



OTTERBEIN
UNIVERSITY

THE GRADUATE SCHOOL

THE GRADUATE SCHOOL 2023-2024 POLICY HANDBOOK

Table of Contents

Otterbein University Vision	3
Otterbein University Mission	3
Otterbein University Core Values	3
Otterbein University Guiding Principles	3
Graduate School Vision	4
Graduate School Philosophy	4
The Graduate School	4
University Graduate Committee	4
Graduate Program Director	4
Graduate Faculty Status	6
Graduate Assistantships	8
Graduate Admission Policies	10
Graduate Academic Policies	11
Graduate School Learning Outcomes	15
Graduate School Policies	16
University Policies	16
Assessment Of Graduate Programs	18
Sponsorship Of Faculty and Graduate Student Research	18
Graduate School Events	18
Appendices	19

The Graduate School Policy Handbook

Otterbein University Vision

Otterbein University will be nationally recognized as a model community of educators, leaders, and learners who set the pace for higher education and contribute to the common good.

Otterbein University Mission

Otterbein is an inclusive community dedicated to educating the whole person in the context of humane values. Our mission is to prepare graduates to think deeply and broadly, to engage locally and globally, and to advance their professions and communities. An Otterbein education is distinguished by the intentional blending of the liberal arts and professional studies, combined with a unique approach to integrating direct experience into all learning.

Otterbein University Core Values

We fulfill our commitment to achieving and maintaining academic excellence through the following:

- **Diversity:** We are committed to creating a culture that recognizes, respects, embraces, and values differences in the broadest sense.
- **Equality:** We are committed to sustaining an environment where all community members have the opportunity to fulfill their potential.
- **Inclusiveness:** We are committed to being inclusive—an historic value which led to the creation of a distinctive culture as a welcoming community and a sense of shared responsibility for the future of the University.
- **Lifelong Learning:** We are committed to providing avenues for students, faculty, and staff to pursue opportunities to continue to develop their skills and knowledge either for the purposes of advancing their careers or for personal fulfillment.
- **Opportunity:** We are committed to remaining a “College of Opportunity” for students, faculty, and staff with the potential to succeed at Otterbein.
- **Service:** We are committed to fostering a culture of social responsibility, civic engagement, and meaningful service to our communities.
- **Sustainability:** We are committed to pursuing the ideal of sustainability in the decisions we make in planning the future of our community.

Otterbein University Guiding Principles

- **Accountability:** We hold ourselves and one another to high professional standards and accept responsibility for our actions.
- **Collaboration:** We believe in working together for the betterment of our students and community.
- **Excellence:** We work hard to excel individually and collectively to establish Otterbein as a leader in higher education.
- **Innovation:** We look for creative and innovative approaches both in the way we routinely do our work and in how we address challenges.
- **Integrity:** We pledge to be honest, just, and consistent in word and deed.
- **Quality:** We embrace a high-quality working and learning environment that seeks opportunities for continuous improvement.

- **Transparency:** We will work together to promote a culture of openness and transparency that ensures efficiency, effectiveness, and builds trust.

Graduate School Vision

Otterbein University's Graduate School creates engaged and transformed leaders who shape tomorrow.

Graduate School Philosophy

Graduate programs reflect the important and historic link between liberal arts and specialized education. The humanities, sciences, and social sciences provide graduate students with the fundamental knowledge necessary for success in their chosen careers. Individuals, their environment, and the complex interactions between people, groups, culture, and the physical environment are the subject matter of these traditional disciplines. Whereas the undergraduate curriculum examines the liberal arts in identifiable courses, Otterbein's graduate curricula incorporates insight from the liberal arts into each graduate level class as appropriate.

The Graduate School

The Graduate School exists to provide service to all students pursuing graduate education. The organizational structure of The Graduate School can be found in **Appendix A**.

University Graduate Committee

Committee membership: two elected faculty representatives, one from a department offering a graduate degree and one from a department that does not offer a graduate degree, and two graduate students, each elected by their respective constituent assemblies. The Director of Graduate Studies from each department offering a graduate degree, the Associate Provost for Graduate Studies, the Executive Director of Admissions or their designee, the Registrar, and one representative from each of the following areas: Financial Aid, Information Technology Services, Marketing, Student Accounts, and the Library, all as *ex officio* voting members. The chair shall be the Associate Provost for Graduate Studies.

Function: The Graduate Committee oversees all University administrative policies and procedures that impact the graduate programs, including but not limited to, recruitment and admission, registration and payment of fees, record keeping, student support services, graduate assistantships, library resources, student retention, commencement, and graduate capstone dissemination requirements. The template for proposing changes to Graduate School Policy is in **Appendix C**.

