



**A Handbook for  
Graduate Students and Faculty**

**2014-2015 Edition**

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# **A Handbook for Graduate Students and Faculty 2014-2015**

## **A Message from the Dean of the Graduate School**

I am pleased to welcome you to the Graduate School, by way of the *Handbook for Graduate Students and Faculty*. The Handbook contains answers to many frequently-asked questions, proffers the guidelines for graduate students at Miami University, and is a valuable resource that should be read by all students undertaking graduate work at Miami.

## **Graduate School Mission Statement**

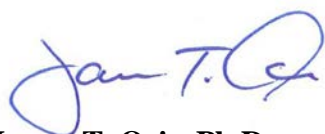
The Graduate School is committed to investing and maintaining excellence in graduate programs dedicated to the pursuit of new knowledge and best teaching practices that produce diverse, globally aware scholars and teachers of exceptional quality.

## **A Community of Scholars**

The Graduate School at Miami University is truly a *Community of Scholars*. Graduate students and graduate faculty are the intellectual driving force of the University, and their research and scholarship in the arts, engineering, humanities, sciences, social sciences, business, and education brings distinction to our University. Graduate students are true partners in the intellectual community of our University, and we in the Graduate School work to make your time at Miami as rewarding as possible.

I want to assure you that Associate Dean Ann Bainbridge Frymier and I, as well as the entire Graduate School staff, are dedicated to a welcoming, inclusive, and supportive environment for each of you. We are very pleased that you decided to pursue graduate study at Miami and we expect you to be successful.

If you have any questions about the information in this Handbook or other issues concerning your education, please feel free to stop by the Graduate School Office in 102 Roudebush Hall, call us at (513) 529-3734, or email us ([gradschool@miamioh.edu](mailto:gradschool@miamioh.edu)).



**James T. Oris, Ph.D.**

Dean of the Graduate School and  
Associate Provost for Research and Scholarship

## Graduate School Staff

Students may address general inquiries about graduate study at Miami by contacting the Graduate School at the following address:

### **The Graduate School & Office for the Advancement of Research & Scholarship**

102 Roudebush Hall

Miami University

Oxford, OH 45056

Tel. (513) 529-3734

Fax (513) 529-3762

gradschool@miamioh.edu

<http://www.miamioh.edu/graduate-studies/>

The following is a list of the Graduate School staff and their contact information.

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## Introduction

The *Graduate Student Handbook* provides the Miami University regulations regarding the rights and responsibilities graduate students and faculty have on the Miami campuses, both in and outside the classroom. These policies and guidelines have been developed by faculty, students, and staff on campus to facilitate student development. The regulations are shaped by our commitment that all Miami students will have the freedom and support to be actively engaged in campus life and will grow in meaningful ways as a result of these experiences. Our intention is that Miami will always be a vibrant academic community and that student involvement and leadership will be a central part of campus life.

Student development at Miami is couched within the over-arching identity of Miami University as an engaged University, one that provides rich, active opportunities for student involvement and change. The guidelines in the *Handbook* provide an important framework for the student engagement we seek on this campus.

Miami University encourages and supports free speech, respect for difference, and active student leadership and initiative. Our expectation in return is that no Miami students will engage in behaviors that harm themselves or others and they will adhere to the highest principles of honesty and integrity. The diverse sections of the *Handbook* make these expectations clear.

The *Handbook* is not a static document. We make changes in the *Handbook* each year to strengthen our procedures, and students should be aware of changes that affect their participation on campus. Working through the Graduate Student Association, students have the opportunity to advocate for changes or additions to these regulations. The *Handbook* also outlines the procedures students can follow if they believe they have been treated inappropriately or unfairly. We urge students to seek out an adviser if they believe they have been treated in ways that violate the principles that are outlined in this document.

Students are a critical part of the life of this community. We urge all persons on campus to use these guidelines in effective ways to support and enhance student engagement at Miami.

The rules and regulations appearing in this handbook have been approved under the authority of the Miami University Board of Trustees and, therefore, constitute official University policy. All students, as well as members of the faculty and administrative staff, should become familiar with the contents of this handbook.

## Other Sources of Graduate Information

There are three other publications that include information important to graduate students and faculty: *The Miami Bulletin* contains information about admissions, graduate standing, specific courses, opportunities, services, and organizations available to you as graduate students; *The Miami University Policy and Information Manual* is a reference guide designed mainly for use by faculty and administrators; and *The Student Handbook* discusses regulations that also apply to graduate students.

## **Miami University Values Statement**

Miami University is a scholarly community whose members believe that a liberal education is grounded in qualities of character as well as of intellect. We respect the dignity of other persons, the rights and property of others, and the right of others to hold and express disparate beliefs. We believe in honesty, integrity, and the importance of moral conduct. We defend the freedom of inquiry that is the heart of learning and combine that freedom with the exercise of judgment and the acceptance of personal responsibility.

*Approved by Board of Trustees, February 8, 2002*

## **University Statement Asserting Respect for Human Diversity**

Miami University is a community dedicated to intellectual engagement. Our campuses consist of students, faculty, and staff from a variety of backgrounds and cultures. By living, working, studying, and teaching, we bring our unique viewpoints and life experiences together for the benefit of all. This inclusive learning environment, based upon an atmosphere of mutual respect and positive engagement, invites all campus citizens to explore how they think about knowledge, about themselves, and about how they see themselves in relation to others. Our intellectual and social development and daily education interactions, whether co-curricular or classroom related, are greatly enriched by our acceptance of one another as members of the Miami University community. Through valuing our own diversity and the diversity of others, we seek to learn from one another, foster a sense of shared experience, and commit to making the University the intellectual home for us all.

We recognize that we must uphold and abide by University policies and procedures protecting individual rights and guiding democratic engagement. Any actions disregarding these policies and procedures, particularly those resulting in discrimination, harassment, or bigoted acts, will be challenged swiftly and collectively.

All who work, live, study, and teach in the Miami community must be committed to these principles of mutual respect and positive engagement that are an integral part of Miami's focus, goals, and mission.

*Approved by Board of Trustees, June 25, 2004*

## **Equal Opportunity**

Miami University is committed to providing equal opportunity and an educational and work environment free from discrimination on the basis of sex, (including sexual harassment, sexual violence, sexual misconduct, domestic violence, dating violence, or stalking), race, color, religion, national origin, disability, age, sexual orientation, gender identity, military status, or veteran status. Miami shall adhere to all applicable state and federal equal opportunity/affirmative action statutes and regulations.

The University is dedicated to ensuring access and equal opportunity in its educational programs, related activities, and employment. Miami University is committed to providing equal opportunity and an educational and work environment free from discrimination on the basis of sex (including sexual harassment, sexual violence, sexual misconduct, domestic violence, dating violence, or stalking), race, color, religion, national origin, disability, age, sexual orientation, gender identity, military status, or

veteran status. Miami shall adhere to all applicable state and federal equal opportunity/affirmative action statutes and regulations.

Retaliation against an individual who has raised claims of illegal discrimination or cooperated with an investigation of such claims is prohibited.

Students and employees should bring questions or concerns to the attention of the Office of Equity and Equal Opportunity, Hanna House, (513) 529-7157 (V/TTY) and (513) 529-7158 (fax). Students and employees with disabilities may contact the Office of Disability Resources, 19 Campus Avenue Building, (513) 529-1541 (V/TTY) and (513) 529-8595 (fax).

Title IX Coordinator- Title IX of the Educational Amendments of 1972 is a federal law prohibiting discrimination on the basis of sex (including sexual harassment, sexual violence, sexual misconduct, domestic violence, dating violence, or stalking) in higher education. Sex discrimination includes sexual harassment and sexual violence. The University's Title IX Coordinator is Kenya Ash, Interim Director of the Office of Equity and Equal Opportunity, Hanna House, Miami University, Oxford, Ohio 45056. Ms. Ash may be reached at (513) 529-7157 or ashkd@miamioh.edu.

Deputy Title IX Coordinator for Athletics- Ms. Jennifer A. Gilbert, Associate Athletic Director/Senior Woman Administrator/Director of NCAA Compliance, is the University's Deputy Title IX Coordinator for matters related to equality of treatment and opportunity in Intercollegiate Athletics. This includes athletic financial assistance, accommodation of interest and abilities, and equity of athletic program benefits. Ms. Gilbert may be reached at Millett Assembly Hall, Miami University, Oxford, Ohio 45056, (513) 529-3113 or gilberj2@miamioh.edu

Deputy Title IX Coordinator for Student Sexual Assault- Ms. Rebecca Getson, Sexual Assault Response Coordinator, is the University's Title IX Coordinator for matters related to sexual violence. This includes sexual misconduct, sexual violence, and sexual coercion of students. Ms. Getson may be reached at Student Health Services, 104 Health Services Center, 421 South Campus Avenue, Oxford, Ohio 45056, 513-529-1870 or getsonra@miamioh.edu.

Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Coordinator- Section 504 and the ADA are federal laws prohibiting discrimination on the basis of disability. The University's Section 504 and ADA Coordinator is Ms. Kenya Ash, Interim Director of the Office of Equity and Equal Opportunity, Hanna House, Miami University, Oxford, Ohio 45056. Ms. Ash may be reached at (513) 529-7157 or ashkd@miamioh.edu.

## **Miami University's Smoke-Free Environment**

In order to promote the health of our students, faculty, staff, and visitors, all Miami University campuses are designated as Smoke- and Tobacco-Free Environments. Smoking is defined as the burning of tobacco or any other material in any type of smoking equipment, including, but not restricted to, cigarettes, electronic cigarettes, cigars, or pipes. Smoking is prohibited during working hours (including during lunch and breaks) in all prohibited areas. The use of any tobacco product, including chewing tobacco, is also prohibited.

Smoking and tobacco use are prohibited in all Miami University-owned facilities and on the grounds of any University-owned property. This includes all buildings owned or controlled by Miami University, shelters, indoor and outdoor athletic facilities, indoor and outdoor theatres, bridges, walkways,

sidewalks, residence halls, parking lots, and street parking and garages controlled by the University, including inside personal vehicles parked on University property. Smoking and tobacco use are prohibited on sidewalks that adjoin University property. Smoking and tobacco use are also prohibited in any vehicle or equipment owned, leased, or operated by Miami University.

Miami University actively promotes and provides smoking cessation assistance and nicotine replacement therapy to students, faculty, and staff, as well as their benefit-eligible spouses and domestic partners. Many services are provided at no cost or a reduced cost. Interested employees should contact Employee Health and Well-Being. Interested students should contact Student Health Services.

**Violations:** Faculty, staff, and students violating this policy are subject to University disciplinary action. Violators may also be subject to prosecution for violation of Ohio's Smoking Ban (Ohio Revised Code Chapter 3794). Visitors who violate this policy may be denied access to Miami University campuses and may ultimately be subject to arrest for criminal trespass.

## **PART 1: GRADUATE ACADEMIC REGULATIONS**

### **SECTION 1.1. Admission**

#### **1.1.A. Types of Admission**

Students who have, or will have by the time they enter a program of study, completed a bachelor's degree may apply for admission to a specific degree program (degree-seeking status). Students may also apply for specific certificate programs or to take a course or courses not leading to a degree (continuing graduate status). Students who are enrolled in a degree program at another graduate school and intend to return to that institution may apply to take a course or courses as transient students (transient status). Students who do not meet minimum criteria for regular admission may, under certain circumstances, be granted conditional admission.

#### **1.1.B Requirements for U.S. Citizens or U.S. Permanent Residents**

##### **1.1.B.1 Minimum Degree and Grade Point Average Requirements**

Applicants for graduate study must have earned a baccalaureate (bachelor's) degree from an accredited institution. Applicants for degree-seeking status must have earned a minimum grade point average of 2.75.

##### **1.1.B.2 Transient Status**

Students who are enrolled in a degree program at another graduate school and intend to return to that institution must request the Application for Transient Status from the Graduate School (513-529-3734).

##### **1.1.B.3 Application for Admission**

To apply for a graduate degree program, continuing graduate status, or transient status at Miami University, applicants will need to submit the following items:

- **Admission Application:** Available online at <http://www.miamioh.edu/graduate-studies/admission/domestic-application.html>

- **Application Fee (Non-Refundable):** \$50 for degree program status. \$20 for continuing graduate or transient status. Note that this fee is not required for applicants who hold a master's degree or higher from Miami University. Application fees may be waived for students with demonstrated financial need on a case-by-case basis.
- **Academic Transcript:** Degree-seeking status applicants should attach a record of previous academic work when submitting the online application. Continuing graduate and transient status applicants are not required to submit an official transcript. Once admitted, degree-seeking status applicants should submit one official transcript directly to the Graduate School from the school granting the Bachelor's degree and any/all schools attended after the Bachelor's degree is awarded. Final transcripts should be submitted when the degree posts and the transcript is available.
- **Test Scores (if applicable):** Degree-seeking applicants should check with their degree program for test score requirements. Test scores are not required for continuing graduate or transient status.
- **English Language Proficiency Test Score:** Domestic applicants whose native language is not English or who completed their studies in a non-English speaking country or institution are required to submit proof of English language proficiency. In most cases, applicants will need to present satisfactory scores on the following tests:
  - Test of English as a Foreign Language (TOEFL) iBT 80
  - International English Language Testing System (IELTS) 6.5
  - Pearson Test of English (PTE) 54

Students with test scores below these minimums may seek conditional admission to the Graduate School and enroll in one of several English as a Second Language course of instruction at Miami University. Please contact the Graduate School for further information.

#### **1.1.B.4 Application for Financial Aid**

Applicants interested in applying for a financial aid award in the form of an assistantship and/or tuition waivers should check the website of the department they are applying to for specific procedures.

#### **1.1.B.5 Specific Departmental Requirements**

Some Miami academic departments require scores on certain standardized tests for admission to their graduate program. In addition, applicants to graduate study in architecture and art must submit a portfolio that includes samples of their work directly to those departments. Those applying for graduate study in music must schedule an audition or submit a performance tape. Applicants should check with their program or department for more information about any specific requirements that must be met before their application for admission can be considered.

#### **1.1.B.6 Application Deadline**

Deadlines vary by department. Applicants should contact their program department for exact deadline dates. This information is available on the Graduate School's website under Programs and Degrees.

### **1.1.C Requirements for International Students**

Miami University encourages applications for graduate study from international students.

Applicants are expected to demonstrate through their academic record that they are prepared to enter an advanced course of study at Miami University in the English Language. International applicants for graduate study must have earned a university degree at least equivalent to the American Bachelor's degree, culminating with the award of a first or second degree.

### 1.1.C.1 Application for Admission

To apply for graduate study as an international student at Miami University, applicants will need to submit the following items:

- **Application for International Admission:** Available online at <http://www.miamioh.edu/graduate-studies/admission/international-application.html>
- **Application Fee (Non-Refundable):** \$50.00
- **Official Academic Record\*:** International applicants are required to submit one official transcript or certified true copy of complete academic records showing all courses completed and grades received at each postsecondary school attended. All academic records not originally issued in English by the school must be submitted in the original language with a certified literal (not interpretive) English translation. Academic records must list all courses taken, the grades received in these courses and the academic term(s) and year(s) when these courses were taken.
- **English Proficiency Test Score (if applicable):** Applicants whose native language is not English or who will not have earned a University degree from an academic institution in a country where English is the native language are required to submit proof of English language proficiency. In most cases, applicants will need to present satisfactory scores on the following tests:
  - Test of English as a Foreign Language (TOEFL) iBT 80
  - International English Language Testing System (IELTS) 6.5
  - Pearson Test of English (PTE) 54
  - ELS 112 Certificate

Students with test scores below these minimums may seek conditional admission to the Graduate School and enroll in one of several English as a Second Language courses of instruction at Miami University. Please contact the Graduate School for further information.

Students who attended an institution where English is the language of instruction are exempt from submitting an English test score. In order to be exempt, students must submit an official letter from their institution's registrar's office to the Graduate School. Please contact International Graduate Admission at 513-529-3734 for additional information about minimum English score requirements and acceptable alternatives to these tests.

If a student is accepted for admission at Miami and had to submit an English Proficiency Test score, the student will have to take the English Placement Test (EPT) before he or she can register for classes. If the student does not pass the EPT, he or she must enroll in English 119 the first semester of admission.

\*Note: Photocopies and notarized copies of academic records are not accepted; however, documents can be certified as true copies by a U.S. Consular official or by a recognized educational authority in the applicant's home country. Records issued in a language other than English must be accompanied by a literal (not interpretive) certified English translation.

### **1.1.C.2 Medical History**

Before enrolling, all applicants from other countries must submit a completed Medical Form for International Students that includes dates of immunization. The form is available online at <http://www.miamioh.edu/saf/shs/forms.htm>. Students can submit the completed form online or during International Student Orientation on campus.

### **1.1.C.3 Speaking Proficiency English Assessment Kit (SPEAK) Test Score**

The SPEAK test is the institutional version of the Test of Spoken English (TSE) produced by Educational Testing Service. The SPEAK Test is given to evaluate the oral proficiency of incoming graduate teaching assistants for whom English is not their native or primary language. In order for a graduate student to be assigned as a teaching assistant, the student must achieve a minimum passing score on the SPEAK test. If a student with a Graduate Assistantship does not pass the SPEAK test they will have to enroll in ACE619 during the first semester of enrollment. For additional information go to <http://www.miamioh.edu/graduate-studies/admission/english-prof-new.html>.

