

The background of the cover is a photograph of a university building. The building is a two-story structure with a prominent clock tower on the left side. The clock tower has a white face and a dark roof. The building is surrounded by lush green trees and bushes, some of which have white flowers. The sky is a clear, light blue.

Shepherd University

**Divisions
of
Graduate Studies and Continuing Education
Faculty Handbook**

"Excellence in Service and Professionalism"

Academic Year 2011-2012

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From the Dean

Welcome to the Division of Graduate Studies at Shepherd University! We deeply appreciate your interest and commitment to our graduate programs and hope this Faculty Handbook will be a valuable resource in answering your questions about graduate studies and continuing education.

The primary concern for all individuals associated with Shepherd University Graduate Studies is our ongoing refinement and improvement of our Graduate Culture. That culture is based on the following:

- **Cultivate in students a lifelong desire to learn through commitment to and appreciation of knowledge and cultures of the past, civic knowledge and engagement, respect and understanding for cultures and societies of the world, and the development of professional and personal ethics.**

- **Promote a student-centered environment available to individuals of diverse ages, cultures, and socioeconomic backgrounds and uphold a personalized approach to education.**

There is a strong commitment to provide graduate programs that allow students to achieve the best education for each individual's particular talents, interests, and goals in an environment that emphasizes service to students.

- **Stimulate creativity, scholarship, and individual enterprise in its students and faculty.**

The impact of this creativity and scholarship is found in the classroom as faculty and students integrate new ideas and alternative approaches into their teaching and learning activities and professional development activities for faculty.

- **Educate diverse populations locally, regionally, nationally, and internationally.**

Courses and curricula are designed to meet the educational needs of student groups across geographic boundaries.

- **Enrich students and their communities through service to social, civic, cultural, corporate, and educational organizations.**

If you have further questions, please contact me at 304-876-5313 or via email sbeard@shepherd.edu.

**Dr. Scott Beard, Dean
Graduate Studies and Continuing Education
Shepherd University**

Vision, Mission and Core Values of Graduate Studies

The Graduate Studies and Continuing Education mission of Shepherd University embraces the general mission statement of the university, with emphasis on the core values of: learning, engagement, integrity, accessibility and community.

Development of our graduate programs and continuing education offerings aims to educate students to be lifelong learners in a global community increasingly characterized by interdependence and great complexity in civic, ethical and social challenges.

Mission Statement: (Approved by the Graduate Council 11/17/11)
Shepherd University Graduate Studies is a diverse community of educators, scholars and learners committed to promoting accessibility and excellence in higher education, leading to advanced mastery of disciplinary knowledge and skills.

Vision Statement: (Approved by the Graduate Council 11/17/11)
Shepherd University Graduate Studies aspires to be a responsive and accessible provider of quality educational programs. We are committed to continually broadening the scope of learning, academic discourse, discovery and innovations, while increasing global connections for scholars, researchers and practitioners.

The Divisions of Graduate Studies and Continuing Education embraces the core values of Shepherd University:

Learning: Shepherd University creates a community of learners who integrate teaching, scholarship, and learning into their lives. In order to create challenging, relevant experiences, inside and outside of the classroom, the University continually evaluates and assesses student learning. We recognize and accommodate diverse learning styles and perspectives necessary for global understanding.

Engagement: Shepherd University fosters environments in which students, faculty, staff, and members of the community engage with each other to form mutually beneficial relationships. We believe that meaningful engagement, with ideas and with people, promotes deep learning and nurtures critical thought.

Integrity: Shepherd University strives for an environment of honesty and fairness in its actions. University officials seek input from students, faculty, and staff and make informed and objective decisions. We expect all members of the community to act in accordance with this value.

Accessibility: Shepherd University provides services to all qualified students. Our staff and faculty are available to students and are committed to respecting and meeting individual needs. University governance and budgeting structures reflect our commitment to transparent processes and public access to information.

Community: Shepherd University comprises a community that includes students, faculty, staff, alumni, and involved citizens. We meet the needs of this community through assessment, development, and implementation of innovative programs and initiatives. We strive to create a safe environment based on mutual respect and acceptance of differences.

History

Shepherd University was founded in 1871 as a normal school and has become a university with graduate studies at the master's level. Since 2003, the Division of Graduate Studies at Shepherd University has provided five graduate programs with the first program enrolling students in the 2003-2004 year, and the newest program enrolling students in the 2007-2008 year. The addition of graduate studies at a university with a long history of undergraduate programs requires a dedication toward creating a graduate culture that is fostered by faculty, staff, and students.

Graduate Studies was granted at Shepherd University because of:

1. The need for graduate education in the Eastern West Virginia Panhandle that was based on a liberal arts education and at a public university price,
2. The need for current professionals in education and business to improve their skills sets,
3. To help improve the economic development in the region with advanced degrees for those in specific professions, and
4. Provide a graduate level education for those seeking life-long learning and re-certification.

The emphasis of graduate studies at Shepherd has remained focused on those four primary reasons with the development of specific master's degrees in education and business, and graduate level continuing education for those who require re-recertification. Planning for three graduate programs in the future also remain focused on those primary reasons.

The emphasis at Shepherd University remains focused on a liberal arts undergraduate mission as indicated in its recent acceptance into the Council of Public Liberal Arts Colleges (COPLAC), where traditionally less than 10% of all students at each of the member institutions are graduate students. At Shepherd, graduate students remain less than 5% of the total student population. Therefore, creating a graduate culture throughout the university has and will continue to be a significant transformational process in the structure of the organization that is still predominately undergraduate oriented. New policies and procedures that help guide graduate studies are continuously in development to ensure graduate studies operations run effectively and efficiently within the undergraduate culture.

Graduate Studies were originally administered from what is now the School of Education and Professional Studies (SOEPS) since the Master of Arts in Curriculum and Instruction was the original graduate program. From that first graduate program housed in a specific school, the configuration of graduate degrees and graduate courses for re-certification has grown to include all four schools of the university and supported by 15 disciplines. The new configuration for graduate studies includes the Division of Graduate Studies for graduate degree programs, and the Division of Continuing Education that includes graduate courses for re-certification. The leadership for all graduate studies at Shepherd has also grown from a part-time Graduate Director to a full-time Dean of Graduate Studies and Continuing Education.

Current graduate programs at Shepherd University are the following in their order of student enrollment and current graduate degree research requirements:

1. The Master of Arts in Curriculum and Instruction (MA-CI) started enrolling students in 2003-2004. Current research requirements include research papers, comprehensive exam and fieldwork with a required thesis.
2. The Master of Business Administration (MBA) started in 2005-2006 with research requirements that include research papers and group research projects.
3. The Master of Arts in Teaching (MAT) was originally a collaborative program with Marshall University until 2005-2006. In 2006-2007, Shepherd started a separate MAT with research requirements in the field, a culminating portfolio project, and required national examinations for teacher certification.

4. The Master of Music in Music Education (MMME) began enrolling students in the summer of 2007. Current research requirements include research papers, final musical production project and a oral comprehensive exam.
5. The Master of Arts in College Student Development Administration (MA-CSDA) began enrolling students in the summer of 2007 and requires research in the field, as well as a comprehensive examination.

Graduate Student Handbook & Policies

The Division of Graduate Studies – Overview & Governance

A. The Office of Graduate Studies administers all stand-alone graduate programs, collaborative graduate programs with other institutions, and post-baccalaureate non-continuing education courses, offered at Shepherd University.

B. Dean, Graduate Studies & Continuing Education; Hereafter as Dean

1. The Dean is the principal administrator for all graduate programs. The Dean provides leadership in the development and implementation of graduate program goals and assumes ultimate responsibility for the quality, effectiveness, and progress of all graduate programs. The Dean, as appointed by the Vice President for Academic Affairs, will serve as the chair of the University Graduate Council. In cooperation with this Council, the Dean will be responsible for developing and implementing an ongoing strategic plan for establishing and administering all graduate programs at Shepherd University. The Dean reports to the Vice President for Academic Affairs.

