The Graduate Coordinator Handbook has been written to assist Graduate Coordinators with policies and procedures of the University and the Graduate School that impact programs. The Handbook provides a reference for the most current information and includes navigational tools for PeopleSoft and Singularity. Website links are also included.

An effort has been made to organize the information into major sections for easy reference as well as to be comprehensive in the coverage of topics. The University Undergraduate/Graduate Catalog should be consulted for formal policy statements and requirements for graduate students.
GRADUATE SCHOOL

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klbellow@uno.edu, x. 6319
Privateer Enrollment Center
  • U.S. and permanent resident Applications

Office of International Students & Scholars
Jorge Franco Graduate International Admissions Coordinator
Room 108 in Education Building
jfranco@uno.edu x. 7263
  • International (F-1, J visa) applicants

Additional E-mailboxes:
gac@uno.edu – all graduate admissions inquiries
gradschool@uno.edu – general inquiries
gradscholarships@uno.edu – scholarship or fellowship inquiries
graddean@uno.edu – policy inquiries
reviewer@uno.edu – thesis and dissertation inquiries
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PEOPLESOFT ACCESS

A list of PeopleSoft 9 access levels available for graduate coordinators follows. If your responsibilities go beyond the levels on the list, your department chair will have to request additional security. The list includes a short description of the purpose for each breadcrumb.

### PeopleSoft 9 Guidelines and Breadcrumbs

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Path</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find an applicant’s contact information</td>
<td>Main Menu &gt; Student Admissions &gt; Application Maintenance &gt; Maintain Applications &gt; Biographical Details (1st tab)</td>
<td>Email, Mail and Phone info is listed in the lower half of the page</td>
</tr>
<tr>
<td>Check the status of an application</td>
<td>Main Menu &gt; Student Admissions &gt; Application Maintenance &gt; Maintain Applications &gt; Application Program Data tab (Check Program Action and Reason to see the status)</td>
<td></td>
</tr>
<tr>
<td>Check to see if a transcript from another institution has been received</td>
<td>Student Admissions &gt; Application/Transcript Loads &gt; Education &gt; External Education (1st tab)</td>
<td>Under “Transcript Status” bar make sure Action says “Received”</td>
</tr>
<tr>
<td>View a student’s transcript in Singularity</td>
<td>Student Admissions &gt; Application/Transcript Loads &gt; Education &gt; External Education (1st tab) + click on blue Singularity button (upper right hand). Use your LAN account to log in. Click “View Image” to see the image larger.</td>
<td></td>
</tr>
<tr>
<td>Check student’s test scores</td>
<td>Student Admissions &gt; External Test Score Processing &gt; Test Results.</td>
<td>Click “View All” to see all test scores.</td>
</tr>
<tr>
<td>View the evaluated GPA for an applicant</td>
<td>University of New Orleans &gt; Admissions &gt; Graduate Evaluation &gt; Graduate Evaluation</td>
<td>Check the date and term to make sure this is the most recent evaluation.</td>
</tr>
<tr>
<td>See if a student is eligible to enroll</td>
<td>Records &amp; Enrollment &gt; Student Term Information &gt; Term Activate a Student</td>
<td>Make sure current term is listed.</td>
</tr>
<tr>
<td>View/print student’s unofficial UNO transcript</td>
<td>University of New Orleans &gt; Student Records &gt; Colleges &gt; College Advising Report</td>
<td></td>
</tr>
<tr>
<td>View a student’s UNO coursework and academic standing</td>
<td>University of New Orleans &gt; Student Records &gt; Term Summary</td>
<td></td>
</tr>
</tbody>
</table>
DATA RESOURCES

1. **Number of degrees awarded** - Institutional Research & Data Management provides reports on degree completion by AY on their website (http://irdm.uno.edu/facts/index.cfm)

2. **Number of students enrolled in prior term/s** - Institutional Research & Data Management provides reports on enrollment numbers by AY on their website (http://irdm.uno.edu/facts/index.cfm)

3. **Currently enrolled students** - In WebSTAR go to Main Menu > University of New Orleans > Student Records > List of Enrolled Students. You will see a prompt for Term & Description. For Term enter the numeric code for the term (e.g. 1050 for Spring 2013). Click the Search button.

Enter the Academic Plan code (e.g. GPOLI for Master’s Poli Sci or DPOLI for Doctoral Poli Sci). Click the Get List button.
4. **Applicants for an upcoming term** – In WebSTAR go to Main Menu > Reporting Tools > Query > Query Manager. You will see a prompt for a Query name. Enter GS_GRAD_RECRUIT. Click the Search button.

Click on the **Excel** link next to the Query that corresponds to your program’s College. Type in the Admit Term code.

Type in the Application Date (for a more complete list, type in a date a year prior to the start of the term). Click the **View** results button. You will see that an Excel spreadsheet is opening. The file contains all applicants to that College. Filter by Acad Prog, Acad Plan and Sub-Plan to find your applicants.
5. **Degree Candidates** - In WebSTAR go to Main Menu > Reporting Tools > Query > Query Manager. You will see a prompt for Query Name. Enter “REGISTRAR”. Click the Search button. Several Queries will be listed.

- Select one of the following Queries:
  - `REGISTRAR_CANDIDATE_DMBADM` - College of Business Administration
  - `REGISTRAR_CANDIDATE_DMEDUC` – College of Education and Human Development
  - `REGISTRAR_CANDIDATE_DMENGR` – College of Engineering
  - `REGISTRAR_CANDIDATE_DMLART` – College of Liberal Arts
  - `REGISTRAR_CANDIDATE_DMSCI` – College of Sciences

- Click on “Excel”.
  You will be prompted to enter the expected graduation term. This can be run for future terms or for prior terms. Click on the magnifying glass icon to lookup the code for the term.
- Click “View Results”.
- An Excel Spreadsheet will open. Sort the data by Acad Plan and Sub-Plan to find the students in your program.
APPLICANT QUERIES & REPORTS – IN APPLY YOURSELF

This list only refers to applicants who completed an AY application (3.18.14 and beyond).

Queries:

- Graduate Program Coordinators
- Admission Accepted
- Admitted Applicants
- All Applications Submitted
- Applications not Complete
- Applications Started
- Executive MBAandMShCM
- Fall 2014 Applications
- Fall 2014 Apps Incomplete
- International Applicants
- Louisiana Residents
- Ready For Review by Program
- Recommendations Incomplete
- Summer 14 Applications
- Traditional MBAandMShCM

You must select “Search for Applicants” to run a query.

Reports:

Once you have application results either from a search or query you can Run a Report.
RECENT POLICY REVISIONS

Incomplete grades - I grades earned in graduate courses will expire at the end of the next semester (last date to turn in grades).

7050 enrollment – Report on General Examination recording a Pass should be on file in Graduate School prior to students enrolling in 7050.

RECENT PROCEDURAL CHANGES

- AY application for admissions processing implemented in Spring 2014 for new and returning applicants. Admissions decisions must be entered in AY.
- Graduate Faculty nominations are reviewed by Executive Director of Graduate School. Graduate Council only reviews as needed.
- Current students seeking a change to their program must complete an online application for review and approval by the new program ($20 app fee).
Admissions Office

University application submitted via AY on Admissions website. All applicants are assessed $20 fee.

Admissions staff posts application in PeopleSoft.

Transcript and test score data from PS is recorded in AY.

If program requires GRE or GMAT but scores are not on file, application will not be placed Under Review.

If test scores, transcripts and GPA are cleared, evaluator will place application “Under Review”.

Coordinator runs Ready for Review by Program query in AY and enters admit decision.

*Probation is not an option.

*Conditional for GRE or GMAT is not an option.

Evaluator verifies admission decision and publishes decision.

If student’s undergrad GPA for U.S. work is below 2.5 or grad GPA is below 3.0 and student is not RETURNING to UNO, evaluators will enter Deny decision.

Supporting Documents (letters of rec, statement of purpose, CV, etc.) are the responsibility of the program to clear in AY.

Transcripts are viewable in Singularity.
The Graduate School office works closely with the Office of Admissions on the admission of graduate students to the university. Admission to a program requires both approval of the program and the Graduate School. All graduate students must complete the online University application: http://admissions.uno.edu/. An application fee of $20.00$ is assessed. The fee may be paid online via WebStar or mailed in.

APPLICATION DATES
The Graduate School has the following due dates for applications:
- **Fall** – July 1 (June 1 for international);
- **Spring** – November 1 (October 1 for international);
- **Summer** – May 1 (April 1 for international)

These dates represent the latest date that a new student should submit the application, fee payment, transcripts & test scores for consideration for admission since graduate admissions always require input from faculty. The Office of Admissions will shut down all applications on the following schedule:
- **Fall** – July 25
- **Spring** – December 15
- **Summer** – May 1

**Internal Due Dates:** There are dates after which it is not realistic that a student can be admitted, enroll, make payment and otherwise prepare themselves to succeed in their studies. Therefore, please make sure to enter decisions by the following timeframes.
- International/Out-of-state students - 4 weeks prior to the first day of classes
- In-state students – 2 weeks prior to the first day of classes

TYPES OF ADMISSION
**Conditional** – An applicant who has the qualifications to be admitted to a program but lacks one or more documents (final transcript with degree posted) may be admitted conditionally. University regulations allow conditional admission for one semester (regardless of the number of credits earned). If the materials are not submitted a hold is placed on a student’s file for a missing transcript. The hold prohibits registration for the next semester of enrollment. Students lacking English proficiency may be admitted conditionally for Intensive English Language Program (see International section below). A student may not hold a graduate assistantship, apply for admission to candidacy for a degree, or receive a degree.

