MASTER’S STUDENTS POLICIES AND PROCEDURES
The Gladys W. and David H. Patton College of Education
Office of Student Affairs
Ohio University
Athens OH 45701
740-593-4400
education@ohio.edu
Updated Fall 2015
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE OF CONTENTS</td>
<td>1</td>
</tr>
<tr>
<td>INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>POLICIES AND PROCEDURES</td>
<td>4</td>
</tr>
<tr>
<td>Admission Information</td>
<td>4</td>
</tr>
<tr>
<td>Transfer of Credit</td>
<td>4</td>
</tr>
<tr>
<td>Registration for Classes</td>
<td>5</td>
</tr>
<tr>
<td>Eligibility to Register</td>
<td>5</td>
</tr>
<tr>
<td>Registration Dates</td>
<td>5</td>
</tr>
<tr>
<td>Course Offerings</td>
<td>5</td>
</tr>
<tr>
<td>How to Register</td>
<td>5</td>
</tr>
<tr>
<td>Class Registration Notification</td>
<td>5</td>
</tr>
<tr>
<td>Pre-Registration</td>
<td>5</td>
</tr>
<tr>
<td>Immediate Registration Following Admission</td>
<td>6</td>
</tr>
<tr>
<td>Continuous Registration</td>
<td>6</td>
</tr>
<tr>
<td>Adding/Dropping Classes</td>
<td>6</td>
</tr>
<tr>
<td>Auditing Classes</td>
<td>6</td>
</tr>
<tr>
<td>Enrolling in Undergraduate Courses</td>
<td>6</td>
</tr>
<tr>
<td>Appeal Process Regarding Tuition and Change Schedule of Classes</td>
<td>7</td>
</tr>
<tr>
<td>Tuition/Billing</td>
<td>7</td>
</tr>
<tr>
<td>Tuition Bills/Bill Adjustment</td>
<td>7</td>
</tr>
<tr>
<td>Residency Changes for Tuition Billing</td>
<td>7</td>
</tr>
<tr>
<td>Employee Fee Waivers</td>
<td>7</td>
</tr>
<tr>
<td>University Health Insurance</td>
<td>7</td>
</tr>
<tr>
<td>Financial Aid Graduate Assistantships and Recruitment Scholarships</td>
<td>7</td>
</tr>
<tr>
<td>Summer Tuition Fee Waiver Program</td>
<td>8</td>
</tr>
<tr>
<td>Reapplication for Graduate Assistantships and Recruitment Scholarships</td>
<td>8</td>
</tr>
<tr>
<td>Ohio University Foundation Scholarships</td>
<td>8</td>
</tr>
<tr>
<td>University Fellowships</td>
<td>9</td>
</tr>
<tr>
<td>Financial Aid Resources</td>
<td>9</td>
</tr>
<tr>
<td>Funding for Research</td>
<td>9</td>
</tr>
<tr>
<td>Grades and Standards</td>
<td>10</td>
</tr>
<tr>
<td>Standards of Work</td>
<td>10</td>
</tr>
<tr>
<td>Time Limit</td>
<td>10</td>
</tr>
<tr>
<td>Credit Hours</td>
<td>10</td>
</tr>
<tr>
<td>Dual or Second Master's Degree</td>
<td>11</td>
</tr>
<tr>
<td>Academic Grievance Procedure</td>
<td>11</td>
</tr>
<tr>
<td>Leave of Absence Policy</td>
<td>11</td>
</tr>
<tr>
<td>Faculty Schedules</td>
<td>12</td>
</tr>
<tr>
<td>Assignment and Change of Advisor</td>
<td>12</td>
</tr>
<tr>
<td>Additional Information</td>
<td>12</td>
</tr>
<tr>
<td>Parking</td>
<td>12</td>
</tr>
<tr>
<td>Email</td>
<td>12</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Identification (ID) Cards</td>
<td>12</td>
</tr>
<tr>
<td>Informational Materials</td>
<td>13</td>
</tr>
<tr>
<td>Organizations/Committee Involvement</td>
<td>13</td>
</tr>
<tr>
<td>PCOE Organizations</td>
<td>13</td>
</tr>
<tr>
<td>ACADEMIC RESOURCES</td>
<td>14</td>
</tr>
<tr>
<td>Mail Boxes/Study Spaces</td>
<td>14</td>
</tr>
<tr>
<td>Address Change</td>
<td>14</td>
</tr>
<tr>
<td>Name Change</td>
<td>14</td>
</tr>
<tr>
<td>Internet Addresses</td>
<td>14</td>
</tr>
<tr>
<td>E-News</td>
<td>14</td>
</tr>
<tr>
<td>Career Development &amp; Leadership Center</td>
<td>14</td>
</tr>
<tr>
<td>MASTER'S PROGRAM REQUIREMENTS</td>
<td>15</td>
</tr>
<tr>
<td>Residency</td>
<td>15</td>
</tr>
<tr>
<td>Program of Study</td>
<td>15</td>
</tr>
<tr>
<td>Research Capstone Experience</td>
<td>15</td>
</tr>
<tr>
<td>GRADUATION</td>
<td>16</td>
</tr>
<tr>
<td>Application</td>
<td>16</td>
</tr>
<tr>
<td>Graduate Review Process</td>
<td>16</td>
</tr>
<tr>
<td>Verification of Completed Degree</td>
<td>16</td>
</tr>
<tr>
<td>Grades</td>
<td>16</td>
</tr>
<tr>
<td>Graduation Clearance-Final</td>
<td>17</td>
</tr>
<tr>
<td>Financial Hold</td>
<td>17</td>
</tr>
<tr>
<td>Official Transcript</td>
<td>17</td>
</tr>
<tr>
<td>Diploma</td>
<td>17</td>
</tr>
<tr>
<td>Licensure</td>
<td>17</td>
</tr>
<tr>
<td>Commencement</td>
<td>18</td>
</tr>
<tr>
<td>Cap and Gown Information</td>
<td>18</td>
</tr>
<tr>
<td>Graduation Invitation</td>
<td>18</td>
</tr>
<tr>
<td>Graduation Parking</td>
<td>18</td>
</tr>
<tr>
<td>Graduation Reception</td>
<td>18</td>
</tr>
<tr>
<td>Participants</td>
<td>18</td>
</tr>
<tr>
<td>Robing/Marching</td>
<td>18</td>
</tr>
</tbody>
</table>
INTRODUCTION