2. Specific duties of the Dean include, but are not limited to:

- a. Coordinating of all graduate programs
- b. Assuming final responsibility for the preparation, submission, and administration of all graduate budgets
- c. Coordinating all academic appeals by graduate students
- d. Recruiting qualified graduate students
- e. Setting admissions standards for graduate admissions after consultation with the Graduate Council
- f. Advising for all graduate programs unless otherwise agreed upon by the Dean and the Program Coordinator
- g. Scheduling graduate course offerings
- h. Serving as the graduate representative on the

VPAA/Deans' Council

- i. Serving as graduate liaison in a working relationship with other academic and administrative units within the University
- j. Final approval of graduate faculty recommended by the Graduate Council

C. The Graduate Council

1. The Graduate Council Responsibilities overall include making recommendations to the Dean on the development and implementation of an ongoing strategic plan for establishing and administering all graduate programs instituted at Shepherd University. The Council will report to the Dean.
2. Members of the Graduate Council shall be constituted as follows:
 - a. The Dean, who serves as the chair
 - b. Any assistant(s) to the Dean
 - c. Two members chosen from each school, either through election or through selection by the Dean
 - d. The Dean, with the agreement of the Graduate Council and the Vice President for Academic Affairs, may add or eliminate members deemed necessary for the development and implementation of new graduate programs at Shepherd University
 - e. The Director of Admissions, or designee, and
 - f. The Registrar
3. All members of the Graduate Council are voting members
4. Terms of Service:
 - a. Half of the membership will serve a two-year term, while the remaining members will serve a three-year term
 - b. There is no limit on the number of consecutive terms served

5. The Specific Responsibilities of the Graduate Council are as follows:

- a. To approve new graduate programs and to review intents to plan, proposals, and accreditation documents for new graduate programs
- b. To approve additions, deletions, and changes to existing graduate programs or graduate courses
- c. To make budget recommendations concerning graduate programs
- d. To approve proposals for stand-alone graduate courses not connected to existing graduate programs
- e. To set university-wide graduate policies and approve additions, deletions, or changes to those policies
- f. To set criteria for graduate faculty and to approve faculty nominated to teach graduate programs
- g. To recommend student admission and retention standards and policies
- h. To recommend the termination of graduate programs
- i. To rule on all petitions for exceptions to admissions and credits procedures, unless delegated to the current Dean

D. Graduate Program Coordinators

1. The Graduate Program Coordinator (GC) is directly responsible to the Dean. The GC provides support for operations of the Division of Graduate Studies and the respective graduate program
2. Position Requirements
 - a. Graduate Full-time Faculty Status
 - b. One year graduate course teaching
3. Reimbursement and hours worked each week
 - a. Each GC provides approximately __ time per semester

- b. Each GC receives a one-course release time per semester
 - c. A summer stipend is provided for meetings, office hours and recruitment/retention
4. The Specific Duties and *Deliverables* of the GC include, but are not limited to:
- a. Attend Open Houses in order to *market the Graduate Program* at least one time per semester
 - b. Assist in development of the program on a continual basis in order to *refine the Graduate Program*
 - c. Assist in course development on a continual basis in order to *refine the Graduate Program*
 - d. Advise students in the program on a daily basis
 - e. Attend Graduate Council Meetings on monthly basis in order to *Advise the Graduate Council*
 - f. Coordinate *Accreditation Documents* on a continual basis
 - g. Coordinate Accreditation Research and produce required *documents* on a continual basis
 - h. Coordinate final graduate student admission on continual basis to *admit students*
 - i. Attend to Graduate Fair Research for Enrollment on a continual basis to *market the program*
 - j. Provide advice to Enrollment Management Office on a continual basis to assist with *advertising the program*
 - k. Maintaining official recruitment and advisement records of graduate students

Graduate Student Policies

A. Graduate Student Admissions Criteria

1. Full Graduate Status

a. In order to qualify for Full Graduate Status, a student must have a bachelor's degree from an accredited college or university and meet **one** of the following criteria:

i. An undergraduate grade point average of 2.75

ii. A score of **440 Verbal and 560 Quantitative** on the Graduate Record Exam

iii. A score of 390 or higher on the Miller Analogies Test

iv. A score of 400 or more on GMAT or 215 for MBA - MFAT or 140 on Business MFAT (One is required For MBA regardless of GPA)

b. Students must also meet any additional requirements for specific Graduate Programs beyond the regular admissions requirements (certifications, licensure, performance, experience).

c. Students who are enrolled on full graduate status and fail to achieve a 3.0 GPA at any time will be placed on probationary status. (See 3.a. below).

d. TOEFL policy for graduate students (new for Fall 2012)
A test of Language Proficiency is required for *graduate students* except in the case of a diploma or degree from an accredited college or university in which the primary language of instruction is in English.

2. Provisional Status

a. Students who do not qualify for Full Graduate Status may be admitted provisionally.

b. To qualify for provisional admission, a student must enclose a letter with his or her application explaining the reason for requesting an exception to the admissions rules.

c. Students granted provisional admission must achieve a grade point average of 3.0 during their first six credit hours in a graduate program.

d. Students who are admitted provisionally and achieve a grade point average of 3.0 during their first six credit hours will be removed from provisional status and moved to Full Graduate Status by the Dean.

e. Students who are admitted provisionally and fail to achieve a grade point average of 3.0 during their first six credit hours will remain on probation.

f. Students who are admitted provisionally and fail to achieve a cumulative graduate grade point average of at least 3.0 during their first twelve credit hours will be dismissed from the program.

3. Probationary Status

a. A graduate student will be placed on probation at any point that his or her cumulative grade point average falls below 3.0.

b. Students on probation must return their GPA to 3.0 within six credit hours of being placed on probation.

4. Suspension/Dismissal

a. A student on probation will be dismissed when

i. The student's grade point average in the first six credits of probation falls below 3.0

ii. The student fails to achieve a minimum cumulative GPA of 3.0 after twelve credit hours of probation

b. Students dismissed from a graduate program may not enroll in any other graduate program at Shepherd University without explicit permission from the Graduate Council.

5. Appeals of Student Status

a. Students placed on provisional status, probation, or suspension may appeal that status to the Graduate Council, or as delegated to the Dean.

b. Appeals denied by the Graduate Council or Dean can be appealed to the Vice-President for Academic Affairs, who will consider only appeals that deal with substantial procedural errors in the decision of the Graduate Council or Dean.

6. Appeals of Grades in Graduate Classes.

a. A student grade appeal should begin with a student-initiated conference with the instructor, which should be scheduled within ten days of receipt of the grade to be appealed.

b. If an instructor declines to change a disputed grade, the student may appeal, in writing, to the Graduate Council.

i. In ruling on a disputed grade, the Graduate Council should consider only whether or not an instructor has applied grading standards uniformly to all members of a class. The Council should not attempt to make subjective judgments on those standards themselves.

ii. The Council may request any relevant documents in the course of their deliberations and may request to interview any party in the dispute or relevant witness.

c. Either the original instructor or the student may appeal the decision of the Graduate Council to the Dean and if no solution is achieved with the Dean, to the Vice President for Academic Affairs.

7. Transfer of Credit (new for Fall 2012)

a. Graduate courses from other institutions or other Shepherd University graduate programs will be evaluated, at the time of admission, by the Dean and/or the coordinator of the program to which the applicant is applying, or the department chair in which the course is offered.

b. Up to nine credit hours may be transferred to a Shepherd graduate program from another institution or program, either prior to starting the program or during the program, at the discretion of the program coordinator in consultation with the department chair

and the Dean. Exceptions can be made on a case-by-case basis by the Dean if it would inappropriately prolong the graduation of a student.

c. Courses transferred to a Shepherd graduate program must have a minimum grade of “B,” and must have been taken within 7 years based on the date of admission to the degree program (see *sunset clause*).

8. Timely Progress to Graduation

- a. Sunset Clause (new for Fall 2012): Students enrolled in graduate studies at Shepherd University must complete the program within 7 years, based on the date of admission to the degree program. Students may apply for renewal by submitting a letter to the graduate council with justification for continued studies in the program.
- b. [Plan of Study Form](#) (new for Fall 2012): All graduate student must complete the Plan of Study Form in consultation with their academic advisor by no later than registration for the 12th credit hour. The purpose of the form is to detail the student’s program requirements, including culminating experiences such as student teaching and comprehensive exams.

Graduate Student Code of Conduct

A. Introduction and purpose

1. The code of student conduct is established to foster and protect the core missions of the university, to foster the scholarly and civic development of the university's students in a safe and secure learning environment, and to protect the people, properties, and processes that support the university and its missions.
2. The preservation of academic freedom and free and open exchange of ideas and opinions for all members of the university are vital elements of the educational process.
3. The primary purpose for the enactment of this Code of Conduct is to set forth in a clear and concise manner the rules and regulations of conduct expected of those who join the university campus and/or participate in any university-sponsored activity.

B. Jurisdiction

1. All graduate students are subject to the provisions of the Shepherd University Guidelines and Policies as outlined in the Shepherd University Student Handbook.
2. The handbook includes sections on academic code of conduct, community expectations, and the judicial process.
3. Copies of the handbook are available from the Student Affairs Office in the Student Center. Guidelines and Policies are also available in pdf format at <http://www.shepherd.edu/safweb/>

For additional information on student policies and services, please consult the [student handbook](#) published by the Office of Student Affairs.