Approval of the curriculum and all changes to the curriculum and/or degree requirements for Graduate programs are within the purview of the Curriculum Committee. (See University By-Laws for description of function and membership.)

Graduate Program Director

The Graduate Program Director is responsible for providing administrative leadership for their graduate program and for informing graduate faculty and graduate students about matters of concern, including admissions and curriculum. The Graduate Program Director serves as the liaison between the graduate students and the graduate faculty for the Associate Provost for Graduate

Studies in matters of policy, rule changes, program effectiveness, and general graduate student affairs related to their area. Most correspondence for each graduate program is signed by the Graduate Program Director.

Graduate Program Directors shall be selected by the Department Chair in consultation with the Associate Provost for Graduate Studies. Directors serve four-year terms, with the possibility of reappointment. Termination of this appointment is possible by the Program Director, Department Chair, or Associate Provost for Graduate Studies.

Graduate Program Directors typically have graduate faculty status. They are full voting members of the Graduate Committee and must attend all Graduate Committee meetings.

Graduate Program Directors shall meet regularly with Graduate recruiters/advisers to provide support to recruit and advise new students. Meetings should continue all three terms (fall, spring, and summer) to coincide with admissions.

Specific responsibilities include the following:

- Establishing, in consultation with departmental faculty, the admissions requirements for the program.
- Overseeing the maintenance of graduate student records within their department.
- Recommending capstone committee appointments, faculty advisers, and other committees to the Associate Provost for Graduate Studies.
- Helping academic advisers advise Graduate Students about their degree programs, including readiness for candidacy.
- Reviewing graduate student petitions for admissions, transfer credit, and academic appeals.
- Reviewing the files of new applicants prior to admission decisions by departmental Admissions Committees.
- Recommending changes in curriculum and/or changes in degree requirements.
- Preparing documents needed for accreditation reports, agencies, and The Graduate School.
- Participating in facility placements of students (i.e., clinical placements, student teaching) along with the Department Chair and personnel.
- Working with University offices and graduate recruiters to assure accuracy of web content related to graduate programs.

Directors of Graduate Programs

Allied Health	Amy C. Upp, MS Allied Health
Business (MBA)	David Stone, MA Economics
Education	Dee Knoblauch, PhD
Educational Mathematics	Program Suspended until 2026 ¹
Nursing, Master's Degree to DNP	Regina Prusinski, DNP, RN, CPNP-AC, FNP-BC
Nursing, Family Nurse Practitioner	Regina Prusinski, DNP, RN, CPNP-AC, FNP-BC
Nursing, Psychiatric & Mental Health Nurse Practitioner	John Chovan, PhD, DNP, RN, CNP, PMHNP-BC
Nursing, Nurse Anesthesia	Kacy Ballard, DNP, MSN, CRNA

¹ Although the MAEM program is suspended until 2026, some program information is still included in this policy book.

(For the link to departmental graduate handbooks see **Appendix D.**)

Graduate Faculty Status

Rationale

Otterbein University grants graduate faculty status to ensure that graduate programs provide students with excellent instruction and guidance. Graduate faculty status is not the sole determinant of which faculty members within academic departments are assigned to teach graduate courses. Instead, this status is designed to meet two goals:

1. To ensure that each graduate program is implemented and evolves under the guidance of a committed team of faculty members within an intentionally developed scholarly culture.
2. To demonstrate and document to students, members of the Otterbein community, relevant accrediting entities, professional associations, and the wider academic community that the University is implementing high-caliber graduate programs.

Criteria

1. A full-time faculty appointment, or emeriti or retired faculty status. The faculty member's Department Chair may waive this criterion for instructors with exceptional expertise, including contemporary professional experience and/or meaningful engagement in related scholarship.
 - Emeriti or retired faculty must have held graduate faculty status prior to retirement.
2. Emeriti and retired faculty with graduate status may maintain this status for five years after retirement. Details about renewing this status can be found in the "Procedures" section below.
3. The rank of assistant professor or above. The faculty member's Department Chair may waive this criterion for instructors with exceptional expertise, including contemporary professional experience and/or meaningful engagement in related scholarship.
4. An appropriate terminal degree as determined by the University in consultation with the faculty member's department.
5. Willingness and competence to teach graduate courses.
6. Ongoing scholarly engagement, as defined by university-approved departmental scholarship statements.
7. Demonstrated competence as a member of a Capstone Committee or experience teaching a capstone course.²
8. Readiness to assume all the responsibilities entailed by graduate faculty status.

² Capstone projects vary from department to department. They include theses, scholarly inquiry projects, clinical projects, and articles.