This handbook has been prepared by The Patton College of Education (PCOE) with input from the college's Graduate Committee, Associate Dean for Research and Graduate Studies, and Manager of Graduate Records. Its purpose is to inform you of important requirements for master's level study in The Patton College. The PCOE Student Affairs Office is located in Lindley Hall 052 in The Patton College of Education.

In most cases, your faculty advisor will provide you with guidance as you progress through your graduate studies, and we urge you always to consult with him or her first. When clarification is needed, however, you may contact The PCOE Office of Student Affairs, Graduate Records. To make an appointment with the PCOE Graduate Records Manager, call 740-593-4400.

You should also familiarize yourself with the information in the Ohio University (OU) Graduate Catalogue http://www.cataogs.ohio.edu/index.php?catoid=41 as well as the Ohio University Student Handbook https://www.ohio.edu/students/handbook/index.cfm. You are responsible for knowing university, college, and department regulations and for complying with all applicable policies and procedures.

The Patton College of Education is divided into five academic departments: the Department of Counseling and Higher Education, the Department of Educational Studies, the Department of Human and Consumer Sciences, the Department of Recreation and Sport Pedagogy, and the Department of Teacher Education. Each department may have additional guidelines for master's students described in their department handbook on their respective webpage.

The Department of Counseling and Higher Education offers three master's programs: (i) Counseling (ii) Higher Education, and (iii) College Student Personnel. The counseling master's program includes three tracks: Clinical Mental Health Counseling, Rehabilitation Counseling, and School Counseling. Both the Rehabilitation Counseling and School Counseling tracks include the Clinical Mental Health Curriculum.


The Department of Human and Consumer Sciences offers a master's program in Apparel, Textiles, and Merchandising.

The Department of Recreation and Sports Pedagogy offers master's programs in (i) Coaching Education (online), (ii) Coaching Education (on-campus), Coaching Education - Soccer Track, and (iii) Recreation Studies.

The Department of Teacher Education offers master's level initial licensure programs in (i) Adolescent to Young Adult Education, (ii) Middle Childhood Education, and (iii) Special Education. It also offers advanced master's programs in (i) Curriculum and Instruction (online) and (ii) Reading Education (online).
Policies and Procedures

The information provided in this handbook makes reference to university policies and procedures and to college policies and procedures. To the extent possible, the presentation of information follows the logical sequence from application and admission to submission of the Master's Research Project or Thesis, and graduation.

Admission Information

Transfer of Credit
To be eligible for transfer, courses must be

1. Designed as graduate credit at the institution where taken,
2. Letter graded B or better. AU, Pass, CR are not accepted,
3. Earned within the past five years,
4. Applicable toward a graduate degree at the institution where taken, and
5. Earned in courses taught by members of that institution's graduate faculty.

Credits requested for transfer cannot have been used to satisfy requirements for completion of another degree. Courses equivalent to those at Ohio University cannot be transferred for credit and also be taken for credit at Ohio University. Credit is not accepted for workshop hours.

Any request for transfer of credit must be recommended by your advisor, before final review and acceptance by your Department Chair and the Graduate College. No letter grades will appear on your Ohio University transcript for transferred courses, nor will they be calculated in your GPA. Only courses counting toward an Ohio University degree are eligible to appear on the Ohio University transcript as transfer credit.

A maximum of 8 (semester) credit hours may be transferred from an accredited university to a master's degree program of 30 hours. For Master's degree programs longer than 30 hours, no more than 25 percent of the total graded coursework requirements may be transferred to the degree program.