**Regular** – An applicant would be admitted without any conditions or probation if all transcripts and admission test scores had been received and their GPA meets university/program requirements. The GPA requirement for Graduate School is 2.5 for all undergraduate coursework and 3.0 for all graduate coursework.

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¹ The application fee is $20 per application, effective Spring 2013
Credentials Analysis & Singularity

The process of admitting graduate students to programs is initially handled through the Admissions Office (see Figure 1). Once a graduate application is submitted and official transcripts are received with the degree posted, the Graduate Admissions Evaluators will evaluate the transcript, verify receipt of official test scores and place the application Under Review.

In order to view a student’s complete transcripts, you must access Singularity, a web-based imaging application. By accessing Singularity you can view scanned documents such as a student’s transcripts, university application, and other documents submitted to Admissions. The home page for Singularity is http://admsvc.uno.edu/singularity/docs/default.cfm. Manuals are available, as are training session dates.

The Application Program Data screen in WebSTAR contains helpful information. It provides the semester of application, the intended program, when the application was submitted, and the status of the application. The status is listed by Program Action and also by Action Reason:

When reviewing applicant information in WebSTAR check the following:
Before starting, hit the “Include History” button so you can see actions in reverse sequence.
UNDER PROGRAM DATA
1. Admit Term – is this the correct semester?
2. Academic Program – codes starting with O indicate non-degree; M indicates Master’s-level; D indicates Doctoral-level
3. Effective Date – this is the date of the most recent action on the application

UNDER PLAN DATA
3. Academic Plan – codes match degree programs recognized by Board of Regents
4. Sub-plan – codes indicate recognized concentrations

UNDER PROGRAM STATUS
5. Program Action – this code indicates what has happened to the application
6. Action Reason – this code provides detail about the action on the application

Program Action Codes:
Application (APPL) – Graduate application has been received but not reviewed.
Matriculation – Student has been admitted and may register.
Below are the reason codes, descriptions and paragraph inserts for conditional admits.

- **GA03 – Missing Official Transcript(s)** - You have been admitted conditionally because either your transcripts are considered unofficial or we are missing one or more of your final official transcripts. It is very important that you arrange to have a separate official transcript from each school attended sent directly from the Registrar to the Office of Admissions as soon as possible. University regulations allow you to be admitted conditionally for only one semester. You will not be able to register during any subsequent semester until this requirement has been satisfied.

- **GA08 – Pending Degree** - Your admission is conditional because you have not yet received your degree. Until you have submitted your final official transcript with posted proof of degree, your admission will remain conditional.

- **GA09 – Low GMAT** – Must Retake - Your admission is conditional because we have not yet received satisfactory Graduate Management Admission Test (GMAT) scores. It is important that these scores arrive promptly since you will not be able to register during any subsequent semester unless this requirement is satisfied. If you have any questions about this requirement, you should consult the graduate coordinator or advisor of your degree program.

- **GA10 – Must Complete Prerequisites** - Your admission is conditional until you have completed the required prerequisite courses. If you have any questions about this requirement, you should consult the graduate coordinator or advisor of your degree program.

- **GA11 – Pending Faculty Screening** - Your admission is conditional until you have completed the program screening. If you have any questions about this requirement, you should consult the graduate coordinator or advisor of your degree program.

- **GA12 – Missing official IELTS/TOEFL** - Your admission is conditional because we have not yet received satisfactory and official scores from either the International English Testing System (IELTS) or the Test of English as a Foreign Language (TOEFL). It is important that these scores arrive promptly since University regulations allow you to be admitted conditionally for only one semester. You will not be able to register during any subsequent semester unless this requirement is satisfied.

- **GA13   Missing official IELTS/TOEFL and Transcripts** - Your admission is conditional because we have not yet received your official International English Testing System (IELTS) or Test of English as a Foreign Language (TOEFL) scores. It is important that your test scores arrive promptly. In addition, your transcripts are considered unofficial or we are missing one or more of your final official transcripts. You must arrange to have a separate official transcript from each school attended sent directly from each institution to the Office of Admissions as soon as possible. University regulations allow you to be admitted conditionally for only one semester. You will not be able to register during any subsequent semester until these requirements have been satisfied.

- **GA14   Missing official IELTS/TOEFL and GRE/GMAT** - Your admission is conditional because we have not yet received your satisfactory official Graduate Record Examination (GRE) or Graduate Management Admissions Test (GMAT) scores. It is important that your test scores arrive promptly. In addition, we have not yet received your official International English Testing System (IELTS) or Test of English as a Foreign Language (TOEFL) scores. University regulations allow you to be admitted conditionally for only one semester. You will not be able to register during any subsequent semester until these requirements have been satisfied.

- **GA15   Missing official IELTS/TOEFL, Transcripts and GRE/GMAT** Your admission is conditional because we have not yet received your satisfactory official scores from

- International English Testing System (IELTS) or Test of English as a Foreign Language (TOEFL) &
- Graduate Record Examination (GRE) or Graduate Management Admissions Test (GMAT)

It is important that your test scores arrive promptly. In addition, either your transcripts are considered unofficial or we are missing one or more of your final official transcripts. You must arrange to have a separate official transcript from each school attended sent directly from each institution to the Office of Admissions as soon as possible. University regulations allow you to be admitted conditionally for only one semester. You will not be able to register during any subsequent semester until these requirements have been satisfied.

- **GA 16 Conditional for IELP**
  Your admission is conditional pending satisfactory completion of the Intensive English Language Program (IELP) at the University of New Orleans. Once you have received a passing score on the Michigan Test you will be eligible to begin taking courses in the degree program. You will not be able to enroll prior to satisfying this requirement.

- **GA 17 Conditional for IELP and GRE**
  Your admission is conditional pending satisfactory completion of the Intensive English Language Program (IELP) at the University of New Orleans. Once you have received a passing score on the Michigan Test you will be eligible to begin taking courses in the degree program. You will not be able to enroll prior to satisfying this requirement.
  In addition, the University requires satisfactory and official Graduate Record Examination (GRE) scores within your first semester of enrollment in the degree program. You will not be able to register during any subsequent semester unless this requirement is satisfied.

- **GA 18 Conditional for IELP and GMAT**
  Your admission is conditional pending satisfactory completion of the Intensive English Language Program (IELP) at the University of New Orleans. Once you have received a passing score on the Michigan Test you will be eligible to begin taking courses in the degree program. You will not be able to enroll prior to satisfying this requirement.
  In addition, the University requires satisfactory and official Graduate Management Admission Test (GMAT) scores within your first semester of enrollment in the degree program. You will not be able to register during any subsequent semester unless this requirement is satisfied.

- **GA 19 Conditional for IELP and Transcripts**
  Your admission is conditional pending satisfactory completion of the Intensive English Language Program (IELP) at the University of New Orleans. Once you have received a passing score on the Michigan Test you will be eligible to begin taking courses in the degree program. You will not be able to enroll prior to satisfying this requirement.
  In addition, the University requires final and official transcripts to be sent to the Office of Admissions within your first semester of enrollment in the degree program. You will not be able to register during any subsequent semester unless this requirement is satisfied.

- **GA 20 Conditional for IELP and GRE and Transcripts**
  Your admission is conditional pending satisfactory completion of the Intensive English Language Program (IELP) at the University of New Orleans. Once you have received a passing score on the Michigan Test you will be eligible to begin taking courses in the degree program. You will not be able to enroll prior to satisfying this requirement.
  In addition, the University is missing final and official transcripts from one or more schools as well as satisfactory and official Graduate Record Examination (GRE) scores. The University requires that transcripts and test scores be sent to the Office of Admissions within your first semester of enrollment in the degree program. You will not be able to register during any subsequent semester unless this requirement is satisfied.

- **GA 21 Conditional for IELP and GMAT and Transcripts**
  Your admission is conditional pending satisfactory completion of the Intensive English Language Program (IELP) at the University of New Orleans. Once you have received a passing score on the Michigan Test you will be eligible to begin taking courses in the degree program. You will not be able to enroll prior to satisfying this requirement.
In addition, the University is missing final and official transcripts from one or more schools as well as satisfactory and official Graduate Management Admission Test (GMAT) scores. The University requires that transcripts and test scores be sent to the Office of Admissions within your first semester of enrollment in the degree program. You will not be able to register during any subsequent semester unless this requirement is satisfied.

If the decision is a denial, check one denial reason below so Admissions knows which denial letter to send (if you are unsure which one to check, select “GD-11 By Dept”). Following your decision, the CA is returned to Admissions. Below are the reason codes, descriptions and paragraph inserts for denial decisions:

- **GD01 GPA Below Requirement** Your grade point average is below the requirement of either the Graduate School or the program to which you applied.

- **GD02 Academic Deficiencies** Deficiencies in your academic preparation prevent your admission at this time.

- **GD03 Incomplete Credentials** Your application credentials are either incomplete or unsatisfactory for the graduate program to which you are seeking admission.

- **GD04 Low Test (GRE/GMAT) Scores** Your GRE or GMAT scores do not meet the minimum requirement for the program to which you applied.