Responsibilities

Full-time faculty members with graduate faculty status are responsible for actively collaborating with other faculty to maintain and improve the caliber of their graduate program. These responsibilities³ include the following:

1. Advising graduate students.
2. Participating in regularly scheduled program meetings through which essential program business is conducted.
3. Participating in the ongoing review and modification of program courses and curriculum.
4. Selecting students for admission through the systematic review of applications.
5. Participating in periodic program evaluation and policy modifications.
6. Participating in appropriate recruiting activities, such as meeting with prospective students or giving presentational workshops.

The following responsibilities arise “as assigned”:

7. Serving as a member or chair of capstone project committees.
8. Contributing to activities that help promote a lively intellectual culture within the program. Examples of such activities include co-editing a departmental journal, presenting research at departmental brown bags, and helping to plan and implement special activities that deepen scholarly engagement and orient students toward the challenges and rewards of their profession.

Opportunities

Full-time graduate faculty status affords professors the following professional opportunities tied to the responsibilities listed above:

1. The opportunity to develop significant mentoring relationships with students and colleagues.
2. The opportunity to have a full voice and decision-making power in collaboratively shaping the curriculum, pedagogy, and culture of a graduate program.

Support

To enhance full-time faculty’s capacity to exercise the responsibilities and privileges associated with graduate faculty status, Otterbein University provides faculty members who have (or are seeking) graduate faculty status with the following:

1. Collegial mentoring as they develop and refine the skills and knowledge base necessary to successfully meet the expectations associated with graduate faculty status.
2. Institutional recognition of the importance of this work and the time commitment it entails.

³ Faculty who teach graduate courses but do not have graduate faculty status may be expected by their departments to perform some of the responsibilities listed in the Responsibilities section.

Procedures

Graduate faculty status is achieved and maintained through the following procedures:

1. Departmental Chairs recommend graduate faculty status to the Associate Provost for Graduate Studies based on consultative discussions with interested faculty members. These discussions consider (a) the candidate's performance and professional goals and (b) the needs of the department.
 - Recommendations should be submitted to the Associate Provost for Graduate Studies early in the Fall Semester.
 - Based on prior experience, an individual faculty member can be granted graduate faculty status when they join the Otterbein University faculty.
2. At the beginning of every academic year, each Departmental Chair
 - Circulates a memo to their department listing faculty members who have graduate faculty status.
 - Sends a copy of that memo to the Associate Provost for Graduate Studies.
3. After an initial 5-year period, graduate faculty status for emeriti or retired faculty may be renewed annually with approval from the Department Chair and the Associate Provost for Graduate Studies based on (a) continued scholarly engagement in the discipline and (b) ongoing involvement in graduate programs at Otterbein University.

Graduate Assistantships

Otterbein University graduate assistantships help students complete graduate school in two years with University tuition benefits. A limited number of graduate assistantships are offered by academic departments, administrative offices, and athletics.

- Graduate assistant position descriptions are on file in Human Resources.
- Procedures for hiring, replacing, and terminating graduate assistants can be found on the [Graduate Assistant Opportunities webpage](#). Please note that given the development of The Coalition for the Common Good, plans for Graduate Assistantships after the 2024-2025 academic year have not been established. Those graduate assistants who will begin their first year as a graduate assistant in the 2023-2024 academic year are eligible for renewal. The University has not yet decided if GA positions will continue after the 2024-2025 academic year.

Length of GA Appointments

- Depending on the office or department offering the assistantship, GAs serve for 10 months, 12 months, or 12 months with working breaks. (Breaks include Fall break, December Holiday break, and Spring break.)
- A second year of service is possible as noted below.

Criteria and Expectations

1. Must be accepted and enrolled in an Otterbein University graduate program or post-baccalaureate program prior to being hired.
 - Direct supervisors of all graduate assistants must verify that the graduate assistant is accepted and enrolled into a graduate program prior to completing a Personnel Action Form (PAF) for hiring a graduate assistant.

2. Must (a) remain in good standing by maintaining at least a 3.0 GPA, (b) have no registration holds, and (c) make satisfactory progress toward a degree.

Note: Six credit hours per semester is the minimum for full-time graduate student status.

- GAs are *required* to successfully complete a minimum of 15 graduate course credits each calendar year to maintain their GA position (over 12 months, three consecutive semesters).
 - GAs are *encouraged* to complete 18 graduate course credits each calendar year (over 12 months, three consecutive semesters).
 - Graduate assistants' tuition benefit applies to undergraduate classes only if the course is required to complete a graduate program or if the course is a required prerequisite for their graduate program.
-

Renewal of Appointment for a Second Year

Most graduate assistants are offered the position for a second year. To maintain the position for a second year, GAs must (a) make satisfactory progress toward the degree **and** (b) satisfactorily perform the duties and responsibilities of their assistantship during the first year of their appointment. As noted below, hiring and performance evaluations are completed by each department in collaboration with Human Resources. The possibility of renewal applies to GAs hired to start their *first* year as a graduate assistant in August 2023. It has not yet been determined if any graduate assistants will be hired to start their first year as a graduate assistant in the 2024-2025 academic year (or after Fall 2023 is complete).