If a course is to be transferred into a program, the course should be indicated as such on the Program of Studies with a "T". If the student intends the course to appear on the Ohio University Degree Audit Reporting System (DARS), he or she must make the request via email to the Manager of Graduate Records in the PCOE Office of Student Affairs, located in Lindley Hall 068. The Records Manager will send the student's advisor an additional form for authorization of the transfer of credit. Before the transfer can be processed, the Student Affairs Office in the PCOE must receive an official transcript from the institution at which the course was completed. Courses that are transferred to the DARS are listed as having a grade of "T" rather than a letter grade.
Registration for Classes

Eligibility to Register
Students who have been admitted to master's programs are eligible to register (or pre-register) for classes beginning on dates listed on the Registrar's web page (https://www.ohio.edu/registrar/calendar.cfm). In order to register, students must have obtained OHIO IDs (Oak ID). The number on the ID (that is, the number that follows the letter "P" on your ID), and your password are required for registering for classes. Information about your student OHIO ID and password is available on the Ohio University Information Technology (OIT) website: https://www.ohio.edu/oit/services/myaccount.cfm

Registration Dates
The dates for registration and pre-registration are published on the Registrar's website at: https://www.ohio.edu/registrar/prereg_advising.cfm and are available through your My OHIO portal: https://my.ohio.edu/uPortal/f/welcome/normal/render.uP

Course Offerings
The Course Offerings can be found on-line through your My OHIO portal: (https://my.ohio.edu/uPortal/f/welcome/normal/render.uP) and the Registrar's website https://www.ohio.edu/registrar/. Information about an upcoming term is available to students from prior to pre-registration through the beginning of the term. Refer to the Academic Calendar (https://www.ohio.edu/registrar/calendar.cfm) or to information on the My OHIO portal for dates for preregistration, registration, change orders (i.e., adds/drops), cancellations, and graduation.

How to Register
- Sign in to My OHIO using you OHIO ID (also known as Oak ID) and password.
- Click on the Academics tab.
- Sign in to My OHIO Student Center.
- Click on the "Enroll" link in the Academics section of the Student Center
- For detailed instructions and updated information, see the University Registrar's Registration Instructions web page (https://www.ohio.edu/registrar/calendar.cfm).

Class Registration Notification
It is important to verify your schedule after registering for classes. Please check your schedule through the My OHIO portal (https://my.ohio.edu/uPortal/f/welcome/normal/render.uP) at the My OHIO Student Center. The Registrar’s Office will also generate notifications through the portal reminding you to review your schedule. If your schedule is not accurate, you may drop or add courses using the procedures described below. You can add and drop course through the My OHIO portal during the registration period.

Pre-Registration
If you are currently enrolled, you are eligible to pre-register. Pre-registration dates are posted in the My OHIO Student Center. The deadline for payment of tuition for pre-registration is also listed through the My OHIO portal (https://my.ohio.edu/uPortal/f/welcome/normal/render.uP).
Immediate Registration Following Admission
You must begin graduate study during the term for which you have been admitted (or readmitted). If this is not possible, you may request a deferment from the degree program prior to the start of the term of entry. If that deferral extends beyond a year from the initial application, you must reapply, pay the reapplication fee, and be readmitted. Please note that assistantship offers may not defer. Failure to request a deferment will result in cancellation of your admission.

Continuous Registration
You must be registered for at least 1 credit hour in any term during which service of any kind is received from Ohio University as well as in the term during which you graduate.

Adding/Dropping Classes
Each term's deadline for adding and/or dropping classes is listed on the Academic Calendar (https://www.ohio.edu/registrar/calendar.cfm) and at the My OHIO Student Center. After a certain date, adding or dropping a class incurs a fee. See the fee schedule on the Academic Calendar or your My OHIO Student Center. Late dropping of classes results in the assignment of a grade of WP (withdraw passing) or WF (withdraw failing). Neither the WP nor the WF affects your grade point average.

The Registrar will not allow you to drop a class if you are registered for one class only. If you need to drop all of your classes but the registration site still keeps you registered for one class, please contact the Graduate College, 740-593-2800, graduate@ohio.edu

If you need to make changes to your schedule after the deadline to add or drop classes, please contact the Graduate College, 740-593-2800, to file an appeal for late schedule changes. You will also need to pay a processing fee, which accompanies the appeal form. The appeal may be approved at the discretion of the Graduate College.

To ask questions about registration or report registration problems, contact the Office of the Registrar at: registrar@ohio.edu or call 740-593-4191.

Auditing Classes
You may audit (AU) a class; however, you cannot use an audited class to fulfill hours required for a financial aid award. If the course is required as part of your program of study, auditing will not count toward completion of the program of study. You will need to take the course during another term for a letter grade.

Enrolling in Undergraduate Courses
It is possible for graduate students to enroll in undergraduate courses. This may be necessary to obtain appropriate pre-requisite work for graduate classes or to address deficiencies in the student's preparation for the graduate program. The form to enable registration to undergraduate courses is available in "forms" on the Graduate College webpage: https://www.ohio.edu/graduate/manage/upload/Graduate-Students-Seeking-Undergraduate-Course-Registration-Request-Form.pdf
Appeal Process Regarding Tuition and Change Schedule of Classes
For information regarding tuition appeals and late drops, and for necessary forms and deadlines, please see the Office of the Provost Tuition Appeals and Late Drops website:
https://www.ohio.edu/provost/apaa/appeals.cfm

Tuition/Billing

Tuition Bills/Bill Adjustment
Your tuition is based on the number of credit hours for which you are enrolled. A tuition and fee table can be found on the Bursar's website at: https://www.ohio.edu/finance/bursar/. Tuition bills are issued electronically and you will receive notification through the MY OHIO portal when a tuition bill has been generated. Payment can be made online through your e-Account. You can also mail payment to Ohio University or pay in person at the Bursar's Office in Athens (Chubb Hall) or at a regional campus.