### **1.1.D Physical Examinations and Immunizations**

Miami University requires that all entering students must meet the following requirements (exemptions from these requirements will be considered for certain medical conditions and documented religious convictions; requests for exemptions should be submitted in writing to the Medical Director of the Student Health Service). Failure to meet the requirements will result in students being prevented from registering for classes.

All students who are accepted for entrance into the University are required to submit a completed medical history to the Medical Director of the Student Health Service before final enrollment can be approved. Non-immigrant foreign students are required to submit a medical report on the medical questionnaire for foreign students. Failure to comply with the above requirements will result in cancellation of registration for the next semester.

All entering students under thirty (30) years of age must provide dates of either two vaccinations against measles (rubella) after one year of age, or one vaccination against measles (rubeola) within five years, or documentation of a measles titer indicating immunity.

All international students must report to the Student Health Service upon arrival on campus. All international students from high-risk countries, as determined from Center for Disease Control data, must provide evidence of freedom from tuberculosis. A Quantiferon blood test to check for Tuberculosis will be done at the Student Health Service. All students with a positive test must have a chest x-ray annually for five (5) years. This policy shall not apply to students registered and taking courses solely at the regional campuses.

The following immunizations are strongly recommended for all students: (a) Tetanus, within the past ten (10) years; (b) Hepatitis B, series of three (3) vaccinations; (c) Varicella (chicken pox), if not had the disease; and (d) Meningococcal Meningitis, one (1) vaccination.

## 1.1.E Continuing Graduate Status

If a student wishes to take graduate-level courses but does not intend to pursue a graduate degree, that student can apply for admission with “continuing graduate status.” After admitted, students can earn an unlimited number of graduate hours within an indefinite period of time. However, only 12 hours may be applied to a degree program.

To apply for admission, submit to the Graduate School:

- Completed admission application form
- Nonrefundable application fee

If admitted with continuing graduate status (CGS), students will not be able to enroll in certain courses if the department or program has limited enrollment; students who have been admitted as degree-seeking have first priority. Check with the department about enrollment restrictions. If a student has been denied regular or condition admission to a degree program, he or she can apply for continuing graduate status and enroll in courses in that department as a CGS student if the department grants permission. If a student takes courses as a CGS student after having been denied admission as a degree-seeking student, these courses cannot be applied to a future degree program.

If a student is a CGS student (and has not previously applied for admission into a degree program), and wishes to be admitted into a degree program, the student must apply for admission and meet all Graduate School/departmental standards for admission. No more than 12 of the most recent graduate hours earned as CGS can be applied toward a graduate degree, and then only with the approval of the student’s department. All 12 hours are subject to normal time limitations for credit toward a degree.

## SECTION 1.2. Registration

### 1.2.A Graduate Credit

All courses numbered 500 and above count for graduate credit. If a graduate student wants to take a 400/500-level course for graduate credit, he or she must be sure to register for the 500-level component. The course requirements for granting graduate credit should be provided in the course syllabus.

### 1.2.B Graduate Course Load for Full-Time Students

**Table 1. Registration limits for full-time graduate students and graduate assistants**

Student Designation	Minimum credits (graduate credits)	Maximum credits (including undergraduate credits)
Full-time Student, regular semester <sup>1</sup>	9	15



Graduate Assistants, regular semester <sup>1</sup>	9	15
Dissertation Scholars, regular semester <sup>1</sup>	9	15
Full-time Student, Winter Term <sup>2</sup>	0	6 <sup>2</sup>
Full-time Student, summer semester <sup>3,4</sup>	See below <sup>3</sup>	See below <sup>4</sup>

<sup>1</sup>**Fall or Spring Semester:** The minimum registration for full time students is nine (9) graduate credit hours per semester. The maximum registration for a regular semester is fifteen (15) total credit hours per semester. Some exceptions to the 15-hour maximum may be granted; petitions for excess hours should be sent to the Graduate School. If the request is granted, students will retain their eligibility for a Graduate Summer Scholarship.

<sup>2</sup>**Winter term registration:** Graduate students may enroll in up to six (6) total credit hours during winter term. However, tuition waivers do not automatically apply to winter term enrollments. Enrollment in winter term is a fee-paying activity unless students receive prior approval from the academic dean of the division offering the course.

<sup>3</sup>**Summer Course Load:** To be considered a full-time student during the summer term, a student must comply with his or her departmental guidelines for full-time summer status. See Section 3.2.F.

<sup>4</sup>**Graduate Summer Scholarships:** The maximum for summer registration will be eight (8) credit hours during a six (6) week summer term, twelve (12) hours during overlapping summer terms, or 1.5 credit hours per week (and proportionately less for periods less than one week).

## 1.2.C Graduate Course Load for Part-Time Students

**Part-time Students:** Students enrolled in a minimum of one (1) and a maximum of eight (8) graduate credit hours per semester are considered part-time students. Tuition and fees are charged on a per credit hour basis for part-time students.

**Course Load for Students Employed Full-Time:** Students employed full-time are strongly encouraged to keep their enrollment at six (6) credit hours or less during a semester.

## 1.2.D Registration Procedures

Students may register for graduate classes online through BannerWeb (<http://bannerweb.miamioh.edu>), except for special classes such as individualized studies and internships. Students should manually register for these classes at the Office of the Registrar.

### 1.2.D.1 Changes of Registration

Courses may be added, dropped, or changed only in the prescribed time stated in the University academic calendar. Forms for reporting such changes may be obtained from the Oxford Office of the Registrar, Regional Campus Records and Registration Offices, and VOALC Student Services Office,

and no change is official until the change-of-schedule form or registration transaction is deposited and processed in those offices.

### **1.2.D.2 Adding a Course**

In the academic year, no student may enter a course (class or laboratory) after the close of the first week of instruction. The instructor may make exceptions with the approval of the department chair. Any instructor may refuse to accept a student after the opening of any course if, in his or her judgment, too much subject matter has already been covered.

### **1.2.D.3 Withdrawing from a Course**

Withdrawing from a course is a formal administrative procedure; merely ceasing to attend class is not the same as withdrawing from a course. Before withdrawing from a course, a student should consult with his or her instructor and academic adviser. A student may withdraw from a course after the first twenty (20) percent of the course and, ordinarily, before the end of sixty (60) percent of the course (see the academic calendar). A grade of W will appear on the student's official record. Refunds follow University policy, available via the Office of the Bursar's website at <http://www.miamioh.edu/bursar/refund>.

- After the first twenty (20) percent of a course through the end of the first sixty (60) percent, a student may withdraw from a course with a signature from the instructor.
- After sixty (60) percent of the course is complete, a student may no longer withdraw from a course, unless a petition is approved by the Graduate Council. The petition must include the signatures of the course instructor and the student's academic or divisional adviser. The petition must also describe and document the extenuating circumstances (extraordinary circumstances usually beyond the student's control) that form the grounds of the petition. If the petition for withdrawal is approved, the student will be withdrawn from the course with a grade of W. If the petition is not approved, the student will be expected to remain in the course (see Section 1.3.E of *The Student Handbook*). The withdrawal deadline is 5:00 p.m. on the last Friday of the term's classes.
- Only in rare circumstances will a petition to withdraw from a course after sixty (60) percent of the course is complete be approved for reasons of academic performance alone.
- When possible, a student should continue to attend class until the Graduate Council has acted on their petition. Non-attendance does not void financial responsibility or a grade of F.

If a student is found guilty of academic dishonesty in a class, and withdraws from the class, the student will receive the grade of F for the class and a notation of academic dishonesty will be posted directly beneath the class on the student's academic record.

### **1.2.D.4 Repeated Courses**

A student may repeat any course for which no credit has been granted. A student may repeat only once for credit a course in which credit has previously been earned. All grades are counted in the cumulative average, but the credit hours earned in the course will count only once toward graduation. This rule does not apply to those courses designated by a department as being repeatable, nor does it supersede Section 1.2.H of *The Student Handbook* on repetition of credit/no-credit courses. A student may, with the

instructor's permission, audit a course in which hours have previously been received toward graduation (see Section 1.2.J of *The Student Handbook*).

### 1.2.E Withdrawal from the University

Officially withdrawing from the University is a formal administrative procedure; merely ceasing to attend classes will not be considered an official withdrawal from the University. A student withdrawing from the University is expected to file in the Oxford Office of the Registrar or Regional Records and Registration Office a withdrawal form signed by his or her divisional adviser or the proper University official as indicated on the withdrawal form. Official withdrawals are noted on a student's academic record (transcript). International students on non-immigrant student visas are required to obtain on the withdrawal form the signature of the Director of International Student and Scholar Services. Contact ISSS at 513-529-5628 for additional information.

Refunds follow University policy, available via the Office of the Bursar's website at <http://www.miamioh.edu/bursar/>.

- If a student officially withdraws during the first twenty (20) percent of any semester, accelerated course or summer term (see the academic calendar), no grades will be recorded.
- If a student officially withdraws from the University at any point after twenty (20) percent and through the last class day of a semester, accelerated course or summer term, the Office of the Registrar shall assign a grade of W in each course for which the student is registered, excluding accelerated courses completed or not yet begun prior to the date of withdrawal from the University. Courses in which a final grade has been assigned remain on the academic record.
- If a student officially withdraws from the University after sixty (60) percent of a semester, accelerated course or summer term and if the student wishes to re-enroll, the student must submit a petition for re-enrollment to the Graduate Council. The petition must include a description of the extenuating circumstances (extraordinary circumstances usually beyond the student's control) that form the grounds of the petition.
- Students considering withdrawal from the University are strongly encouraged to contact their lenders and insurance agents to determine continued eligibility for loan deferments and insurance coverage.

If a student withdraws unofficially (i.e., leaves the University without filing a withdrawal form), and if the facts of that withdrawal are not known and grades of F are reported, it is the student's responsibility to petition the Graduate Council to change his or her record. If the petition is approved by the committee, the grades recorded on the student's academic record for that term shall be identical to those recorded for official withdrawal, as noted above.

If a student obtains a medical withdrawal certified by the Medical Director of the Student Health Service or regional campus designee, he or she will be allowed to withdraw from the University without grades (see Part 4, Chapter 5 of *The Student Handbook*). If a student obtains a military withdrawal, the provisions of Section 1.2.F apply.

Courses in which a final grade has been assigned remain on the academic record.

## **1.2.F Refund Policy for Enrolled Students Who are Called to Active Duty in the Armed Services**

The following policies and procedures will assist enrolled students who may be called to active duty in the armed forces. Further inquiries may be made to the Office of the Registrar, 118 CAB, (513) 529-8703.

### **1.2.F.1 Student, Spouse or Domestic Partner as Member of the Reserves or National Guard:**

A student who is called, or whose spouse or domestic partner is called, to active duty in his or her status as a member of the Reserves or the National Guard will be eligible for a refund of certain fees, provided:

- The active duty begins during the semester of current enrollment;
- The student officially withdraws from classes;
- The student provides documentation (to the Office of the Registrar) that the withdrawal is due to a call to active military duty;
- No academic credit has been granted for the current semester of enrollment.

### **1.2.F.2 Refund Policies Instructional Fee, General Fee, Out-of-State Tuition, Miami Metro, Off-Campus Information Services Fee, and Residence Hall Fee:**

If the withdrawal occurs during the semester and if the fees have been paid, a one hundred (100) percent refund will be given. If fees have not been paid or if other miscellaneous charges have not been paid, the amount of the refund will be reduced by the amount outstanding.

**Notes:** It is the student's responsibility to initiate the withdrawal at the Office of the Registrar and to provide documentation of the call to active duty in the armed services. The effective date of withdrawal will be the date the student submits the withdrawal form to the Office of the Registrar. The University may be required to provide any refunds to a funding agent other than the student, such as student financial aid programs. Grades will be recorded in accordance with the current academic policy or deadlines (W grades). A notation of military withdrawal will be recorded on the student's academic record. Under certain conditions a student may receive credit for courses being taken at the time of his or her withdrawal if eighty (80) percent of the term has elapsed. Students interested in this provision should consult the Office of the Registrar. The concept for a refund policy involving students called to active duty in the armed forces was presented to the Board of Trustees in September of 1990.

## **1.2.G Credit/No-Credit Courses**

Students may take courses on a credit/no credit basis if the department gives its permission. To receive credit in a graduate-level course, students must earn at least a "B" in the course. A maximum of one-fourth of the minimum hours required for their graduate degree, excluding thesis or dissertation hours, may be taken on a credit/no credit basis.

## 1.2.H Individualized Study Credit Hours

A student may take individualized study units for graduate-level credit by enrolling in courses such as the following:

- Independent Reading
- Special Topics
- Special Studies
- Independent Study
- Special Problems
- Reading and Directed Research
- Directed Study and Research

These courses, however, must represent work at the graduate level. If individualized learning will include attending a lower-level undergraduate course (those numbered 499 and lower), a student must complete additional supervised study or research beyond the regular coursework to receive graduate credit. The additional study or research must be designed to meet graduate level learning outcomes – simply adding work is not sufficient to receive graduate credit. Please contact the Graduate School for further information on learning outcomes required to award graduate credit.

To register for individualized study, students should obtain an independent study permit from their department office and have a faculty sponsor or adviser sign on the form. Submit this form in person to the Office of the Registrar at the Campus Avenue Building. Registration for independent study at the graduate level should be completed before Change of Schedule ends. Independent study courses may not be added after the deadline for withdrawing from a course with a grade of W (after completion of 60% of the term). Graduate students are limited to five (5) hours of independent study a semester and ten (10) hours for an academic year.

## 1.2.I Audit Courses

Lecture and recitation courses may be audited without credit with the consent of the instructor, and will not be counted under any rules establishing maximum registration or enrollment status.

The requirements for auditing a course are established by the instructor and may include active participation by the student. An instructor may drop an auditing student at any time during the semester if the student is not fulfilling the audit requirements of a course. Full fees are assessed for auditing a course. A course can be changed from credit to audit or audit to credit during the first sixty (60) percent of the course (see the academic calendar).

## 1.2.J Transfer Credit

If a student earned credit for graduate-level courses at another accredited graduate school, he or she may be able to apply that credit toward the degree. To apply credits to the degree, a student must have achieved the following:

- Received an “A” or “B” for the credits to be transferred.

- Taken the courses within five (5) years of the projected graduation date for the master's and Specialist in Education (Ed.S.) degrees, and within seven (7) years of the projected graduation date for the doctorate degree. Note that these time limits do not refer to the age of the credit at the time of transfer.

Students who received “pass” or “credit” evaluations for coursework can make a request to the Petitions Committee of their academic division that those courses be applied to their degree. No extension or correspondence work can be applied toward a graduate degree.

Master's degree candidates may transfer a maximum of one-third of the number of credit hours required for the degree. For example, if a program requires thirty (30) credit hours for the degree, students can transfer a maximum of ten (10) hours. Ed.S. candidates may transfer a maximum of ten (10) credits earned after receiving a master's degree and before being admitted to an Ed.S. program. Doctoral students may transfer a maximum of twelve (12) credit hours.

In order for the credits to be applied to a student's Miami record, the student's academic department must prepare a short memo stating that they are accepting the credit/credits and would like them to be applied to the student's record. This memo and an original transcript from the outside institution must be sent to the Graduate School. Upon approval, the Graduate School will notify the Office of the Registrar and the credits will be added to the student's official record.

## **1.2.K Undergraduate Classes**

Students needing to take undergraduate courses as prerequisites for a graduate degree program, to receive state teacher licensure, or for other reasons, who have already been admitted to Miami's Graduate School, need to register for the class(es) in the normal manner. Students that have not yet been admitted should contact the Graduate School for admission information. Undergraduate courses do not count toward the minimum required credits for graduate registration for a graduate award holder unless the student has the approval of the Graduate School.

## **1.2.L Registration Problems**

When students go on leave, have changes in personal information, or do not fulfill certain requirements for registration (such as paying fees on time), special procedures should be followed. These are described below.

### **1.2.L.1 Student Status Reactivation**

Occasionally students may sit out a semester. To reactive their student status, they should fill out and submit the Application for Re-Enrollment at the following website:  
<http://www.miamioh.edu/reg/student/returningstudentapp/>.

Students will be notified via e-mail when they have been reactivated.

Students who have not registered for two consecutive academic years will need to re-apply for admission to the Graduate School. Continuing Graduate Status students must reapply after a 5-year absence or no registration in that 5-year period.

### **1.2.L.2 Registration Holds**

Students may be prevented from registering for classes if they have not completed requirements such as medical and academic records or if they have not settled their Bursar's account. For procedures on removing a specific registration hold, contact the office associated with the hold preventing registration. Students may view holds in BannerWeb to determine why the hold has been placed and then contact the appropriate office. Typically, it will be either the Graduate School at (513) 529-3734 or the Office of the Registrar at (513) 529-8703.