GRADUATE STUDIES STUDENT FORMS

* [Academic Change Form](#) (PDF) Use this form to change concentrations or degree programs. Requires signature of the program coordinator, and chair of the graduate council, and approval of the graduate council.

* [Course Substitution or Waiver](#) (PDF) Use this form to substitute courses within your degree program. Requires signature of the academic advisor and graduate program coordinator.

* [Transfer Approval Form](#) (PDF) Use this course to take graduate courses at another institution. Requires signature of the program coordinator and Dean of Graduate Studies.

* [Non-Degree Form](#) (PDF) Students who are not in a degree program may use this form. Requires approval of the Dean of Graduate Studies.

* [Undergraduate to enroll in Graduate Class](#) (PDF) Qualifications apply. The form also requires approval by the graduate council.

* [Petition to the Graduate Committee](#) (PDF) Use this form to add/drop classes, withdraw from classes or to apply for graduation beyond posted deadlines. Requires signature of the program coordinator, advisor and Dean of Graduate Studies.

* [Employee/Graduate Student Researcher Waiver Form](#) (PDF) This form is an application for employees of Shepherd University to take graduate courses with remission of tuition, or for current student to receive a Graduate Research Assistant waiver.

* [Student Affairs Scholarship Recipient Waiver Form](#) (PDF) Financial Aid options for CSDA students.

* [Student Tuition Waiver Form](#) (PDF) This form is an application for non-obligatory tuition waiver assistance.

* [Request for Withdrawal from Shepherd University](#) (PDF) Use this form for a complete withdrawal from the university.

**Shepherd University Graduate Programs
ACADEMIC CHANGE FORM**

DATE _____ STUDENT ID NUMBER _____

FULL NAME OF STUDENT _____

TO CHANGE GRADUATE DEGREE

For a change of DEGREE, take this form to the appropriate PROGRAM COORDINATOR and present to the GRADUATE COMMITTEE for approval. Complete and sign the bottom section of the form and return to the Office of the Registrar. *Students changing to the MAT program must also pay a nonrefundable \$20 Transcript Analysis fee at the Business Office.

Note: Once suspended from a graduate program, a student may not enroll in any other graduate program at Shepherd University without explicit permission from the Graduate Committee.

CHANGE DEGREE TO: MA _____ MAT* _____ MBA _____ MMME _____

Approvals: _____ _____ _____ _____
New Program Coordinator Date Chair of Graduate Committee Date
(Registrar: Assign as new advisor)

TO CHANGE CONCENTRATION WITHIN EXISTING DEGREE

For a change of CONCENTRATION, take this form to the appropriate PROGRAM COORDINATOR for approval. Complete and sign the bottom section of the form and return to the Office of the Registrar.

CHANGE CONCENTRATION TO: _____

Approval: _____
Program Coordinator

TO BE COMPLETED BY THE STUDENT

EFFECTIVE WITH THE ABOVE CHANGE, I AM NOW PURSUING THE FOLLOWING:

DEGREE _____ CATALOG YEAR _____

CONCENTRATION (S) _____

STUDENT SIGNATURE _____ DATE _____

SHEPHERD UNIVERSITY GRADUATE PROGRAMS
Graduate Course Substitution or Waiver

Date: _____

Name: _____

Student ID: _____

Degree Program: _____

Concentration: _____

If you have applied for Graduation, enter date: May 20 ____ August 20 ____ December 20 ____

A justification for the substitution or waiver must be written for each request. A separate form must be used for each substitution except when the additional required course is under the same department.

NOTE: If you are using a substitution or waiver to satisfy a degree requirement, you may need to take additional credit hours to meet the minimum total hours required for your graduate degree.

REQUIRED COURSE

COURSE TO BE USED AS THE SUBSTITUTE
(WRITE "waiver" if appropriate)

(Include Subject Code and Number)

(Include Subject Code and Number)

APPROVALS:

Graduate Advisor Date

Graduate Coordinator for Program Date

Created on 11/3/2010

Student's Name _____ Shepherd ID Number _____
 Mailing Address _____ Graduate Program _____
 _____ Expected Graduation Date _____
 Shepherd email _____@shepherd.edu
 Semester Entered Shepherd _____

COMPLETE THESE INSTRUCTIONS BEFORE TAKING A GRADUATE COURSE AT ANOTHER INSTITUTION.

- 1) Complete the information above.
- 2) Enter the name of the institution, starting and ending dates, and the title of the course to be taken below.
- 3) Present form to the Office of the Registrar for completion of academic data.
- 4) Obtain the signature of the Graduate Coordinator for the program offering the equivalent Shepherd course.
- 5) Obtain advisor's signature of approval.
- 6) Return form to the Office of the Registrar for final approval. This form is valid only for the approved course(s) if taken within the starting and ending dates designated below. The permission/approval expires at the ending date.
- 7) Present a copy of this form to the institution (the registrar's office) at which you enroll. *Request that a transcript with your final grades for the approved course(s) be sent to: Office of the Registrar, Shepherd University, Shepherdstown, WV 25443*

Academic policies regarding transfer courses to be counted in a graduate degree program:

- ✓ A student must be in good academic standing (GPA \geq 3.00).
- ✓ A Shepherd graduate course for which a grade of D, F, or W was received may not be repeated elsewhere.
- ✓ Only graduate courses from accredited institutions of higher education may be transferred to Shepherd.
- ✓ A maximum of 6 graduate semester hours may be transferred toward a graduate degree at Shepherd.
- ✓ The last six hours of coursework before graduation must be completed at Shepherd.
- ✓ A GPA deficiency earned at Shepherd University cannot be made up at another institution.

For more information, see the current Shepherd University Graduate Catalog. Written requests for exceptions to academic policies must be directed to the Graduate Committee.

| Name of Institution | | | Start Date | | | End Date | | |
|---------------------|--------------|----------|--|--------------|----------|--|--|--|
| Transfer Courses | | | Comparable Shepherd University Courses | | | Shepherd University Approval | | |
| Course Subj/ Number | Course Title | Cr. Hrs. | Course Subj/ Number | Course Title | Cr. Hrs. | Graduate Coordinator (of comparable SU course) | | |
| | | | | | | | | |
| | | | | | | | | |

Advisor's Approval* _____ / /
 Date

***If not approved, please state your rationale for denial.**

*Graduate Coordinator/Advisor's Signature _____ / /
 Date

REGISTRAR'S OFFICE COMPLETES THIS SECTION.

INSTITUTIONAL/OVERALL GPA _____
 TRANSFER HOURS _____
 CUMULATIVE HOURS _____
 COURSE REPEAT/WITHDRAWAL _____
 DATE & INITIALS _____

Registrar's Signature _____ / /
 Date

Graduate Committee Action
 Approved Disapproved

Dean of Graduate Studies' Signature _____ / /
 Date

V:\Forms\Graduate Student Forms\Green Transfer Approval.doc
 Updated on 6/21/2005

NOT FINANCIAL AID ELIGIBLE



**STUDENT ADMISSION AND REGISTRATION FORM
FOR NEW NON-DEGREE STUDENTS ONLY**

- Check the status that applies to you this semester:
- Non-degree TRANSIENT student taking credits to transfer to another institution
 - Non-degree SPECIAL student taking credits for personal enrichment
 - Non-degree POST-BACCALAUREATE student (already earned a bachelor's degree)
 - Non-degree WV SENIOR CITIZEN (resident at least 65 years of age). Must register in person during late registration.