- **GD05 Low TOEFL** Your score on the Test of English as a Foreign Language (TOEFL) is below the minimum requirement of 550 on the paper-based test or 213 on the computer-based test or 79 on the internet-based test. You may wish to consider improving your English language proficiency through our Intensive English Language Program (IELP). IELP offers non-credit English language classes for international students who have not met standard TOEFL requirements for admission. The program includes five 8-week sessions per year, 20 hours of weekly instruction and intensive academic preparation for study in the United States. Upon successful completion of IELP, you may reapply to the degree program. For more details about the IELP please visit their website at http://www.ielp.uno.edu

- **GD06 No BA/BS Equiv - INTL Only** According to the professional evaluators in the Office of Admissions, the degree that you hold is not comparable to a U.S. bachelor’s degree. We recommend that you complete additional undergraduate course work. When you receive a comparable degree, we will be happy to consider you again for admission to the Graduate School. If you wish to pursue undergraduate studies at the University of New Orleans please submit online an undergraduate application for admission.

- **GD07 No Faculty With Specialty** Currently the program to which you applied does not have resources to support study in your area of interest.

- **GD08 Equivalent Degree in Field** Your credentials indicate that you already possess a graduate degree in the field to which you applied. Should you wish to pursue other graduate course work or to apply to another graduate program please feel free to contact us or to file a new application for admission online (www.admissions.uno.edu)

- **GD09 Missed Deadline** Unfortunately, it is too late for you to be admitted for the upcoming semester. If you wish to be considered for a different semester, please submit a new online application for admission (www.admissions.uno.edu). The application fee will not be assessed if you paid before and apply for the same academic career.

- **GD10 Missing Personal Interview** Your program’s admissions committee requires a personal interview as part of their screening process. You have not satisfied this requirement.

- **GD11 Non-Degree option** Although admission into a degree program is not viable at this time, you are welcome to enroll in courses as a non-degree student. The University offers many undergraduate and graduate courses that could be of interest to you. You should be aware that some 6000-level courses (and all 6000-level business courses) are closed to non-degree students. If accepted into a degree program at a later date, up to
twelve graduate hours earned as a non-degree student may be applied to a degree program if the hours are appropriate to a degree and approved by the department. Please contact the Office of Admissions at (504) 280-6595 if you wish to take advantage of the non-degree option.

- **GD12 By Department** The program received applications from many qualified students but was only able to admit a limited number of students.

  A program should **NEVER** send an admit letter to a student or confirm a graduate assistantship until the *admissions decision has been entered*, and the student is admitted in PeopleSoft. An admit or denial letter will be sent by Admissions.
RETURNING STUDENTS

Graduate students who have been previously enrolled and who are eligible to return may re-enroll without filing an admission application if no more than one year has passed since their last UNO enrollment. For example, if the last UNO graduate enrollment was for Spring 2012 and the student returns by Spring 2013, an application is unnecessary. However, this policy does not apply for international students, guest students, a graduate student whose last enrollment was as an undergraduate, a graduate student who graduated in their last enrollment, or any undergraduate student. These students must file an application with the Admissions Office if they miss one semester. If a student was academically dropped in their last semester of enrollment, an application must be filed.

Students who have not been enrolled for more than one year must apply for admission by completing an application online. On the application they must indicate that they are seeking admission as a New Graduate Student. An application for admission does require an application fee.

If they have taken courses elsewhere, they must supply transcripts and an evaluation will be conducted in the Graduate School. Re-admitted students are not required to submit new test scores even if the original scores are now more than five years old.

NON-DEGREE STUDENTS

Non-degree students are of several kinds. Some take courses with no intention of seeking admission to a degree program. Other non-degree students are pre-professionals engaged in a specific course of study, but one that in itself will not lead to a graduate degree such as CPA or pre-MBA. Still other students who are non-degree have applied to a program but have not yet been accepted into the program because they lack certain credentials. As of Fall 2007, non-degree students are required to submit a transcript from the institution granting their bachelor’s degree.

Non-degree graduate students receive graduate credit for 5000-level and 6000-level courses. If non-degree students later apply to a graduate program and are accepted, up to 12 hours of graduate credit taken as a non-degree student may apply to the degree program, if appropriate for the degree and approved by the program.

Program-Plan Changes

Because students who request a change of program-plan are currently enrolled or active, all official transcripts must be on file at the time they submit the application.

Students submitting a Request for Program-Plan Change should be advised of the following:

- Changes submitted after the 14th class date for a current term will be effective for the next academic semester
- Changing from non-degree seeking to degree-seeking does not qualify a student for a scholarship
ADMISSION TEST SCORES

Students seeking a graduate degree must submit admission test scores from the Graduate Record Exam (GRE) or, where appropriate, the Graduate Management Admission Test (GMAT). These scores must be official scores sent directly to UNO. The university receives these scores weekly over the internet. To check to see if a student’s scores have been received go to Main Menu>Student Admissions> External Test Score Processing > Test Results. If an applicant already has an equivalent-level graduate degree, the GRE is not required by the Graduate School, although it may still be required by the program.

The Graduate School strongly supports several guidelines recommended by the GRE Board for the use of GRE scores in admission decisions:

a) It is important to use multiple criteria in admission decisions. The GRE Board recommends the use of any single measure to be balanced with other information sources such as undergraduate GPA, letters of recommendation, samples of academic work, and personal statement, among others.

b) The scores from each section of the GRE, verbal, quantitative, and analytical writing, should not be combined arbitrarily.

c) A cutoff score based solely on GRE scores should never be used as a sole criterion for denial of admission. The GRE Board emphasized in the Guide to the Use of Scores, “GRE scores should never be the sole basis for an admission decision and it is inadvisable to reject an applicant solely on the basis of GRE scores. A cutoff score below which every applicant is categorically rejected with consideration of any other information should not be used” (GRE Board, 1997, p.7).

d) Finally, GRE and GMAT do not report scores beyond five years for the reason that an individual could become more or less competent to do graduate work over a five-years time period. If you wish to accept an older score, you will need to provide support for use to the Graduate School.

e) In November 2011 GRE changed the scoring scale. The score ranges on the Verbal and Quantitative sections changed from 200-800 to 130-170.

An applicant may register online on the following websites to take the computer-based tests or by calling UNO Testing Services at 280-TEST. www.gre.org, www.mba.com, www.toefl.org

INTERNATIONAL STUDENTS

Admission requirements for international applicants are rigidly enforced. An international student must have the qualifications to meet all standards for admission prior to issuance of an I-20 or IAP-66. The I-20 or IAP-66 form is used by the prospective student to apply for a student visa at the U.S. Embassy or consulate.

University regulations require that international students be accepted into a degree program. Acceptance to a non-degree status is not permitted, unless affiliated with an exchange program.

Exchange students receive IAP-66’s to apply for a J-1 visa. Again, a probation admission is not permitted. Each student accepted must show support of financial responsibility (see Credentials Analysis section above.)

International applicants (and domestic students with educational background in non-English speaking countries) must submit evidence of English language proficiency: either official scores on
the Test of English as a Foreign Language (TOEFL) or the International English Testing System (IELTS) or completion of a degree in a country that is recognized as English speaking (Australia, Belize, Canada, New Zealand, United Kingdom, US). The minimum score on IELTS is an overall band score of 6.5 (competent user).

TOEFL and IELTS scores are only considered valid for 2 years.

**TOEFL**
The newest version of the TOEFL is an internet-based test (iBT). The iBT includes a speaking section in addition to reading, listening, and writing sections. Each section is presented as topics relevant to a college or university setting. Each of the four main sections has a score range of 0 to 30 with a total score of 0 to 120.

In some locations only the paper-based TOEFL is available, which has sections on reading, listening and writing but not speaking. The total score on the paper-based TOEFL is reported on a scale that ranges from 310-677.

The following table provides the university minimum score for each type of TOEFL.

<table>
<thead>
<tr>
<th>TOEFL Test Type</th>
<th>Score Range</th>
<th>University Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet-Based</td>
<td>0 – 120</td>
<td>79 – 80</td>
</tr>
<tr>
<td></td>
<td>See chart below</td>
<td></td>
</tr>
<tr>
<td>Paper-Based</td>
<td>310 – 677</td>
<td>550</td>
</tr>
</tbody>
</table>

**UNDERSTANDING THE TOEFL INTERNET-BASED SCORES**

<table>
<thead>
<tr>
<th>Skill</th>
<th>Score Range</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>0-30</td>
<td>Low (0-14)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Intermediate (15-21)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>High (22-30)</td>
</tr>
<tr>
<td>Listening</td>
<td>0-30</td>
<td>Low (0-14)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Intermediate (15-21)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>High (22-30)</td>
</tr>
<tr>
<td>Speaking</td>
<td>0-4 points converted to 0-30 score scale</td>
<td>Weak (0-9)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Limited (10-17)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fair (18-25)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Good (26-30)</td>
</tr>
<tr>
<td>Writing</td>
<td>0-5 points converted to 0-30 score scale</td>
<td>Limited (1-16)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fair (17-23)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Good (24-30)</td>
</tr>
</tbody>
</table>

**IELTS**
The IELTS band scores are based on ranges from 0-9 on four parts: Listening, Reading, Writing & Speaking. Scores in the range of 0-4 indicate very limited ability; 5-7 indicate competence; 8-9 indicate high ability.