### **1.2.M Combined Bachelor's/Master's Degree**

Departments and programs that offer the master's degree have the option of offering a combined bachelors and master's degree program. See the specific department/program of interest for program and admission details.

- **Admission Requirements:** Students can declare their interest in the combined program anytime during their academic career at Miami, from the time they apply for undergraduate admission. Upon earning a minimum of 64 hours and having a GPA of 3.25 or greater, students may apply to a combined program by completing the Graduate School application and submitting materials as required by the program to which they are applying. Standard application and admission procedures shall be used. Both full- and part-time students may participate in the combined program at a department's discretion. Regular time-limits for completing the master's degree apply to students in a combined program.
- **Double Counting Graduate Hours:** Departments or programs with a combined degree option may allow students to double-count up to 12 hours of graduate course work toward their undergraduate degree. With permission of the appropriate advisor(s) and dean(s) or their designee(s), these students may count the graduate courses toward their major, minor, electives, and university requirements. A minimum of 150 hours is required for the combined program; 120 semester hour minimum for a bachelor's degree and 30 hour minimum for a master's degree.
- **Student Classification and Graduation:** Students in a combined program will remain undergraduates until they apply for graduation or submit a request to the Graduate School to have their classification changed from undergraduate to graduate. Students must have completed a minimum of 128 hours (undergraduate and graduate) to be classified as a graduate student. Students may receive their bachelor's degree prior to completing their master's degree. Upon receiving the bachelor's degree, students will automatically be classified as graduate students. Students receiving the bachelor's degree prior to completing the master's degree can count up to 12 hours of graduate course work toward

their bachelor's degree. Those hours can also count toward the completion of their master's degree as indicated above.

Students may withdraw from the combined program by completing a withdrawal form at the Graduate School. The student must note on the withdrawal form that he/she is withdrawing only from the master's program and wishes to retain his/her status in the undergraduate program. The student must also notify the department of their decision to withdraw from the master's program.

## **1.2.N Permission for Undergraduate Students to Enroll in Graduate Courses**

Undergraduate students who have earned 64 or more credit hours and have a GPA of 3.00 or greater may request permission to enroll in 500 or 600 level graduate courses. Students must obtain permission from the instructor, the department chair, and the Dean of the Graduate School. Students may double-count up to 12 hours of graduate course work toward their undergraduate degree. With permission of the appropriate advisor(s) and dean(s) or their designee(s), these students may count the graduate courses toward their major, minor, electives, and university requirements. Graduate courses taken in this manner will be treated as graduate level CGS (non-degree) courses. A maximum of 12 hours of graduate continuing graduate status courses may count toward a graduate degree program at Miami (see Miami Bulletin).

## **SECTION 1.3. Grades and Scholarship**

### **1.3.A Grades**

Grades for all students are reported to the Office of the Registrar at the close of each term. Miami uses the following grading structure on a 4.00 scale:

<b>Standard Letter Grade</b>	<b>Points Per Semester Hour</b>
A+	4.00
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30



D	1.00
D-	0.70
F	0.00

*Note that to remain in good standing, graduate students must maintain a 3.0 or better GPA. Therefore, a grade of B- or lower may place a student on academic probation as described in section 1.3.B below.*

**Other grade symbols include:**

AD = Academic dishonesty: If a student is found guilty of academic dishonesty, a notation of academic dishonesty will appear beneath the class on the student's academic record.

IG or IGY = Incomplete: calculates as a non-punitive grade at the time of recording. *The student has one academic semester following the recording to complete the academic work.* After the deadline has passed with no grade change being recorded, the "IG" will convert to a grade of F. The "IGY" will convert to Y (no credit).

L = Audit; not included in enrollment status hours; not included in the calculation of grade point averages

N = No grade submitted by the instructor; not included in the calculation of grade point averages

P = Passing; carries no credit points; not included in the calculation of grade point averages (used for student teaching, thesis hours, dissertation hours).

S = Satisfactory progress (used for courses in research, independent reading, special problems, thesis hours, dissertation hours, and undergraduate honors courses); changes to a final grade when the project is completed. Carries no credit points; not included in the calculation of grade point averages.

U = Unsatisfactory progress (also used for special projects as above); changes to a final grade when the project is completed. Carries no credit points; not included in the calculation of grade point averages.

W = Withdrawal; assigned to a student who officially withdraws from the University or from a course; carries no credit points, not included in the calculation of grade point averages.

X = Credit in a course taken credit/no-credit in which a grade of B or better was earned; not included in the calculation of grade point averages.

Y = No credit in a course taken credit/no-credit in which a grade of B- or lower was earned; not included in the calculation of grade point averages.

## **1.3.B Scholastic Regulations for Graduate Students**

### **1.3.B.1 Academic Actions**

Academic actions are defined as academic probation; removal of academic probation; and academic dismissal. Academic actions occur on the basis of semester or summer term and/or cumulative grade point averages as computed by the Office of the University Registrar at the end of a semester or summer term. No academic actions are associated with winter term. Academic actions will be taken on any graduate student regardless of the number of hours taken in any semester or term with exclusions as noted below. Good academic standing is defined as maintaining a minimum 3.00 cumulative grade point average.

### **1.3.B.2 Student Classification for Academic Action Purposes**

Only graduate-level Miami grade point average hours recorded on the academic record are considered in the classification of a graduate student for academic action.

### **1.3.B.3 Academic Probation**

A graduate student with 9 or more cumulative Miami graduate-level grade point average hours is placed on academic probation at the end of any semester or summer term in which his/her cumulative grade point average is less than 3.00.

### **1.3.B.4 Removal of Academic Probation**

If a graduate student has a cumulative grade point average of 3.00 or better at the end of a semester or summer term, the student shall be removed from academic probation.

### **1.3.B.5 Continuation on Academic Probation**

A graduate student who is on academic probation and who has a semester or summer term grade point average of 3.00 or better, but has a cumulative grade point average of less than 3.00, is continued on academic probation.

### **1.3.B.6 Academic Dismissal**

A graduate student who is on academic probation will be dismissed if his/her semester or summer term grade point average is less than 3.00. Academic dismissal is usually considered a permanent action.

### **1.3.B.7 Restrictions for Students under Academic Probation**

A graduate student under academic probation may not hold an assistantship. The student may, with the support of the unit that awarded the assistantship, petition the Graduate Council for an exception to this policy. A new petition is required each semester while on probation.

### **1.3.B.8 Graduation Requirement**

*A student under academic probation is not eligible to take a comprehensive examination, final examination (as defined in sections 4.1.A.4 or 4.5.A.5), or to graduate.* A student's cumulative

Miami graduate-level grade point average must be at least 3.00, and a student may not have grades of incomplete, to take a comprehensive examination, to take a final examination (as defined in sections 4.1.A.4 or 4.5.A.5) for any graduate degree, or to graduate.

### **1.3.B.9 Exceptions to Scholastic Regulations**

A graduate student may petition Graduate Council for an exception to any of the above scholastic regulations. Follow the petition process outlined in Section 1.4.B.

### **1.3.B.10 Change of Grade**

A final grade once reported may be changed only upon recommendation of the instructor with the approval of the dean of his or her division. A change of an incomplete grade requires only the instructor's signature. It is the right of any student to consult with the instructor concerning the instructor's evaluation of the student's performance in a particular course. If such consultation does not satisfy the student, it is his or her right to confer with the department chair of the instructor concerned.

### **1.3.B.11 Removal of Incompletes (Grades of I, IG, IGY, IU, and IUY)**

Until removed, a grade of I will remain as an I, but will not be computed in the student's grade point average. Incompletes not removed will be changed to an F at the end of the following semester, excluding summer and winter terms. Incomplete grades may be removed by completing the course requirements. This must be done by the last day of classes of the next semester, including summer term, but excluding winter term. Incomplete grades may be removed during periods of non-enrollment including academic suspension and dismissal. Incomplete grades may not be removed during periods of non-academic suspension or non-academic dismissal.

Incomplete grades may also be removed by repeating the course when, in the instructor's judgments, this is the most suitable course of action for completing the requirements of the course. The course must be taken for a letter grade. Once the course has been completed, the grade of incomplete will remain on the record but be taken out of the calculation of grade point averages. This arrangement must be reported to the Office of the Registrar in writing prior to enrolling for the course for the second time. If not reported, the student must petition Graduate Council.

### **1.3.B.12 Academic Action and Incomplete Grades**

When there has been no instructor grade change by the last class day of the semester following the assignment of the incomplete, the incomplete grade is administratively changed to the grade of F and calculates in both the term and cumulative GPA. Grade point average calculations occur at the conclusion of each term and are recalculated for the term in which the grade of incomplete was awarded. Academic actions (warning and dismissal) will also be determined. Dismissals will not be assessed retroactively.

### **1.3.C Computation of Averages and Definition of Earned Hours, Attempted Hours, and Grade Point Average Hours**

#### **1.3.C.1 Earned Hours**

Earned hours are credit hours for courses passed at Miami University and credit hours accepted in transfer from other institutions or sources.

#### **1.3.C.2 Attempted Hours**

Attempted hours are credit hours attempted in any course taken at Miami University.

#### **1.3.C.3 Grade Point Average Hours**

Grade point average hours are hours in courses taken at Miami University receiving standard letter grades. Grade point average hours do not include transfer hours, AP/CLEP hours, pass/fail, credit/no credit, audit, proficiency credit, English portfolio, or standard letter-grade course hours dropped with a W. Grade point average hours are the only hours included in the computation of semester and cumulative averages and in determining academic actions.

#### **1.3.C.4 Semester Average**

A student's average for any semester or term is computed by dividing the student's total credit points for that semester by the number of grade point average hours attempted. A grade of Incomplete is not counted in computing a semester or term average. With the removal of the Incomplete, the average is re-computed.

#### **1.3.C.5 Cumulative Average**

A student's cumulative average is computed by dividing the total Miami graduate credit points by the total number of grade point average hours at Miami, treating Incompletes as stated above.

#### **1.3.C.6 Truncating Grade Point Averages**

Grade point averages are truncated to the second decimal point (e.g. 3.856 to 3.85).

## **SECTION 1.4. Other Academic Regulations**

### **1.4.A Class Attendance**

Every student is expected to attend every class session for which the student is duly registered.

It is the prerogative of the individual faculty member to set attendance policy for each individual course, and it is the responsibility of the individual faculty member to inform students of that policy in the course syllabus or other written document within the first week of the semester.

There are no University-recognized excused absences except for religious observances that require absence from a class session and other required class activities. Students must give written notification to their instructor within the first two (2) weeks of class of the religious event that prohibits class attendance and the date that will be missed, if officially known. Instructors will, without prejudice, provide such students with reasonable accommodations for completing missed work. However, students are ultimately responsible for material covered in class, regardless of whether the student is absent or present.

Whenever a student is absent from class to such an extent as to make the student's work inefficient or to impair the morale of the class, after the first twenty (20) percent of the course the instructor may direct the Office of the Registrar to drop the student from that course with a grade of W if before sixty (60) percent of the course is complete, and with a grade of F if during the last forty (40) percent of the course. The instructor shall notify the student of this action no later than the time he or she notifies the Office of the Registrar.

A department may, at its discretion, drop from a course any student who is absent from the first class meeting of a semester or term, unless by the end of the day (11:59 p.m.) of the first class meeting the student notifies the department or instructor of his or her intention to take the course. When possible, departments and instructors should reinstate a student who, for reasons beyond his or her control, was unable to contact the department or instructor by this deadline.

### **1.4.B Petitions**

A graduate student may petition for an exception to an academic regulation. Petition forms are available at the Graduate School's website. A petition must be initiated by the student and must be submitted with recommendations by the adviser, the major department, and, if required, the academic division.

Divisional Petitions Committees handle petitions of the following nature: first request for extension of the time limit to finish a degree; credit for course work that is more than five (5) years old; transfer of hours from one degree program to another; registration with a combination of graduate and undergraduate hours. These petitions should be directed to the appropriate divisional office.

The Student Petitions Committee of Graduate Council handles all remaining types, including petitions of the following nature: change to the academic record; holding a graduate award without full registration; reinstatement in the Graduate School; second request for extension of time to finish a degree. These petitions should be completed in full and submitted to the Graduate School office by the department chair or graduate program director after completion by the student.

The form for submitting petitions is located on the Graduate School website at <http://www.miamioh.edu/graduate-studies/forms-publications/index.html>.

## **SECTION 1.5. Academic and Research/Creative Activity Integrity**

### **1.5.A General**

Miami University is a scholarly community whose members believe that excellence in education is grounded in qualities of character as well as of intellect. We respect the dignity of other persons, the rights and property of others, and the right of others to hold and express disparate beliefs. We believe in honesty, integrity, and the importance of moral conduct. We defend the freedom of inquiry that is the heart of learning and combine that freedom with the exercise of judgment and the acceptance of personal responsibility.

Miami demands the highest standards of professional conduct from its students, faculty, and staff. As a community of scholars, our fundamental purpose is the pursuit of knowledge. Integrity in research and creative activities and in academic study is based on sound disciplinary practices and expectations, as well as a commitment to the values of honesty and integrity.

The faculty have the right and the obligation to set standards for ethical and honest academic study and research and creative activity. The graduate faculty are responsible for communicating and discussing these standards with their graduate students. Students are also responsible for knowing and understanding these standards and misunderstanding does not justify the violation of academic integrity. If a student is in doubt about appropriate academic conduct in a particular situation, he or she should consult with the instructor in the course, the department chair/program director, or the Dean of the Graduate School in order to maintain the highest standards of academic honesty.

As appropriate to their area of academic study and research or creative activities, graduate students should receive instruction on responsible conduct of research that includes but is not limited to the following:

- Research involving human subjects (Institutional Review Board for Human Subjects Research)
- Research involving vertebrate animals (Institutional Animal Care and Use Committee)
- Research involving radiation ( Radiation Safety Committee)
- Laboratory safety
- Security including issues related to the handling of transgenic plants and pathogenic organisms (Institutional Biosafety Committee)
- Ethical collection, analysis, attribution, and sharing of data and results of research.
- Compliance with applicable state and federal regulations, conflicts of interest and grant and contract requirements.

Violation of responsible conduct of research guidelines may be considered a violation of research/creative activity integrity.

## 1.5.B Criteria

Whereas many standards of conduct are discipline specific, there are well-established standards that apply to all graduate students in all disciplines. All students are expected to engage in ethical behavior in their academic study and in all forms of scholarship. Unethical or dishonest conduct in academic study or in research and creative activity will lead to disciplinary action, up to and including dismissal.

### 1.5.B.1 Definitions of Unethical or Dishonest Conduct in Academic Study

Unethical or dishonest conduct in academic study (academic dishonesty) includes, but is not limited to cheating, plagiarism, fabrication, falsification, or obtaining an unfair advantage in any academic activity. A finding of academic dishonesty requires that there is a significant departure from accepted academic practices of the relevant academic community.

- a) Academic Activity: the submission or presentation of student work for evaluation, faculty or peer review, grading or academic credit. This includes, but is not limited to academic assignments, thesis or dissertation work, proficiency exams, or oral exams.
- b) Aiding and Abetting Academic Dishonesty: (a) providing material, information, or other assistance to another person with knowledge that such aid would be used in unethical or dishonest academic activity; or (b) providing false information in connection with any inquiry regarding academic integrity.
- c) Cheating: (a) using unauthorized notes, study aids, or information on an examination; (b) altering a graded work after it has been returned, then submitting the work for regrading without the instructor's permission; (c) allowing another person to do one's work and submitting that work under one's own name; or (d) submitting identical or substantially similar papers for credit in more than one (1) course without prior permission from the course instructors.
- d) Plagiarism: submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.
- e) Fabrication or Falsification: (a) falsifying or inventing any information, data or citation; (b) presenting information or data that was not gathered in accordance with standards or guidelines defining the appropriate methods for collecting or generating information, or data and failing to include an accurate account of the method by which the information or data was gathered or collected.
- f) Obtaining an Unfair Advantage: (a) unauthorized collaborating on an academic assignment; (b) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; or (c) intentionally obstructing or interfering with another student's academic work.

### **1.5.B.2 Definitions of Unethical or Dishonest Conduct in Research or Creative Activity**

Unethical or dishonest conduct (misconduct in research /creative activity) includes, but is not limited to fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research activity or results or in any creative activity. Misconduct does not include honest error or differences of opinion. A finding of misconduct requires that: (a) there be a significant departure from accepted practices of the relevant research/creative activity community; and (b) the misconduct be committed intentionally, or knowingly, or recklessly.

- a) **Creative Activity:** Creative activity refers to work of a scholarly nature designed to develop or contribute to knowledge and experience. This encompasses, but is not limited to, creative activity in the fine arts and humanities. Examples include performances, exhibitions, recordings, master classes, presentations, lecture-demonstrations, the creation of original work (compositions, plays, poetry, designs, and other pieces of art), and the development of pedagogical materials.
- b) **Research:** Research is a systematic investigation designed to develop or contribute to knowledge and includes all basic and applied research in all fields. This includes, but is not limited to, research in natural science, education, economics, linguistics, psychology, social sciences, statistics, and research involving human subjects and animals.
- c) **Fabrication:** Fabrication is making up data or results and recording or reporting them.
- d) **Falsification:** Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- e) **Plagiarism:** Plagiarism is the appropriation of another person's ideas, processes, results or words without giving appropriate credit.
- f) **Obtaining an Unfair Advantage:** (a) unauthorized collaborating on a research or creative activity; (b) intentionally obstructing or interfering with another student's research or creative activity.

