wisconsin Oshkosh. While compatible with information found in the Graduate Bulletin, it contains additional descriptions and requirements about which graduate faculty are expected to be knowledgeable.

The information presented herein is in effect at the time of publication. Changes in policies and procedures and current publications of the Graduate Bulletin, Graduate Program Coordinators and Council meeting minutes, Graduate School Travel Fund policy, Bylaws, and Appeals Procedures can be obtained from the Graduate School and Research.

## **II. Mission Statement**

The mission of the Graduate School and Research is to be an advocate for graduate education and research within and beyond the campus and to efficiently and effectively monitor and maintain high standards of graduate education. In addition to ensuring consistency in quality across all graduate programs, the Graduate School and Research provides centralized coordination and facilitates communication among graduate education stakeholders so that students and faculty can achieve increasingly higher levels of education, research, and service.

## **III. Organization**

### **A. Overview of Graduate Studies**

The University of Wisconsin Oshkosh offers a wide array of graduate degree programs, GAPs (Post-master's Graduate Achievement Program) and cooperative degrees with other UW System campuses. Each of these graduate education opportunities is briefly outlined below. Individual program requirements are discussed at greater length in the Graduate Bulletin and also are available from the specific program office. The Graduate Bulletin is available on the web at [http://www.uwosh.edu/grad\\_school/bulletin.html](http://www.uwosh.edu/grad_school/bulletin.html).

### **B. List of Graduate Programs**

The University of Wisconsin Oshkosh offers 15 graduate programs leading to the Master's degree. There are four Colleges of the University: Business Administration, Education and Human Services, Letters and Science, and Nursing. For more information about specific programs and the Colleges, refer to the Graduate Bulletin or contact the specific program office.

**College of Business Administration**

Business Administration	MBA
Information Systems	MS

**College of Letters & Science**

Biology	MS
(Biology/Zoology)	
(Microbiology)	
English	MA
Mathematics Education	MS
Physics	MS
Psychology	MS
(Experimental)	
(Industrial/Organizational)	
Public Administration	MPA
(General Administration)	
(Health Care)	
Speech and Hearing Science	MS
(Audiology)	
(Speech-Language Pathology)	