**IELP**
For an international student who meets your program’s academic requirements but whose TOEFL/IELTS is slightly below the requirement, UNO offers an **Intensive English Language Program**
through the Division of International Education. IELP focuses on the improvement of English language skills of non-native speakers. The program offers six sessions year-round with 20 hours per week of intensive English plus additional activities. If an international student has the academic credentials but has marginal English skills, you should recommend that they apply to the IELP program and re-apply to the Graduate School after they have completed the session (they cannot be concurrently enrolled in IELP and a degree program). Likewise you can offer them admission conditionally pending completion of IELP on the CA. Please note: Students from some countries (India, e.g.) will not be able to get a visa on this basis. Students must be able to pay for IELP on their own.
The IELP program administers the Michigan Test for students in their program.

The minimum scores for Graduate Students on the Michigan Test are:
  Listening Comprehension:  70
  Grammar/Reading/Vocabulary:  63
  Writing/Composition:  75

GRADUATE ENHANCEMENT FEE
Regardless of their degree status, all students classified as graduate are assessed the $33/credit hour Graduate Enhancement Fee for each course in which they are enrolled (regardless of course level or whether the course is for credit).

For that reason, you may wish to advise students who need to complete undergraduate courses to apply as post-baccalaureate students. Please note that post-baccalaureate students are essentially undergraduate students and are not eligible to enroll in any graduate courses. For a student to switch from post-baccalaureate (i.e. undergraduate) to graduate, or vice versa, they must complete a new online application for admission to the University.

ENROLLMENT
Aspects of graduate student enrollment are described in this section. These include:

- Registration procedures
- International student regulations
- Registration appeal process
- Academic actions
- Incomplete grades
- Work by undergraduates
- Dual degrees
- Graduation procedures
- Final grade appeal policy

REGISTRATION
Once a student has been admitted and matriculated in the Admissions system, the individual may register for courses through WebStar. Registration dates, deadlines, and fee payment procedures
are available on the Class Schedule/Bulletin link on UNO’s home page. Permissions for courses that are restricted or closed are handled by the program office. Audits and overload of hours require forms which are processed in the Graduate School office. Students who wish to resign (drop all courses) must drop their courses through WebStar.

LEVEL OF COURSEWORK
Students admitted to the University as graduate students are expected to enroll in graduate courses. If a graduate student attempts to enroll in an undergraduate-level course (courses listed 1000-4000) in WebStar will see a message that the course they are attempting to add is outside of their career. Permission from the department offering the course must be entered in WebStar before the student will be authorized to enroll in it. Enrollment calculations for graduate students who are receiving financial aid (federal student loans, graduate assistantship, scholarships) will be based on credit hours in graduate courses only.

INTERNATIONAL STUDENT REGULATIONS
International students have strict rules governing their enrollment and employment. In general, a graduate international student must be enrolled for a full course load, which is defined by the University as nine hours for credit. For any exceptions to this policy, contact the Office of International Students and Scholars (OISS) before advising a student to drop a course or to enroll for audit.

General rules regarding employment prohibit international students from working more than 20 hours per week on campus while school is in session. Students should never work off campus without first having received written authorization from OISS.

ENROLLMENT IN 7040
Registration in 7040 is intended to be available only one-time and has fees of $25.00. The purpose for a 7040 enrollment is for thesis/dissertation correction and submission or, for non-thesis Master’s students, completion of the comprehensive exam. It should not be used if a student is still involved in writing a thesis/dissertation and using faculty and university resources. In general, students are permitted to enroll in 7040 only once in completing a graduate degree program. However, in exceptional circumstances a student may be allowed to enroll in 7040 one additional time. The request should be initiated via email to graddean@uno.edu by a faculty member in the student’s degree program and include information about the student’s progress towards the degree. At a minimum, the student must have turned in a completed draft of the manuscript to the student’s thesis/dissertation committee. If the student is completing a non-thesis master’s program, they must have initiated the comprehensive examination or project report. The decision regarding a second enrollment will be made by the Graduate Dean. No exceptions will be granted beyond a second enrollment in 7040.

REGISTRATION APPEAL PROCESS
An appeal process is available to students who did not meet registration deadlines due to “serious extenuating circumstances.” Various registration deadlines include adding or dropping courses, changing sections, and resigning, among others. It is the responsibility of the student to complete the University Appeal Form and provide all necessary documentation to support their appeal. The appeal form may be obtained online at http://registrar.uno.edu/, or in the Graduate School office. Appeals for all graduate students are returned to the Graduate School office.

If an appeal is for a current semester and all documentation is turned in, the appeal will be processed within a couple of days. Lack of documentation greatly delays the process. If an appeal is
to drop a class after the deadline, a student should not stop attending the class until the appeal has been approved. A quick way to check on the status of an appeal is for the student to check their schedule on WebStar.

If an appeal is made near the end of a semester when grades are almost due, or if the appeal is for a previous semester, the appeal becomes retroactive and a more lengthy process ensues. **Note:** a student’s financial aid can be affected by an appeal decision.

**ACADEMIC ACTION**

The purpose of academic probation is to inform a student when performance has been such to jeopardize their continued enrollment in UNO. A student demonstrates ability to continue in Graduate School by meeting the minimum requirements expected of graduate students. Academic probation may be imposed either (1) as a student enters a degree program or (2) as a student progresses through course work.

At the end of each semester a list of students who have an academic action is sent to the Graduate School. The Graduate School then sends students an email or letter informing them of the action and the conditions therein. A list of students with actions is forwarded to the program coordinator. Hopefully more closely monitoring or advising is all the student needs to successfully complete the program. Students on probation may not be appointed to a graduate assistantship, apply for candidacy, or receive a degree.

Students must be **admitted on probation** if they have an undergraduate GPA below 2.5. Students admitted on probation must maintain a **B average** in their **first twelve hours of graduate course work**. Work in undergraduate courses does not affect the graduate GPA.

Students whose **cumulative graduate GPA** falls **below 3.0** are **placed on probation**. Undergraduate failing grades (F) and graduate unsatisfactory grades (U) do not affect academic probation. **Once** a student is **on probation** for either of the two above reasons, the student **must maintain a semester GPA of at least 3.0** or be dropped from the university. A student who is dropped is ineligible for re-admission for one or more academic semesters, depending on the academic standing at the conclusion of the last semester attended. **Note:** Grades on course work transferred from another institution **cannot** be used to raise a student’s GPA. Transferred work appears only as satisfactory (S), not as a letter grade.

Academic action codes are described below. You will find the codes located in the **Academic Standing** section of the **Term Summary** screen in the PeopleSoft system (**University of New Orleans > Student Records > Term Summary**). Academic action codes may also be viewed on the student’s transcript. An academic action code will appear after grades are turned in for each semester the student is on probation.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EP</td>
<td>Entered on probation (Undergraduate and/or graduate GPA below minimum university requirements): Must make a 3.0 GPA in each semester in which the first nine hours of graduate work is completed.</td>
</tr>
<tr>
<td>PPD</td>
<td>Placed on probation-entering a graduate degree program (for students in non-degree programs who change to degree status and are academically deficient): Must make a 3.0 GPA in each semester in which the first nine hours of graduate work is completed.</td>
</tr>
<tr>
<td>CEG</td>
<td>Continued on probation (entered on probation). Has not completed nine hours of graduate work with a B average.</td>
</tr>
<tr>
<td>PPG</td>
<td>Placed on probation at end of an academic term: Graduate GPA fell below 3.0</td>
</tr>
<tr>
<td>CPG</td>
<td>Continued on probation: Cumulative GPA remained below 3.0. Student must make a 3.0 graduate GPA in each semester of enrollment until cumulative graduate GPA is 3.0.</td>
</tr>
<tr>
<td>DG</td>
<td>Dropped from the University for failure to meet academic requirements.</td>
</tr>
<tr>
<td>RGS</td>
<td>Reinstated to the University (used for students who are dropped at the end of an academic term and are re-admitted after sitting out at least one semester)</td>
</tr>
<tr>
<td>RP</td>
<td>Removed from academic probation.</td>
</tr>
</tbody>
</table>

**INCOMPLETE GRADES**

According to the policy of the Graduate School, a student who has performed satisfactory work in a course but has been unable to complete all requirements of a course due to extenuating circumstances, may be given an “I” for incomplete work. Faculty may assign an incomplete when reporting grades. No paperwork is necessary. Incomplete grades in all courses are valid until the end of registration for the next semester (includes Summer). An “I” converts to an “F” after a deadline has passed.

Incomplete deadlines are listed on the Graduate School website, [http://grad.uno.edu](http://grad.uno.edu), on the Important Dates link.
From the 2013-2014 Catalog (any I grade for Summer 2014 and prior):

I indicates that the student has done satisfactory work in the course, but because of circumstances beyond the student’s control he or she has been unable to finish all requirements. An incomplete is not to be given to enable a student to do additional work to bring up a deficient grade. An I grade in a graduate course will be valid until the last day for turning in grades during the student’s next semester of enrollment. For a graduate student in an undergraduate course a grade of I becomes a grade of F if it is not converted before the deadline for adding courses for credit (as printed in the catalog) of the next regular Fall or Spring semester. Before the expiration of time period, one of two developments must take place: 1) the student must receive a standard grade; or 2) the student, by means of a petition which has been endorsed by the faculty member concerned, has received the Graduate Dean’s approval for an extension of time. The petition must state the reason for the request and the length of time needed. If neither of these things is done, the grade of I will automatically revert to an F grade, as the I will if no grade is turned in within the extension period.