ALL LINES MUST BE COMPLETED BEFORE FORM CAN BE SUCCESSFULLY PROCESSED.
TYPE OR PRINT NEATLY

Semester Applying For: _____ 20____
(Fall/Spring/Summer)

1. Social Security Number: _____ Date: _____
2. Name (Last, First, Middle): _____
3. Address: _____
City: _____
State: _____ Zip Code: _____ WV County: _____
4. Home Telephone (_____) _____ Work Telephone (_____) _____
5. Birthdate: _____
6. Are you a citizen of the United States? No Yes (Non-citizens or Permanent Resident Aliens will need to complete an International Student Information Form in the Admissions Office.)
7. Name of High School: _____
City & State: _____
8. Have you earned a high school diploma? No Yes Date: _____ H.S. GPA: _____
9. Have you earned a GED? No Yes Date: _____ Score: _____
10. Attended Shepherd previously? No Yes Date: _____
11. List all previous names: _____
12. Have you registered with the Selective Service? No Yes Not Required
(Almost all male U.S. citizens, and male aliens living in the U.S., who are 18 through 25, are required to register with Selective Service)
- 13.* Ethnic Group: American Indian or Alaskan Black White Hispanic Asian or Pacific Islander
**This question is optional. The University asks for this information to allow it to submit statistical data to the federal and state governments on a regular basis. Your eligibility to register will not be impaired if you choose not to answer this question.*
14. Plan to work toward a degree at Shepherd? No Yes (If Yes, please contact the Admissions Office.)
Students registering with this form cannot change to degree seeking status after the third Friday of September for the Fall Semester, or after the third Friday of February for the Spring Semester.
15. Have you earned a degree? No Yes List Degree: _____

COURSE REGISTRATION
Complete all blocks for each class listed

| CRN# | Subject | Course # | Sec. | Day | Time | Course Title | Credits | Audit | Dept. Chair Name & Signature* | |
|-----------------------------|---------|----------|------|-----|------|--------------|---------|-------|-------------------------------|---|
| | | | | | | | | | | |
| | | | | | | | | | | |
| LIMITED TO SEVEN (7) HOURS. | | | | | | | TOTAL: | | | *Required for students requesting Senior Citizen waiver |

RESIDENCY Check one of the following if you claim to be a WV Resident:

- I (or my parents, if a dependent) have lived in West Virginia for at least 12 months prior to the first date of enrollment at Shepherd University.
- I am married to a spouse who has lived in West Virginia for at least 12 months prior to the first date of enrollment at Shepherd University.

Signature: _____

List parents' or legal guardians' name (if living with them): _____

Directory information may be released on enrolled students unless the student requests in writing to withhold this information.

Shepherd University Office of Admissions • P.O. Box 3210 • Shepherdstown, WV 25443-3210
Phone: (304) 876-5212 • (800) 344-5231

10/05

Shepherd University Graduate Programs
UNDERGRADUATE REQUEST TO ENROLL IN A GRADUATE COURSE

No more than nine (9) credits of graduate work may be taken by an undergraduate student. Student must be in good academic standing, with a minimum 2.75 GPA, and must have earned a minimum of 96 undergraduate credit hours. Graduate courses taken by undergraduates are applied to the student record in one of two ways:

I request approval to enroll in a graduate-level course for (select one):

- _____ 1) UNDERGRADUATE CREDIT: Credits appear on the undergraduate transcript only, apply towards the undergraduate 128-hour minimum, calculate in the undergraduate GPA, and may be used as a substitute for an approved undergraduate course or degree requirement. Credits applied in this manner may not later be applied to a graduate program.
- _____ 2) RESERVE GRADUATE CREDIT: Credits are held in reserve for future participation in a graduate program, either here at Shepherd University or by transfer to another graduate program. Graduate courses taken for reserve graduate credit may not be used toward any requirements in the undergraduate degree. The credits will not accrue toward the undergraduate 128-hour minimum, the quality points will not calculate in the undergraduate GPA, and the course may not be used as a substitute for any undergraduate course or degree requirement.

Approval to take graduate courses for undergraduate or reserve graduate credit does not constitute a guarantee or promise of future admission to a Shepherd University graduate program.

Instructions: Return form (with Sections I-III completed) to the Office of the Registrar, Ikenberry Hall.

I. Student Information

Name _____ SID _____
Mailing Address _____ Email _____
_____ Phone _____

II. Course Information

Term _____ Course _____ CRN _____

III. Signatures

Student's Advisor _____

Course Instructor _____ Chair of Department Offering the Course _____

| | |
|------------------------------------|---|
| IV. Registrar Certification | Initials _____ |
| Major _____ | |
| Academic Standing _____ | Hours Earned _____ Cumulative GPA _____ |

Approved, Graduate Committee _____ Date _____ **DENIED**

Petition to the Graduate Committee

Date form picked up:

Date form returned:

Name: _____ SID: _____

Mailing Address: _____

Graduate Program _____ SU e-mail address: _____@shepherd.edu

Does Petition involve the final 12 hours required for the degree? Yes No

REQUESTS PERMISSION TO:

ADD: CRN: _____ SUBJ: _____ CRS.NO.: _____ SECTION: _____
 DROP: CRN: _____ SUBJ: _____ CRS.NO.: _____ SECTION: _____
 WITHDRAW
 LATE FROM: CRN: _____ SUBJ: _____ CRS.NO.: _____ SECTION: _____

A typed explanation **must** accompany this appeal, outlining specifically why the procedures found in the Graduate Catalog or Student Handbook were not followed in this matter.

Advisor's Signature: _____ Date: _____ Support Do Not Support

Comments: _____

Instructor's Signature: _____ Date: _____ Support Do Not Support

Comments: _____

Program Coordinator's Signature: _____ Date: _____ Support Do Not Support

Comments: _____

Action by Graduate Committee:

Approved Not Approved Additional Information Requested No Action Taken

Comments: _____

Chair of Graduate Committee's Signature _____

_____ Date

Shepherd University
Graduate Studies Petition for Waiver of Tuition
“Employees or Graduate Student Researcher Form”

Date Received by Graduate Studies: ___/___/___ Semester (one form per semester): 20__F__S__Sum__
 Name: _____ Student Identification # _____
 Street/P.O. Box: _____
 City, State, Zip Code: _____

Directions: Use this form if you are an employee of Shepherd or Blue Ridge Community or Technical College, or a graduate student worker with a Shepherd or SURC Grant. If you are a student affairs employee with a scholarship, you must use another form entitled “Student Affairs Scholarship Recipient Waiver Form.” If you are not an employee and would like a tuition waiver, please use the “Student Waiver Form.” All forms are located on the Graduate Studies website at <http://www.shepherd.edu/graduate-studies/forms.html>

Due: Fall Semester – July 1; Spring Semester – November 1; Summer – March 1
Category Request -- Please Check Petition Type and Number of Credits

(Please indicate number of credits to waive)

Credits

1. **Full time Employee of Shepherd University (Shepherd Employee Waiver):** _____
[Must be Full Time for minimum of 6 months – See Verification below] 6 Credits Max
2. **Full Time Employee of Blue Ridge Community & Tech. College (BRCTC Waiver):** _____
[Must be Full Time for minimum of 6 months at BRCTC – See Verification below] 6 Credits Max
3. **Graduate Student Researcher working on Shepherd or SURC Grant (GSR)** _____
[Requires PI or Co-PI and Student Worker Coordinator Support – See Verification below]

For #1 Above–Must have Human Resources Verification from Shepherd University (and p. 2)

For #2 Above–Must have Human Resources Verification from BRCTC (and p. 2)

Date of Six Month Minimum Met: _____ (Must Precede Waiver Petition Date Received above)
 Name of Verification Official: _____ Signature of Verification Official: _____
 Title of Verification Official: _____ Date of Signature: _____

For #3 Above–Must have PI or Co-PI Verification, Grant Indicated and Type of Work by GSR

Signature – HR/Student Employment Coordinator that Job has been Posted for 5 days and Employment Application has been submitted (Shepherd Human Resources): _____

Total Amount of Graduate Student Researcher Funds to Student: \$ _____

Name of PI or Co-PI: _____ Signature of PI or Co-PI: _____

Grant Title: _____ Type of GSR Work [Indicate all - List on Page 2]

Email signatures may be used, but must be attached to this form when submitted to the Division of Graduate Studies. Multiple requests for waivers/grant work must include all respective signatures.