Appointment Details

While each office or department identifies specific expectations and assignments for their GAs, the following details apply to all GAs:

- **Tuition waiver:** GAs receive a tuition waiver to cover three semesters (fall, spring, summer) for a total of 15-18 graduate credit hours for one academic year. If the GA appointment is continued for a second year, a total of 36 credit hours may be covered by the tuition waiver.
- **Parking Pass:** GAs may receive a free employee parking pass by contacting the Otterbein University Police Department.
 - Email: police@otterbein, phone: 614-823-1222, or visit: 194 W. Main Street.
- **Excused Absences:** GAs working in the Athletic Department may receive excused absences to complete some graduate assistant work duties, which include competition events but not necessarily all practices.
- **GA Financial Responsibilities:** GAs must assume financial responsibility for books, supplies, lab fees, overload fees, library and parking fines, student teaching fees, and any other fees. Graduate courses (tuition benefit) are subject to IRC Section 127; up to \$5,250 can be excluded from taxes annually.
- **Obligations of GAs Who Resign or Are Dismissed:** GAs may be responsible for tuition for the term if they resign or are dismissed while a term is in session. The stipend and all tuition benefits will cease upon resignation or dismissal.
 - **If a GA resigns or is dismissed while a term is in session but wishes to continue with their coursework,** the student will be billed prorated tuition based on the resignation date. The stipend will discontinue upon resignation or termination, and any final payment of the stipend will be prorated based on the resignation or dismissal date.

- **If a GA resigns and withdraws from the University**, the GA will not be billed for any tuition (and will not receive a refund for any fees paid).

Academic Progress Reporting Process

The GA's direct supervisor is responsible for assuring that the GA meets the GA requirements, not only in job performance, but also in meeting the academic standards and academic progress toward a degree.

All direct supervisors shall report their GA's academic progress at the end of fall, spring, and summer terms to the Executive Assistant for Graduate Studies by completing the Graduate Assistant Academic Progress Review form. This form serves as a tool and a reminder for all GA supervisors to discuss Graduate School progress with graduate assistants. This form can be accessed on the [Graduate Assistant Opportunities webpage](#). Alternatively, see **Appendix B**.

Procedures for Establishing and Hiring Graduate Assistants

Procedures for establishing a graduate assistant position and hiring a graduate assistant can be found [here](#).

Graduate Admission Policies

General Admission Requirements

Admission to Master's, Doctoral, and Post-Master's programs at Otterbein University is open to graduates from institutions of higher education that are fully accredited by the appropriate regional accrediting agencies. While each program has its own admission criteria (approved by the University Graduate Committee), all programs require that candidates provide evidence of their intellectual, academic, and personal abilities to succeed in graduate studies. Admission shall not be denied based on age, color, creed, disability, gender, gender expression, gender identity, genetic information, marital status, military status, national origin, partnership status, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected status.

A Graduate Program Director serves on each of the departmental admission committees. All admission decisions are made available to The Graduate School by the Department's Graduate Program Director.

International Student Admission Requirements

If a student's academic credentials are from an institution outside of the United States, a course-by-course evaluation of all post-secondary education must be provided by [World Education Services, Inc.](#), [Educational Credential Evaluators](#), or Span Tran ([SpanTran Application--Otterbein](#)). These credential evaluators charge a nominal fee for their service. Details and instructions are on each of the above websites.

For more information, please contact Otterbein's Assistant Director of Adult and Transfer Admissions, Mary Mosca at mmosca@otterbein.edu. All contents of the student's admission file become the legal property of the University and are not returnable nor transferrable.

Language Requirements

TOEFL ibt = 79

TOEFL ppt = 550

IELTS = 6.5

For application deadlines for International Students, contact your Graduate Program Director.

Non-Degree Student Admission Requirements

All graduate departments invite non-degree admissions from graduate students. Check each department's website for further information.

Financial Aid and Scholarships

The links that follow provide a starting point for exploring financial aid and scholarships for graduate students. Please note that changes may be made to some scholarship opportunities as graduate programs shift to the Coalition for the Common Good.

- [Student Financial Services](#).
- [Graduate School Alumni Scholarships](#). Alumni of Otterbein may be eligible for a \$200 per credit hour tuition reduction, to be used over three consecutive terms of enrollment in a 12-month period (including summer) beginning with the initial semester of enrollment.
- [Advantage Scholarships](#). Otterbein University partners with employers in central Ohio to offer The Otterbein Advantage Scholarship. Through this program, employees of partnering organizations, their spouse/partner, and their dependent children qualify for a scholarship that provides the excellence of a private university education at public university prices.