### **1.5.C Procedures for Reporting and Adjudicating Cases of Academic Dishonesty and Misconduct in Research/Creative Activity**

#### **1.5.C.1 Reporting Academic Dishonesty and Misconduct in Research/ Creative Activity**

Course instructors, thesis advisors or dissertation directors who believe a student has engaged in misconduct in research/ creative activity or academic dishonesty shall report the alleged incident to their department chair/program director. Other persons, including students, who believe they have knowledge of misconduct in research/ creative activity or academic dishonesty, shall report the alleged dishonesty to the instructor of the course, thesis advisor, or dissertation director for which the dishonesty is alleged to have occurred. If, after reasonable inquiry, the course instructor, thesis advisor, or dissertation director finds the report credible, he or she will report the alleged incident to his or her department chair/program director.



In reporting the alleged incident to the department chair/program director, the course instructor shall provide an account of the incident and include all relevant documentation.

### **1.5.C.2 Written Notification To Student of the Charge**

The department chair/program director shall notify the accused student in writing of the charge of misconduct in research/ creative activity or academic dishonesty and will schedule a hearing with the accused student. The department chair/program director will notify the student, via the student's University electronic mail address, of the hearing no fewer than seven (7) class days prior to the hearing. (Note: any reference to class days in this manual includes final exam week.)

- The notification will include the charge and a copy of the report made by the instructor, thesis advisor, or dissertation director with all supporting documentation, the date, time and location of the hearing, and will refer the student to the procedures outlined in this section.
- In the notification, the student also will be informed that if he or she has been found responsible for a prior violation of misconduct in research/ creative activity, academic dishonesty or for a violation of Section 102 (Dishonesty) of the Code of Student Conduct that suspension from the University for a semester is the minimum sanction that will be imposed if the student is found responsible for the alleged incident.
- The student also will be informed prior to the hearing that he or she may request to meet with the graduate director or the department chair/program director in which the academic dishonesty is alleged to have occurred to review these procedures and the charges against him or her.
- If the case of misconduct or dishonesty involves a student serving as a substitute for someone else in meeting a course expectation (e.g., taking an examination), both the student enrolled in the class and the student alleged to have provided prohibited academic assistance will be charged, and the charges may, at the discretion of the department chair/program director, be addressed in a single hearing during which both students are present.

### **1.5.C.3 Procedures for Conducting the Hearing**

Department chairs/program directors may conduct the hearing on the academic dishonesty charge or they may identify a designee to conduct the hearing. The designee need not be from the department/program in which the charge originates. The department chair/program director must, at the request of the student, identify a designee to conduct the hearing.

- Any individual identified as a designee to conduct the hearing must have graduate level status.
- Accused students may have a staff or faculty member from the University present to advise them.

At the hearing the instructor, advisor, or director shall present the accused student and department chair/program director or designee with the documentation of academic dishonesty,

including any supporting witnesses or information. The accused student will have the opportunity to respond, submit a written statement, invite witnesses to attend on his or her behalf, and ask questions of witnesses called by the instructor.

#### **1.5.C.4 Procedures for Adjudicating Cases of Academic Dishonesty**

Following the hearing, the department chair/program director or designee shall determine whether the student has committed an act of misconduct in research/ creative activity or dishonesty. The greater weight of the evidence is sufficient for the department chair/program director or designee to conclude the student committed misconduct or dishonesty.

If the department chair/program director or designee concludes that the student did not commit misconduct in research/ creative activity or academic dishonesty, the department chair/program director or designee will in writing inform the student, the faculty member bringing the charges, and the Graduate School Dean or his or her designee.

If the department chair/program director or designee concludes that the student committed misconduct in research/ creative activity or academic dishonesty, the department chair/program director or designee, after conferring with the faculty member, will determine a recommended sanction to be made to the Graduate School Dean or his or her designee of the Graduate School.

- a. The department chair/program director or designee will first determine if the student has been found responsible for any previous acts of dishonesty.
  - i. The department chair/program director or designee will contact the Office of Ethics and Student Conflict Resolution or the Provost's Office to determine if the accused student has been found responsible for any violations of Section 102 (Dishonesty) of the Code of Student Conduct. If the Office of Ethics and Student Conflict Resolution reports that the student has been held responsible for a violation of Section 102 (Dishonesty), the Office of Ethics and Student Conflict Resolution will forward to the department chair/program director or designee a brief description of the incident.
  - ii. The department chair/program director or designee will inquire of the Office of the Provost if the student has been held responsible for any previous acts of misconduct in research/creative activity or of academic dishonesty as a graduate student.
- b. If the department chair/program director or designee determines that the violation is the first instance for which the student has been found responsible, the department chair/program director or designee will recommend to the Graduate School Dean or his or her designee one or more sanctions.
- c. If the case involves two (2) students, one of whom substituted for another in completing a part of the course, both students are subject to sanctions as described in Section 1.5.D.
- d. The department chair/program director or designee will provide a report to the Graduate School Dean or his or her designee and will notify the student in writing of his or her decision.

- i. The notice to the Graduate School Dean or his or her designee will include the name of the student, the student's identification number, full details of the case, and the recommended sanction.
- ii. The notice to the student will be sent to the accused student via the student's University electronic mail address. The notice will include a statement of the student's right to appeal the decision of the department chair/program director or designee as outlined in Section 1.5.E.

### **1.5.C.5 Consequences of Failure to Attend the Meeting**

If the student fails to attend a scheduled meeting, the Chair or Chair's designee may conclude that the student did in fact commit the academic dishonesty or research misconduct as charged. The Chair or Chair's designee shall consult the Guidelines for Sanctions and the student's academic records to determine whether the student has previously been found responsible for academic dishonesty or misconduct in research/creative activity. The Chair or Chair's designee shall issue a report and recommend a sanction to the Graduate School Dean or his or her designee. If the recommended sanction is not in accordance with the Guidelines or there has been a previous finding of academic dishonesty or misconduct in research/creative activity, the Chair or Chair's designee may elect to recommend a sanction in accordance with the Guidelines. A student sanctioned under this provision has no right to appeal.

## **1.5.D Guidelines for Determining Sanctions for Academic Dishonesty and Misconduct in Research/Creative Activity**

### **1.5.D.1 Guidelines for Determining Academic Dishonesty Sanctions**

This document recognizes that each case of dishonesty is unique and therefore provides recommended as opposed to required sanctions. Sanctions should be appropriate to the offense, and any offense could result in dismissal from the university.

- a. Aiding and Abetting Academic Dishonesty: the recommended range of sanction is failure of the assignment to suspension for one semester.
- b. Cheating, Fabrication or Falsification, or Plagiarism:
  - i. in any academic conduct other than a degree-qualifying or final examination, thesis or dissertation, the recommended sanction ranges from failure of the assignment to failure of the course.
  - ii. in written or oral degree-qualifying or final examinations, thesis or dissertation: the recommended sanction is dismissal. If the degree has already been granted, it may be revoked.
- c. Intentional, negligent, knowing or reckless violation of any standards applicable to an academic assignment: the recommended sanction is suspension for one semester.

- d. Suspensions may be imposed immediately or at the close of an academic period.

#### **1.5.D.2 Guidelines for Determining Misconduct in Research/Creative Activity Sanctions**

- a. Fabrication, falsification, or plagiarism in proposing, performing, or reviewing research/creative activity or in reporting activity or results in research/creative activity: the recommended sanction is dismissal. If the degree has already been granted, it may be revoked.
- b. Intentional, negligent, knowing or reckless violation of regulations and guidelines applicable to research/creative activity: the recommended sanction is suspension for one semester.

#### **1.5.D.3 Guidelines for Determining Sanctions for Second Violations**

Suspension from the University for a semester is the minimum sanction; the recommended sanction for any second violation of this policy is dismissal.

### **1.5.E Appeals of the Department Chair/Program Director or Designee's Finding and Recommendations**

A student found responsible for an act of misconduct in research/creative activity or academic dishonesty by a department chair/program director or designee may appeal the decision in writing to the Graduate School Dean or his or her designee five (5) class days following the student's receipt of the notice of the findings of the hearing from the department chair/program director or designee. (Note: any reference to class days in this manual includes final exam week.)

- a. Appeals may be made on three (3) grounds: (a) procedural defects, (b) new evidence, either or both of which were sufficiently substantial to have affected the outcome of the case, or (c) inappropriate sanction recommended.
- b. If the Graduate School Dean or his or her designee concludes there were procedural defects or new evidence was available which was sufficiently substantial to have affected the outcome of the case, the Graduate School Dean or his or her designee will order a new hearing by the department chair/program director or designee. The department chair/program director or designee shall identify a designee to hear the case anew.
- c. If the Graduate School Dean or his or her designee concludes the sanction was inappropriate, he or she will impose the appropriate sanction. Otherwise, the Graduate School Dean will impose the sanction from the department chair/program director.

### **1.5.F Sanctions**

After acting upon any appeals and giving due consideration to the recommendation of the department chair/program director or designee, the Graduate School Dean or his or her designee will impose the final sanction. Should the Graduate School Dean or his or her designee disagree with the recommendation of the department chair/program director or designee, he or she will consult with the department chair/program director or designee and faculty member prior to changing the recommended sanction.

If the Graduate School Dean or his or her designee concludes that failure for the course is the appropriate sanction, the Office of the Registrar will record the grade of F for the course with a transcript notation of academic dishonesty. If the student officially withdraws from the course and the recommended sanction was failure for the course, a grade of F shall be imposed with a transcript notation of academic dishonesty.

If the Graduate School Dean or his or her designee concludes that suspension is the appropriate sanction, the Office of the Registrar will place the notice “Suspension for Dishonesty” on the student’s academic record. Similarly, dismissal for academic dishonesty shall be noted on the student’s academic record as “Dismissal for Dishonesty.”

- a. In imposing the sanction of suspension, the Graduate School Dean or his or her designee may suspend the student either immediately or at the close of the current academic term. A sanction of dismissal will take effect immediately.
- b. Suspensions will not be for less than the remainder of the current academic term nor more than the remainder of the current academic term plus up to two succeeding semesters (not including summer and winter terms). Suspended students may not attend summer school at Miami during a period of suspension.
- c. Academic credit earned elsewhere during a period of suspension will not be accepted in transfer. Incomplete grades may not be removed during periods of suspension or dismissal.

The Graduate School Dean or his or her designee will notify the student via the student’s University electronic mail address of his or her decision. The Graduate School Dean or his or her designee will send copies of the finding as well to the instructor filing the initial complaint, the department chair/program director or designee who conducted the hearing, the Office of the Registrar, and the Office of the Provost. No sanctions will be imposed until any appeals of the decision by the Graduate School Dean or his or her designee.

### **1.5.G Records of Academic Dishonesty**

The Office of the Provost is responsible for maintaining records of any adjudication of academic dishonesty. Records of these hearings are kept confidential to the extent permitted by law.

1. Records of hearings regarding academic dishonesty resulting in a finding of not responsible will be maintained in the Office of the Provost until the end of the academic year in which the finding is made at which time they are destroyed.
2. Records of disciplinary actions resulting in a finding of responsible and sanctions other than suspensions or dismissals are maintained by the Office of the Provost for seven academic years following the date the finding is made at which time they are destroyed.
3. Records of disciplinary actions resulting in a finding of responsible and a sanction of suspensions or dismissals are maintained indefinitely by the Office of the Provost. A notation of suspension or dismissal is reflected on the student's official University academic record (transcript) maintained by the Office of the Registrar.
4. Academic credit earned elsewhere during a period of suspension or dismissal shall not be accepted in transfer. Incomplete grades may not be removed during periods of suspension or dismissal for dishonesty.
5. At any time after seven years from the date of the finding in which a sanction less than dismissal was imposed, a student or former student may petition the Provost or his or her designee to have the person's records of academic dishonesty expunged. In consultation with the Dean of Students, the decision to expunge will be based on the severity of the violation(s), the person's disciplinary record as a whole (including incidents adjudicated by the Office of Ethics and Student Conflict Resolution), and evidence of good behavior since the violation(s). If the record is expunged, any notation of academic dishonesty or suspension for academic dishonesty will be removed from the official academic record maintained by the Office of the Registrar.
6. A student who has been dismissed from the University may not request to have his or her record expunged. However, the Provost has the authority to expunge the record and remove the notation in extraordinary circumstances any time after seven academic years from the date the finding was made.

## **1.5.H Graduation**

All Miami University academic integrity charges against a student must be resolved and sanctions completed before a student is eligible to graduate.

## **SECTION 1.6. Code of Student Conduct**

### **1.6.A Introduction**

The Code of Student Conduct at Miami University is intended to foster and protect the central purpose of the University: the free and open exchange of ideas. This Code applies to Miami's undergraduate and graduate students, student organizations, fraternities and sororities. Students are subject to this Code of Student Conduct beginning at summer orientation, during academic terms for which they are enrolled, during breaks between terms, during University holidays and

vacations, and during periods of suspension. The Code of Student Conduct outlines the rights and responsibilities of students, behaviors prohibited on and off campus, possible sanctions, and the procedural rights of students and student organizations.

The Code embraces several important values: the rights of free speech and peaceable assembly; the freedom of inquiry and the right to make constructive criticism; the central importance of honesty to this community; and the desire that all students participate on campus in an environment that respects differences of culture, gender, religion, race, age, sexual orientation, gender identity, national origin and ability.

Students who have questions about the Code of Student Conduct should call the Office of Ethics and Student Conflict Resolution at (513) 529-1417. All references to University offices are deemed reference to the most closely analogous offices at Miami University Hamilton (Student Services), and Miami University Middletown (Student Affairs), and the Voice of America Learning Center (Director's Office).

### **1.6.B The Code of Student Conduct**

This Code applies to all undergraduate students, graduate students, and student organizations of Miami University. The Code of Student Conduct primarily prohibits misconduct on University premises (buildings or grounds owned, leased, operated, controlled, or supervised by the University, including the Oxford campus, Miami University Dolibois European Center, the Miami University Hamilton campus, the Miami University Middletown campus, and the Voice of America Learning Center), but may address off-campus conduct when the behavior or the presence of the individual, in the University's sole judgment, impairs, obstructs, or interferes with the mission, processes, or functions of Miami University. Students should be aware that Miami University reserves the right to review and take disciplinary action based on conduct occurring off campus or between academic periods.

Any student or organization that is found responsible for violating the Code will be assessed an administrative fee of \$50 per incident.

If a student breaks a law that also violates the University standards of conduct, that student may be held accountable by both civil authorities and the University. The University may, at its sole discretion, elect to pursue disciplinary action against the student prior to, at the same time as, or following criminal proceedings, even if criminal charges involving the same incident are pending, have been dismissed, or were reduced. See Part 2 of *The Student Handbook* for more information on the code of student conduct.

See the Miami University Policy and Information Manual (MUPIM) for information regarding self-disclosure of criminal convictions and obligation to notify the University of suspension or revocation of a driver's license. <http://www.miamioh.edu/secretary/>

## **SECTION 1.7. Academic Responsibilities and Academic Grievance Policy**

### **1.7.A Faculty, Staff, and Student Academic Responsibilities**

The nature of graduate education is such that students learn and are instructed in a variety of ways. Modes of learning and teaching include lectures, seminars, independent study, practica, internships, research, and thesis and dissertation writing. Learning and teaching frequently take place in small groups or even on an individual basis. The following is a statement of general expectations for effective learning and teaching at the graduate level and is an expression of basic principles of professional and scholarly practices.

It is the responsibility of faculty, staff, and students to create an academic community that is free from all forms of prejudice that negatively influence learning, such as those based on age, ethnicity, gender, mental or physical impairment, race, religion, or sexual orientation. All faculty, staff, and students should treat one another with courtesy and respect. You may wish to read “Harassment and Discrimination Policy in Part 6 Section 8 of this handbook, for further information.

#### **1.7.A.1 Teaching and Evaluation of Student Work – Statement of Good Teaching Practices**

You may expect your instructor to:

- Inform students within the first two (2) weeks of the course of the objectives, content, assignments, policy on return of student work, and examination procedures in each course; and within reason, abide by those statements.
- Specify in writing within the first two (2) weeks of the course the methods by which the instructor determines the final grade in the course.
- Ensure that all materials assigned are equally available to all students in the course.
- Inform students of the generally accepted conclusion on the subject matter of the course when those conclusions differ from the conclusions of the instructor.
- Give adequate advance notice of major papers and major examinations in the course.
- Provide assignments to permit students to benefit from evaluative experiences during the course.
- Be fair and impartial in evaluating all student performances, i.e., evaluating all students according to common criteria.
- Allow students to review papers and examinations in a timely manner after they have been evaluated.
- Be available for conferences during announced, regular office hours.