Approved: ___ Denied: ___ Signature: _____ Date: _____
 Dean of Graduate Studies and Continuing Education

Shepherd University
Graduate Studies Petition for Waiver of Tuition
“Employees or Graduate Student Researcher Form”

Student Supporting Documentation:

1. Full time Employee of Shepherd University (Shepherd Employee Waiver):

- a. Applicant’s current position at Shepherd University:

- b. Graduate program(s) that the applicant is enrolled in: (Must be admitted at least provisionally):

- c. Relationship between degree sought and the applicant’s employment at Shepherd University:

- d. Indicate current academic background and qualifications to pursue graduate studies:

- e. Applicant’s ultimate career goals and the role of graduate study in those career goals:

2. Full Time Employee of Blue Ridge Community & Tech. College (BRCTC Waiver):

- a. Graduate program(s) that the applicant is enrolled in: (Must be admitted at least provisionally):

- b. Applicant’s ultimate career goals and the role of graduate study in those career goals:

3. Graduate Student Researcher:

- a. Graduate program(s) that the applicant is enrolled in: (Must be admitted at least provisionally):

- b. Applicant’s ultimate career goals and the role of graduate study in those career goals:

- c. Type of GSR Work (Indicate all)*[*E.g., Literature Review, Statistical Analysis, Qualitative Assessment, Other – Must be Identified] _____

Further information from graduate student to help support petition type(s) above:

Shepherd University
Graduate Studies Petition for Waiver of Tuition
“Student Affairs Scholarship Recipient Waiver Form”

Date Received by Graduate Studies: ___/___/___ Semester (one form per semester): 20__F __S__ Sum__
 Name: _____ Student Identification # _____
 Street/P.O. Box: _____
 City, State, Zip Code: _____

Directions: Use this form if you are a Student Affairs Scholarship Recipient. This request is in addition to your Scholarship/Employment with Student Affairs. If you are an employee of Shepherd without a Student Affairs Scholarship or a Blue Ridge Community and Technical College employee, or a graduate student worker with a Shepherd or SURC Grant, please use the “Employees or Graduate Student Researcher Form.” If you are not an employee of Shepherd or BRCTC, you must use the “Student Waiver Form.” All forms are located on the Graduate Studies website at <http://www.shepherd.edu/graduate-studies/forms.html>

Due: Fall Semester – July 1; Spring Semester – November 1; Summer – March 1
Category Request -- Please Check Petition Type and Number of Credits

(Please indicate credits requested to waive)

Credits

1. **On-Campus Student Affairs Scholarship/Employee Recipient Requesting Additional Waiver for Tuition:** _____

Must have Proper Signatures Below for Waivers in addition to Student Affairs Support

Signature – HR/Student Employment Coordinator that Job has been Posted for 5 days and Employment Application has been submitted (Shepherd Human Resources): _____

Name of Student Affairs Official Providing Student Affairs Support: _____

Signature of Student Affairs Official: _____ Date of Signature: _____

Title of Student Affairs Official: _____

Your Position: _____ Average Hours Worked / Week for Student Affairs: _____

Total Amount of Scholarship/Employment from Student Affairs: \$ _____

Waiver Support Information:

- a. Graduate program(s) that the applicant is enrolled in: (Must be admitted at least provisionally): _____

- b. Applicant’s ultimate career goals and the role of graduate study in those career goals:

Email signatures may be used, but must be attached to this form when submitted to the Division of Graduate Studies. When requesting multiple waiver requests, all respective signatures are required.

Approved: ___ Denied: ___ Signature: _____ Date: _____
 Dean of Graduate Studies and Continuing Education

Shepherd University
Graduate Studies Petition for Waiver of Tuition
"Student Waiver Form"

Date Received by Graduate Studies: ___/___/___ Semester (one form per semester): 20__F__S__Sum__
 Name: _____ Student Identification # _____
 Street/P.O. Box: _____
 City, State, Zip Code: _____

Directions: Use this form if you are not an employee of Shepherd or Blue Ridge Community and Technical College, or a graduate student worker with a Shepherd or SURC Grant, or a Student Affairs Scholarship Recipient. If you are a student affairs employee with a scholarship, you must use another form entitled "Student Affairs Scholarship Recipient Waiver Form." If you are an employee of Shepherd or BRCTC, or a Graduate Student Researcher with a Shepherd or SURC Grant, please use the "Employees or Graduate Student Researcher Form." All forms are located on the Graduate Studies website at <http://www.shepherd.edu/graduate-studies/forms.html>

Due: Fall Semester – July 1; Spring Semester – November 1; Summer – March 1
Category Request -- Please Check Petition Type and Number of Credits

(Please indicate number of credits to waive) Credits

1. **Not Full time Employee of Shepherd University (Graduate Student Waiver):** _____
[Must be taking at least three credits for partial waiver]
AND/OR
2. **Graduate Research Assistantship (GRA Waiver/Scholarship):** _____
[Must be taking at least three credits for partial waiver]

For #2 Above: Must have Graduate Coordinator Signature, Proposed Graduate Faculty and Scholarship Type indicated.

Signature of Graduate Coordinator: _____ Date: _____

Proposed Graduate Faculty for GRA: _____

Proposed Graduate Level Scholarship: (e.g., Book, Article, Presentation, Grant, Music Score, Other)

For both #1 and #2 Above: Provide the following to support your waiver request

Graduate Program Enrolled in: (Must be at least provisionally admitted): _____

Applicant's ultimate career goals and the role of graduate study in those career goals: _____

Email signatures may be used, but must be attached to this form when submitted to the Division of Graduate Studies. Multiple requests for waivers/grant work must include all respective signatures.

Approved: ___ Denied: ___ Signature: _____ Date: _____

Dean of Graduate Studies and Continuing Education

OFFICE OF THE REGISTRAR
SHEPHERD UNIVERSITY
SHEPHERDSTOWN, WV 25443

REQUEST FOR WITHDRAWAL FROM SHEPHERD UNIVERSITY

WITHDRAWAL PROCEDURES

1. Complete top portion of this form.
2. Rambler Card must be turned in to the Rambler Card Office.
3. Proper clearance from the residence hall is extremely important for residence hall students. This includes securing a residence hall withdrawal permit from the Student Affairs Office and checking out of the residence hall through a Resident Assistant.
4. Students receiving veteran's benefits must notify the Veterans Affairs Office.
5. A grade of "W" will be recorded in each of the student's classes.

Effective Date _____

Name _____ Student Identification Number _____

Reason for Withdrawing _____

Enter Current Year:

Fall _____

Spring _____

Summer I _____

Summer II _____

Summer III _____

| |
|--|
| I am a: <input type="checkbox"/> Graduate Student <input type="checkbox"/> Athlete |
|--|

Signature of Student Date

Signature of Registrar Date

Signature of Student Affairs Date

Signature of Librarian Date

Signature of Financial Aid Officer Date

Signature of Residence Life Date

Signature of Business Manager Date

Student Carried _____

Interoffice _____

NOT FINANCIAL AID ELIGIBLE



**EDPD 699 EDUCATION/PROFESSIONAL DEVELOPMENT
STUDENT ADMISSION AND REGISTRATION FORM**

FOR NON-DEGREE STUDENTS ONLY

(Tuition: \$114. Please pay by check only; make payable to *Shepherd University*)

**ALL LINES MUST BE COMPLETED BEFORE FORM CAN BE SUCCESSFULLY PROCESSED.
TYPE OR PRINT NEATLY**

Semester Applying For: _____ 20____
(Fall/Spring/Summer)

1. Social Security Number: _____ Date: _____
2. Name (Last, First, Middle): _____
3. Address: _____
City: _____
State: _____ Zip Code: _____ WV County: _____
4. Home Telephone (_____) _____ Work Telephone (_____) _____
5. E-mail Address: _____
6. Birth date: _____
7. Are you a citizen of the United States? No Yes (Non-citizens or Permanent Resident Aliens will need to complete an International Student Information Form in the Admissions Office.)
8. Name of baccalaureate institution: _____
9. Attended Shepherd previously? No Yes Date: _____
10. List all previous names: _____
11. Have you registered with the Selective Service? No Yes Not Required
(Almost all male U.S. citizens, and male aliens living in the U.S., who are 18 through 25, are required to register with Selective Service)
- 12.* Ethnicity: Are you Hispanic/Latino? No Yes
Please check one or more: American Indian/Alaska Native Black/African American
 Native Hawaiian or other Pacific Islander White
With what race or ethnicity do you most closely identify? White (not of Hispanic origin) Black (not of Hispanic origin)
 Hispanic Asian or Pacific Islander American Indian/Alaska Native

*This question is optional. The University asks for this information to allow it to submit statistical data to the federal and state government on a regular basis. Your eligibility to register will not be impaired if you choose not to answer this question.

COURSE REGISTRATION

Complete all blocks for each class listed

| CRN# | Subject | Course # | Sec. | Day | Time | Course Title | Credits | Audit | Dept. Chair Name & Signature* | |
|-----------------------------|---------|----------|------|-----|------|--------------|---------|-------|-------------------------------|--|
| | | | | | | | | | | |
| | | | | | | | | | | |
| LIMITED TO SEVEN (7) HOURS. | | | | | | | TOTAL: | | | <i>*Required for students requesting Senior Citizen waiver</i> |

RESIDENCY *Check one of the following if you claim to be a WV Resident:*
 I (or my parents, if a dependent) have lived in West Virginia for at least 12 months prior to the first date of enrollment at Shepherd University.
 I am married to a spouse who has lived in West Virginia for at least 12 months prior to the first date of enrollment at Shepherd University.

Signature: _____

List parents' or legal guardians' name (if living with them): _____

Directory information may be released on enrolled students unless the student requests in writing to withhold this information.