Graduate Academic Policies

Full- and Part-Time Enrollment Requirements

- A full-time graduate course load is six semester hours.
- A part-time graduate course load is three semester hours.

Graduate students are charged a per-credit-hour rate for graduate courses regardless of enrolled hours. Graduate students are considered part-time, and eligible for financial aid, at three semester hours.

Academic Standing Requirements

Graduate students must maintain a 3.0 (B) graduate cumulative grade point average (GPA). Students will be placed on academic probation if their cumulative GPA falls below 3.0.

Probation. If a student's cumulative GPA for a semester falls below a 3.0, The Graduate School will conduct a review and make a decision regarding the student's status. Written notice of academic probation will be sent to the student and to the Graduate Director of the student's academic department. The probationary period is 12 calendar months. After being placed on probation, students must raise their cumulative GPA to 3.0 or above in required and elective courses during the next 12 calendar months. If the student's cumulative GPA is not a 3.0 or above at the end of the 12-month period, the student will be dismissed from the program, The Graduate School, and the University. A student may be on probation only once during their program of study.

Only grades of C or higher are accepted for completion of a degree requirement in all graduate programs, *unless a higher grade is required* for degree requirements as stated in a specific program's Student Handbook. While grades of B-, C+, and C may be acceptable in meeting graduate degree requirements in *some* programs, these grades are considered "marginal progress" outcomes. Any student who makes marginal progress, earns a GPA that falls below 3.0, or fails to meet

departmental academic standards should meet with their academic advisor and possibly with the program director or the Associate Provost for Graduate Studies. In some cases, students earning marginal progress in a course may be required to repeat the course and achieve a grade of satisfactory progress to continue the program.

Through the advising process, students may be asked to improve their graduate-level academic skills, to take a reduced academic load, or to take other steps to promote academic success.

Grading System

The Graduate School expects graduate students to be committed to the high level of work demanded by master's, doctoral, or post-master's programs. Therefore, graduate students are held to a higher standard of achievement than undergraduate students. To reflect the minimum levels of achievement necessary to award a graduate degree, the grading scales are considerably different than those applied to undergraduates. Specifically, for graduate courses, "A" level work is exemplary, "B" level work is satisfactory, and "B-" or below work does not meet expectations. Grading policies specific to each program are described in the [online Graduate Catalog](#).

Students can access their grades at the end of each semester online via [Self-Service Banner](#). A permanent transcript of all course work attempted and grades earned is maintained by the Office of the Registrar.

The following grades from letter-graded courses are included in the calculation of the grade point average (GPA):

A	=	100-93% (4.0)
A-	=	92-90% (3.7)
B+	=	89-87% (3.3)
B	=	86-83% (3.0)
B-	=	82-80% (2.7)
C+	=	79-77% (2.3)
C	=	76-73% (2.0)
C-	=	72-70% (1.7)
D+	=	69-67% (1.3)
D	=	66-60% (1.0)
F	=	59% and below

The following grades are not included in the calculation of the grade point average (GPA):

F	=	failing from pass/fail graded course
IP	=	coursework is incomplete; temporary condition
P	=	passing from pass/fail graded course
R	=	repeated course
S	=	satisfactory from satisfactory/unsatisfactory graded course
T	=	transfer credit from another institution

- U = unsatisfactory from satisfactory/unsatisfactory graded course
W = withdrawal with permission

Pass/Fail Policy

A pass/fail grade may be assigned to any graduate-level course if (a) the course has been approved by the University Curriculum Committee for pass/fail grading, and (b) the faculty member selected Pass-Fail as the grading scale, as noted on the syllabus.

A “pass” grade demonstrates a level of student performance that is no lower than the lowest grade accepted by each graduate program and no lower than a grade of B (83-86%).

Grade Discrepancies (Grade Change):

For details, follow the Grade Discrepancies link in the [Graduate Catalog](#).

Repeating a Course

For details, see [Repeating a Course here](#).

Criteria and Process for Changing the Time/Date of Final Exam

If a student has a good reason for requesting to take a final exam on a day or time different than assigned by the University, the process below applies.

1. The student submits a written request to change the exam time/date to the faculty member. (The student must include their reason in the request.)
2. *(a) If the faculty member does not agree to change the exam time/date, they notify the student.*
(b) If the faculty member agrees to change the exam time/date, they submit a memo to the Associate Provost for Graduate Studies supporting the change of the exam time/date.
3. The Associate Provost for Graduate Studies emails the faculty member and the student of their decision.