### **1.7.A.2 Professional Conduct**

Instructors are expected to adhere to the following guidelines for professional conduct:

- Treat students with courtesy and respect at all times. Courtesy and respect do not prohibit strong criticism directed at the student's academic errors and scholarly responsibilities.
- Endeavor to ensure that the learning environment is free from all forms of prejudice that negatively influence student learning, such as those based on age, sex, race, color, religion, national origin, disability, sexual orientation, gender identity, pregnancy, or veteran status.
- Adhere to the "Class Attendance Policy" (Section 1.9.A of the Student Handbook).
- Assume the positive obligation to confront students of suspected academic dishonesty.
- Adhere to the "Statement on Professional Ethics" of the Miami University Policy and Information Manual 5.3.

### **1.7.A.3 Statement of Student Responsibilities**

Instructors will expect you as a graduate student to:

- Work to the best of your ability and attend class according to the university regulations.
- Be attentive during class and participate constructively in class work.
- Complete the work you are assigned and submit it on time.
- Prepare work that is honest, independent, and original.
- Show respect and courtesy for them and fellow students while being open to the ideas of others.
- Be open to constructive criticism directed at correcting your academic errors and developing your scholarly abilities.
- Provide them with constructive criticism that is aimed at improving your learning experience.
- Abide by university regulations prohibiting academic misconduct.
- Endeavor to ensure that the learning environment is free from sexism, racism, and other forms of prejudice that negatively influence student learning.

### **1.7.B Graduate Academic Grievance Procedure at Miami University**

Each academic department has a specific departmental grievance procedure meant to facilitate the adjudication of most student grievances at the departmental level. Divisional academic

appeals boards have jurisdiction limited to classroom relations between individual students and instructors as specified in the Statement of Good Teaching Practices (see Section 1.7.A.1).

### **1.7.B.1 Academic Grievance Procedure**

A goal of the grievance procedure should be to effect reconciliation between instructor and student.

Any student has the right to question a grade he or she has received, but the student should recognize the difference between questioning a grade and charging an instructor with a violation of the Statement of Good Teaching Practices. The latter is a serious act and should neither be undertaken lightly nor should the desire to have a grade reviewed and changed be the primary motivation. A student initiating a grievance procedure should be aware that the University Senate has ruled that the final determination of a student's grade remains with the instructor, regardless of the outcome of any appeal procedure. While most instructors will consent to being advised by their colleagues and may change the student's grade on advice from a review committee, they cannot be compelled to do so by any authority in the University.

In all cases the student should first meet with the instructor to voice a complaint and to receive an explanation and possible redress. If the student is not satisfied with the explanation, he or she should confer with the chair of the department and ask for a review of the grade through the departmental grievance procedure. The student must at that time ask either for a grade review or may, additionally, charge the instructor with a violation of the Statement of Good Teaching Practices. If the student asks only for a grade review, the review of the grade will be handled within the department and the final decision will be made according to the departmental procedures.

Formal grievances against instructors for violation of the Statement of Good Teaching Practices must be presented in terms of the provisions of that Statement. Student charges must cite specific violations of specific provisions of the Statement, identified by number as well as by the wording of the accusation. Students should also note that basic issues of contractual obligation and competence are not covered by the Statement of Good Teaching Practices, and that issues related to instruction not covered by the Statement should be discussed with the department chair, the academic coordinator, the Dean of the academic division, or their designees. A student who is charging a faculty member with a violation of the Statement of Good Teaching Practices shall first utilize the departmental grievance procedure. If he or she feels that his or her grievance has not been properly adjudicated, he or she should request a conference with the divisional dean or their designees.

If the student wishes to appeal the decision beyond the departmental level, the student may submit to the divisional grievance committee a written, dated, and signed complaint stating the name of the instructor, the course, the provision(s) of the Good Teaching Practices alleged to have been violated, a brief description of the incident(s) giving rise to the grievance, and the remedy requested. The student should also provide any materials supportive of the complaint. Within ten business days after receiving this written complaint from the student, the divisional dean will request the chair of the Divisional Academic Appeals Board to convene a committee to consider and investigate the complaint, and to make its recommendations to the instructor within thirty (30) business days after receiving the complaint. A divisional grievance committee will not

adjudicate a violation of Good Teaching Practices unless the written complaint is lodged before 5p.m. on the Friday of the eleventh week of the fall or spring semester that follows the term in which the alleged violation occurred.

**1.7.B.2 The Divisional Academic Appeals Board will be constituted as follows:**

- a. At the beginning of each academic year each divisional dean will request every academic department within the division to choose from among its members, with the approval of the department chair, one representative and one alternate to serve as members of the Divisional Academic Appeals Board for that year.
- b. The dean of the division will appoint one of the department representatives as chair of the Divisional Academic Appeals Board for the academic year, and one as a vice-chair.

**1.7.B.3 It will be the responsibility of the chair of each Divisional Academic Appeals Board:**

- a. To appoint, on receipt of a written complaint from a student to the dean, a committee of five (5) members, appropriate to the case in question, consisting of the chair of the Divisional Academic Appeals Board as chair and four (4) representatives from departments related to the discipline in which the complaint originates (including, where appropriate or necessary, representatives from outside the division). No member of the department of the instructor against whom the complaint has been made may be a member of the grievance committee.
- b. To convene the committee to consider the grievance and to preside over the hearing.
- c. To inform the student that the burden of proof rests with the student and that he or she may attend the hearings (excluding executive sessions) and be accompanied by counsel if the student so desires.
- d. To inform the instructor, when the committee decides to consider a case, that a grievance has been received by the committee, and provide the instructor with a full bill of particulars regarding the grievance and its supporting evidence; to request from the instructor in writing information germane to the case; to inform the instructor that he or she may attend the hearings (excluding executive sessions) and be accompanied by counsel if the instructor so desires.
- e. To call for formal recommendations from the committee after consideration of the complaint, with majority vote of the members of the committee required for approval of each recommendation.
- f. To maintain communication with the chairs of all other Divisional Academic Appeals Boards in order to ensure equity and consistency among the divisions in the adjudicating of grievances.
- g. To fulfill the responsibilities listed in Section 1.7.B.4 below.

- h. To keep accurate minutes and records of all hearings, including all written documents submitted as evidence, in a confidential file in the Office of the Secretary of the University, each file subject to review only by the chair of the Academic Appeals Board of the division in which the grievance was heard.
- i. If for any reason the chair is unable to fulfill his or her responsibilities or to serve as chair of a grievance committee, the vice-chair shall fulfill these functions. Appointees shall excuse themselves in the event of potential conflict of interest.

**1.7.B.4 It will be the responsibility of a Divisional Appeals Committee:**

- a. To determine, prior to considering any case, whether frank and full discussions between the student, instructor, department chair, and dean have been exhausted as a means of resolving the grievance. If not, the case shall be referred back to the instructor, chair, or dean as appropriate.
- b. To determine, when hearings are required, the most appropriate procedures to be followed.
- c. To hold hearings to determine the fact (such hearings open to the student and the instructor and their respective counsels with the exception of executive sessions), and to determine, by majority vote of the committee, recommendations as outlined in Section 1.7.B.5 below.

**1.7.B.5 Committee Recommendations**

If the committee finds that a violation of the Statement of Good Teaching Practices has occurred and recommends any form of redress for the student, these recommendations should be reported by the chair of the committee, in writing, to the instructor with a copy sent to the student. The instructor will be expected to inform the committee chair of his or her compliance or noncompliance with the recommendations within ten business days after the letter of notification has been sent to the instructor (failure to respond within ten business days will be taken to indicate noncompliance).

- a. If the instructor complies with the recommendations, the student will be informed in writing, by the committee chair, with copies to the department chair and dean.
- b. If the instructor indicates noncompliance with the recommendations, copies of the recommendations and of the instructor's reply will be sent to the student and to the department chair and dean. All documents regarding academic grievances and requests for grade review shall be placed in the department's student complaint file.

## **PART 2: GENERAL GRADUATE STUDENT INFORMATION**

### **SECTION 2.1. Financial Obligations**

Students are responsible for viewing and paying their eBills. Class registrations are subject to cancellation for any student who fails to clear fees by the published due date. Students are financially responsible for their registration activity. Non-attendance does not constitute a dropped course (see Section 1.4.A of this handbook). Students who withdraw from the University may be eligible for a refund based upon the refund policy published online at <http://www.miamioh.edu/bursar/refund>.

Services, including the release of all academic records of a student or former student (e.g. diploma and transcripts) and registration for future semesters, may be restricted until any past-due amount owed to the University is paid in full. This includes, but is not limited to, fees, tuition, charges, fines, and loans due to the University.

The University's collection policy is published online at <http://www.miamioh.edu/bursar/collect>.

#### **2.1.A Paying Fees**

Students must be properly admitted to register or receive credit for a course. After talking with an adviser about course selection, students should register through MyMiami and BannerWeb and pay their tuition, general, network, and Metro fees either online on BannerWeb using electronic check or MasterCard, American Express, Discover, or Diner's Club (credit card transactions require a "convenience fee"), or in person at the Cashier's office. If students register after July 31<sup>st</sup> they may not receive any type of invoice from the Office of the Bursar. It is the students' responsibility to clear all fees at the Cashier's Office, 101 CAB, in a timely manner (<http://www.miamioh.edu/bursar/>).

#### **2.1.B. Tuition and Payment Guidelines for Graduate Award Holders**

Graduate Award Holders (graduate assistantships and dissertation scholars) receive remission of up to 93% of the Instructional Fee and out-of-state tuition surcharge (if applicable) for the period of their appointment, excluding winter term. The waivers also apply for up to sixteen (16) credit hours in the preceding or succeeding summer terms of their appointment.

Graduate assistants must pay the General fee (reduced), the Network service fee, and the Metro fee (reduced) at each registration. They have two options for paying these fees: fully pay at the start of each semester or use the payroll deduction program.

## **2.1.C Health Insurance**

All students must have health insurance. Bursar accounts will automatically be charged on fall semester invoices for Basic Coverage health insurance provided by the Maksin Group. If students don't need the insurance, they can complete a waiver form at the Student Health Service's webpage and their Bursar account will be credited. Students can purchase additional coverage by enrolling in Maksin's Comprehensive Plan. Visit the Maksin Group website at <http://www.maksin.com> for more information. Maksin can also be reached by calling 1-877-775-5430. Link for Student Health Services: <http://www.miamioh.edu/saf/shs/Insurance.htm>

International students will be automatically billed for the Student Health Insurance Plan if they do not present proof of existing coverage to the Office of International Student and Scholar Services; contact Molly Heidemann at (513) 529-2512 for details.

Graduate award holders can have the cost of the insurance divided by four and deducted automatically from their first four payroll checks (see Section 3.5.C of this handbook.)

## **SECTION 2.2. Support for Research, Travel, and Teaching**

### **2.2.A Types of Support Available**

Graduate students can apply to four types of graduate awards given to recognize significant student achievement; to support unusual expenses associated with their master or dissertation research; to fund travel to meetings, conferences, and workshops; and to fund projects that will help in the improvement of teaching.

#### **2.2.A.1 The Graduate Students' Achievement Fund**

A committee chaired by the Associate Dean of the Graduate School administers a fund used to recognize significant achievement in any research or creative activity that has been recognized by some external (to the home department) organization. Awards range from \$100 to \$300. Application forms are available on the Graduate School's website. Deadlines for Round I and Round II can be viewed in the Calendar of Events and Deadlines in the front of this handbook.

#### **2.2.A.2 Thesis and Dissertation Research Support**

The Dean of the Graduate School will entertain requests for unusual expenses associated with a student's research for the master's thesis or the doctoral dissertation. There is no application form, but students must briefly describe their research project and explain why these expenses are necessary and offer a tentative budget. Students also must have the endorsement of their adviser and department chair. Awards will not exceed \$300 for master's students or \$600 for doctoral students, and will often be less, depending on the demand. Requests for this special funding must be made by the dates set out in the Calendar of Events and Deadlines in the front of this handbook.

### **2.2.A.3 Graduate Student Association (G.S.A.) Travel Assistance Fund**

The G.S.A. Travel Assistance Fund is designed to reimburse graduate students for travel to meetings, conventions, conferences, and workshops sponsored by professional organizations. The fund is administered by G.S.A. The Graduate School and G.S.A. use the same travel fund application, but questions about the fund or the process should be directed to the G.S.A. officers. Deadlines for each round of funding are the same for the G.S.A. and the Graduate School Travel Funds – October 1<sup>st</sup>, March 1<sup>st</sup>, and June 1<sup>st</sup>. The application for the G.S.A. and the Graduate School Travel Funds can be obtained by going to the Graduate School's website at <http://www.miamioh.edu/graduate-studies/index.html>, and then clicking on the "Forms and Publications" link.

### **2.2.A.4 Graduate School Travel Fund**

The Graduate School Travel Fund provides financial support to students who are presenting a paper, poster, or panel at an academic conference. To qualify for funds, students must show proof that their paper, poster, or panel has been accepted for presentation and they must receive funding from their home department. Students who apply for Graduate School Travel Funds are automatically considered for Graduate Student Association travel funds as well. To apply for Graduate School Travel funds, students should complete the Graduate Travel Fund Application. Deadlines for submission are October 1<sup>st</sup>, March 1<sup>st</sup>, and June 1<sup>st</sup>. The application for the G.S.A. and the Graduate School Travel Funds can be obtained by going to the Graduate School's website at <http://www.miamioh.edu/graduate-studies/index.html>, and then clicking on the "Forms and Publications" link. Currently, the GSA will accept two funding requests per year per student, and the Graduate School will accept one application per year from each student.

### **2.2.A.5 Grants for Graduate Award Holders to Improve Teaching**

CELTUA awards grants of up to \$300 to individuals, faculty supervisors, coordinators of departmental teaching seminars, and departments to develop individual teaching skills and to supplement departmental support for TA seminars on teaching. These grants help graduate student teachers to fund modest projects designed to increase their teaching effectiveness and their students' learning. For more information and an application form, see the CELTUA webpage at <http://www.miamioh.edu/celt/>

### **2.2.A.6 Dean's Service Awards**

Dean's Service Awards are given to students who perform significant service outside the requirements of their degree program. Students can be nominated by the department of major or by the unit to which the service is given for a Dean's Service Award. Service related directly to a student's graduate award or to the degree requirements will not be considered. All graduate students are eligible, but a student may receive only one award during his or her enrollment at Miami University. Self-nominations are not allowed.

Letters of nomination should detail the exact nature of the service performed, how the service is separate from the requirements of the award or of the degree, the effect of the service on the community or on the department or unit, and the unique aspects of the student's contributions.

No more than ten awards will be given each year, although each student nominated will be acknowledged as a nominee for the Service Award.

## SECTION 2.3. Funding Opportunities

### 2.3.A Graduate School Opportunities

**2.3.A.1 Domestic Graduate Grants-in-Aid (GIA)** are a form of support for full-time graduate students, providing a waiver of the Instructional Fee and out-of-state tuition surcharge (if applicable). There are no stipend payments and no required duties for the recipient of a graduate grant-in-aid. Grants-in-Aid are available for either one or both semesters of the regular academic year and/or the summer session. First-time degree students are given preference for these grants, due to high demand. Students can obtain an application for a grant-in-aid from the Graduate School website. A FAFSA must be completed as part of the application process. See Calendar of Events and Deadlines for the submission deadline.

**2.3.A.2 International Graduate Grants-in-Aid (GIA)** are a form of support for qualifying full-time graduate students providing a waiver of the Instructional Fee and out of state tuition surcharge. There are no stipend payments and no required duties for the recipient of international graduate grants-in-aid. Departments will nominate eligible students by submitting the *Request for Grants in Aid Form* to the Director of International Admissions. Typically, no more than 3 GIA are awarded per degree program. GIA will be awarded in two rounds. Round 1- End of the first week in March. Round 2- End of the week following April 15 (national acceptance deadline). Departments should not inform students of the GIA offer until confirmed by the Graduate School. There are a total of 20 International Grants in Aid waivers available.

#### 2.3.A.3 Renewal of a Graduate Grant-in-Aid

Students nominated for renewal must have earned a 3.0 or greater GPA. Doctoral, MArch III, and MFA students are eligible for renewal once for a 2-year total award; the department is expected to fund the student after the second year. Renewal of the Grants in Aid for subsequent year(s) in non-Doctoral and non-MFA degree programs is the decision of the Graduate School.

GIA waivers are valid for up to one academic year (Fall, Spring and Summer semesters). Recipients must be enrolled full-time in a degree program. GIA waivers cannot be transferred to a new degree program.

To be eligible, applicants must have the following:

- Earned degree(s) from a university recognized by the Country's Ministry of Education
- Minimum GPA of 3.0 after credential evaluation
- If required, applicant must meet a minimum level of English proficiency: TOEFL iBT total score greater than or equal to 87 with a minimum speaking score of 20; IELTS overall band score greater than or equal to 7.0 with a minimum speaking score of 6.5
- Muskie, Fulbright, and Bahamian students automatically qualify
- Applicant must be on an F or J visa



#### **2.3.A.4 Graduate School Scholar Assistantship (GSSA)**

The GSSA is a recruiting assistantship intended to be used to attract and matriculate the best and brightest prospective graduate students. The GSSA provides two semesters for a doctoral degree and one semester for a thesis-based master's degree on a Graduate School funded research assistantship dedicated to full-time research related to the student's dissertation or thesis. To be eligible, applicants must have applied for full time study to a doctoral degree or thesis—based master's degree and be in the top 10% of the applicant pool for that degree program. The nominating department must offer a full graduate award. Students completing non-thesis options are not eligible. If a recipient of the GSSA changes from a thesis to a non-thesis option during the course of his or her studies, the student will forfeit the award. See Calendar of Events and Deadlines for submission deadline.