Dr. Doug Smith, Director of Continuing Education • Snyder Hall 36 • Shepherd University • P.O. Box 5000 • Shepherdstown, WV 25443-5000
Phone: 304-671-3406 • 800-344-5231

EDPD classes may not be used as part of a graduate degree program at Shepherd University.

rev. 9/3/10



Divisions of Graduate Studies
and
Continuing Education

*Orientation Guide
for
Newly Admitted Graduate Students*

WELCOME FROM THE DEAN

Greetings!

On behalf of everyone in the Shepherd community, welcome to the Divisions of Graduate Studies and Continuing Education at Shepherd University. These divisions oversee Shepherd's highly selective and innovative master's programs, continuing education, and professional development courses across a wide range of disciplines. On our website, just click conveniently on the menu drop boxes under degree programs or continuing education to find out more about our offerings.

Our renowned and highly qualified faculty, excellent facilities and creative scholarship put Shepherd at the forefront of new developments in graduate research and teaching. In each of the disciplines that our programs represent, students flourish by enjoying close contact with faculty mentors and a supportive community of graduate peers.

If you are a Shepherd graduate checking back to see what's new, we hope you find the program that will fit your future career goals. If you're a new student thinking about attending graduate school and are interested in the possibility of doing so at Shepherd, then you've come to the right place at the right time. Just click on the links under prospective [students](#) to apply and find out more about financial aid.

I hope we will have the opportunity to invite you to join us as a graduate student at Shepherd University and to participate in shaping the future. As our nation currently faces extraordinary ethical, social and civic challenges of vast complexity, the time for bold, new thinking is now, making this an exceptional time to pursue graduate study.

We invite you to be a part of this exciting challenge and hope that you will be inspired as you browse our new online orientation, graduate studies and university web pages. We also offer programs throughout the year in cooperation with Career Services to help prepare and further train our graduates for the workplace. You can find out information about these events here and also on our Facebook [page](#).

Should you have questions about any specific degree program, I encourage you to contact the graduate program coordinators directly. Questions can also be directed to the Office of Graduate Studies and Continuing Education. We look forward to hearing from you and seeing you here on the campus.

Sincerely,



Dr. Scott Beard, Dean of Graduate Studies and Continuing Education

GRADUATE STUDENT ORIENTATION: Frequently Asked Questions

-Who can answer questions about my degree or program of study?

Graduate Program & Continuing Education Coordinators: Each graduate coordinator is there for you to help answer specific questions regarding your program, such as: admission standards, class rotation and availability, and scholarship, waiver and Graduate Research Assistant opportunities. Their contact information is listed on the graduate studies webpage and in the current newsletter.

CONTACT INFORMATION:

Dr. Scott Beard, Dean of Graduate Studies & Continuing Education • 212 Byrd Center • 304-876-5313, sbeard@shepherd.edu Direct line: 304-876-**5651**

Dr. Joe Robbins, Adult Education and Online Coordinator • Room 322 White Hall • 304-876-5498, jrobbins@shepherd.edu

Dr. William “Chip” Zimmer MBA Graduate Coordinator • Room 109C White Hall • 304-876-5183, wzimmer@shepherd.edu

Dr. Georgiann Toole, MAT Graduate Coordinator, Room 208A Knutti Hall • 304-876-5069 • gtoole@shepherd.edu

Dr. David Gonzol, MMME Program Coordinator • Room 111 Frank Center • 304-876-5225, dgonzol@shepherd.edu

Ms. Robin Murphy, Administrative Associate, Graduate Studies • 212 Byrd Center • 304-876-5313, rmurphy@shepherd.edu • Office Hours M-F 8-4:30

Dr. Doug Smith, Director of Continuing Education, • 328 Snyder Hall • 304-671-3406, dsmith22@shepherd.edu

Dr. Richard Stevens, CSDA Program Coordinator • Room 102 Stutzman-Slonaker • 304-876-5068, rstevens@shepherd.edu

Dr. Dwayne Wright, Department Chair/MA-CI Graduate Coordinator • Room 109 Knutti Hall • 304-876-5508, dwright@shepherd.edu

Graduate Studies Office: 212 Byrd Center • Phone 304-876-5313 • Fax 304-876-5390

Graduate Studies Webpage: <http://www.shepherd.edu/graduate-studies/>

The main page for graduate studies offers information on the individual programs, as well as information about financial aid, applying for admission, scholarship and waiver forms, as well as forms related to registration.

Where can I get an overview of campus services?

<http://www.shepherd.edu/advisement/sources.html>

This handy webpage lists the location and phone number of important services on campus. It is one web page that can tell you a lot very quickly. Note that to serve our graduate students better, a number of offices have extended hours on Tuesdays: registrar, cashier, financial aid, rambler card and the bookstore.

How do I find my way around campus?

<http://www.shepherd.edu/university/visitors/images/campus.pdf>

The campus map shows the location of buildings on both East and West campus.

What does the Rambler Card do? : <http://www.shepherd.edu/rambler/>

Your Rambler card is your key to services throughout campus, ranging from room access, parking areas, vending machines and library services, as well as several off-campus sites like restaurants. The Rambler Card Office has extended hours for graduate students and the website offers the availability of online management of your account.

Where can I go to find out financial information? Financial Aid Office

<http://www.shepherd.edu/faoweb/>

Located in Gardiner Hall, this interactive site for the Financial Aid office has videos and a list of FAQs for students. Note the extended hours on Tuesday for Graduate students.

Where do I pay by bill? Cashier's Office <http://www.shepherd.edu/afweb/finance/>

This office is located in Ikenberry Hall and is the place where you pay your tuition bill and receive any financial aid disbursements. There are extended hours on Tuesday for graduate students.

Do I need a Parking Permit?

<http://www.shepherd.edu/police/regulations.pdf>

To get a parking permit, go to Parking Services, located in Sara Cree. Be sure to have your driver's license and registration available. Parking is enforced 24-hours a day; however, as a graduate student, your classes are most likely to be in the evening, when parking spaces are more available.

Do I need a Shepherd Email account?

Using an official Shepherd University email account is very important. Teachers often communicate outside of class with their students via their Shepherd email address. Go to the IT services webpage (see below) to get your email account up and running.

How do I work with technology on campus?

<http://www.shepherd.edu/itservices/student/index.htm>

IT or Information Technologies is the place to go to register your computer for wireless access, set up your Shepherd email account or learn information on SAKAI class resources.

How do I use the Library?: www.shepherd.edu/libweb

Many of the library resources for graduate-level research are available electronically and can be accessed by using your email account and Rambler card information. In addition, there are late-night hours at the library and a 24-hour room.

Is the student center open for graduate students?–

<http://www.shepherd.edu/scccweb/index.shtm>

The Shepherd University Student offers a range of services in the evening hours, ranging from dining at the Fireside Bistro, the information desk, and bookstore, to meeting rooms, pool tables and a bowling alley.

How do I find class and registration information?

<http://www.shepherd.edu/register>

The registrar's office is located on the first floor of Ikenberry Hall on East Campus. Through their website you can access many forms, such as: academic calendars, class schedules and deadlines and RAIL access.

Where can I find the class schedule?

www.shepherd.edu/register/schedule.html

The registrar's office web page has a place to check class schedules, instructor information, pre-requisites, location, day, time and availability of seats.

What is RAIL? www.shepherd.edu/rail

RAIL is the system you will use at Shepherd to update your personal information, check your schedule, register for classes and also to add or drop a class. You may also complete degree evaluations through RAIL.

Is the University catalog online? <http://www.shepherd.edu/university/catalog/>

The current graduate catalog is also available online as part of the overall Shepherd University catalog. This interactive site allows you to set up your own account and curricular portfolio so that you can follow your progress in your particular degree program.

What other services are available to students?

Disability support services:

http://www.shepherd.edu/mcssweb/mcss/D_index.shtm

This office is run by the Shepherd University Multicultural Student Affairs Office located in Room 216 of the Student Center. Believing that every student deserves a safe and accessible environment in which to succeed, Disability Support Services works closely with students to meet their needs.

Veterans Affairs: <http://www.shepherd.edu/veterans/>

Shepherd offers many opportunities for Veterans who have served our country and are returning to the workforce. The Veterans Affairs Office is located in Room 101 of the Student Center and can be reached at extension 5214. Ask about the "Service to Success" brochure and special programs in Financial Aid and services such as the "Troops to Teachers" program.

GRADUATE STUDIES FACULTY FORMS

* [New Course Creation Form](#) (PDF) Use this form to create new courses for the graduate program. Be sure to fill in all areas before submitting to the department chair and dean. Please print this on *yellow* paper. All 599 or 699 courses must have the signature of the VPAA.