Expectations for Class Attendance

Graduate students are expected to adhere to faculty policies regarding attendance. Faculty members will communicate requirements for attendance and participation (unique to each course) to students. Course requirements (e.g., homework assignments, examinations, oral presentations, laboratory experiments/reports, participation in discussion, etc.) are not waived due to absence from class.

Credit for Prior Learning

Credit for prior learning may be granted as designated and approved by individual graduate programs not to exceed nine semester credits.

Student Identification and Attendance Verification

All students enrolled at Otterbein are assigned a personal electronic account that provides them with secure and private access to their e-mail, the course management system, course registration, and personal account information. In order to verify the identity of students who are enrolled and

participating in a distance learning/online course, all course materials and exchanges of information between students and instructors are conducted in an on-line environment that requires students to login to their personal account.

Attendance verification is completed by instructors for all online courses as it is with traditional courses. This process assures students are making satisfactory progress in a course and that they are correctly enrolled in the class to meet federal financial aid enrollment verification requirements. Instructors are required to verify attendance for all students immediately following the census date of each term.

Academic degree and certificate programs that include distance learning and/or online methodology also include some mandatory face-to-face class time and/or practicum experiences that allow student identification verification.

Program Completion Time Limits

Graduate students are expected to make continuous progress toward degree completion. The time limit for the completion of graduate course work differs across graduate programs:

- Master of Arts in Education, Master of Arts in Teaching, Master of Arts in Educational Mathematics, Master of Science in Allied Health, and Master of Business Administration programs: Five years
- Master of Science in Nursing: Six years
- Post-Master's in Nursing programs: Three years
- Doctor of Nursing Practice: Six years

The time limit is computed from the first date credit is recorded on the University transcript until the program curriculum requirements are completed. Extensions are considered only if failure to meet the time limit policy is due to adequate and unusual cause(s) beyond the student's control.

- Petitions requesting extension of the time limit must be submitted to the Graduate Program Director for the MAE, MAT, MAEM, MSAH, and MBA programs.
- Petitions requesting extension of the time limit for graduate nursing programs, MSN, Post Master's, and DNP programs must be submitted to the Nursing Department's Curriculum Committee.

Consideration of petitions will take into account the following:

1. Whether there is a reasonable plan for completion.
2. Whether the individual's knowledge and skills meet current program goals.

If approved, an official letter that stipulates the terms of the extension will be sent to the student and their academic adviser, and a copy will be saved in the Program's files and made available to the Graduate School office.

Program Completion: Capstone Committees

Graduate programs with a capstone requirement form committees to advise and evaluate final projects. Students should consult their adviser and their program's student handbook for the specific function and composition of committees in their program. One individual on each capstone

committee serves as the graduate program representative. This representative ensures that all policies and procedures approved by the University Graduate Committee and outlined in the student's handbook are followed. Capstone requirements for each program are listed below.

- **DNP:** final scholarly project, which is part of Nursing 8000. For details, contact the Nursing Department at 614-823-1614.
- **MAE:** capstone requirement. For details, contact the Education Department at 614-823-1214.
- **MAEM:** research project and comprehensive examinations. For details after program suspension, contact the Math Department at 614-823-1218.
- **MAT:** Student Teaching Clinical Practice and Performance Assessment. For details, contact the Education Department at 614-823-1214.
- **MBA:** capstone project, which is part of MBA 6990. For details, contact the Business, Accounting, Economics Department at 614-823-1310.
- **MSAH:** either a clinical practicum or a thesis. For details, contact the Health and Sports Sciences Department at 614-823-3528.
- **MSN:** capstone requirements may vary according to each Nursing major. For details, contact the Nursing Department at 614-823-1614.

Students are expected to present their capstone projects at the annual Graduate Student Conference held in the spring or at another event determined with their academic advisor or Graduate Program Director. Capstone presentations are part of capstone project completion, and they highlight students' achievements within their programs.

Uploading Capstone Projects to Otterbein University's Digital Commons and OhioLINK ETD

After completing capstone projects, students are strongly encouraged to upload them to Otterbein's Digital Commons and OhioLINK ETD (Electronic Theses and Dissertations). The Digital Commons @ Otterbein and OhioLINK ETD are free, online repositories of academic scholarship and creative work. Submitting work to these databases makes it visible and accessible to a global community, provides a stable URL for the work, and has served as a path toward publication for some.

- Information about Otterbein's Digital Commons and OhioLINK ETD can be found on the library's website, under [thesis dissertation services](#).
- General information about Digital Commons @ Otterbein, including a map presenting global readership, can be found on the [Digital Commons @ Otterbein webpage](#).
- Details and benefits of submitting your work to Digital Commons can be found on the [Digital Commons Frequently Asked Questions webpage](#).