#### **2.3.A.5 Diversity Enhancement Pathway (DEP) Assistantship**

The DEP Assistantship is intended to attract diverse domestic students to Miami's graduate programs, with the goal to increase the number of diverse domestic students completing masters and doctoral study at Miami University. This assistantship provides a Graduate School funded stipend and tuition waiver for one academic semester per year for either two years for master's students or four years for doctoral students. This will result in either two semesters or four semesters of Graduate School funded support for master's or doctoral students, respectively. Departments will provide the remaining stipend and tuition waiver for the duration of the student's graduate program and will assign assistantship duties for the awardee. See Calendar of Events and Deadlines for submission deadline.

#### **2.3.A.6 Ronald E. McNair Graduate Assistantship (RMGA)**

The RMGA's are intended to attract current undergraduate McNair Scholars and McNair Alumni to Miami's graduate programs, with the goal to increase the number of diverse domestic students completing graduate study at Miami University. The Program provides a Graduate School funded stipend and tuition waiver for one academic semester per year for either two years for master's students or three years for doctoral students. During the student's program they will also be provided an additional Graduate School funded Research Assistantship for either one semester for master's students or two semesters for doctoral students. The student will choose which semester(s) they wish to be appointed on the Research Assistantship. This will result in either three semesters or six semesters of Graduate School funded support for master's or doctoral students, respectively. Departments will provide the remaining stipend and tuition waiver for the duration of the student's graduate program. When not on the Research Assistantship, the nominating department will assign assistantship duties for the awardee. See Calendar of Events and Deadlines for submission deadline.

#### **2.3.A.7 The Marjorie Post Farrington Scholarship**

The Farrington Scholarship is awarded to a graduate student studying in any area. The award is for \$1,000 and is based primarily on merit and secondarily on financial need. Application is made to the Graduate School Student Financial Assistance Committee. See Calendar of Events and Deadlines for the submission deadline. Financial need must be established – see application for details.

### 2.3.B Departmental Opportunities

Many departments and programs have a variety of financial assistance awards available for specific activities within each discipline. Please consult with the Department Chair for a list of awards.

### 2.3.C Other Financial Assistance

In addition to awards administered through the Graduate School, the Office of Student Financial Assistance offers Federal Direct Subsidized Loans, Federal Direct Unsubsidized Loans, and private loans. Campus employment is also available. These programs are described below; for additional information contact the Office of Student Financial Assistance (513) 529-8734 or visit their website at <http://www.miamioh.edu/financialaid>.

#### 2.3.C.1 Cost of Attendance and Aid Eligibility

Cost of Attendance (COA) is based on campus, housing plan, residency, and enrollment status including tuition and fees, room and board, books and supplies, personal expenses, and transportation. A student may not receive aid in excess of the COA. If a student receives a graduate assistantship, that amount is considered a resource and is used in the formula to determine financial need. In order to remain compliant with federal regulations, the amount of a graduate assistantship is subtracted from the COA to determine the student's remaining financial aid eligibility.

**Example:** If a student's COA is \$30,000 and he or she has a graduate assistantship for \$10,000, he or she has financial aid eligibility of \$20,000 and can only borrow loans up to that amount.

#### 2.3.C.2 Federal Assistance

**William D. Ford Federal Direct Loan Program:** Eligible students filing the Free Application for Federal Student Aid (FAFSA) will be considered. Upon verification of eligibility, completion of a Master Promissory Note and Entrance Interview (if a first time borrower at Miami University), the loan funds will be credited to the student's Bursar account.

**Subsidized Loan:** Eligibility for a Direct Subsidized Loan is based on financial need as determined under federal regulations. With a Direct Subsidized Loan, the interest is paid by the federal government while a student attends school at least half-time (6 graduate credit hours per semester) and during grace or deferment periods. Graduate or professional students may borrow up to \$8,500 in subsidized loans per academic year.

**Unsubsidized Loan:** Need is not a factor in determining eligibility for an unsubsidized loan. With a Direct Unsubsidized Loan, interest begins to accumulate on the day the loan is disbursed to a student's account and continues until the loan is paid in full. Repayment of the interest can be deferred while a student is in school and attending at least six (6) graduate credit hours per

semester. Graduate or professional students may borrow up to \$10,000 in unsubsidized loans per academic year.

**Note:** The maximum total debt aggregate limit for a graduate student is \$138,500 (including undergraduate study and only \$65,500 may be in subsidized loans). For the 2012-13 academic year, the interest rate for both loans is fixed at 6.8%.

**Graduate PLUS Loan:** In addition to the Direct Subsidized and Unsubsidized Loans, graduate students may borrow additional funds through the Graduate PLUS Loan program. The loan is in the student's name and is subject to credit approval. The student is automatically placed in an in-school deferment status while enrolled in school at least half time (6 credit hours). The first payment will be due within forty-five (45) days after the deferment ends when the student graduates or drops below half time.

### **2.3.C.3 Private Loans**

Private loans are not federally guaranteed and do not require filing the FAFSA.. If a student is interested in borrowing through a private lender, please apply online and review the lender information provided at [www.miamioh.edu/loans](http://www.miamioh.edu/loans).

### **2.3.C.4 Campus Employment**

Human Resources coordinates all student employment on campus. Students seeking employment should go to <http://www.miamioh.edu/studentemployment>. Graduate student wages may vary according to the graduate student's skills or responsibilities. If students hold an assistantship and want to work on campus, they must first receive approval from their academic department and the Graduate School.

## **SECTION 2.4. Student Organizations and Governance Bodies**

Student organizations and governance bodies are important adjuncts to the academic life of the University. Student groups may be formed to engage in activities related to the academic, recreational, and social programs of the University. See Part 5, Chapter 1 of *The Student Handbook* for additional information on student organizations.

## **SECTION 2.5. Student Organization Funding by Associated Student Government**

Student organizations shall receive funding according to the rules and procedures outlined in Article VII of the Associated Student Government Bylaws (see <http://www.miamioh.edu/asg>). Any organization wishing to dispute a funding allocation determined by Associated Student Government may petition the Student Court for a hearing.

Associated Student Government shall not be responsible for funding any organization under the authority of Student Affairs Council's Committee on Student Media Organizations, Lecture Series, any graduate student organization, and the Student Carrier Radio. Graduate student organizations should seek funding information from the Graduate School. Lecture Series and the media organizations will be funded through Student Affairs Council.

## SECTION 2.6. Graduate Student Organizations

The Graduate School supports four (4) University-wide graduate student organizations

- **The Graduate Student Association** is open to all graduate students. It sponsors a travel assistance fund, publishes a regular newsletter, advocates for the interests and concerns of graduate students, and organizes several social events each year. The Dean of the Graduate School is the adviser. The GSA selects student representatives to the University Senate and the Graduate Council.
- **The Graduate Students of Color Association** is designed to enhance the campus life of graduate students of color by providing academic, cultural, political, and social support. This support system functions to facilitate academic excellence through tutorial, liaison, and networking systems. It helps to foster diversity and pluralism among graduate students. The Associate Dean of the Graduate School is the adviser.
- **The Latin American Graduate Student Association** provides mentorship and support to Latin American graduate students. This organization provides safe, supportive and enriching social and cultural experiences and works to increase the Latino graduate student population. Students involved in this organization also develop programming to educate the local community about the Latino culture.
- **Haven: Queer Graduate Alliance** is a group that provides a space for LGBTQ graduate students to find community both academically and socially. The group forefronts graduate students' needs discussing LGBTQ teaching, mentoring, writing, reading, and film series. Also, our goals are working in coalition with other LGBTQ groups on campus (undergraduate, faculty, and staff).

## SECTION 2.7. Responsible Use of Computing Resources at Miami University

### 2.7.A General Statement

Miami University acquires, develops, and maintains computers, computer systems, and networks. These computing resources are intended for University-related use, including direct and indirect support of the University's instruction, research, and service missions; of University administrative functions; of student and campus-life activities; and of the free exchange of ideas.

The rights of free expression and academic freedom apply to the use of University computing resources. So, too, however, do the responsibilities and limits associated with those rights. All who use the University's computing resources must act responsibly, in accordance with the highest standard of ethical and legal behavior. Thus, legitimate use of computing resources does not extend to whatever is technically possible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

This policy applies to all users of University computing resources, whether affiliated with the University or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific units of the University or to uses within specific units.

## **2.7.B Policy**

All University computing resource users must abide by these policy points:

Comply with all federal, Ohio, and other applicable law; all generally applicable University rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include: the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking," and similar activities; the University's Code of Student Conduct, the Miami University Policy and Information Manual, the University's sexual harassment policy; and all applicable software licenses. In particular, users must:

- Respect the right of others to be free from harassment or intimidation to the same extent that this right is recognized in the use of other communications; and
- Respect copyrights, intellectual-property rights, and ownership of files and passwords. Unauthorized copying of files or passwords belonging to others or to the University may constitute plagiarism or theft. Accessing or modifying files without authorization (including altering information, introducing viruses or Trojan horses, or damaging files) is unethical, may be illegal, and may lead to sanctions.

Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

Miami University extends these policies and guidelines to systems outside the University that are accessed via the University's facilities (e.g., electronic mail or remote log-ins using the University's Internet connections).

Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are

necessary and for obtaining them before proceeding. Accounts, passwords, and other authentication mechanisms, may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the University.

Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. Although there is no set bandwidth, disk space, CPU time, or other limit applicable to all uses of University computing resources, the University may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all the relevant circumstances.

Limit the personal use of University computing resources and refrain from using those resources for personal commercial purposes or for personal financial or other gain. Personal use of University computing resources is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other University responsibilities, and is otherwise in compliance with this and other University policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

Refrain from stating or implying that they speak on behalf of the University and from using University trademarks and logos without authorization to do so. Affiliation with the University does not, by itself, imply authorization to speak on behalf of the University. Authorization to use University trademarks and logos may be granted only by Miami University. The use of appropriate disclaimers is encouraged. Personal web pages linked to the University web page should disclaim association with Miami University.

## **2.7.C Enforcement**

Whenever it becomes necessary to enforce University rules or policies, an authorized administrator may: disallow network connections by certain computers (even departmental and personal ones); require adequate identification of computers and users on the network; undertake audits of software or information on shared systems where policy violations are possible; take steps to secure compromised computers that are connected to the network; or deny access to computers, the network, and institutional software and databases.

## **2.7.D Sanctions**

Users who violate this policy may be denied access to University computing resources and may be subject to other penalties and disciplinary action, both within and outside of the University. Violations will normally be handled through the University disciplinary procedures applicable to the relevant user. Alleged violations by students will normally be investigated, and the Office of Ethics and Student Conflict Resolution will normally impose any penalties or other discipline.

However, the University, through its information managers, may suspend or block access to an account prior to the initiation or completion of such procedures; when it reasonably appears

necessary to do so, and in order to protect the integrity, security, or functionality of University or other computing resources; or to protect the University from liability.

The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

## **2.7.E Privacy and Security**

The University employs various measures to protect the security of its computing resources and users' accounts. However, users should be aware that the University does not and cannot guarantee such security.

Users should also be aware that their uses of University computing resources are not private. While the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of University computing resources requires the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendering of service. Systems or technical managers, as part of their technical responsibility, may occasionally need to diagnose or solve problems by examining the contents of particular files.

The University may also monitor the activity and accounts of individual users of University computing resources, including individual sessions and communications, without notice when:

- The user has voluntarily made them accessible to the public, as by posting to Usenet or a website;
- It reasonably appears necessary to do so to protect the integrity, security, or functionality of the University or other computing resources or to protect the University from liability;
- There is reasonable cause to believe that the user has violated, or is violating, this policy;
- An account or device appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns;
- It is otherwise required or permitted by law.

Any such individual monitoring, other than that required by law, or necessary to respond to perceived emergency situations, must be authorized in advance by the Vice President for Information Technology or designee of same.

The University, at its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate University personnel or law enforcement agencies and may use those results in appropriate University disciplinary proceedings. Communications made by means of University computing resources are also generally subject to Ohio's Public Records Statute to the same extent as they would be if made on paper.

## 2.7.F The User's Responsibilities

Be aware of the limits of computer security. Although the University employs various measures to protect the security of its computing resources and user accounts, users should be aware that the University cannot guarantee such security. Users should therefore engage in “safe computing” practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

Be responsible for backing up and protecting personal files. Although the University under certain circumstances may provide storage space and under certain circumstances that storage may be backed up, Miami University assumes no responsibility for the loss or recovery of personal files.

## 2.7.G The University's Responsibilities

The University owns various computers and all of the internal computer networks used on campus. The University also has various rights to the software and information residing on, developed on, or licensed for, these computers and networks. The University has the responsibility to administer, protect, and monitor this aggregation of computers, software, and networks. Specifically, purposes of the University's information technology management are to:

- Manage computing resources so that members of the University community benefit equitably from their use;
- Protect University computers, networks, and information from destruction, tampering, and unauthorized inspection and use;
- Communicate University policies and the responsibilities of individuals systematically and regularly in a variety of formats to all parts of the University community.
- Establish and support reasonable standards of security for electronic information that community members produce, use, or distribute. Standards for security and access are elaborated in the document entitled, “Miami University Computing Security Policy,” as well as in documents derived from it.
- Monitor policies and propose changes in policy as events or technologies warrant.

## 2.7.H Other Miami University Computing Policies

“Responsible Use of University Computing Resources” was adapted from The Ohio State University's Policy on *Responsible Use of University Computing Resources*. Miami University is grateful to The Ohio State University for allowing the use of its policy as a model.

Additional policies, including the “Miami University Computing Security Policy”, elaborate the above policies and outline procedures for implementation. Additional policies that are not in this document may apply to specific computers, computer systems, or networks provided or operated



by specific units of the University. Consult the operators or managers of these systems for further information.

### **2.7.I Illegal or Unauthorized Use of Computing Resources**

The following prohibited actions apply to faculty, staff, students, and visitors: theft or malicious destruction of computing property (including computer hardware, software, and/or data) belonging to the University, other corporations, or to any person; unauthorized access to, use of, or control of computing facilities or computer data, including circumvention of computing system safeguards; acts involving computing resources that obstruct or disrupt University functions in teaching research, or administration; and use of University property in the performance of illegal or prohibited actions including violation of software copyrights or trade secrets and/or activities conducted for personal financial gain except as provided by other University policy.

### **2.7.J Policy on Use of Cellular Telephones and Other Communication and Storage Devices During Class Periods and/or Exam Periods**

Faculty may ban the use of cellular telephones and other communication and storage devices during class periods and/or exam periods. This policy is not meant to conflict with reasonable accommodations for students with disabilities.

## **SECTION 2.8. Student E-mail Policy**

A Miami University-provided e-mail address (UniqueID@miamioh.edu) is an official means of communication. Students are responsible for all University communication sent to their Miami e-mail address. It is expected that students check their e-mail account on a frequent and consistent basis. To ensure that students remain current with University-related communications, students are strongly encouraged to check their e-mail at least two times a week. Students are advised to respond to all official University communications as directed in each communication (e.g., responding in person, by surface mail, or by e-mail). Students should not assume an e-mail response is a satisfactory substitution when directed otherwise. Furthermore, students should follow Miami University's Policy on Responsible Computing Use, found in Section 19 of the Miami University Policy and Information Manual (MUPIM).

Students are subject to this e-mail policy beginning at summer orientation, during academic terms for which they are enrolled, during breaks between terms, during University holidays and vacations, and during periods of suspension.

Students may forward their Miami e-mail to another e-mail address (e.g., @gmail or @hotmail). However, Miami University is not liable for any problems that may result from forwarding Miami e-mail to another account (e.g., problems with spam filters, full mailboxes, or loss of

attachments). Students should understand that forwarding their University e-mail may have the unintended consequence of exposing their private information to third parties because Internet e-mail is handled in a public fashion.

Faculty members determine how they will use e-mail in their classes. Faculty may wish to include their e-mail expectations in the course syllabus. The distribution of mass communications is restricted to University departments and offices for University business. External requests for mass communications will not be honored.

As stated in Section 19 of the Miami University Policy and Information Manual, “The University employs various measures to protect the security of its computing resources and users’ accounts. However, users should be aware that the University does not and cannot guarantee such security.” Furthermore, individuals are advised to exercise caution when sending sensitive or FERPA-protected student information via e-mail. In addition, individuals are reminded that some University information is not appropriate for e-mail communication.