**College of Education and Human Services**

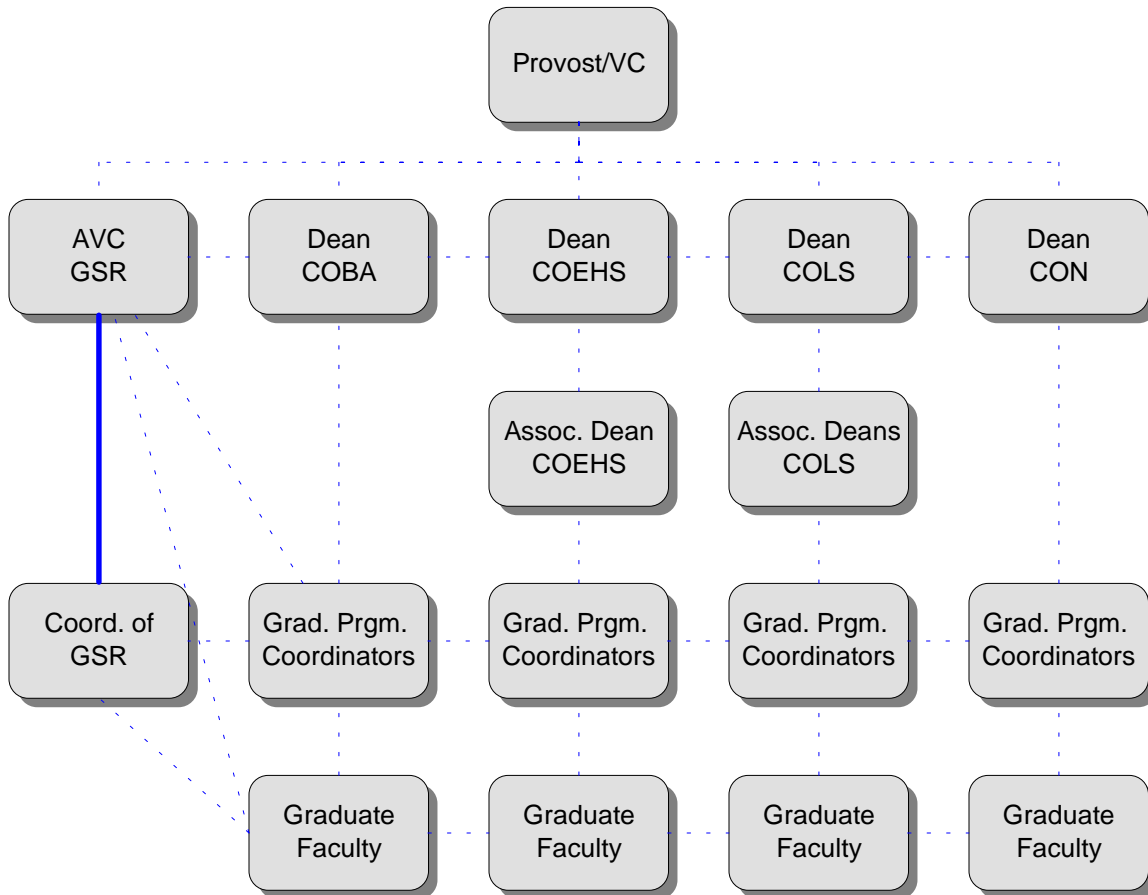
Counsel or Education	MSE & GAP
(School Counselor)	
(Community Counselor)	
(Student Development in Higher Education)	
Curriculum and Instruction	MSE
Educational Leadership	MS
Reading	MSE & GAP
Special Education	MSE
(Cross Categorical - ED/CD/LD)	
(Non-licensure/Degree only)	
(Early Childhood: Special Education)	

**College of Nursing**

Nursing	MSN & GAP
(Family Nurse Practitioner)	
(Adult Health and Illness)	

As noted above, some academic departments at the University of Wisconsin Oshkosh offer GAPs. For more information about these programs, refer to the program section of the Graduate Bulletin or contact the department in which the GAP is offered.

## Communication Lines Between Graduate School and Graduate Programs



The chart shown here is an outline of the communication paths among the Graduate School and Research, Colleges, graduate programs, coordinators, and faculty. This chart is not meant to be prescriptive but merely a visual representation of multiple lines of communication that exist between and among the represented units and individuals.

### IV. Expectations of Graduate Education

The primary function of graduate study is to broaden the perspective and deepen the knowledge that students have of a particular discipline or professional field of study. Graduate courses are characterized by a high level of complexity and are structured in a manner that allows for a variety of approaches to the subject matter, a wide range of source material, considerable student interaction, and a significant emphasis on independent study and/or research in the library, laboratory, clinic, studio or community and through computer databases and networks. The courses are designed to extend the knowledge and intellectual maturity of students beyond the baccalaureate level.

They are intended for students who are capable of analyzing, exploring, questioning, synthesizing, and evaluating knowledge and developing higher levels of application skills.

Graduate studies are distinct from undergraduate work in that graduate studies expect of the learner (1) higher levels of advanced inquiry, (2) more demanding and sophisticated levels of scholarship, (3) more focused and analytic skill development, and (4) more intellectually challenging qualitative and quantitative research. Evaluation of student performance, therefore, entails a variety of methods and is commensurate with these more demanding expectations.

Graduate courses are numbered at the 500, 600, and 700 levels.

## **V. Graduate Faculty**

### **A. Appointment**

Annually on October 1, each College Dean upon recommendation by the departments will submit to the Assistant Vice Chancellor of Graduate School and Research the names of continuing members, deleted members and new nominees of the Graduate Faculty. The Assistant Vice Chancellor recommends appointment of individuals meeting the following qualifications:

1. An earned doctorate or terminal degree in the chosen professional field from an accredited graduate program/institution
2. A record of productive scholarship
3. Demonstrated ability to teach at the graduate level
4. Assignment to graduate teaching or other responsibilities
5. Exceptions to these criteria may be made on a case by case basis by the Assistant Vice Chancellor of Graduate School and Research [Needs Graduate Council approval.