Academic Policy Appeals

Students have the right to appeal decisions made regarding (1) the application of an academic policy, (2) their academic progress, and/or (3) their academic status. Such appeals would be made to the Academic Hearing Board. To file an appeal, contact the Student Success & Career Development (SSCD) office: call 614-823-1624, email studentsuccess@otterbein.edu, or access the Academic Hearing Board documents on the [SSCD website](#).

Graduate School Learning Outcomes

Otterbein's learning goals are thematically consistent across the undergraduate and graduate educational experience, although the specific focus of student work necessarily changes according to the degree being sought.

The University Learning Goals state that at degree completion, Otterbein graduate students will be

- **Knowledgeable.** Otterbein graduate students will acquire advanced theoretical, empirical, and practical knowledge in their field. They will demonstrate understanding of the established and evolving professional and/or academic standards of their discipline.
- **Multi-literate.** Otterbein graduate students will use evidence, including technology-based databases and appropriate research methods, to initiate and reformulate ideas, theories, and concepts. They will communicate reasoned judgments on issues in their field.
- **Engaged.** Otterbein graduate students will actively address local and global issues related to their primary field of study. They will complete creative projects reflecting a unique integration of knowledge, theory, and practice.
- **Responsible.** Otterbein graduate students will demonstrate leadership in their field, upholding professional values and ethical standards. They will exemplify a commitment to honesty, fairness, diversity, and inclusion for the betterment of the profession or discipline.
- **Inquisitive.** Otterbein graduate students will demonstrate a quest for knowledge, a humility with which to respond to feedback from their peers, and a receptivity to diverse perspectives and new ideas.

Graduate School Policies

Changes to Graduate School policies can be made with approval from the Graduate Committee. If the Graduate Committee determines that a policy change that would normally require only Graduate Committee approval is “substantial and significant,” the committee must also seek approval by the University Senate. (For proposal template, see **Appendix C.**)

University Policies

Otterbein’s Nondiscrimination Policy

Otterbein University is committed to providing a welcoming environment free from discrimination. To this end, Otterbein does not discriminate on the basis of age, color, creed, disability, gender, gender expression, gender identity, genetic information, marital status, military status, national origin, partnership status, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected status in admissions, in access to or in treatment within its educational programs or activities, in employment, recruiting, or policy administration.

In addition, Otterbein will not tolerate harassment by or of its employees, faculty, students, vendors, or visitors through words or actions based on the above. For more information about Otterbein’s nondiscrimination policy, contact the [Office of Human Resources](#).

To access specific policies related to harassment, intimidation, and sexual misconduct, see the following:

- [Otterbein University’s Judicial Policies](#)
- [Otterbein University’s Title IX webpage](#)
- [Otterbein University’s Policy on Discrimination and Harassment](#) (Scroll down and see “Where Can I Find More Information?”)
 - Contacts for cases involving sexual misconduct:
 - Julie Saker, Deputy Title IX Coordinator: 614-823-1554, jsaker@otterbein.edu.
 - Molly Miller, HR Director: 614-823-1130, miller95@otterbein.edu.

- Contact for cases involving discrimination:
 - Molly Miller, HR Director: 614-823-1130, miller95@otterbein.edu.

The following University policies are most relevant to graduate student research:

- **Otterbein’s Intellectual Property Policy** can be found in Appendix F of an archived version of the 2018-2019 Faculty Manual available on Digital Commons: https://digitalcommons.otterbein.edu/fac_manual/3/.
- **Otterbein’s Institutional Review Board Policies and Procedures** are located on the [Human Subjects Research Institutional Review Board \(IRB\), Animal Care and Use Committee Intranet page](#).

Assessment of Graduate Programs

Graduate programs use multiple measures to accurately determine how well they are meeting goals and objectives. In addition to measurements aligned with admissions and exit criteria (including but not limited to portfolios, performance assessments, course grades, standardized test scores, and capstone projects), survey and focus group data are used to inform decision making. Assessment findings are reported annually to the Graduate Committee.

Sponsorship of Faculty and Graduate Student Research

Student Research Fund

The [Student Research Fund](#) supports graduate student research and other scholarly and creative endeavors.

Travel Funds

Travel funds for faculty are administered by the Associate Provost for Faculty Affairs.

Institutional Support for Research: Office of Sponsored Programs

The Office of Sponsored Programs (OSP) manages grants Otterbein University receives from corporations, foundations, and federal and state government agencies. OSP staff members work with faculty and administrators to obtain and manage support for academic, endowment, capital, and other project needs.

Sabbatical Leave

The sabbatical leave program is the primary expression of the University’s commitment to faculty development. As such, faculty members are encouraged to prepare proposals that enable them to initiate or continue study, research, or curricular revisions in their academic disciplines.

Faculty Research Funding

Research funding for faculty is available through the Faculty Scholar Development Committee.