From the 2014 Catalog (any I grade for Fall 14 and beyond):

If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester (), the instructor may assign an incomplete ("I") for the course. The "I" may be used only when all of the following conditions are met: (a) the student has satisfactorily completed a substantial portion of the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances acceptable to the instructor; and (c) the student and instructor agree on the assignment of the 'I' grade before grades rosters are due. If the "I" grade is not removed by the due date for grades for the following semester (all summer sessions count as one semester), the grade will convert to an "F." Receiving an "I" grade may have financial aid consequences; therefore, students should check with the Office of Financial Aid before agreeing to take an Incomplete.

**WORK BY UNDERGRADUATES**

A UNO undergraduate who is within no more than twelve hours toward a baccalaureate degree may be approved to take up to nine hours of graduate courses. The student must have earned a 3.2 cumulative GPA and have received permission of the department approval by the intended program of graduate study, approval of instructor of the courses, and approval of the Graduate Dean. If a student meets these conditions a form, Request for a UNO Undergraduate Student to Enroll in a Graduate Course, which is available on the Graduate School website, [http://grad.uno.edu/forms/](http://grad.uno.edu/forms/), must be completed in order for the course to be added to the student’s schedule. Approval must be obtained prior to the beginning of the semester and submitted to the Graduate School no later than
the last day to add classes. Class Permissions should never be authorized in PeopleSoft for an undergraduate student to enroll in a graduate-level course.

For financial aid purposes only the undergraduate courses will be counted towards the minimum enrollment requirements. Aid will not be awarded for the graduate courses.

This policy is not in effect for students completing degrees at other institutions or students currently enrolled as post-baccalaureate students.

**GRADUATION PROCEDURES**

**Initial graduation procedures** begin in the early weeks of a semester. You will receive a list from the Graduate School office of potential candidates. This list is compiled from the names of students who filed the *Application for Degree* in WebSTAR and paid their fees by the first week of classes. The student alone initiates the process by completing the form.

Once you receive the list from the Graduate School, you are to review this potential list and add the name of any student who will be completing degree requirements but whose name does not appear on the list. You also need to make note of any student on the list who will not be graduating that semester. Careful attention to the list is important. It is from your approved names that the Graduate School office begins the degree audit. Thus, all students with the potential to graduate should be on the list.

Students on this potential list must, in addition to their academic requirements, have met the following conditions:

- Enrolled in the university the semester of graduation.

- Have an approved degree plan in their file, i.e., *Candidate Plan of Study* (master’s) or *Report on General Examination/Request for Candidacy* (doctoral).

- Have completed the *Application for Degree* in WebStar and paid the graduation fee of $50.00. The dissertation processing fee is $45.00. If the student does not graduate the semester the graduation fee was paid, a new *Application for Degree* must be filed the next semester they anticipate graduating as well as the $50.00 fee.

- Have established committee members. You will be required to list the members of the committee and whether or not they have Graduate Faculty status.

  - To check the Graduate Faculty status of committee members go to the S-drive and click on Graduate School>Public and the Graduate Faculty spreadsheet. A chair of a thesis committee must have **Full (F)** or **Associate (A)** membership. An individual with **Administrative Appointment (AA)** may not serve as chair of a thesis committee but may serve as chair for a comprehensive exam in a non-thesis option.

The **final graduation list** in which you certify completion of degree requirements is sent in the last month of a semester near the deadline for thesis/dissertation defenses and comprehensive exams. You will indicate “yes” or “no” for each student listed, contingent upon final grades. The Graduate School office will complete the final degree audit after grades are posted. If a graduating student
makes a D or F, you will be contacted. If a student makes a C and the GPA drops below 3.0, you will be contacted as well. This final list is to be returned with your signature even though you may not have any students graduating.

**Deadlines** for submitting exam requests, examination reports, and theses/dissertations are published on the [Graduate School’s website](http://grad.uno.edu/). Doctoral Exam requests should be submitted two weeks prior to the scheduled exam. Graduating candidates should go to the Registrar’s website for Commencement information.

A more complete discussion on the submission process of theses and dissertations are detailed in the next major section, Degree Guidelines.

### UNO Student Policies

UNO Student Policies (including Academic Dishonesty, Grade Appeal, etc.) may be found in the [Student Handbook](http://www.studentaffairs.uno.edu/policies.cfm).

### Degree Guidelines

As master and doctoral degree students matriculate through programs, several degree forms must be completed and approved by the Graduate School. The forms, including co-chair forms, are available in Word or PDF at [http://grad.uno.edu](http://grad.uno.edu). The following are master’s degree forms with the first two forms and last forms required for most programs:

- *Candidate Plan of Study*
- *Request for Transfer of Credit*
- *Certification of Computer Competency/Language Requirement*
- *Dual Degree*
- *Master’s Examination Report Non-Thesis*
- *Thesis Approval Form*

Doctoral forms include the following with the option of filing either a Program of Study or the Qualifying forms, depending on program requirements.

*Program of Study-curriculum sheet required*  
*or*  
*Report on Qualifying Examination/Request for Applicancy-curriculum sheet required*  
*and*  
*Report on General Examination/Request for Candidacy*  
*Request for Final Examination*  
*Dissertation Approval Form*
The most important form in a student’s progress toward a master’s degree is the Candidate Plan of Study. The form provides the plan of study with core and elective courses listed and any special conditions or transfer of credits that apply to a degree. Some flexibility is allowed on its completion. The form may be completed after a student has earned 12 graduate hours but MUST be completed the semester before graduation. The deadline for submission, i.e., the semester prior to graduation, is posted on the Graduate School website, http://www.uno.edu/grad, under Important Dates. If your program requires more than 30 or 33 hours, you may wish to wait to complete a candidacy application until 24 or 30 hours has been completed. A student should read and understand the form before signing and should not be asked to sign a blank form. Other signatures required are those of the major professor and graduate coordinator. You should provide a copy of the approved form to the student.

A student on probation may not apply for candidacy. However, if a student has met all course work requirements and you expect the student to fulfill the conditions of probation at the end of the semester, you may submit the candidacy form in advance. If the expected semester of probation removal is the same semester of graduation, you may submit the candidacy form early in the graduation semester.

To complete a Candidate Plan of Study in PeopleSoft, go to Main Menu>University of New Orleans >Student Records>Term Summary panel. You will find the prefix and course numbers a student has completed, credit hours, semester, and grade by clicking on the arrows. The following guidelines are provided for accurate completion of the candidacy form.

- All program requirements are listed.

- Effective for Fall 2012, the time limit for a master’s degree is six years. However, students who entered the program before Fall 2012 and maintain continuous enrollment have 8 years from their first course to degree completion. If a course is beyond the time limit, see the later section on Extension of the Time Limit. A request must be made to the Graduate School for review by the Graduate Council.

- Twelve hours taken as non-degree may apply to a degree if appropriate to the degree and approved by the program. If you wish to count more than 12 hours while a student was non-degree, you must provide support for the additional non-degree hours.

- To list courses to be taken in a future semester you may either list a specific prefix and number or you may indicate a generic course in the following way:

  ENGL 6XXX would indicate that any 6000-level English course would satisfy degree requirements. If POLI XXXX was listed, any 4000G or 6000-level POLI course would satisfy requirements.

- Courses that may be repeated for credit but which carry a limitation on the number of hours that can be applied to the degree should not be listed beyond that limit. For example, a student may have taken 18 hours of 7000, but only 6 hours may be listed on the candidacy form. Six hours of 7000 is the university maximum that may be counted toward a degree.
• Effective for Fall 2012, University policy requires at least half of the credits earned towards the degree be in courses numbered 6000 level or above. 6 hours of 7000 may be counted towards this requirement for thesis-track students. For students entering the program before Fall 2012 and maintaining continuous enrollment the minimum is 15 credit hours.

• Space is provided under “Notes” to list any variation from the usual program requirements.

• Courses for audit, undergraduate courses, or 7040 should not be listed.

• The total hours listed correspond to the total hours required for the degree, either thesis or non-thesis.

• The graduation date is “anticipated.” If the date changes, you do not have to submit a new candidacy.

For your assistance a Checklist for completing the form follows:

**Candidate Plan of Study Checklist**

<table>
<thead>
<tr>
<th>All program curricula requirements have been met.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program/Plan corresponds to the degree (no more than 12 non-degree hours)</td>
</tr>
<tr>
<td>At least half of the required hours are at the 6000-level</td>
</tr>
<tr>
<td>Total hours correspond to the hours required for the degree</td>
</tr>
<tr>
<td>All hours listed are at the graduate level</td>
</tr>
<tr>
<td>Course work listed was taken within the last 6 years</td>
</tr>
</tbody>
</table>

**TRANSFER OF CREDIT**

A Request for Transfer of Credit toward a degree is normally submitted with the candidacy form but may be sent forward after a student completes nine hours of graduate work with a 3.0 GPA. No more than 1/3 of the credits required for the degree can be earned in transfer. The courses requested must be graduate courses in which the student received a grade of A or B. Courses with grades below a B are not transferred with one exception due to Hurricane Katrina: transfer credit earned in Fall 2005 with a grade of C may be transferred. Normally the courses, when transferred, appear on a student’s record as satisfactory (S) and are not calculated into the UNO graduate GPA. However, the hours transferred are added to the cumulative total of credit hours. Transferred courses are subject to the same time limit as UNO courses. Quarter hour credits are evaluated as 2/3 of a semester hour.
If transfer credit is to be taken in the student’s final semester, the credits should be indicated on the candidacy form and a transfer of credit form submitted. After the work is completed elsewhere, an official transcript must be sent and evaluated by the Graduate School Office. The student may register for 7040, if not previously taken, and receive a degree at the end of the subsequent semester.