The Graduate Council approves the recommendations. The signature of the Assistant Vice Chancellor on nominations connotes approval of graduate faculty status. Please contact the Graduate School and Research at (920) 424-1223 or email: [gradschool@uwosh.edu](mailto:gradschool@uwosh.edu) for more details on this process.

### **B. Responsibilities**

#### **1. Teaching**

Policy on Graduate Faculty teaching responsibilities varies from College to College, and is determined by the College of which the individual is a faculty member. These responsibilities may include teaching assignments in graduate level courses; graduate admission decisions and recommendations; advisement of graduate students; Graduate Council and/or departmental graduate committee activities; curricular review and

development; candidacy and comprehensive examination responsibilities; supervision of theses, seminar or clinical papers, or field projects; and research and scholarship to enhance the teaching of graduate students. Since teaching load determination sometimes varies from department to department in the same College, it is best to obtain more specific information from the respective department and/or College Dean's Office.

## 2. Expectations of Professional Development, Research, and Scholarly Growth

Just as expectations of students in graduate studies are at a rigorous level, so are expectations of graduate faculty concerning their own scholarship. Graduate faculty engagement in on-going personal and professional development is a given, with the intent that this pursuit of scholarship, broadly defined, will enrich the classroom, lab, or studio and will challenge students at higher levels of performance.

These challenges may include but are not limited to collaborative research projects teaming professor with student(s), independent student investigations supervised by graduate faculty, and mentor/mentee relationships between faculty and students. Graduate faculty are also encouraged to involve their students in other professional growth experiences such as conferences, manuscript development, and preparation of grant proposals.

For more precise clarification of expectations for professional and scholarly growth, see the Faculty and Academic Staff Handbook and contact the respective departmental and College Dean's Office.

## 3. Service

Graduate faculty should be engaged in institutional and extra-institutional service. Faculty are expected to make available their services to the governance of the university. Institutional service consists of service that is rendered at the departmental, college and university levels. Extra-institutional service is that service rendered to the broader community and the profession that is related to the special academic or professional competencies of a faculty member. Graduate service is encouraged. For additional information, refer to department and College promotion and renewal policies and the University Faculty and Academic Staff Handbook.

### C. Graduate Program Coordinator

Any graduate faculty actively engaged in teaching and research is eligible for the position of Graduate Program Coordinator. An important function of this position is to be a liaison with the Graduate School and Research and the other graduate programs. Other functions are of an administrative nature: monitoring admissions decisions and managing student and data files; coordinating recruitment and retention efforts; assuring that proposals for program modification/curriculum refinement/accreditation efforts go

through proper channels; participating in program assessment and review (with the Department Chair, if separate); and managing Graduate Assistants. The department chairs are given the allocations, in the case of the COLS and the COEHS. Lynn Grancorbitz does it for COBA and Jayalakshmi Jambunathan for CON. Please contact the Graduate School and Research at (920) 424-1223 for a complete job description for Graduate Program Coordinator.

## **VI. Graduate School Governance**

### **A. Graduate Council and Committees**

The University of Wisconsin Oshkosh Graduate Council is a representative body that is responsible for the formulation of policies concerning graduate education and programs of the University. The Council serves as an advisory body to the Assistant Vice Chancellor, Graduate School and Research, and is concerned with the setting of Graduate School policies. Two graduate faculty members from each College are elected by their graduate faculty peers within the College, and the Dean of each College makes an administrative appointment to the Council. Members of the Graduate Council serve three-year terms and are eligible for reappointment. In addition, two graduate students are elected to serve one-year terms. Meetings are held at least twice a semester, at the discretion of the Assistant Vice Chancellor, Graduate School and Research.