Residency Changes for Tuition Billing
Tuition rates differ for in-state and out-of-state students because out-of-state students are required to pay a surcharge. Out-of-state students may qualify for in-state tuition rates by declaring Ohio residency. Out-of-state students who wish to declare Ohio residency should contact the Graduate College, 740-593-2800 for the application. Guidelines for declaring Ohio residency can be found at: https://www.ohio.edu/admissions/tuition/residency.cfm

Employee Fee Waivers
Fee waivers for eligible employees, spouses, or children may be obtained from the Human Resources Office (https://www.ohio.edu/hr/benefits/education/waivers.cfm). In order to receive a fee waiver, you must complete and submit an eligibility form.

University Health Insurance
If you register for seven or more hours you are required to purchase university health insurance unless you have some other form of insurance coverage. To request a waiver, you must complete an insurance waiver form. For information on the health insurance benefits or the waiver process, visit https://www.ohio.edu/finance/bursar/studenthealth.cfm or contact the Bursar's Office in Chubb Hall, 740-593-4130.

Financial Aid Graduate Assistantships and Recruitment Scholarships
Forms to apply for financial assistance through a graduate assistantship and/or recruitment scholarship are available by contacting your department's administrative Specialist. Applications for financial assistance are due by March 15 of the year prior to the one for which you are seeking assistance. Any questions concerning financial aid should be directed to the chair of your academic department. Students who are awarded a graduate assistantship are required to register for at least 12 graduate hours each term. Students who are awarded a recruitment scholarship are required to register for at least 5 graduate hours each term. Undergraduate hours (courses numbered 100-400) and hours taken for audit (AU) do not count toward the required number of hours for the financial aid award. Students who have been awarded a graduate assistantship are required to complete and I-9 form in person at the Graduate College. Unless this form is completed, your first paycheck will be held.
Summer Tuition Fee Waiver Program
Students who have received graduate assistantships (GA) or graduate recruiting scholarships (GRS) during the academic year are eligible for the summer tuition fee waiver program. If authorized by The Patton College for a given summer, students will receive notice of the opportunity to apply for the summer tuition waiver and must then submit notification of intent to claim a tuition waiver by a stated deadline (typically March 31). The student will be responsible for paying the general fee. All students using the summer tuition fee waiver program are required to register for 9 hours of graduate credit. Undergraduate and audited course hours do not count towards the hour requirements. Any registration for less than 9 hours of graduate credit will result in the student being billed for the tuition.

A special application is required for GA and GRS students who seek tuition scholarships for courses offered through the Office of Global Opportunities. These tuitions scholarships are not automatic, and are typically awarded as partial scholarships that can be applied to the Global Opportunity program fee. A call for applications for scholarships for these summer programs accompanies the summer tuition fee waiver program announcement listed above.

Reappplication for Graduate Assistantships and Recruitment Scholarships
Graduate assistantships are not renewed automatically from year to year. You must reapply each year if you are interested in continuing to receive a graduate assistantship or recruitment scholarship. To reapply you must use the form available in the office of your academic department. All reapplications for graduate assistantships or recruitment scholarships are due by March 15. Check with your individual department for specific deadlines, possible limitations.

Ohio University Foundation Scholarships
Gifts from various donors provide funds for partial scholarships to graduate students. Most of these awards are made by departments and are based on criteria specified in each gift. Some existing scholarship programs include:

• **Agnes Eisen Endowment** - Criteria - (i) help fund an exchange program between Ohio University's Patton College of Education and any other accredited educational institution whereby teachers in the field of elementary education will serve as exchange teachers for a period of one year, or (ii) help fund a graduate student in elementary education.

• **The H.V.F.H./Pi Beta Phi endowment** - Criteria - Annual award for a full time graduate student enrolled in The Patton College of Education. To be eligible, the student must be (i) an alumna of the Ohio University Chapter of Pi Beta Phi sorority, or (ii) a qualified female graduate student enrolled in The Patton College of Education graduate program.

• **Jane and Seldon Strother Educational Media Scholarship Award** - Criteria - Provide annual awards to full-time graduate students entering the Master's degree program in Computer Education and Technology. To be eligible, students must have a minimum grade point average of 3.5.
University Fellowships
The following fellowships are funded through the Office of the Vice President for Research and Graduate Studies:

- The John Cady Graduate Fellowship
- The Donald Clippinger Fellowship
- The Claude Kantner Fellowship
- The Anthony Trisolini Graduate Fellowship

Applications and information are available from the Office of the Graduate College, 740-593-2800. A student must be nominated by a faculty member in order to be eligible for a fellowship award. Nominations are due by March 31.