## **SECTION 2.9. Missing Student Policy and Student Emergency Contact Information**

### **2.9.A Missing Student Policy**

In addition to registering a general emergency contact, Miami students living on campus have the option to provide the University with a confidential contact to be notified in the event a student is determined to be missing for more than 24 hours. A student may register the confidential contact during the course registration process on a secure University website. A missing student’s confidential contact information will be accessible by campus officials and may be shared with law enforcement in the course of the investigation. In addition, the University will notify the parents/guardians of any student who is under the age of 18 years and not emancipated if the student is determined to be missing for 24 hours.

### **2.9.B Student Emergency Contact Information**

All students are required to provide the University with a telephone number (cellular phone or land line) at which they may be reached during the academic year and for any summer terms in which they are enrolled. All students are required to provide the University with emergency contact information, including the name, address, and phone number (including a cell phone number if available) of a parent, guardian, spouse, domestic partner, or other person to contact in the event of an emergency. Students who do not reside on campus are required to provide the University with the street address of the residence in which they are physically residing during the academic year and any summer terms in which they are enrolled.

## **SECTION 2.10. Health and Safety**

### **2.10.A Student Health Service**

#### **2.10.A.1 Requirements**

Each student (undergraduate or graduate) entering the University for the first time is required to follow those physical and psychological requirements stated in the Student Handbook.

#### **2.10.A.2 Access**

The Student Health Service is available as an acute care outpatient facility for all Oxford, Hamilton, and Middletown students. All services are billed to the student's health insurance by the Student Health Service. The Student Health Service is open 8:00 a.m. to 6:00 p.m. Monday-Friday during the academic year when classes are in session and 7:30 a.m. to 4:00 p.m. Monday-Friday during the summer. In the event of an emergency, the student should report to the emergency department at McCullough-Hyde Memorial Hospital, 110 North Poplar Street, Oxford, (513) 529-2111.

#### **2.10.A.3 Concerns**

Student concerns related to the operation or personnel of the Student Health Service shall be directed to the Assistant Vice President for Student Health and Wellness. See <http://www.miamioh.edu/saf/shs> for detailed information regarding the Student Health Services Center.

### **2.10.B Student Counseling Service**

#### **2.10.B.1 Access**

The Student Counseling Service is available to provide a range of mental health services to full-time Oxford campus students only. Consult the Student Counseling Service website (<http://www.miamioh.edu/saf/scs>) for up-to-date information on services, requesting service, and mental health issues. There are modest fees for some services. The Student Counseling Service is open 8:00 a.m. to 5:00 p.m. Monday-Friday during the academic year and 7:30 a.m. to 4:30 p.m. during the summer sessions. In the event of an emergency, students should contact the Miami Police Department at (513) 529-2222 or the Community Counseling and Crisis Center's 24-hour crisis hotline at 513-523-4146.

#### **2.10.B.2 Concerns**

Student concerns related to the operation or personnel of the Student Counseling Service shall be directed to either the Director of the Student Counseling Service or the Assistant Vice President for Student Health Services. See <http://www.miamioh.edu/saf/shs> for detailed information regarding the Student Health Services Center.

## 2.10.C Disability Services

Miami University is committed to providing equal opportunities for people with disabilities and is proactive in its efforts to comply with federal laws such as Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 (Section 504), and the Americans with Disabilities Act of 1990, 42 U.S.C. 12131 (the ADA) to ensure access to academic programs and University life. It is the policy of Miami University not to discriminate against students with disabilities in any program or activity of the University for which the student is qualified, and to provide reasonable accommodation and academic support services to such students with due regard for the integrity of academic programs. In order to be eligible for services, the student must self-disclose his or her need for accommodation and provide supporting documentation that meets the University's guidelines. Detailed information regarding documentation guidelines can be found at:

- Oxford: The Office of Disability Resources (physical and psychiatric disabilities): <http://www.miamioh.edu/oeo/odr/>
- or The Office of Learning Disabilities Services: <http://www.miamioh.edu/oeo/odr/>
- Hamilton: Disability Services: [http://www.ham.miamioh.edu/disability\\_services/](http://www.ham.miamioh.edu/disability_services/)
- Middletown: Office of Disability Services: <http://www.mid.miamioh.edu/disability/>

The disability service staffs on the campuses of Miami University are committed to ensuring the University's vision of creating a more diverse community and cultivating an environment that promotes personal and intellectual development. We advance toward this goal by serving with compassion, understanding and with respect for privacy. Documentation of disability furnished by the student will be kept confidential and will be shared with University personnel only with permission of the student, except as is otherwise required by law. If the documentation provided is determined to be insufficient by the University's disability services professional(s), then the University reserves the right to request additional documentation that is considered to be reasonably necessary to determine appropriate and effective accommodation on the college level. For example, appropriate documentation for students with learning disabilities includes a full battery test administered by an appropriate professional that outlines aptitude and ability. See Part 4, Chapter 3 of *The Student Handbook* for additional information on Disability Services.

Questions regarding Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), federal laws prohibiting discrimination on the basis of disability, are addressed in MUPIM. You may contact the director of the University Office of Equal Employment Opportunity at (513) 529-7157.

## **2.10.D Voluntary Medical Withdrawal**

### **2.10.D.1 Statement of Policy**

A student may request a medical withdrawal from the University before the end of a given term (Fall, Spring, or Summer) if, during the course of that same term, he or she suffers from a physical or psychological condition or suffers a serious injury that prevents him or her from performing the essential functions of a student. The first time a student takes a medical withdrawal, the student may elect to receive either a refund of tuition and fees in accordance with the University's established refund schedule or a Medical Tuition Credit. Subsequent withdrawals are eligible for tuition and fee refunds only. A Medical Tuition Credit is a credit in an amount equal to that paid for tuition and general fees for the term of withdrawal less any student financial assistance that must be returned to the financial aid program. A Medical Tuition Credit will be applied to the first term of re-enrollment following the student's medical withdrawal and must be used within three years. A student is eligible for only one Medical Tuition Credit. Students are strongly urged to consult with the Office of Student Financial Assistance to determine how their withdrawal will affect their financial aid before determining whether to seek a refund or Medical Tuition Credit. Any refund of tuition or fees due the student will be determined from the last date of class attendance, regardless of the date of the onset of the condition prompting the request for the withdrawal.

### **2.10.D.2 Request for Medical Withdrawal**

A request for medical withdrawal based upon conditions primarily medical in nature should be submitted in writing (not email) to the Medical Director of the Student Health Service who will work in consultation with the regional campus designee as appropriate. Requests for a medical withdrawal based on conditions that are primarily psychological in nature should be submitted in writing (not email) to the Director of the Student Counseling Service who will work in consultation with the regional campus designee as appropriate. Requests must be supported by a licensed mental health professional (including, but not limited to, a staff member of the Student Health or Student Counseling Service) who has assessed the student's condition.

All requests for medical withdrawal should include the following:

- a. An explanation of why the student is unable to continue to perform the essential functions of a student.
- b. Documentation, from a physician, licensed mental health professional or other appropriate health care provider (not a family member), of the nature, severity, and duration of the illness. This documentation must reflect evaluation performed during the semester in question and reflect the professional's judgment that the student was prevented from performing the essential functions of a student for a significant period of time during that semester due to the condition.
- c. Authorization for the Medical Director of the Student Health Service or the Director of the Student Counseling Service to contact the attending medical or mental health provider, if after review of the documentation provided, it is determined that more information is required.

- d. The last day of class attendance.
- e. The student's Banner ID number.
- f. Current address and telephone number.
- g. The current date.
- h. The student's signature.

**Note:** Forms to request medical withdrawal are available from the Student Health and Student Counseling Service office, website, or regional campus designee.

<http://www.miamioh.edu/saf/shs/Forms.htm>

The Medical Director of the Student Health Service or the Director of the Student Counseling Service will make a decision regarding a medical withdrawal when the appropriate documentation and/or information has been provided and will notify the student in writing of the decision.

### **2.10.D.3 If Medical Withdrawal is granted:**

- a. The Medical Director of the Student Health Service or the Director of the Student Counseling Center will notify the Office of the Registrar and the student in writing.
- b. The student's transcript for the semester will indicate "officially withdrawn, date." The specific nature of the medical or psychological reasons will not be indicated in order to protect the privacy of the student.

A granted medical withdrawal will relieve a student of responsibility for uncompleted academic work but will not provide credit for work completed that term, unless the student has completed and been assigned a passing grade in a sprint course, i.e., any course less than a full term in length, prior to the date of last class attendance for that term. If a student has completed and received a passing grade in a sprint course in the term from which the student is requesting withdrawal, the student must so indicate that on the withdrawal request form and indicate a rationale for retaining it; otherwise, it will also be removed from the student's record. (Note: A medical withdrawal is "all or nothing"; it is not possible to receive a medical withdrawal from individual classes while remaining enrolled in other classes. A student may petition the Interdivisional Committee of Advisers for withdrawal from single or multiple classes after the withdrawal deadline has passed [refer to the Academic Calendar <http://www.miamioh.edu/reg/calendars/> for specific withdrawal deadline dates] by contacting his or her divisional adviser.) The student's academic status with the University will be identical to that at the beginning of the term in question.

A medical hold on future enrollment will be instituted unless in the judgment of the Medical Director of the Student Health Service or the Director of the Student Counseling Service there is no concern as to the student's ability to perform the essential functions of a student upon return (see Section 2.10.H.4 below for re-enrollment process).

#### **2.10.D.4 Review Process**

If the request for medical withdrawal is denied by the Medical Director of the Student Health Service or the Director of the Student Counseling Service, the student may ask that the request be reviewed by a Medical Evaluation Committee comprised of the Assistant Vice President for Student Health Services, the Medical Director of the Student Health Service, the Director of the Student Counseling Service, an additional member of the clinical staff of the Student Health Service, and an additional member of the clinical staff of the Student Counseling Service.

- If the recommendation of the committee is to grant the request, it shall be granted and the student notified in writing.
- If the recommendation of the committee is to uphold the decision of the Medical Director of the Student Health Service or the Director of the Student Counseling Service, the student shall be notified in writing.

#### **2.10.D.5 Re-enrollment Process**

If no hold on enrollment has been issued, academic duties following a voluntary medical or psychological withdrawal may be resumed at the student's discretion. If a medical hold has been issued, a re-enrollment request, with supporting documentation, must be submitted in writing to the Medical Director of the Student Health Service or the Director of the Student Counseling Service.

1. The documentation should verify that the illness or condition which led to the withdrawal no longer prevents the student from performing the essential functions of a student without posing a significant risk of substantial harm to self and others.
2. If the Medical Director of the Student Health Service or the Director of the Student Counseling Service, upon reviewing the documentation, concurs that the student is capable of performing such duties, the medical hold will be lifted and the student notified in writing.
3. If the Medical Director of the Student Health Service or the Director of the Student Counseling Service determines that the information provided by the student does not warrant lifting the medical hold, he or she may either deny the request for re-enrollment or require the student to submit additional documentation including possible examination by a University medical or counseling staff. The student may appeal the matter to the Medical Evaluation Committee comprised of the Assistant Vice President of Student Health Services, Medical Director of the Student Health Service, the Director of the Student Counseling Service, a Student Health Service staff physician, and one senior staff member of the Student Counseling Service.

#### **2.10.D.6 Request for Retroactive Withdrawal**

**2.10.D.6.1 Circumstances:** Under extraordinary circumstances a student may request a voluntary withdrawal for a semester that has been completed. Such requests by a student on any Miami campus will be considered by the Medical Evaluation Committee comprised of the Assistant Vice President for Student Health Services, the Director of the Student Counseling

Service, the Medical Director of the Student Health Service, a Student Health Service staff physician, and one senior staff member of the Student Counseling Service.

**2.10.D.6.2 Process:** The student should submit a written request that includes:

1. A thorough explanation of the circumstances resulting in the student's inability to perform the essential functions of a student for a significant portion of the semester in question.
2. Supporting documentation from an appropriate health care professional who was involved in assessment and/or treatment of the condition during the semester for which the condition is claimed to have prevented the student from functioning. Exceptions to this requirement may be considered if supported by detailed documentation by medical or mental health professionals who were involved in assessment and/or treatment of the condition within a reasonable period (e.g. a few weeks) subsequent to the semester in question.
3. The last day of class attendance during the semester in question.
4. The student's Banner ID number.
5. Current address and telephone number.
6. The current date.
7. The student's signature.

The Medical Evaluation Committee will meet periodically to consider the request and render an opinion in writing to the student.

## **2.10.E Involuntary Medical Withdrawal**

The University is particularly concerned with the health and safety of its students, faculty and staff. Physical and mental health services are available to students through the University health services. Physical and mental health services are also available from licensed treatment providers in the Oxford area community.

On occasion a student may pose a significant risk of substantial harm to the health and safety of the student or others. When such a potential situation is identified, the Dean of Students will determine whether the student should be involuntarily withdrawn according to the standards and procedures described in this policy.

### **2.10.E.1 Involuntary Medical Withdrawal Standard**

A student is subject to involuntary withdrawal if the Dean of Students determines that the student's condition represents a significant risk of substantial harm to the health or safety of the student or others, or that the student has engaged in or threatened to engage in behavior which represents a significant risk of substantial harm to the health or safety of the student or others.



Any member of the University community who has reason to believe that a student may represent a significant risk of substantial harm to the health or safety of the student or others should contact the Dean of Students. In the event of an emergency contact the University Police at 911.

### **2.10.E.2 Imminent Danger Withdrawal**

The Dean of Students shall investigate and consult with others as he or she deems appropriate. If, in the Dean's judgment, the student's continued presence on campus poses an imminent threat of substantial harm to the student or others, the student may be immediately withdrawn from the University. The Dean will make a reasonable effort to notify the student in writing of the reasons for the proposed withdrawal and provide the student with an opportunity to respond.

If a student is withdrawn pursuant to this provision, the student may petition the Dean of Students for revision of the withdrawal. The petition must include documentation that the student can meet, with or without reasonable accommodation, all of the essential functions of a student and that the student does not pose a significant risk of substantial harm to the health or safety of the student or others.

### **2.10.E.3 Significant Risk of Substantial Harm Withdrawal**

If, based on the available information, the Dean of Students determines that although the student may present a significant risk of substantial harm to the health or safety of the student or others, such risk is not imminent, the Dean of Students shall refer the student to the Evaluation Committee (EC). The Dean will make a reasonable effort to notify the student in writing of the reasons for the proposed involuntary medical withdrawal and the referral to the EC.

In the event the matter is referred to the EC, the Dean will arrange to meet with the student at the earliest possible time to:

1. Discuss the reasons for the proposed withdrawal.
2. Discuss this policy and provide the student with a copy of this policy.
3. Where appropriate, inform the student that he or she must meet with a University professional(s) selected by the EC (e.g., a physician, psychologist, or psychiatrist) within 48 hours for examination and evaluation. The physician, psychologist and/or psychiatrist should obtain written permission from the student to discuss his or her findings with the Dean and/or members of the EC.

The purpose of the examination and evaluation is to determine whether the student, in fact, poses a significant risk of substantial harm to the health or safety of the student or others and if so, whether the risk posed is a result of a disability as defined by the Americans with Disabilities Act and whether the risk can be eliminated or sufficiently reduced through reasonable accommodation.

#### **2.10.E.4 Review and Recommendation**

The EC shall review the results of the examination and evaluation and determine whether the risk posed by the student is the result of a disability. If the risk posed by the student is the result of a disability, the EC shall determine whether the risk can be eliminated or sufficiently reduced through reasonable accommodation and if so, shall take appropriate steps to ensure that reasonable accommodation is provided.

If the EC determines that the student does not pose a significant risk of substantial harm to the student or others, it will recommend that no action be taken and that the student be permitted to remain enrolled.

If the EC determines that the student poses a significant risk of substantial harm to the student or others, that risk posed by the student is not the result of a disability or if the result of a disability cannot be eliminated or sufficiently reduced by reasonable accommodation, the EC may recommend one or more of the following actions:

1. The student be withdrawn from the University, with or without a date established for re-enrollment. The EC may recommend conditions for readmission.
2. Conditional enrollment, i.e., continued enrollment at the University conditioned on compliance with all actions required of the student. The EC may monitor the student and may, at any point, with the concurrence of at least two panel members, terminate the conditional enrollment and withdraw the student from the University.

Other reasonable actions or conditions may also be recommended to or imposed and taken by the Dean of Students or designee.

In making the individualized assessment and decision as to whether to involuntarily withdraw a student, the EC and Dean of Students will consider the:

- duration of risk;
- nature and severity of harm;
- likelihood that potential harm will occur;
- imminence of potential harm; and
- whether there is a reasonable way to accommodate the student to eliminate or reduce the risk.

The review and recommendation of the EC will be shared with the student. Prior to making a decision, the Dean of Students will provide the student with an opportunity to meet and present any information he or she believes is relevant to the Dean's decision.

#### **2.10.E.5 Compliance**

The student is expected to comply with all reasonable requests to meet with the Dean of Students and to meet with any and all other University personnel as the Dean or EC may require. If the student fails or refuses to comply with the Dean's request, the Dean may either (1) initiate an immediate withdrawal of the student; or (2) refer the matter to a hearing to determine whether the standard for withdrawal has been met. If the student fails or refuses to undergo an

examination or evaluation as directed by the EC or refuses to release the results thereof, the EC shall make its recommendation based upon all of the available information.