If, however, the student wishes to graduate at the end of the semester in which a transfer of credit is taken elsewhere, the Graduate School office must be clearly notified of those intentions. At the beginning of the final semester a Transfer of Credit Request must be submitted for the course(s). Graduation is possible but timing is critical. At the end of the semester the Graduate School office must have official verification of the course completion and the grade from Registrar’s Office or the major professor on the university’s letterhead in which the transfer of credit was taken. If received prior to the Graduate School’s deadline for certifying graduates and all other requirements have been met, the student would be added to the graduation list and could participate in the commencement ceremonies. However, the student’s diploma would not be issued until the official transcript was received. For further details contact the Graduate School office.

EXTENSION OF TIME LIMIT

University policy currently (eff. Fall 12) requires a master’s degree to be completed within a 6-year time frame. If courses go beyond the time period, a Request for an Extension of the Time Limit must be submitted to the Graduate School for review by the Graduate Council. A proposed semester for degree completion must be agreed upon by the program and the student and a committee of 3 graduate faculty members in the program must evaluate the student for currency of knowledge. If the Request is approved by the Graduate Council the student will have until the proposed semester to complete the degree.

FOREIGN LANGUAGE REQUIREMENT

For master’s degrees with a foreign language requirement, programs must set their own standards and administer their own exams (GCM, May 1997).

POTENTIAL GRADUATION LIST

This will be sent to you early in the semester. You will be asked to provide a list of committee members for each degree candidate. Please check the following for each student’s committee:

- The committee is comprised of three or more members of the Graduate Faculty. A majority of the members of the committee must agree on the results of the examination.
- Check the Graduate Faculty status of committee members go to the S-drive and click on Graduate School>Public and the Graduate Faculty spreadsheet. A chair of a thesis committee must have Full (F) or Associate (A) membership. An individual with Administrative Appointment (AA) may not serve as chair of a thesis committee but may serve as chair for a comprehensive exam in a non-thesis option.
The **Thesis and Dissertation Approval Form** and the **Master’s Non-Thesis Examination Report** are forwarded to the Graduate School office. The **Thesis and Dissertation Approval Form** contains three sections: copyright agreement, access levels, human or animal subject conformity, and committee approval. Some departments have established a procedure for indicating that a student has passed with honors. This distinction is not formally reported and does not appear on the student’s transcript.

**THESIS**

The **Thesis and Dissertation Manual** details the formatting and electronic submission requirements for the University and are posted on the Graduate School website, [http://grad.uno.edu](http://grad.uno.edu), under **Current Students > Theses and Dissertations**. Master’s students with thesis requirements must submit a complete manuscript for a format check via ScholarWorks@UNO approximately 4 weeks prior to Commencement. Final versions of manuscripts are due the following week. Deadlines are posted on the Graduate School website, [http://grad.uno.edu](http://grad.uno.edu), under **Due Dates**. Students can find information about resources such as Format Workshops and Tutorials on the Graduate School website, [http://grad.uno.edu](http://grad.uno.edu), under **Current Students > Theses and Dissertations > Format Workshops**. After Commencement, the electronic manuscripts are posted to the UNO Thesis & Dissertation Collection at ScholarWorks@UNO according to the access level indicated on the **Thesis and Dissertation Approval Form**.

**DUAL DEGREE**

Students who wish to pursue two master’s degrees at the same time may do so as long as all those concerned understand the intention in detail. On the **Dual Degree Form** program requirements for both degrees are listed separately with signature approvals from major professors and department chairs of both programs and the Graduate School. A student cannot apply for a dual degree unless he/she has already been accepted into both programs. Up to 12 hours of courses may be in common with both programs. The student would have to complete forms for each program, including the **Application for Degree**.

**DOCTORAL DEGREE**

Many of the procedures for doctoral programs are similar to those outlined above for master’s programs. With program procedures and requirements more varied at the doctoral level, comments in this section will focus more on the submission of degree forms.

Changes in university requirements for a doctoral degree were approved in Spring 2004. As students matriculate through their programs, differences in the requirements will be noticed in the following general areas:

**Prior to Spring 2004**

- Time limit was 12 years from Qualifying Exam to completion of dissertation
- Five members were required for committee membership
- Qualifying Exam was required.
- Pre-dissertation project
After Spring 2004

- Completion of degree must be within 13 years from admission to program
- Committee membership may be three members from the major program
- Qualifying Exam is optional.
- Program of Study would be submitted at end of first year of doctoral program, if Qualifying Exam is not required.
- Pre-dissertation project is not required.

Effective Summer 12 under UL System

- Completion of degree must be within six calendar years following admission to candidacy (General Examination)

Note: The catalog under which a student entered a doctoral program should be checked for the requirements at that time. If a student sits out for more than 5 years then they must follow the catalog in effect at the time of their re-admission.

Program of Study

A Program of Study is used if a program does not require a Qualifying Examination. The form is to be completed by the end of the first year of a student’s entrance into the doctoral program. The form requires names of committee members, total hours required for the degree, and a curriculum which includes hours completed, taken elsewhere, and to be taken.

If hours from a master’s degree are to apply to a doctoral degree, the hours are listed in the curriculum but are not transferred in. The reason is the master’s degree is already posted on the student’s UNO transcript. If hours above a master’s degree are to apply to a doctoral degree, a Request for Transfer of Credit is used.

Report on Qualifying Examination/Request for Applicancy

This form serves two functions. It provides an indication of the results of a student’s Qualifying Examination and requests that the student enter into the applicancy phase of their doctoral work. At least three members serve on the committee. Attached to the Report on Qualifying is a list of the applicant’s degrees and the curriculum required for the Ph.D. Course work and research hours are listed as hours completed, hours taken elsewhere, and hours to be taken. Within each section, specific program requirements must be noted. For example, if 18 hours of a minor is required and 6 of the hours have been completed, the 6 hours would be listed under minor hours completed and the remaining 12 hours would be listed under minor hours to be taken. Hours listed in the curriculum must match the total hours listed on the Report which, in turn, must match program requirements.

If your program allows graduate hours taken elsewhere to apply to the Ph.D., the hours are listed in the curriculum but are not transferred in. These hours are usually hours completed in a master’s
degree program and the degree is posted on the student’s UNO transcript. If the hours were not part of a master’s degree, a Transfer of Credit Request can be submitted.

REPORT OF GENERAL EXAMINATION/REQUEST FOR CANDIDACY

The General Report has many of the same features as the Qualifying Report. It indicates the results of the General Examination and, if successful, the student becomes a candidate for the doctoral degree. Committee membership includes at least three members from the major department or program. If the curriculum is identical to the approved curriculum in the Report on Qualifying, the curriculum does not have to be listed again. The major professor would sign the form on the line indicated for that purpose. If, however, a student’s area of focus has changed slightly or specific courses were not taken, changes to the curriculum must be indicated. List the courses that are no longer required and indicate any substitutions. If any changes occur in the total hours that are listed on the Report, that must be corrected as well. If language is a requirement, indicate how it has been met with the Certification of Language Requirement/Computer Competency form.

The last section on the attachment to the Report is an indication as to how the residence requirement was met.

RESIDENCE REQUIREMENT

Over the last several years the residence requirement has changed three times. The following policy statements will help you determine under which policy a doctoral student entered. Due to the length of study for a doctorate, the last three residence requirements follow.

Prior to 1997-1998 The minimum requirement was three full years of graduate study with one full year of continuous enrollment after completion of the qualifying exam.

1998 – 2007 A doctoral student must earn four semesters of full-time residence. Full-time is considered to be nine hours during the academic year and six hours in a summer term. All students must be enrolled at UNO in at least six hours for at least two consecutive semesters. The remainder of the residency requirement may be satisfied by part-time enrollment until the equivalent of four full-time semesters is met. The following formula is used to compute residency requirements: six to eight hours counts as one-half of a full-time semester; three to five hours as one-fourth of a full-time semester; less than three hours does not count toward the residency requirement. Transfer credit from other institutions may be accepted in partial fulfillment of the residency requirement, if approved by the department and the Dean. (GCM November 1997).

2007 – present A doctoral student must earn two consecutive semesters of a minimum of nine hours of residence. The doctoral residence requirement may be met alternatively by three semesters of enrollment at six or more hours, which may be non-consecutive. (GCM April 2007)

Fall 12 (UL System)

REQUESTS FOR DOCTORAL DEFENSE
Requests for the Final examination (dissertation defense) must be submitted at least two weeks in advance of the exam date. The Graduate School will post the date of defense on the Graduate School website. A majority of the members of the committee must agree on the results of the examination. Remember:

- To check the graduate faculty status of the committee go to the S-drive and click on Graduate School>Public and the Graduate Faculty file.
- To chair a committee a member must have either Full (F) or Associate (A) membership. An Administrative Appointment (AA) cannot chair a committee. Also, check the expiration date to see if membership is current. If the professor’s membership has expired, a new nomination must be submitted before the request can be approved.

**GRADUATION PROCEDURES**

**DISSERTATION**

The *Thesis and Dissertation Format Manual* details the formatting and electronic submission requirements for the University and are posted on the Graduate School website, [http://grad.uno.edu](http://grad.uno.edu), under Current Students > Thesis and Dissertation. Doctoral students must submit a complete manuscript for a format check by uploading to ScholarWorks@UNO ([http://scholarworks.uno.edu](http://scholarworks.uno.edu)) approximately 4 weeks prior to Commencement. Final versions of manuscripts are due the following week. Deadlines are posted on the Graduate School website, [http://grad.uno.edu](http://grad.uno.edu), under Important Dates. Students can find information about resources such as Format Workshops and Tutorials on the Graduate School website, [http://grad.uno.edu](http://grad.uno.edu), under Current Students > Thesis and Dissertation and Format Workshops. After Commencement, the electronic manuscripts are posted to the UNO Thesis & Dissertation Collection at ScholarWorks@UNO according to the access level indicated on the *Thesis and Dissertation Approval Form*.