Financial Aid Resources
- Financial Aid Office, Chubb Hall, 740-593-4141 - loans, work-study: [https://www.ohio.edu/financialaid/](https://www.ohio.edu/financialaid/)
- Residence Life positions, Chubb Hall 740-593-4095: [https://www.ohio.edu/housing/](https://www.ohio.edu/housing/)
- Office of Graduate College, 740-593-2800: [https://www.ohio.edu/graduate/](https://www.ohio.edu/graduate/)
- Veterans Benefits, Chubb Hall, 740-593-4186: [https://www.ohio.edu/registrar/veteran_services.cfm](https://www.ohio.edu/registrar/veteran_services.cfm)
- Graduate Student Senate, 302 Baker Center, 740-593-1899: [https://www.ohio.edu/gss/](https://www.ohio.edu/gss/)

Funding for Research
- **Graduate Student Senate Grants**: Graduate Student Senate provides grants for travel and for scholarly work. Information about these grants is available at the following webpage: [https://www.ohio.edu/gss/grants/index.cfm](https://www.ohio.edu/gss/grants/index.cfm).
- **PCOE Graduate Study and Educational Research Fund**: Awards are made each term. Applications, guidelines, and deadlines are available at: [https://www.ohio.edu/education/college-offices/office-of-the-dean/research-and-graduate-studies/graduate-study-and-research-fund.cfm](https://www.ohio.edu/education/college-offices/office-of-the-dean/research-and-graduate-studies/graduate-study-and-research-fund.cfm).
- **PCOE Student Travel Award**: All PCOE students are eligible for awards to attend conferences in order to present scholarship. Information about levels of funding and application procedures can be found at [https://www.ohio.edu/education/resources/forms.cfm](https://www.ohio.edu/education/resources/forms.cfm) - Under the heading of "Student Affairs", select "Application for Student Travel Awards."
Grades and Standards

Standards of Work
Conferral of a graduate degree requires at least a B (3.00) grade point average plus the required courses for the degree program being pursued. No grade below a C (2.00) can be used to satisfy any degree or course requirement. If a grade below C (2.00) is earned in a required course for the program, the course will need to be retaken and a grade of C (2.00) or better earned. Both courses will remain on the student's academic record; however, the course hours earned in the course below a C (2.00) will not count towards the hours required for graduation.

All students in degree programs must maintain a minimum accumulative grade point average (GPA) of at least a 3.00. Students who fall below a 3.00 will be put on probation and must raise their GPA above 3.00 by the end of the following term, or at least show substantial progress in that direction. Failing to do so may result in the student being dropped from the program. If a student substantially improves the GPA, but after one term it is still below 3.00, the student may continue in the program upon the recommendation of the Chair of the student's major department, but must be kept on probation. University regulations prohibit awarding any type of financial assistance to students who are on probation.

Grading System - Please refer to the Graduate Catalog for complete information. http://www.catalogs.ohio.edu/content.php?catoid=45&navoid=3007&hl=%22grading+system%22&returnto=search#grad_info

Time Limit
Master's level students and educational specialist students have six years from their date of admission in which to complete their degree requirements. Students who do not complete their requirements within the time limit may be permitted to continue graduate study only if exceptional circumstances are associated with the delay in progress. The Dean may grant a one-term, one time only extension for the term immediately following the term of Program time expiration. The application for the extension is available at the Office of Student Affairs and at the following website: https://www.ohio.edu/education/resources/forms.cfm.

Students who have completed degree requirements within the required time limit may apply for readmission to the program. Applications and guidelines for extension and readmission are available in the Office of Student Affairs and at the following website; https://www.ohio.edu/education/resources/forms.cfm.

Credit Hours
The total number of hours required for the masters varies by program. The required minimum number of hours beyond the bachelor's degree is 30 semester hours (formerly 45 quarter hours). Many programs in The Patton College of Education require hours beyond the minimum.

A student may not have more than 9 credits with a CR grade (exclusive of seminar or thesis hours) applied towards the requirements of the conferral of the degree. Submit the Independent Study and Advanced Research form (https://www.ohio.edu/education/resources/forms.cfm) to the Office of Student Affairs, PCOE whenever independent study or research hours are used to substitute for courses required by the program.
Dual or Second Master's Degree
A student who wishes to earn a second master's degree at Ohio University must make formal application for admission to the department in which the second Master's degree is sought. Refer to the Graduate Catalog for discussion of the procedures involved. No more than 10 semester hours from one master's degree program can be used to satisfy degree requirements in a second master's degree program. The course work cannot be over five years old.

Academic Grievance Procedure
Ohio University provides an academic grievance procedure for students. As a first step, a grievance should be fully discussed with the instructor. If the problem cannot be resolved at that level, the student should next consult the Chair of the Department with which the faculty is associated. Further appeals may be made through the Grievance Committee of the Department and the Dean of the College. If the grievance cannot be satisfactorily resolved at any of these levels, it can be brought before the University Grievance Board for review. The board reviews the grievance and submits it recommendations to all appropriate parties. A copy of the grievance procedure may be obtained from your department.

Leave of Absence Policy
If you are enrolled in a degree program but do not expect to make progress towards your degree for a period of time due to personal, medical, or professional reasons, you should request a leave of absence from the degree program prior to leaving the program temporarily. Students on an approved leave of absence may not make significant use of university resources and services or engage in significant consultation with the faculty.