The Graduate Council has the function and power to establish goals and direction, advise the Assistant Vice Chancellor, Graduate School and Research, review annually the existing graduate programs, revise bylaws and recommend that new programs be implemented or existing ones revised. More information about the Graduate Council can be found in the Graduate Bulletin or by contacting the Assistant Vice Chancellor, Graduate School and Research.

### **B. Graduate Program Coordinator Group**

Graduate Program Coordinators, by virtue of their position, participate regularly in the Graduate Program Coordinators Group. Acting in cooperation with the Graduate School and Research, the Coordinators group is an advisory, problem-solving, information-sharing body, rather than a policy-making one. The Group members work collaboratively with each other, the Coordinator of Graduate Studies and others of the Graduate School, to establish and implement various administrative and academic procedures.

## **VII. Graduate Resources**

### **A. Scholarships/Awards**

The University of Wisconsin Oshkosh Financial Aid Office and the Graduate School and Research maintain information about scholarships available to graduate students.

All guidelines for administering financial aid programs are subject to change because of legislative or regulatory action by the federal or state agencies responsible for the direction of the programs. The awarding of financial aid to a given student depends upon both the student's eligibility and the availability of funds. As funds are often insufficient to meet all of the students' financial need, the importance of early application cannot be overemphasized. More information is available from the Graduate School and Research and the Financial Aid Office.

#### B. Collaborative Research Awards

The Collaborative Research Awards support graduate student and faculty collaborative research. Program goals and purposes include recognizing and rewarding research of a high caliber, enabling graduate students to establish a professional identity with other scholars in the field, assisting graduate students with building a scholarly resume early in their careers and enabling graduate students to produce quality theses with the potential for having a significant impact in their field.

Graduate students seeking to engage in collaborative research with a faculty advisor are eligible to participate if they have been admitted to Candidacy in a degree program or have completed 15 graduate degree credits. More information on awards, eligibility rules, proposal format and submission guidelines are available from the Graduate School and Research, 337 Dempsey.

#### C. Scholarship Day

The University of Wisconsin Oshkosh Research and Scholarship Day is an opportunity for graduate and undergraduate students to present their scholarly or creative work. Acceptable entries include research, scholarly works, and creative and artistic works that lead to the production of new knowledge; to increased problem solving capabilities, including design and analysis; to original or historical theory and interpretation; or to the production of art or artistic performance. Entries may be presented in poster, visual art, oral, or performance format. Students have the option of having their work evaluated by a panel of judges. Cash awards are given for demonstrated excellence. All entrants are recognized for their participation. Any faculty may participate by judging entries or being an advisor to a student who enters the event.

#### D. Graduate Travel Fund

Funding is available for travel by graduate students and graduate faculty with a limitation of one such award to an individual per year. All applications must be submitted to the Graduate School Office at least 21 days before the proposed date of departure. This fund does not support activities that offer course or program credit to the participants. If applicants are unable to accept their awards, they may not use the funds later for different activities. They will need to make a new application for such activities.

Graduate faculty are asked to submit requests for support on behalf of their graduate and undergraduate students. The application instructions are the same as those for graduate faculty applicants. Faculty applicants to this program must be on record with the Graduate School and Research as a graduate faculty before their application. Contact Gloria Splittgerber, Graduate School and Research, 424-1211, or [splittgl@uwosh.edu](mailto:splittgl@uwosh.edu), for more information on eligibility. Endorsements of the Department Chair and the Dean/Associate Dean are required on the request form before submitting it to the Graduate School Travel Fund Committee. For more information about allocations and application procedures, please contact the Graduate School and Research, 424-1223 or go to 337 Dempsey Hall.

#### E. Graduate Assistantships

The Board of Regents for the University of Wisconsin system provides resources for a number of academic graduate assistantships. The employing units have job descriptions on file in the Graduate Office. Graduate Assistantships are for a 17-week semester or the academic year and are either full-time (20 hours/week), three-quarter time (15 hours/week), or half-time (10 hours/week). Non-resident graduate assistants who are hired for 13.5 or more hours per week are eligible for out-of-state fee remissions. Graduate assistants who are employed 13.5 or more hours per week are eligible for fringe benefits. Graduate assistants are limited to a minimum course load of 6 graduate credits and a maximum course load of 12 credits per semester. Additional information on qualifications for Graduate Assistantships, Federal Work-Study Employment and Student Assistant Employment for graduate students is found in the "Financial Aid" section of the Graduate Bulletin.