Graduate School Events

The Graduate School hosts the following annual events to build a scholarly community, support graduate students in academic life, and engage with the broader community.

Graduate School Guest Lecture Series

The Graduate School hosts a Guest Lecture Series event in most fall and spring semesters. The Series exposes graduate students to in-depth discussions of current industry topics and trends and is intended to be relevant across all graduate programs. Speakers are successful executives and leaders, who may also discuss their career paths and the challenges and achievements they faced along the way. Bringing students, faculty, staff, and the community together, the Series offers social and professional networking opportunities before and after each lecture. Students, faculty, and staff are notified of these events via campus email.

Graduate Student Conference

The Graduate Student Conference is held each spring. The conference highlights graduate student work from all five graduate programs—Allied Health, Business, Education, Educational Mathematics, and Nursing. This event celebrates the research, scholarship, and creative work of Otterbein graduate students and faculty, and it fulfills the presentation component of capstone projects. The Conference features posters and presentations from current graduate students as well as posters highlighting faculty sabbatical projects.

Graduate Commencement

Graduate Commencement is held once a year, on the first Sunday after the spring semester ends. All graduates, along with their family and friends, are invited to attend this graduation ceremony held on campus.

Students planning to graduate must request a Graduation Application one term prior to the term in which their degree is to be completed. (The application is available through Banner or the Registrar.) Students are responsible for being aware of this requirement, initiating the request, and signing/returning the application on time.

To participate in the Graduate Commencement Ceremony, a student must

- Complete all academic degree requirements.
- Submit a completed Graduation Application (available through Banner or the Registrar).
- Submit any additional paperwork required in the Graduation Application.
- Meet all outstanding financial obligations.

Graduating students receive information about the commencement ceremony and the academic regalia required for the ceremony during the spring semester. Students can check [O-zone—> Resources—>A-Z List—>Commencement](#) throughout the year for deadlines, dates, and information about graduation.

Graduate Faculty are encouraged to attend Graduate events.

[Link to the Graduate Catalog](#)

[Link to the Graduate Assistant Opportunities webpage](#)

[Link to the Graduate Assistant Program Procedures](#)

[Link to the Graduate Assistant \(GA\) Academic Progress Review Form](#)

Appendices

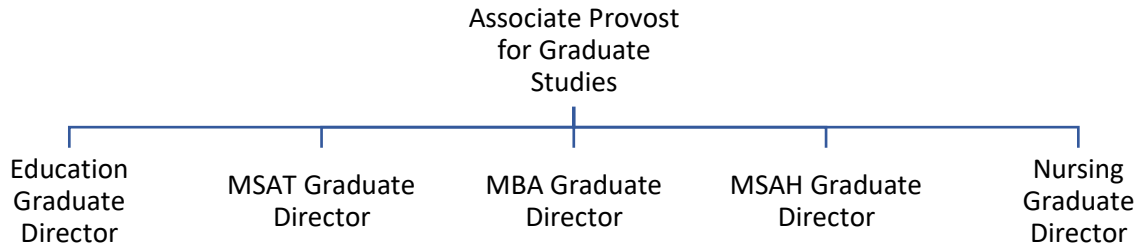
Appendix A: Graduate School Organizational Chart

Appendix B: Graduate Assistant Academic Progress Review Form

Appendix C: Graduate Committee Template to Change Graduate School Policy

Appendix D: Additional Resources

Appendix A: Graduate School Organizational Chart



Appendix B: Graduate Assistant Academic Progress Review Form



Graduate Assistant Academic Progress Review Form

(To be completed by the GA's direct supervisor after each semester of study and sent to the Executive Assistant for Graduate Studies.)

GA Name: _____

GA Position: _____

- _____ **10 Months**
- _____ **12 Months**
- _____ **12 Months with working breaks**

Department: _____

Program/Degree: _____

GPA Semester: _____ **GPA Cumulative:** _____

Credit Hours Completed this semester: _____

Making Progress Toward Degree ___Yes ___No
(Graduate students must complete 15-18 semester hours each academic year.)

Comments: _____

Will graduate assistant return next semester? ___Yes ___No

Coach/Supervisor Name: _____

Coach/Supervisor Signature: _____

Date: _____ **Phone extension:** _____

Appendix C: Graduate Committee Template to Change Graduate School Policy

The proposal was discussed by the graduate committee on _____(date)

The Vote For: _____ Against: _____ Abstain: _____

Proposal:

Effective Date: _____

Appendix D: Additional Resources

Links to Departmental Graduate Handbooks and other information helpful to graduate students may be found on the [Graduate Student Resource webpage](#).

Graduate Allied Health
Graduate Education MAE
Graduate Education MAT
Graduate Athletic Training
Graduate MBA
Graduate Nursing