Requesting a leave of absence ensures that faculty members in your academic program are aware of your plans and have assisted you in taking whatever steps are needed to complete work prior to the leave. An approved request for a leave of absence also provides confirmation to third parties of your status as a student in good standing. To request a leave of absence, you must submit a written request to your faculty advisor stating the reason for the leave and the expected duration of the leave. The form for submitting the request can be found under The PCOE website/Student Affairs/Forms (https://www.ohio.edu/education/resources/forms.cfm).

You are responsible for resolving all issues pertaining to financial support, federal financial aid, and any outstanding debt to Ohio University prior to a leave of absence. Prior to the completion of the leave of absence, you must notify The PCOE Student Affairs Office, so that the reentry process can be initiated.

Students who are completing work under the auspices of a one-term extension will not be eligible for a leave of absence. If such students need more time for completion of their graduate work, they are eligible to use the readmission process.

A student who does not return and resume enrollment in the degree program at the conclusion of an approved leave of absence will be dropped from the program.

To ensure compliance with current SEVIS regulations and visa restrictions, international students on F-1 or J-1 non-immigrant status must also obtain authorization from International Student and Faculty Services prior to the initiation of a leave of absence and before returning to campus.
Faculty Schedules
For information regarding faculty schedules including office hours, please contact the following:

- Department of Counseling and Higher Education, 740-593-4442
- Department of Educational Studies, 740-593-4423
- Department of Human and Consumer Sciences, 740-593-2880
- Department of Recreation and Sport Pedagogy, 740-593-4656
- Department of Teacher Education, 740-593-4424, 740-597-1830

Assignment and Change of Advisor
Upon initial admission, a student will be assigned a faculty advisor by the Coordinator of the program. The assignment of the faculty advisor is based on considerations such as faculty advising loads, compatibility of student and faculty research interests, and when known, student and/or faculty preferences. The student should contact the advisor to develop a program of study as soon as possible after being admitted.

If the student or the advisor determines for any reason that it is no longer desirable that the advisor-advisee relationship continue, he or she should complete the form titled, "Request for Change of Advisor."

The form requires the signature of the student, the new advisor, and the current advisor. This form is available from the PCOE Office of Student Affairs, Graduate Student Records (https://www.ohio.edu/education/resources/forms.cfm). The student's original advisor will remain in place until a completed "Request for Change of Advisor" has been submitted.

Additional Information
Parking
Car registration and parting information may be obtained from Parking Services, 100 Factory Street, 740-593-1917 or https://www.ohio.edu/parking/

Email
Students who have been admitted are required to use an Ohio University email account. For more information and to activate your account, go to https://www.ohio.edu/oit/email/. You will need to enter your Personal Identification (PID) Number as part of your activation process. If you have problems, please contact the OIT Support Center, 740-593-1222.

The Patton College of Education and Graduate Student E-newsletter and other information are mailed to your Ohio University email account. Because this account is Ohio University's official email address for communication, it is important that you check your account daily. If you choose not to use you Ohio University account as your primary email account, make sure to forward all messages from that account to your primary account.

Identification (ID) Cards
ID cards may be obtained at The Bobcat Depot, Baker University Center. The ID card is required for using Alden Library resources, the Ping Recreation Center, cashing checks, eating at dining halls, and free entrance into sporting events.
Informational Materials
The following publications contain information on the policies and procedures related to
graduate education. It is your responsibility to become familiar with these policies and
procedures:

• Graduate catalog: http://www.catalogs.ohio.edu/index.php?catoid=41
• Ohio University Student Handbook: https://www.ohio.edu/students/handbook/. This
  includes listing of campus resources, guide to residential living, academic policies,
  student code of conduct, and the judicial system.
• Services for students with disabilities: https://www.ohio.edu/uc/sas/contact.cfm

Organizations/Committee Involvement
The Graduate Student Senate represents graduate students at Ohio University. University. If you
are interested in learning more about or serving on the Senate, contact the organization at 593-
1899, https://www.ohio.edu/gss/.

There are opportunities to serve on certain department and college committees as well. Please
contact your department to learn which committees are open to graduate student representation.
The Associate Dean for Research and Graduate Studies issues periodic calls for student
representation on College committees.

PCOE Organizations
• Student Personnel Association (SPA)
• Chi Sigma Iota (International Counseling Honor Society)
• Graduate Education Association
• Phi Upsilon Omicron (Human and Consumer Sciences Honor Society)
ACADEMIC RESOURCES

The university library is one of the most important information sources. The Alden Library is located at Park Place, College Green. Library orientations are usually scheduled at the beginning of the academic year and occasionally throughout the term. Call 740-593-2699 for information about tours and using library services such as ALICE, inter-library loans, and computer labs.

Information about the PCOE Curriculum and Technology Center computer labs may be obtained at 740-593-4451.

Mail Boxes/Study Spaces
The Departments have limited mailboxes and study places available for students. To make arrangements for a mailbox and study space, contact your department.

Address Change
If you change your mailing/local address and phone number, please notify the PCOE Office of Student Affairs, Graduate Records so that records may be changed in that office.

