**Graduate Student Handbook**

**Academic Standard Committee**

**Handbook Policy & Suggested Outline**

**Handbook Policy:**

*All University graduate programs must have an updated handbook in place to guide and inform students, faculty and staff of their programmatic policies and procedures by Fall 2017. Handbooks must be reviewed for revisions every 3 years or sooner for changes in programmatic policies, procedures, or departmental information. Graduate handbook information can be combined in an overall program or departmental handbook or can be listed in a separate document based on department or graduate program needs and structure.*

**Graduate Student Handbooks: Suggested Outline**

The following is an outline of suggested items graduate programs should include the Graduate Program Handbook:

1. Acknowledgment and Statement of Responsibility
   1. Component Handbook
   2. Graduate Catalog
   3. Student Handbook
   4. Effective Date of Handbook
2. Table of Contents
3. Departmental & Program Information
   1. Mission and/or Purpose Statement
   2. Program Goals and Objectives
   3. Pertinent Information for Field of Study Philosophy
   4. Faculty and Staff Information
   5. Program Description
4. Admission Requirements for Advanced Degrees in the Component, Including All Certification, Discipline, University, and Departmental Requirements (As in Catalog)
   1. Provisional Admission and How Provisions May Be Removed
   2. Transfer Credits
   3. Part-time Enrollment, If Allowed
5. Advisor or Advisory Committee
   1. How Advisor or Advisory Committee Members Are Named
   2. Responsibilities of Advisor or Committee
   3. Responsibilities of Student to Advisor or Advisory Committee
6. Program of Study (Beyond the Catalog Statement)
   1. Course Requirements
   2. Time Limitations
   3. Practicum and/or Internship Requirements
   4. Clinical Requirements
   5. Performance Requirements
   6. Course Combinations
   7. Course Sequence
   8. Nature (Oral, Written, Performance) and Timing (Mid-Program, End of Course Work, End of Program) of Examinations
7. Degree Plans
   1. Format of Component's Degree Plan
   2. Deadline for Submitting and Completing Plan
   3. Method of Changing Degree Plans
   4. Degree Options
8. Research and Research Committee
   1. Selection, Approval, and Duties of Research Committee
   2. Changes in Committee
   3. Outline of Departmental Requirements (Differentiated as Necessary from University Requirements) in Thesis, Professional Paper, Project, and Dissertation
   4. Guidelines for Publication Agreement between Faculty and Students
9. Scholarship and Grant Opportunities
10. Teaching and/or Research Fellowships
    1. Qualifications
    2. Application Information
    3. Duties
    4. Remuneration
11. Resources
    1. Student Services and Resources
    2. Library Resources
    3. Community and General Resources
    4. Electronic and/or Internet Resources (i.e. University Travel Policy, etc.)
    5. Grievance and Appeals Policy

**Appendices**

* + 1. Course rotation schedule
    2. Links for all forms to be submitted to the Graduate School for completion of the degree will be included, in chronological order
    3. All forms to be submitted to the component for completion of degree, in chronological order
    4. If component has special requirements beyond University requirements, special component forms for application and approval will be included and explained
    5. Format, forms, deadlines, and documentation style for prospectus, professional papers, theses, and dissertations as well as for professional certification will be included
    6. Checklist (in chronological order) of requirements and deadlines which students must meet throughout the course of the program
    7. Faculty roster (credentials, special interests, current research)

Note:

1. Depending on the needs of the component, there may be separate handbooks for the master's and doctoral degree