* [Graduate Course Deletion, Change Form](#) (PDF) Use this curricular form to create, delete or change a course. This form must be submitted to the graduate council for approval. Please print on *goldenrod* paper.

* [Graduate Program Change Form](#) (PDF) Use this curricular form to change, delete or add courses within an existing graduate program or to create a new program within an existing degree. This form must be submitted to the graduate council for approval. Please print on *light blue* paper.

* [Graduate Faculty Status Application](#) (PDF) Faculty members may use this application form to become graduate faculty members. Please be sure to submit all appropriate documentation and to indicate in the area of publications, grants and professional development the scope of the project: local, state, regional, national or international. Submitted documents should be current and reflect scholarship within the last eight years.

* For additional information on university policies regarding faculty members, please consult the [faculty handbook](#).

Note: Submit this form printed on goldenrod.

_____ This is a **NUMBER CHANGE** only, and the new subject code and number should be considered equivalent to the previous course: _____
Subject Code Number

1) Please give the semester or summer session and academic year when this change will become effective. (Must be semester after anticipated C&I final approval and after a semester for which schedules will have already been prepared):

Semester: _____ **Year:** 20____ - 20____

2) Which programs require this course? _____

3) For which courses is this a prerequisite? _____

Catalog Description of the Course: Please provide description in "copy-ready" format when a course addition or change is proposed. If this will affect pages in the Catalog other than the course description, please include a copy of the page(s) showing changes.

Brief Justification for Course Deletion, Addition, or Change.

This proposal was approved by the Department: _____ on _____
(Chair of Department) (Date)

Please attach copy of departmental minutes.

Print name: _____

____ This proposal concerns a curriculum that is part of, or may become part of, the Teacher Preparation Program.

Approved by PEUC: _____ on _____
(Chair of PEUC) (Date)

Print name: _____

____ This proposal does not concern a curriculum that is part of, or may become part of, the Teacher Preparation Program.

____ This proposal was approved by the Graduate Committee

_____ on _____
(Chair of the Graduate Committee) (Date)

Print name: _____

Submitted by _____ to _____ on _____
(Graduate Committee Chair) (Vice President for Academic Affairs) (Date)

Print names: _____

Copies to: 1 Department Chair
2 Registrar (if approved)

revised 9/8/03

C&ICOURS.wpd

Note: Submit this form printed on blue.

_____ This is a **PROGRAM ADDITION**.

1) Please give the semester or summer session and academic year when students will first be able to enter this program.

Semester: _____ **Year:** 20____ - 20____

2) Has this program been offered previously? _____ If so, state when and why it was dropped:

3) Brief description of research and rationale which justifies the need for this program (**attach documentation**):

4) Project enrollments for this new program for the first five years it will be offered.

5) Provide a reasonable estimate of the start-up cost for this new program (\$XX per year for XX years), and explain any unusually high or low start-up cost estimate:

6) Describe the possible impact of this new program on existing programs in YOUR department:

7) Describe the possible impact of this new program on existing programs in OTHER departments, and how such impact will be accommodated:

8) Describe additional resources (personnel, space, equipment, recruitment materials, etc.) needed for new program:

9) Attach documentation of any commitments of support for this change that have been made by the chief administrative officers of the college and/or outside agencies.

10) Attach a description of this program using the current catalog format.

Note: Submit this form printed on blue.

This proposal was approved by the Department: _____ on _____
(Chair of Department) (Date)
Please attach copy of departmental minutes. Print name: _____

=====

This proposal was approved by the School: _____ on _____
(Dean or Chair of School's Subcommittee) (Date)
Print name: _____

=====

This proposal concerns a curriculum that is part of, or may become part of, the Teacher Preparation Program.
Approved by PEUC: _____ on _____
(Chair of PEUC) (Date)
Print name: _____

This proposal does not concern a curriculum that is part of, or may become part of, the Teacher Preparation Program.

=====

Submitted by _____ to _____ on _____
(Graduate Committee Chair) (Vice President for Academic Affairs) (Date)
Print names: _____

Copies to: 1 Program Coordinator
2 Registrar (***if approved***)

**Shepherd University – Division of Graduate Studies
Application for Graduate Faculty Status**

Please complete all areas with appropriate documentation. It is expected that a decision will be made within the next Graduate Council meeting. However, if an exception is requested for a one-semester appointment, please indicate directly below for immediate review. *Thank you, Dr. Scott Beard, Dean of Graduate Studies and Continuing Education*

I am requesting a one-semester approval by the Dean and VPAA _____
[The Graduate Council will review for permanent recommendation after a one-semester approval]

[Please attach a copy of your vita with the information below]

Name: _____

Doctorate Degree(s): _____ If no Doctorate, Terminal Degree: _____

Position requested: [Honorary Graduate Faculty must include respective Chair's support letter]
(Please review the respective criteria for each position to help expedite the review)

Honorary Graduate Faculty _____ [Re-review in three years]
Assistant Graduate Faculty _____ [Re-review in three years]
Associate Graduate Faculty _____ [Re-review in five years]
Full Graduate Faculty _____ [Re-review in eight years]

Optional, but Highly Recommended

Please provide the following, and at the graduate level only. You may include guest lecture outcomes if you were not the instructor of record, but at the graduate level only. Limit the following to the last eight (8) years.

1. Any Teaching Performance Outcomes (limit to five pages).
2. Evaluations by Department Staff (limit to two evaluations and truncated to a page each).
3. Leadership both internally/externally, including community services (limit to three pages).
4. Evaluations by graduate students (limit to five courses maximum at one page each).

Required: Please indicate the following a substantiated in your vita (attached):

1. Number of Books: _____
2. Number of Peer-Reviewed Articles _____ [Including scores/music compositions]
3. Number of International Presentations _____ [Including music/arts presentations]
4. Number of National Presentations _____ [Including music/arts presentations]
5. Number of State/Regional Presentations _____ [Including music/arts presentations]
6. Number of External Grants _____
7. Number of Internal Grants* _____ [*current/previous institutions]

Approval: Graduate Council – Committee on Graduate Faculty States (Chair or Member)

Signature Date Level Approved: _____

Approval: Dean of Graduate Studies and Continuing Education

Signature Date Level Approved: _____

Approval: Vice President of Academic Affairs

Signature Date Level Approved: _____

Revised 8/11—RSB; GSCE

APPENDIX A - GRADUATE FACULTY CRITERIA
SHEPHERD UNIVERSITY - GRADUATE FACULTY STATUS
QUALIFICATIONS for RANK, RESPONSIBILITIES and RIGHTS
GENERAL STATEMENT OF POLICY

The ultimate objective of these criteria, responsibilities and rights are to assure and maintain a University Graduate Faculty of the highest quality. To receive an appointment to the Graduate Faculty, an individual must possess the qualifications indicated herein. The Dean of Graduate Studies and Continuing Education may occasionally, in an individual case, waive a specific requirement where the candidate presents other qualifications that adequately fulfill the essence of the particular requirement. These criteria pertain to all graduate faculty, including full time graduate faculty appointments. All scholarship is based on peer-reviewed assessment. A full list of the graduate faculty members is provided in the Graduate Catalog.

TYPES OF APPOINTMENTS

All appointments to the Graduate Faculty shall be designated as follows:

1. Honorary Graduate Faculty
2. Assistant Graduate Faculty
3. Associate Graduate Faculty
4. Full Graduate Faculty

CONDITIONS OF APPOINTMENT

Graduate faculty appointments and status are independent of Professorial Rank and Full Time/Adjunct Time status. Graduate faculty status is granted upon the submission of materials according to the criteria listed under each rank. When an adjunct applies for and obtains graduate faculty status, it will be duly noted in front of the graduate faculty status (i.e., Adjunct Full Graduate Faculty).

HONORARY GRADUATE FACULTY

GENERAL STATEMENT

The University, upon recommendation of the faculty of a given academic unit may wish occasionally to honor a University faculty member or other expert in the field with an appointment to the rank of "Honorary Graduate Faculty" with the rights, privileges, and freedoms-pertaining thereto. When formal recommendation for such an appointment is made to the Graduate School, the recommendation will be reviewed by the Dean of Graduate Studies and Continuing Education for final decision making.

This rank is not to be considered as a level of achievement that can be earned in the sense that one attains the rank of Associate Graduate Faculty or Full Graduate Faculty, but rather a level of distinction which is awarded through the voluntary consolidation of faculty opinion aroused and stimulated by the career development of the candidate.