Name Change
To legally change your name with the university you must send a copy of the legal document showing the name change along with a letter requesting the change to Student Records, Chubb Hall, Ohio University, Athens OH 45701.

Internet Addresses
- Ohio University Webpage: https://www.ohio.edu/ for information on student and faculty email addresses, campus offices and services, as well as upcoming events.
- Registrar’s office: https://www.ohio.edu/registrar/ for information on DARS, grades, graduation, transcripts, and class schedules.
- The Patton College of Education: https://www.ohio.edu/education/
- Graduate Catalog online: http://www.catalogs.ohio.edu/index.php?catoid=41
- Thesis and Dissertation Services (TAD) https://www.ohio.edu/graduate/etd/
- Email accounts: https://www.ohio.edu/oit/email/catmail/
- International Student office: https://www.ohio.edu/global/isfs/
- Graduate Record Exam: http://www.ets.org/gre
- TOEFL: http://www.ets.org/toefl

E-News
The Office of Student Affairs in The Patton College of Education publishes an electronic newsletter. The E-News. During the academic year, the newsletter is sent out weekly to all currently enrolled students and faculty with Ohio University email accounts.

Career Development & Leadership Center
As you approach graduation, you may wish to contact Career Development and Leadership Center to assist you in your job search and resume preparation. The Career & Leadership Development Center Office is located in Baker Center, 740-593-2909.
MASTER'S PROGRAM REQUIREMENTS

Residency
No residency requirements exist for master's degrees.

Program of Study
Master's level students are required to have an official Program of Study on file with the PCOE Office of Student Affairs, no later than the end of the second semester of study. For students in one-year master's programs, the Programs of Study should be completed by the end of the first semester. The official Program of Study is planned with the faculty advisor and must be approved by the faculty advisor and the Chair of the Department. The Program of Study will include the graduate courses required by the program. Pre-registration holds are placed on master's students accounts each semester until the Program of Study is submitted. This is to prompt the student to work with the advisor to complete the Program of Study.

The Program of Study template is available by department under PCOE/Forms/Student Affairs (https://www.ohio.edu/education/resources/forms.cfm). The PCOE Office of Student Affairs makes copies of the original document. The copies are distributed as follows: (i) the student, (ii) the faculty advisor, and (iii) original to the office of Student Affairs, PCOE. If a change needs to be made to an approved program of study, a Master's Change in Program of Study form must be obtained from the PCOE website under forms/student affairs (https://www.ohio.edu/education/resources/forms.cfm). When the Change of Program of Study form is approved by the faculty advisor and the Chair of the Department, copies will be distributed the same as the Program of Study.

Research Capstone Experience
All students in a master's degree program must complete a research capstone experience. The type of research capstone required varies by program and may include a master's Research Project or Master's Thesis. Guidelines for completing a Master's Research Project vary by Department. Please consult your faculty advisor for information about the Master's Research Project requirements in your program.

A student who plans to complete a Master's Thesis must prepare a thesis under the guidance of his or her thesis director and a master's thesis committee. The master's thesis committee is composed of the chair/director of the thesis as well as a minimum of two additional faculty members. One of the members of the committee must be a faculty member outside the program area, and will serve as the Dean's Representative. The Dean's Representative is the only committee member who has a veto power over the thesis. Guidelines for the preparation and submission of a master's thesis area available at the TAD website. https://www.ohio.edu/graduate/etd/.

Each semester, deadlines for the submission of the thesis for graduation are made available from the Office of Thesis and Dissertation Services (TAD) on the Ohio University Graduate College website.

An oral exam is required of all students completing a thesis. The student and the chair/director, in consultation with members of the examining committee, set a time and place for the examination. The Office of Student Affairs Graduate Records Management Associate must be notified of the date, time and place at least two weeks in advance of the defense. The defense
report will be generated by the office of Student Affairs Graduate Records Management and pertinent forms will be sent to all committee members. A defense announcement will be posted on the online University Events Calendar, and PCOE E-boards.

Final copies of the thesis must be presented to the members of the examining committee at least two weeks before the date of the oral exam. Results of the exam are reported to the PCOE Office of Student Affairs as soon as approval is given.

**GRADUATION**

**Application**

Application for graduation is made through the Registrar's Graduation Office, Chubb Hall, by the deadline published by the Office of the Registrar: [https://www.ohio.edu/registrar/gradapp.cfm](https://www.ohio.edu/registrar/gradapp.cfm). Other details and responses to frequently asked questions about graduation can be found at [https://www.ohio.edu/registrar/](https://www.ohio.edu/registrar/).

The fee for graduating master's students can be found at the following website: [https://www.ohio.edu/registrar/upload/RegistrarFees-2.pdf](https://www.ohio.edu/registrar/upload/RegistrarFees-2.pdf). Any student who does not graduate during the term for which he or she applies must re-apply for graduation and register for a minimum of one semester hour during the term of the reapplication. An additional fee and the application must be submitted by the Registrar's application deadline.