**SURVEY OF EARNED DOCTORATES**

The *Survey of Earned Doctorates* is a continuing effort by the National Science Foundation to gather data on recent doctorates. Students can complete the Survey via a link on the Graduate School website, [http://grad.uno.edu](http://grad.uno.edu), under Forms and Checklists.

**PROQUEST INFORMATION AND LEARNING AUTHOR AGREEMENT FORM**

All doctoral students pay a $45 dissertation microfilming fee at the time that they pay their Graduation Fees. This fee goes to ProQuest Information and Learning (PQIL), a corporation that will microfilm and archive the dissertation as well as assign it a unique ISBN and create a bibliographic record for distribution to resources such as OCLC, Silver Platter, STN and Dialog. In addition to payment of the fee, PQIL requires students to complete an *Author Agreement form*. The form
requires students' selection of either the Open Access or Traditional Publishing options. There is an additional $120 fee for the Open Access option. Forms with a copy of the dissertation title page and abstract attached should be turned in to the Graduate School office.

The Graduate School will forward the form and the electronic manuscript to PQIL for processing after the official graduation date.
ASSISTANTSHIPS, SCHOLARSHIPS, FELLOWSHIPS

This section contains information about graduate assistantships, scholarships, and fellowships. The Graduate School website, http://grad.uno.edu, contains some information as well as rules and regulations, hiring procedure, and frequently asked questions.

All of the GA hiring forms can be accessed in SharePoint (https://sharepoint.uno.edu/academicaffairs/gradschool/default.aspx).

In addition, there is an Administrative Policy (AP 02.16) on Graduate Assistantships that is posted on the Academic Affairs website (http://www.uno.edu/president/AdministrativePolicies.aspx).

Funding for the appointment of a graduate assistant (GA) is provided through general budget allocations as well as funds generated by grants and contracts. These funds provide a student with a stipend, tuition expenditure for each semester of employment (excluding summer), and a waiver of the non-resident fee and graduate enhancement fee. Other university fees, e.g., registration fee, international student fee, technology fee, and lab fees are not included and are the responsibility of the graduate assistant. Appointment of a GA is usually limited to a 2 year period for a master’s degree student and a 5 year period for a doctoral student.

There are two appointment classifications of graduate assistants; academic and fiscal. Academic GA appointments are based on the nine month academic year while fiscal GA appointments are on a twelve month basis.

GA TITLE CODES AND DUTIES

AP-RE-06.2: Graduate Assistants: http://www.uno.edu/president/administrative-policies/documents/AP-RE-06.2_Graduate_Assistants.pdf

1. Instructional Assistants. These students provide instructional support within an academic unit related to their graduate degree program. There are two subtypes of Instructional Assistants, based upon the nature of their duties and teaching credentials.

   a. Teaching Assistants (TA). These students provide instructional or tutorial support for faculty teaching undergraduate students. Examples of Teaching Assistant duties include preparing examinations, grading assignments, conducting and assisting in preparation of lectures, leading discussion groups, maintaining class records, providing laboratory instruction, and tutoring students outside of formal lecture and laboratory classes. A Teaching Assistant is neither the instructor of record nor responsible for assigning course grades.

   b. Teaching Associates (TA-IOR). These students provide instruction to undergraduate students and are instructor of record for undergraduate courses. Only students who have a master’s degree or 18 graduate credit hours in the area of instruction are eligible to be employed in this capacity.
2. Research Assistants (RA). These students provide research support and assistance for faculty researchers in fields related to the student’s course of study. Work assignments should complement the degree goals, foster professional development, and expand student’s research skills and knowledge in their area of study.

3. Professional Assistant (PA). These students perform technical or administrative functions that are specifically related to the student’s course of study. Work assignments should complement the degree goals, foster professional development, and expand student’s skills and knowledge in their area of study. The student’s advisor must certify the usefulness of the work towards goals of the degree.

4. Athletics Assistants (AA). These students provide support to the athletic department as graduate trainers, graduate coaches, or graduate departmental assistants. Work assignments must be consistent with the graduate student’s career goals (i.e., as coaches, trainers, athletics administrators, etc.), regardless of the graduate student’s course of study.

GRADUATE ASSISTANTSHIP ELIGIBILITY

Students offered regular or conditional admission to a graduate degree program are considered eligible if they maintain at least a 3.0 grade point average for all graduate coursework attempted and are enrolled in at least nine graduate credit hours in fall and spring; undergraduate hours do not count toward the total number of hours. Given a compelling rationale, approved by the relevant administrators (hiring unit heads and Executive Director of the Graduate School), temporary exceptions may be granted regarding the number and types of credit hours enrolled per semester. Enrollment is not required in the summer term. International students must provide evidence that they meet the minimum requirement for English proficiency. Students employed as Teaching Associates must also have a master’s degree or 18 graduate credit hours in the specified teaching area. If a student on an F-1 Visa is to be hired as a Teaching Associate, they must provide evidence of above average English proficiency. Graduate Assistants are not permitted to be employed as part-time faculty members.

In order to hold a graduate assistantship, graduate students must be:

- registered as full-time students during each semester in which they are employed (nine hours during the fall and spring);
- in a degree program;
- and in good academic standing (3.0 GPA and not on probation).

In addition, they must be eligible to work in the U.S. As part of the hiring process identification documentation will be required to complete the e-verification process (E-Verify is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States). Graduate assistants receive a stipend, which is determined by the hiring department. The stipend is considered taxable income and as a result tax forms must be submitted. Should a graduate assistant resign or be terminated from the position, he/she will be held accountable for all University fees.
B. GRADUATE ASSISTANTSHIP WORKLOAD.
Graduate Assistants are expected to work 20 hours (full-time appointment) or 10 hours (half-time appointment) per week. The hiring department supervisor is responsible for monitoring the workload of GAs in their unit. Full workload for a Teaching Associate is based on teaching six credit hours each fall and spring term and three credit hours in the summer term. The teaching load may be adjusted for research and non-teaching duties beyond those normally expected for academic instruction. Research Assistants and Athletics Assistants may also engage in professional apprenticeship activities that align with their duties as Graduate Assistants. Professional apprenticeships are to be agreed upon in advance between the supervisor and the graduate student; such apprenticeship activities may extend the graduate student’s time commitments beyond those involved with the Graduate Assistantship (i.e., 20 hours full-time or 10 hours half-time). Such professional apprenticeship activities are not compensated by the university, as they are voluntary and provided for the purpose of assisting the graduate student in reaching her/his career goals.

C. LENGTH AND HOURS OF APPOINTMENT.
Graduate Assistants can be appointed full-time (20 hours a week) or half-time (10 hours a week). Appointments may be for an academic year, a fiscal year, or for a period of appointment (if they are to be hired for less than six months but not for a full academic semester).

D. LENGTH OF SERVICE.
The length of service of a master’s-level GA shall be no longer than three years and a doctoral-level GA may not hold a Graduate Assistantship for longer than five years. Any exceptions/extensions must be approved by the Executive Director of the Graduate School.

E. STIPENDS.
Under the Fair Labor Standards Act, Graduate Assistants must be paid at or above minimum wage for required duties as a Graduate Assistant.
   a. EXTRA COMPENSATION. Graduate Assistants may not receive extra compensation for duties associated with the GA appointment.

3. EVALUATION
All Graduate Assistants must be evaluated at the end of each semester by the assigned supervisor. The evaluation must be given to the GA, who has the opportunity to make corrections of fact, if necessary.

Hiring Forms are posted in
SharePoint: https://sharepoint.uno.edu/academicaffairs/gradschool/SitePages/GAs.aspx
SCHOLARSHIPS AND FELLOWSHIPS

As a tool for recruitment the Graduate School offers a variety of merit-based awards to new students. The list below describes the awards. Students are informed to contact their program for the application materials.

Awards based on Award Application & Ranking Sheet

You will receive the Award Application materials (announcement, award application form, program ranking sheet) from the Graduate School in late Fall for the following award cycle.

DUE DATE: FEBRUARY 15

PERFORMANCE & ACCOUNTABILITY ASSISTANTSHIP

WHO IS ELIGIBLE: Louisiana residents and U.S. citizens fully admitted into a Doctoral program with a 3.0 undergraduate GPA and/or 3.5 graduate GPA. In addition to the award application applicants must have a statement of support from a current UNO faculty member in their program.

What it Covers: The P&A Assistantship provides a waiver of tuition and the nonresident fee for the year (fall, spring and summer) and a $20,000 stipend per fiscal year for four (4) years.

DOCTORAL DIVERSITY FELLOWSHIP

Who is Eligible: Any U.S. under-represented minority student accepted to begin a Doctoral program in Sciences, Technology or Engineering with a 3.25+ undergraduate GPA or a 3.6+ graduate GPA, is eligible for this award. While students of the social sciences may apply, preference is given to applicants in the physical and mathematical sciences and engineering.

What it covers: This Fellowship provides a waiver of tuition and the nonresident fee for the year (fall, spring and summer) and a $22,000 stipend per year for four (4) years.