CRITERIA FOR APPOINTMENT

1. A candidate for appointment as a Honorary Graduate Faculty must have achieved the academic rank of full professor, or in the event that he or she has not had previous teaching experience at Shepherd University, must meet all the criteria for the rank of full professor in his/her discipline at Shepherd University.
2. The candidate shall be a person having national and/or international recognition in his/her academic field or area of performance, a sustained record of achievement at the highest

professional and scholarly level when possible, and a record of service to the University or to the wider community that the University serves. The candidate shall have achieved distinction in scholarship, or research, or professional performance in his/her field or area of interest.

3. The candidate will represent a specific graduate program or programs. The limit for Honorary Graduate Faculty will be two per program at any one time.

To continue as a Honorary Graduate Faculty, the candidate shall have published a minimum of one book, or paper, or monograph, or presented at the international, national or regional level, or obtained one grant in the last three years. Also for consideration are concerts or exhibits. If the candidate has not provided evidence of a scholarship outcome in three years, they may be assessed based on their teaching evaluations for another three year appointment.

RESPONSIBILITIES AND RIGHTS

The Honorary Graduate Faculty has the following responsibilities and rights:

1. To serve as the instructor of record for a graduate faculty course
2. To receive the graduate faculty stipend as indicated in the Graduate Faculty Handbook

ASSISTANT GRADUATE FACULTY

CRITERIA FOR APPOINTMENT

The candidate shall hold an earned doctoral degree, its foreign equivalent, or terminal degree in the field. This requirement may be waived where the candidate has made an outstanding achievement in research or has received recognition through creative and productive activity in a professional field. The waiver must be approved by the Dean of Graduate Studies and Continuing Education.

GRADUATE TEACHING EXPERIENCE AND PROFICIENCY

Items to be considered in the evaluation of the candidate are: (1) teaching performance, (2) evaluations by department staff, (3) leadership roles both internally and externally including community services, and (4) evaluations by students. However, the primary considerations are based on scholarly productivity.

SCHOLARLY PRODUCTIVITY

Items required for assessment are: Publication of books, articles, presentations at the international, national or regional levels, and grants. Scores and similar art works are also considered scholarly productivity.

CRITERIA FOR ASSISTANT GRADUATE FACULTY:

To obtain Assistant Graduate Faculty, the individual will have one of the scholarly productivity outcomes noted above within the last eight years.

To continue as a Assistant Graduate Faculty, the candidate shall have produced a minimum of one book, or paper, or monograph, or presented at the international, national or regional level, or obtained one grant in the last three years. Also for consideration are concerts or exhibits.

[Note: 0.33 scholarly works per year]

If requirements are met, the faculty member will continue as a Assistant Graduate Professor, and at the third-year review will move up in rank if the requirements for Associate Graduate Professor are met. If requirements are not met for Assistant Graduate Professor, the faculty member will be

dropped from graduate faculty status and be required to re-apply.

RESPONSIBILITIES AND RIGHTS

The Assistant graduate faculty has the following responsibilities and rights:

1. To serve as the instructor of record for a graduate faculty course
2. To serve on a thesis as a member, but not as a chair
3. To serve as a graduate student advisor
4. To receive the graduate faculty base stipend as indicated in the Graduate Faculty Handbook.

Note: An Assistant Graduate Faculty may be appointed for a one year term when the criteria are not completely met. In the event of a one year appointment, the Dean of Graduate Studies and Continuing Education will notify the faculty member that it is a one year appointment and that the criteria must be met by a specific time frame.

ASSOCIATE GRADUATE FACULTY

CRITERIA FOR APPOINTMENT

The candidate shall hold an earned doctoral degree, its foreign equivalent, or terminal degree in the field. This requirement may be waived where the candidate has made an outstanding achievement in research or has received recognition through creative and productive activity in a professional field. The waiver must be approved by the Dean of Graduate Studies and Continuing Education.

GRADUATE TEACHING EXPERIENCE AND PROFICIENCY

Items to be considered in the evaluation of the candidate are: (1) teaching performance, (2) evaluations by department staff, (3) leadership roles both internally and externally including community services, and (4) evaluations by students. However, the primary considerations are based on scholarly productivity.

SCHOLARLY PRODUCTIVITY

Items required for assessment are: Publication of books, articles, presentations at the international, national or regional levels, and grants. Scores and similar art works are also considered scholarly productivity.

CRITERIA FOR ASSOCIATE GRADUATE FACULTY:

To obtain Associate Graduate Faculty, the individual will have one book or article, AND one presentation or grant; OR the individual will have greater than 10 presentations at the international, national or regional levels combined. Any of the scholarly outcomes will be within the past eight years.

To continue as an Associate Graduate Faculty, the candidate shall have produced a minimum of two in the following within the last five years; book, paper, monograph, presentation at the international, national or regional level, or grant. Also for consideration are concerts or exhibits. [Note: 0.40 scholarly works per year]

If requirements are met, the faculty member will continue as an Associate Graduate Faculty, and at the fourth year review will move up in rank if the requirements for Full Graduate Professor are met. If requirements are not met, the faculty member will be dropped to Assistant Graduate

Faculty and be required to meet the requirements for that status within the respective time period. If the requirements are not met within the time period for Assistant Graduate Faculty, the individual will be dropped from graduate faculty status and must reapply.

RESPONSIBILITIES AND RIGHTS

The Assistant graduate faculty has the following responsibilities and rights:

1. To serve as the instructor of record for a graduate faculty course
2. To serve on a thesis as a member,
3. To serve as the chair of a thesis,
4. To serve as a graduate student advisor
5. To receive 4% above the graduate faculty base stipend as indicated in the Graduate Faculty Handbook (pending available funds beyond the base stipend)

FULL GRADUATE FACULTY

CRITERIA FOR APPOINTMENT

The candidate shall hold an earned doctoral degree, its foreign equivalent, or terminal degree in the field. This requirement may be waived where the candidate has made an outstanding achievement in research or has received recognition through creative and productive activity in a professional field. The waiver must be approved by the Dean of Graduate Studies and Continuing Education.

GRADUATE TEACHING EXPERIENCE AND PROFICIENCY

Items to be considered in the evaluation of the candidate are: (1) teaching performance, (2) evaluations by department staff, (3) leadership roles both internally and externally including community services, and (4) evaluations by students. However, the primary considerations are based on scholarly productivity.

SCHOLARLY PRODUCTIVITY

Items required for assessment are: Publication of books, articles, presentations at the international, national or regional levels, and grants. Scores and similar art works are also considered scholarly productivity.

CRITERIA FOR FULL GRADUATE FACULTY:

To obtain Full Graduate Faculty, the individual will have one of two outcomes

Criteria 1: one or more books, and one or more articles, and one or more presentations, and one or more grants, with at least 20 total overall scholarly products. OR

Criteria 2: at least ten articles, and one or more presentations, and one or more grants, with at least 20 total overall scholarly products. Any of the scholarly outcomes will be within the past eight years.

To continue as a Full Graduate Faculty, the candidate shall have published a minimum of four products within eight years in the following; book, paper, monograph, presentation at the international, national or regional level, or grant. Also for consideration are concerts or exhibits.

[Note: 0.5 scholarly works per year]

If requirements are met, the faculty member will continue as a Full Graduate Faculty. If requirements are not met, the faculty member will be dropped to Associate Graduate Faculty and be required to meet the requirements for that status within the respective time period. If the

requirements are met, the individual will be reinstated to Full Graduate Faculty. If the requirements are not met within the time period for Associate Graduate Faculty, the individual will be dropped from graduate faculty status and must reapply.

RESPONSIBILITIES AND RIGHTS

The Full Graduate Faculty has the following responsibilities and rights:

1. To serve as the instructor of record for a graduate faculty course
2. To serve on a thesis as a member,
3. To serve as the chair of a thesis,
4. To serve as a graduate student advisor,
5. To receive 10% above the graduate faculty base stipend as indicated in the Graduate Faculty Handbook (pending available funds beyond the base stipend)

APPEAL PROCESS

In the case of removal from the Graduate Faculty list, or drop in rank, a faculty member may appeal the decision in the following manner:

1. Submit their explanation in writing no later than ten business days after receiving the decision from the Dean of Graduate Studies and Continuing Education to both that Dean and the Vice-President for Academic Affairs.
2. A final decision will be made by the Dean of Graduate Studies and Continuing Education and the VPAA.
3. All decisions are final.

Approved by:

1. Graduate Council – 2/24/2009 [Policies and Procedures] 4/03/2009 [Graduate Faculty Criteria]
2. Dean of Graduate Studies and Continuing Education – 3/20/2009 [Policies and Procedures] and 4/06/2009 [Graduate Faculty Criteria]
3. VPAA - 3/27/2009 [Policies and Procedures] and 4/08/2009 [Graduate Faculty Criteria]