**Graduate Review Process**

The PCOE Office of Student Affairs, Graduate Records receives a list of graduation candidates approximately one week after the application deadline. The office reviews the candidates' files and makes any corrections for the degree, the major code and other pertinent information, and returns the data to the Graduation Office, Chubb Hall. You will receive a preliminary review memo from the PCOE Graduate Records office listing (i) current registration, and (ii) any problems affecting graduation, such as incomplete courses, no Program of Study or changes/approvals, no official degree bearing transcript, etc. It will be the student's responsibility to clear up errors in registration or meet requirements that are lacking. The memo will also include a date by which the Graduate Records office must see grades for incomplete courses on the Ohio University records.

**Verification of Completed Degree**

A request for a letter to be sent to an employer, a school system, or other entity, verifying that the degree has been completed should be submitted to The PCOE Office of Student Affairs Graduate Records, through an email. A request must be made at least five working days prior to the date the letter is needed. The requested letter will not be issued until current grades have been verified and clearance given by the Registrar that the student has no financial holds.

**Grades**

Grades are received by the PCOE Office of Student Affairs, Graduate Records a week after the term ends. Final graduation reviews will begin after grades have been recorded by the Office of the Registrar and reported to the PCOE Student Affairs. If you need verification of completed degree sooner, you will need to request that your instructor send a confidential email with your final grade to Office of Student Affairs, Graduate Records.
Graduation Clearance-Final

Upon final review for graduation, if there are requirements not met that are delaying the candidate's graduation, a memo or email will be sent stating the reason(s) for the hold on graduation, and the deadline by which requirements must be met. It will be the candidate's responsibility to resolve any problems relating to the requirements that have not been met. If the requirements are not met by the deadline, the candidate will receive a memo stating that he or she has been denied for graduation, along with information about the reapplication process. The final confer/deny report is returned to the Graduation Office of the Registrar approximately four weeks after the term ends.

Financial Hold

If you have a financial hold, verification of completed degree will not be issued. Nor will your diploma or official degree-bearing transcript be mailed until the financial hold is released by the Office of the Registrar.

Official Transcript

Those who need to submit an official degree bearing transcript to an employer, a school system, or other entity may pre-order the transcript from the Transcripts Office, Chubb Hall at: https://www.ohio.edu/registrar/transcri.cfm.

The transcript may also be ordered online, in person, or through the mail. Information about ordering transcripts is available: https://www.ohio.edu/registrar/transcri.cfm.

Special note: If you request transcripts prior to degree conferral, be sure to include the statement "TO BE HELD UNTIL DEGREE CONFERRAL" in your request.

If you have any questions concerning your transcript, please contact Academic Records, Chubb hall, 740-593-4199.

Diploma

The diploma will be mailed approximately three weeks after the Registrar, Graduation Office, Chubb Hall completes the conferral process. The diploma is mailed by third class mail to the address listed on you graduation application. The degree conferral reporting and recording process and mailing of the diploma takes approximately six weeks. Any questions concerning the diploma or transcript should be directed to Graduation, Chubb Hall (https://www.ohio.edu/registrar/), and graduation@ohio.edu

Licensure

If you are applying for a certificate such as an administrative, school counselor, initial teaching, or other please make sure that you have contacted the Certification Officer, Student Affairs, 740-593-4415, edu-licensure@ohio.edu, for information on the certification application process.
Commencement
The commencement for graduate students is held at the end of Spring and Fall terms. The dates are published on the Commencement website: [https://www.ohio.edu/commencement/](https://www.ohio.edu/commencement/).

Graduates from the previous summer and fall semesters may participate in the Fall Commencement. Commencement information will be provided via email to those students who have indicated on the graduation application that they wish to participate in the ceremony.

For further information, contact the Graduation Office, Registrar, Chubb Hall at: graduation@ohio.edu, or see [https://www.ohio.edu/registrar/gradapp.cfm](https://www.ohio.edu/registrar/gradapp.cfm)

Master's students who have not completed their degree and have applied for graduation may participate in the commencement ceremonies, along with those master's students who have graduated, if they are within two terms of completing the degree.

Cap and Gown Information
Cap and gown order information is sent to each student's Ohio University email address. The information is sent only to those students who have indicated on the graduation application form that they intend to attend the annual Commencement ceremony and request that cap and gown information be sent to them. Any questions concerning the cap and gown should be directed to Event Services, Baker University Center, 740-593-4020, [https://www.ohio.edu/eventservices/](https://www.ohio.edu/eventservices/)

Graduation Invitation
Graduation announcements are available for purchase at the College Book Store and Follet's Book Store. For information, please contact:

- College Book Store at 740-594-3505
- Follet's Book Store at 740-593-5547

Graduation Parking
Information concerning parking should be included with your cap and gown information. If parking information is not received, please contact Event Services, Baker University Center at: [https://www.ohio.edu/parking/index.cfm](https://www.ohio.edu/parking/index.cfm)

Graduation Reception
A reception for graduates students and their families is held immediately following the commencement ceremony. The location of the reception will be listed in the Commencement Bulletin.

Participants
Master's students who have not completed their degree and have applied for graduation may participate in the Commencement ceremonies, along with those Master's students who have graduated.

Robing/Marching
On the day of the commencement ceremony, faculty and administrators will be stationed at designated places to assist graduates in putting on robes, lining up for the processional, and entering the building or site where the ceremony is being held.