#### F. International Graduate Student Assistantships

International graduate students who are in full standing in a UW Oshkosh graduate degree program are eligible for employment. An international graduate student may work a maximum of 20 hours per week as a graduate assistant. U. S. Immigration and Naturalization Service (INS) regulations limit on-campus employment to a maximum of 20 hours per week while school is in session. International graduate students employed as graduate assistants for at least 13.5 hours week are eligible for an out-of-state fee waiver.

### **VIII. Graduate Curricular Activities**

#### A. Dual-level Courses

Dual-level courses are open to undergraduates as well as graduates. In these cases, two catalog numbers are used; e.g., English 302/502. Students enrolled in a dual-level course for graduate credit must meet requirements beyond those required for undergraduate credit. In dual-level courses, the graduate student requirements must be qualitatively more challenging and lead students to deeper and broader intellectual contact with topics and methods in their fields. The graduate students' learning

activities are not merely additional work of the same type expected of undergraduates, such as added length or increased number of references in a research paper. To earn graduate credit, students must perform work that derives from expectations unique to graduate-level work. The current course registration permits a student who successfully completed a dual-level course at the undergraduate level to register for it at the graduate level. Please refer to the Graduate Council Minutes from March 12, 1996 for more information on this topic.

## B. Program Development and Approval

The faculty bear the primary responsibility relative to curricular matters. Development of new graduate programs in selected areas and on-going review of current programs are faculty initiatives that allow the campus to establish and maintain a competitive niche in the region. Given limited resources, these new programs by necessity may be increasingly interdisciplinary and intercollegiate in nature. A high level of cooperation and broad perspective among graduate faculty is critical to this challenge.

Program development and approval processes in graduate education follow the Academic Information Series-1 (ACIS-1) University of Wisconsin System (UWS) guidelines for new program planning and approval revised and adopted in 1996. The guidelines are available from UWSA/Office of Academic Affairs, website: [www.uwsa.edu/acadaff](http://www.uwsa.edu/acadaff).

A copy of the complete guidelines may be obtained in the Vice Chancellor's Office, Graduate School and Research, or the College Deans' Offices. The process normally begins with a department, and after Dean and Provost/Vice Chancellor confer, the UW System Office of Academic Affairs circulates an intent to plan to other UWS institutions. Subsequently, and assuming the agreement of other campuses, UWS issues an Entitlement to Plan. Further campus planning includes completion of the University of Wisconsin Oshkosh Form C accompanying the full proposal, and involves review by external consultants and a three-person review committee representing the Department, the Provost/Vice Chancellor's Office, and University of Wisconsin System Administration (UWSA). Upon the recommendation of the Senior Vice President for Academic Affairs, the Board of Regents acts on authorization to implement.

## C. Program Review

Departmental program reviews are scheduled on a rotating basis. Program faculty and the Dean of the College do a self-study of their program. Every effort is made to schedule reviews to coincide with scheduled accreditation visits. Usually evaluation by external consultants (at least one of whom should have a graduate education perspective), as a supplement to the internal self-study, is a component of the program review. The department chair usually takes the lead in this review. The Curriculum Approval Committee (CAC) of the Graduate Council reviews the self-study. With endorsement from the full Graduate Council and the Assistant Vice Chancellor of Graduate School, the program is notified of the Graduate School and Research's

response to the program review. The final self-study is submitted to the Vice Chancellor and Provost. Currently, the review report is limited to 25 pages of text, plus any appendices. The format of the review is described in the Faculty and Academic Staff Handbook.