DUE DATE: MARCH 15

Marcus B. Christian Scholarship WHO IS ELIGIBLE: African-American and other under-represented U.S. minority students accepted to Doctoral or Master’s degree programs with a 3.0 undergraduate GPA and/or 3.5 graduate GPA are eligible for this award. Strong preference is given to Louisiana residents and to graduates of historically black institutions.

What it Covers: This scholarship provides a waiver of tuition, graduate enhancement fee, and the nonresident fee for the academic year (fall and spring).

Master’s Scholarship WHO IS ELIGIBLE: Any student fully admitted into a Master’s degree program, with 3.0 undergraduate and/or 3.5 graduate GPA is eligible for this award.
WHAT IT COVERS: This scholarship provides a waiver of tuition, graduate enhancement fee, and the nonresident fee for the academic year (fall and spring).

**Doctoral Scholarship**

*Who is Eligible:* Any student fully admitted into a Doctoral degree program, with 3.0 undergraduate and/or 3.5 graduate GPA is eligible for this award.

*What it Covers:* This scholarship provides a waiver of tuition, graduate enhancement fee, and the nonresident fee for the academic year (fall and spring).

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**Awards Based on Program Nomination:**

**SPECIAL TALENT GRADUATE AWARD**

*Who is Eligible:* Any out-of-state or international student admitted unconditionally to a degree program in the Fall.

*What it Covers:* This award provides a waiver of the nonresident fee for the year (fall, spring and summer) for 4 years for doctoral students and 2-3 years for Master’s students.

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**Awards Based on University Application:**

**PRIVATEER GRADUATE AWARD**

*Who is Eligible:* Out-of-state or international students admitted unconditionally (or conditional pending degree) who has undergraduate GPA of 3.0 and/or graduate GPA of 3.5.

*What it Covers:* This award provides a waiver of the nonresident fee for the year (fall, spring and summer) for 4 years for doctoral students and 2-3 years for Master’s students.

Go to [http://grad.uno.edu](http://grad.uno.edu) and follow the link for Financial Resources for complete information.
The policy statement for Graduate Faculty Membership and the policies and functions of the Graduate Council may be found in SharePoint (https://sharepoint.uno.edu). For Graduate Faculty Membership the nomination forms for Full/Associate Membership and the Administrative Appointment are in SharePoint. Also on the website is a copy of the UNO Curriculum Vitae Format (updated 2010). A spreadsheet of all graduate faculty appointments is now available on the S-drive under Graduate School>Public and is updated after each Graduate Council meeting. In the Documents menu is a link to a list of criteria for graduate faculty membership per college and program.

Two of the more recent changes to the policy statement for Graduate Faculty Membership include:

- Administrative Appointment terms for service on a master’s committee will be for a two year period and for service on a doctoral committee will be for five years. Administrative Appointments for teaching continue to be for one year (GCM, January 2004).

- A major professor, who is no longer with UNO, may maintain Full or Associate Membership to the Graduate Faculty for a period of two-years for the purpose of completing a student under their direction. If after two years the student has not graduated, the professor may continue as co-chair of a committee with an Administrative Appointment to the Graduate Faculty (GCM, February 2005).

- A regular nomination for Full or Associate membership, under the regular process, would be appropriate for any retired faculty members who are still actively researching and working with students. (GCM, November 2011)

In addition to reviewing Full and Associate nominations to the Graduate Faculty the Graduate Council reviews proposals for graduate courses (6000-level) and curricula. Any add, change, or drop for courses 4000G and above are now handled by the Graduate Council. Signed original documents must go to Academic Affairs who will route graduate items to the Graduate Council for review.

The Graduate Council normally meets once a month. Check the Graduate Council page in SharePoint for meeting dates: https://sharepoint.uno.edu/committee/gradcouncil/default.aspx
GRADUATE FACULTY NOMINATIONS

The Definition of Graduate Faculty Status
The Graduate Faculty consists of "Full Members" and "Associate Members," according to their qualifications and experience. Graduate Faculty status entails the following educational duties:

1. supervising thesis/dissertation work as major professor,
2. serving as thesis/dissertation committee member, and/or
3. teaching graduate-level courses.

In all of these activities, the individual facilitates the learning associated with graduate-level instruction at the University. Full Membership on the Graduate Faculty is symbolic of the University's commitment to entrusting the individual with the broadest possible rights and responsibilities for advancing graduate education. Such trust must be earned at the beginning of one's academic track and must be sustained throughout one's career. Graduate Faculty status normally requires a terminal degree in the respective academic discipline and a full-time faculty appointment at the University. In order to be considered for Full Membership, the individual must hold indeterminate tenure at the University.

• **Full** - In order to be considered for Full Membership, the individual must hold indeterminate tenure at the University. Full members of the Graduate Faculty shall be appointed for a six-year term.

• **Associate** - Depending on qualifications and experience, Associate Membership may involve a restriction on the assignment of Graduate Faculty duties. Associate Members shall be appointed for a one-, two-, or three-year period. The term of appointment must concur and not exceed the nominee's appointment to the University.

• **Administrative Appointment** - Under special circumstances, administrative appointment to the Graduate Faculty (for Associate Membership only) may be made by the Graduate School, acting upon recommendation by the Department Chair and by the Dean of the College. The term of administrative appointment shall be one year except in the case of committee membership. Terms for service on a master's committee will be for a two-year period or service on a doctoral committee will be for five years.

Sample situations where such appointment is warranted are as follows:

1. For full-time tenure-track faculty who join the University initially without having completed the terminal degree, administrative appointment can be made for one term.
2. For full-time faculty who have experienced a hardship (e.g., prolonged illness) resulting in an interruption of professional activities, administrative appointment can be made for up to three successive terms.
3. For emergency predicaments where a Department lacks a suitable Graduate Faculty member to teach a required course, administrative appointment can be made for one term.
4. For adjunct or visiting faculty, administrative appointment can be made for an indefinite number of terms.

How do you know if an instructor or committee member has active status?

1. Check the Graduate Faculty Nomination Spreadsheet
   a. Shared Drive (s-drive Graduate School > Public)
   b. SharePoint (Committees>Graduate Council>Graduate Faculty Spreadsheet Archive)
   F = Full (all duties for 6 yrs), A = Associate (some or all duties 1,2,3 yrs), AA = Administrative Appointment
2. Check in SharePoint (Committees>Graduate Council> Nominations or Administrative Appointment Form). Filter by Last Name.
Nomination Procedures
For Full or Associate membership and for Administrative Appointments, there are forms available in Sharepoint. The faculty member should initiate the respective form. If you need to appoint an off-campus person as a committee member via an Administrative Appointment someone on campus will have to initiate the form. Students do not have access to do this.

BEFORE YOU START: Have current CV document accessible as well as the current Departmental Criteria.

1. Navigate to SharePoint (From the UNO homepage > Faculty & Staff > Quick Links > SharePoint or https://sharepoint.uno.edu). You will be prompted to log in with your UNO LAN username + @uno.edu and password.
2. Click on “Committees”. Select “Graduate Council” from list under “Miscellaneous”.
3. For a Full or Associate Nomination: In the Quick Launch bar to the left-hand side of the screen, select “Nominations”. Once the new screen loads, you will see Library Tools (Documents) at the top of the screen.

4. Select Documents.
   You will now see a new toolbar with “New Document” on the far right. Click on the “New Document” icon.

5. The nominee fills out Section 1 & Section 2 of the form. For Section 2, the nominee should list their activities since their last appointment to the Graduate Faculty.
6. After completing the section the nominee types in their name and date and uploads their current CV.
7. The nominee types in the email address of the chair of the department or director of the program and then selects “Submit”. The form will not be routed until this step is completed.
8. The Chair will receive an email notification that contains a link to the form. After they open the form they will be able to complete Section 3. The nomination type must be indicated and, if Associate, the period and duties must be identified. For Full membership, all duties are automatic.

In the evaluation the Chair must identify each departmental criterion and explain how that has been met by the nominee’s activities as detailed on the CV and in Section 2.

9. The Chair must indicate “Yes” or “No” whether or not the majority of the Full Members of the Graduate Faculty in the Department have approved the nomination and sign.

10. After signing the Chair must type in the email address of the Dean or the Dean’s representative and select Submit.

11. The Dean reviews the form, verifies that sections 1-3 are correct, signs and selects Submit.

12. The form will be routed to the Graduate School where it will be collected for review by the Graduate Council.

13. After approval by the Graduate Council the membership type and period of appointment will be indicated in the Graduate School section of the form. It will be forwarded to the Provost.

13. Once the Provost approves the nomination, it will be automatically forwarded to the President.

14. Once the President approves the nomination, it will be added to the document library and the Graduate Faculty spreadsheet will be updated to reflect the new term of appointment.

15. The individual who initiated the form will receive email notification of its completion.

For an Administrative Appointment: In the Quick Launch bar to the left-hand side of the screen, select “Administrative Appointment Form”. You will see “Library Tools” “Document” at the top of the page. After selecting Document you will see an option for New Document on the far left.

1. The initiator must complete the form fields and attach the CV file
2. After signing, type in the email address for the Department Chair and select Submit.
3. Once the Chair approves the nomination, it will be automatically forwarded to the Dean.
4. Once the Dean approves the nomination it will be automatically forwarded to the Graduate School for approval.

Notes: At any point in the review process the form can be rejected or returned with comment. If rejected only the person who initiated the form will be notified.