#### D. Accreditation

Accreditation evaluates and accredits the entire institution. The University of Wisconsin Oshkosh's accreditation by the North Central Association for Schools and Colleges (NCA) is reevaluated every 10 years. Reaccreditation is the process of formally reviewing the University's adherence to the NCA's stated requirements. The University of Wisconsin Oshkosh was reaccredited in 1997 for 10 years. Additionally, individual programs and/or departments may be accredited by various professional and academic organizations. At present, five recognized regional/national accrediting bodies accredit various graduate programs.

#### E. Course Development

Graduate faculty assume the responsibility for the development of new courses that will meet the quality standards expected at the graduate level and will provide students with a cutting-edge curricular experience. Proposers also need to be mindful of considerations such as resource limitations, the role of the course vis-a-vis the program's student assessment plan, and the relationship of the course to existing courses both within and outside of the department. More specific guidelines for proposers of graduate courses can be found in Section IV (Expectations of Graduate Education), Section VIII.A. (Dual Level Courses), and Section VIII.B. (Program Development and Approval).

The current approval process for graduate courses begins with action at the department or program area and includes action taken by the College Curriculum Committee, the College Dean, The Graduate Council, The Academic Policies Committee, the Faculty Senate, and the Provost and Vice Chancellor.

#### F. Graduate Bulletin (Catalog) Revision

The Graduate Bulletin is the public policy and procedures handbook, relative to the Graduate School and Research, for all students, faculty, and staff. The Graduate School, Registrar's office and the Graduate Program Coordinators revise the Bulletin biennially.

The Graduate Bulletin is considered an official document of the Graduate School and Research, and as such implies certain binding obligations to all that are governed by it. Refer to the Bulletin as official policy and procedure. If an individual needs clarification or learns of information that conflicts with the Bulletin, they should notify the Coordinator of Graduate Studies or the Assistant Vice Chancellor for Graduate School and Research.

Some programs and Colleges publish handbooks applicable to their individual programs. These handbooks may contain policies and procedures by which the programs are further governed. Contact a Graduate Program Coordinator, Department/Unit Chair or the Dean's Office for a copy of any such handbook(s).

**IX. Important Graduate School Deadlines** (Note: From the current Graduate Bulletin or semester timetable)

- A. Application for Admission to Candidacy: Should be done when the graduate student has earned between 9 and 21 credits in a UW Oshkosh master's degree program.
- B. Graduation Application and Fee (currently \$20): Should be submitted by the end of the fourth week of the spring or fall semester or the first week of the summer session in which graduation is intended.
- C. Registration for comprehensive examinations: Should be done by the student no later than the 10th day of the semester of graduation.
- D. Research proposals for thesis/clinical paper/field project: Should be filed by mid-term before the semester of graduation.
- E. Submission for format approval for thesis/clinical paper/field project: Should be done three weeks prior to the last day of the 14-week fall term for fall graduation, three weeks prior to the last day of the 14-week spring term for spring graduation, or three weeks prior to the last day of the second four weeks of the summer term for summer graduation.
- F. Final thesis/clinical paper/field project: Should be submitted by end of 14-week semester or by end of summer session in which the student intends to graduate (if applicable to program).
- G. Registration for thesis, clinical paper, field project and independent study: Subject to the same add/drop dates as other courses. These dates are published in the semester timetable.

**X. Appeals**

This appeals process is designed to review a decision or a difference in opinion concerning Graduate School policy only. An appeal is defined as the process whereby a graduate student/applicant to a graduate program or course is given the opportunity to initiate a review of a written complaint, grievance or conflict.

These procedures do not apply to the following:

- Allegations by a faculty member concerning the academic dishonesty of a student (cheating, collaborating, plagiarizing, stealing, falsifying documents or other such acts);
- Concerns relating to equal opportunity and affirmative action;
- Sexual harassment and assault.

Complaints about academic decisions or grades by graduate students are discussed first with the course instructor; matters unresolved after this discussion should be presented for review through the appeals procedure of the appropriate College. The policy regarding the appeals process is explained in the Graduate School Appeals Procedure guide. Contact the Graduate School and Research, 337 Dempsey Hall, for a copy of the appeals guide.