#### **2.10.E.6 Readmission**

If a student is withdrawn pursuant to this provision, the student may petition the Dean of Students for readmission. The petition must include medical/psychological documentation that the student can meet, with or without reasonable accommodation, all of the essential functions of a student and that the student does not pose a significant risk of substantial harm to the health or safety of the student or others, as appropriate. The Dean may consult with the EC or any other person he or she deems appropriate in making the readmission decision.

#### **2.10.E.7 Records and Fees**

All records concerning these proceedings will be maintained by the Student Health Service. The normal policies and procedures for grades for students who withdraw during an academic term, as described in *The Student Handbook*, will apply to students who are withdrawn pursuant to this policy. The first time a student takes a medical withdrawal, the student may elect to receive either a refund of tuition and fees in accordance with the University's established refund schedule or a Medical Tuition Credit. Subsequent withdrawals are eligible for tuition and fee refunds only. A Medical Tuition Credit is a credit in an amount equal to that paid for tuition and general fees for the term of withdrawal less any student financial assistance that must be returned to the financial aid program. A Medical Tuition Credit will be applied to the first term of re-enrollment following the student's medical withdrawal and must be used within three years. A student is eligible for only one Medical Tuition Credit. Students are strongly urged to consult with the Office of Student Financial Assistance to determine how their withdrawal will affect their financial aid before determining whether to seek a refund or Medical Tuition Credit.

Any refund of tuition or fees due the student will be determined from the last date of class attendance, regardless of the date of the onset of the condition prompting the request for the withdrawal.

### **2.10.F Timely Warnings**

#### **2.10.F.1 Campus Crime Alert**

In the event that a crime occurs, on campus or on the public property surrounding campus, that, in the judgment of the Miami University Police constitutes an on-going serious or continuing threat to the campus community, a Campus Crime Alert will be issued. The purpose of a Campus Crime Alert is to enable persons to protect themselves and to heighten safety awareness as well as to seek information that will lead to an arrest and conviction of the perpetrator when violent crimes against persons or major crimes against property have occurred. Every attempt will be made to distribute a Campus Crime Alert soon after the incident is reported; however, the release of the Campus Crime Alert is subject to the availability of facts concerning the incident.

Campus Crime Alerts are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson,

criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by Miami University Police Department (MUPD). For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Miami community members, and a Campus Crime Alert would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses and burglaries will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Miami University Police Department. The Miami University Police Chief or designee reviews all reports to determine if there is an on-going threat to the community, and if the distribution of a Campus Crime Alert is warranted. Campus Crime Alerts may also be posted for other crime classifications as deemed appropriate.

On the Oxford campus, the Chief of Police or a designee is responsible for preparing and distributing the Campus Crime Alert via blast email. The News and Public Information Office may also send an alert working with the Miami University Police Department. Campus Crime Alerts are posted on the Miami University Police website ([www.muohio.edu/police](http://www.muohio.edu/police)) and distributed to students, faculty, and staff via an email blast.

The Office of Business Services on the Hamilton and Middletown campuses and the Office of the Director at the Voice of America Learning Center are responsible for preparing and distributing the Campus Crime Alerts for their respective campuses via email blast to their faculty, staff and students. The Dean of the Dolibois European Center or a designee is responsible for preparing and distributing the Campus Crime Alert via email blast to the faculty, staff and students on that campus.

### **2.10.F.2 Emergency Notification v. Timely Warning**

If there is an immediate threat to the health or safety of students or employees occurring on campus, Miami will follow its Emergency Procedures ([www.miami.muohio.edu/campus-safety/annual-report/emergency-notification.html](http://www.miami.muohio.edu/campus-safety/annual-report/emergency-notification.html)). No Campus Crime Alert based on the same circumstance will be issued. However, follow-up information will be disseminated to the community as needed.

### **2.10.G Helping Students in Distress**

The Dean of Students chairs the Miami Institutional Response Team (IRT) which responds when there is a concern that a student may pose a risk of substantial harm to the student, others, or to property. The IRT consists of representatives of various campus offices, any one of whom may receive information about a student potentially in distress. The IRT then works collaboratively to collect information about a student and/or situation to determine an appropriate course of action.

While there is a great variety in the ways in which students show distress, the following are common signs:

- A student communicates an intention to harm themselves or others through any medium;

- Marked and sudden drop in academic performance or class attendance;
- Disruptive or atypical behavior including social withdrawal or isolation;
- Sudden and marked drop, elevation, or fluctuation in energy level or mood;
- Marked changes in physical appearance or hygiene;
- Signs of substance abuse;
- Presence of marked dysfunction in major life areas including academics, sleeping, eating, health, relationships, etc.

The staff of the Student Counseling Service (513-529-4634) is available to provide consultation to any member of the Miami community as to how to evaluate and proceed in such situations. Students, faculty or staff who think a student is experiencing significant distress should pass this information on to the office of the Dean of Students (513-529-1877) or, if an emergency, contact the Miami University Police at 911.

## **SECTION 2.11. Emergency Notification and Response**

**In the event of an emergency, contact Miami University Police at 911 to initiate the Emergency Messaging System.**

### **2.11.A Emergency Messaging System – Notification of an Immediate Threat**

Miami University maintains multiple systems for alerting the Miami community about campus emergencies and will use some or all of those systems, depending on the circumstances. The University has contracted with Omnilert's e2Campus system to provide emergency notification services to the University community via cell phone text messages and email. These notices also post to the University home page, portal, and police page. The Miami Emergency Text Messaging System is available to all Miami University students, faculty, and staff.

***To receive this service, individuals must sign up through the University Police at <http://www.miamioh.edu/police/services-offered/emergency-text-messaging-system>***

In addition, in the case of an emergency, the University can activate an alert service on its telephone system to send notice to all administrative phones on one or all campuses. The University may also elect to alert the media. All Miami University Police vehicles are equipped with bullhorns.

Emergency messaging will primarily be used only for those situations that pose an immediate threat to the health or safety of students or employees on campus or for the closing of an entire campus (i.e., severe weather, chemical spills, fires, and crimes). Messages about criminal activity generally will not be sent using these systems unless it is decided there is an imminent threat of danger. In those cases where a crime has been reported; and University Police determine that,

although there is no immediate threat, the crime represents a serious or ongoing threat to the campus community, a Campus Crime Alert will be issued as described above.

The Emergency Messaging System is provided in addition to existing emergency notification procedures and does not replace or eliminate any other emergency notification system (e.g., fire alarms, tornado sirens).

Miami will generally provide follow-up information to the community as appropriate via the University's website and has a system to email the landlords of Oxford students if appropriate. Miami University also provides information to parents via the Parents Office, which may choose to send emails and/or post information on the Parents Office website, depending on circumstances.

### **2.11.B Emergency Response Procedures**

The Office of Environmental Health and Safety, the Miami University Police, and the News and Public Information Office receive information from various offices and departments on campus. If the Miami University Police or one of these offices confirms there is an immediate threat to the health or safety of some or all of the members of the campus community, the Miami University Police and the News and Public Information Office will determine the content of the message and either or both entities will use some or all of the methods described above to communicate to the campus community or appropriate segment of the campus community.

The Emergency Messaging System may be initiated from on-campus and from remote locations. Miami will, without delay and taking into account the safety of the community, determine the content of the emergency message and initiate the Emergency Messaging System, unless issuing a message will, in the judgment of the Miami University Police or other responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency situation.

For guidance on response to a variety of potential dangers, see [Emergency Procedures](http://www.miami.muohio.edu/emergency/index.cfm?muslider=2) (<http://www.miami.muohio.edu/emergency/index.cfm?muslider=2>).

### **2.11.C Additional Communication**

In the event of a significant on-campus emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, or staff, the University will also post information on its homepage ([www.muohio.edu](http://www.muohio.edu)). The University has access to an off-campus back-up server in the event the University's computing services fail during an emergency.

Miami's News and Public Information Office is charged with notifying the media in the event of an emergency. Updated information will be posted to the University's website and provided to the media.

### **2.11.D Annual Publication**

General information about the University's response and evacuation procedures is publicized each year as part of its Campus Safety Report, which is published as part of its compliance with the Clery Act.

### **2.11.E Annual Testing of Emergency Response and Evacuation Procedures**

The Office of Environmental Health and Safety and the Miami University Police are responsible for testing the University's emergency response and evacuation procedures at least once per year. These tests may be announced (as in the case of the residence hall fire safety program) or unannounced (as in the case of emergency preparedness drills). The Office of Environmental Health and Safety is responsible for maintaining documentation for each test, including a description of the exercise, the date, time and place of the exercise, and whether the drill was announced or unannounced.

### **2.11.F Emergency Procedures**

Emergency Assistance: Call 911

#### **2.11.F.1 Criminal activity**

Report to Miami University Police Department 513-529-2222

Call 911 if you observe a crime in progress or behavior that you suspect is criminal. Do not approach or attempt to apprehend person(s) involved. Report information, including:

1. What the person is doing;
2. Location;
3. Physical and clothing description;
4. Weapons or tools;
5. Vehicle description, license number;
6. Direction of travel when last seen.

Stay on the phone with the police dispatcher until instructed otherwise.

#### **2.11.F.2 Medical emergency**

1. Do not move a seriously injured person unless the person is in a life-threatening situation.
2. Remain with victim, if possible. Send someone to call 911. Report:
  - a. Victim's location.
  - b. Is the victim conscious? Breathing? Bleeding?
  - c. Victim's injuries.
  - d. Chemicals or radioactive materials involved?

### **2.11.F.3 Fire**

1. Activate the fire alarm if you discover fire or smoke.
2. Call 911. Report:
  - a. Name.
  - b. Building.
  - c. Floor and room number.
3. If the fire is beyond control or involves potentially explosive materials, immediately evacuate the building.
4. Close doors and windows as you leave. Leave lights on. Do not use elevators. Walk, do not run, to the nearest stairway and proceed to ground level.
5. Feel doors before opening. If a door is hot, do not open. Backtrack to an alternate evacuation route.
6. Alert other building occupants by loudly knocking on doors and yelling “FIRE” on your way out.
7. If you encounter smoke, stay low. Crawl if necessary.
8. Continue the evacuation if the alarm sound stops, and warn others who may attempt to enter the building.
9. Move to a safe location and leave clear access for emergency personnel. Do not return to the building until instructed by Department of Safety staff.
10. Someone familiar with the situation and who knows the area involved should meet the fire department. Immediately inform them if someone may be inside the building.

#### **If clothing is on fire:**

1. Stop, drop, and roll. Do not run.
2. Smother flames by wrapping in a blanket, rug, coat, etc.

#### **If you become trapped in a building:**

1. Find a room with a window. Enter and close the door.
2. If smoke begins to enter around the door, seal with rags, tape, or other material.
3. Call 911. If no phone is available, signal from a window.
4. Shout at regular intervals to alert emergency personnel of your location.

#### **Evacuation of people with disabilities**

Know your surroundings and plan for emergencies. If an emergency occurs, someone should notify firefighters or police that individuals with disabilities need to be evacuated.

#### **Ambulatory Disability**

1. Proceed to the nearest stairway with an escort and await assistance from an emergency response team (e.g., fire department).
2. Do not use elevators unless directed to do so by the emergency response team.
3. If stairway becomes smoke-filled or unsafe, go to another stairway.



If this is not possible, find a room with a window, close the door, and call 911. If no phone is available, signal from a window and shout at regular intervals to alert emergency personnel of your location.

### **Ambulatory**

1. An escort may be beneficial.
2. Evacuate with other building occupants.

## **2.11.F.4 Tornado**

### **Know:**

1. Tornado watch and tornado warning conditions.
2. Where tornado shelters are located in your building.
3. When to initiate appropriate emergency procedures.

**Tornado Watch** - Weather conditions are right for a tornado to occur, but none have been sighted.

1. Notify others in your area that a tornado watch is in effect.
2. Monitor the weather with radio or television.
3. Note when the watch is in effect. Be prepared for an announcement that cancels or upgrades the watch to a warning.

**Tornado Warning** - A tornado has been sighted in the vicinity.

1. Remain calm. Proceed to your designated shelter area. If the building has no basement, go to the lowest level to a room or hallway away from windows. Restrooms, located near the center of the building and without windows, may provide good shelters.
2. Stay in the shelter until the warning is lifted.
3. Stay away from windows, and do not go outside. Flying debris can result in serious injury.

**Tornado** - A tornado strikes.

1. Curl up on the floor, face down, and cover your head with your arms and hands. If you are outdoors, curl up in a drainage ditch or low-lying area.
2. After the tornado, if the building is damaged, implement evacuation.
3. Assist those with injuries. Follow Medical Emergency procedures.

## **2.11.F.5 Active shooter: shelter-in-place guidance**

If you find yourself involved in the very rare event of an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

**If an active shooter is outside your building**, go to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. Call 911 and inform the dispatcher of your location; remain in place until the police or a campus administrator known

to you gives the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify that they are being issued by an official. Likewise, do not leave the room if the fire alarm is activated unless you can see smoke and flames and judge the fire to be a greater risk than the shooter.

**If an active shooter is in the same building you are,** determine if the room you are in can be locked and if so, follow the same procedures described above. If your room cannot be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.

**If an active shooter enters your office or classroom,** try to remain calm. Dial 911, if possible, and alert police to the shooter’s location; if you cannot speak, leave the line open so the dispatcher can listen to what’s taking place. If there is no opportunity for escape or hiding, it might be possible to negotiate with the shooter. Attempting to overpower the shooter with force should be considered a last resort.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing and leave coats and jackets behind so the police can easily see you are not armed; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

### **2.11.F.6 Earthquake**

During a major earthquake, you may experience shaking that starts out gentle, but quickly grows violent and knocks you off your feet or you may be jarred by a violent jolt (as though a building was hit by a truck), feel shaking, and have difficulty moving about.

#### **During the quake**

1. Indoors – get under a desk or table or stand in a doorway or corner. Stay clear of windows, bookcases, mirrors, and fireplaces. If possible, extinguish open flames or ignition sources. Do not use elevator.
2. Outside – stay in an open area away from trees, buildings, walls, and power lines.
3. Crowded public place – do not rush to doors. Move away from objects that could fall.
4. Driving – pull over and stop. Avoid overpasses and power lines. Stay inside the vehicle until shaking stops. If the earthquake was severe, do not attempt to cross damaged bridges, overpasses, or damaged sections of road.

#### **After the quake**

1. Check for injuries. Implement Medical Emergency procedures. If items can be moved by hand, help people who are trapped.
2. Use phone only to report serious injury, fire, or gas leak. If phone is not operating, go to the Police Services Center or the Emergency Operations Center (if identified).

3. If natural gas is leaking, extinguish all sources of ignition, and do not turn on or off any electrical switches in the area.
4. Attempt to block off damaged areas until help can arrive.
5. Do not touch downed power lines or damaged building equipment.
6. Implement Chemical Spill procedure if necessary.
7. If your building is damaged, evacuate and attempt to secure building against re-entry.
8. If you have a radio or cellular phone (and batteries and chargers), take with you.
9. Turn on a battery-powered radio for damage information.
10. Keep streets clear for emergency vehicles. Do not drive a vehicle unless there is an emergency.
11. Be prepared for aftershocks (usually smaller than the main quake, but may cause additional damage to weakened structures).

#### **2.11.F.7 Hazardous gas odor (flammable, toxic, corrosive, oxygen, cryogenic)**

**Natural Gas Odor.** Odorant, added to natural gas, can be detected at extremely low concentrations. Smelling natural gas does not necessarily constitute an immediate hazard. If gas odor is detected:

1. Call 911.
2. Report:
  - a. Name and phone number.
  - b. Building and room number.
  - c. Area of odor.
  - d. How long odor has been noticed.

**Compressed Gas Cylinder.** If a cylinder is leaking, and in the judgment of the person responsible for the cylinder, the valve cannot be closed, and an immediate hazard exists:

1. Turn on any exhaust ventilation and close all doors when exiting laboratory or shop.
2. Call 911. Report the following:
  - a. Name and phone number.
  - b. Building.
  - c. Room number where cylinder is located.
  - d. Name of gas leaking.

Implement building evacuation. Move to a safe distance and leave clear access for emergency personnel. Do not return to the building until instructed by Department of Safety staff.

#### **2.11.F.8 Utility failure**

Immediately report utility failure:

##### **Oxford campus**

Water, electricity, natural gas: 513-529-6111  
 (evenings, weekends, holidays): 513-529-2222

##### **Hamilton campus**

Water, electricity, natural gas: 513-785-3079  
(evenings, weekends, holidays): 513-785-3222

### **Middletown campus**

Water, electricity, natural gas: 513-727-3333

### **Voice of America Learning Center**

Water, electricity, natural gas: 513-895-8862  
(evenings, weekends, holidays): 513-780-8862

Report:

1. Name and phone number.
2. Building.
3. Floor and room number.
4. Problem.

If you cannot see exit corridors, locate exit stairs or doors and evacuate the building while emergency lights are on. Do not enter the building until power is restored. Emergency lighting is temporary and will not support building operations.

## **2.11.G Workplace Violence**

Miami University is committed to promoting and maintaining a safe working and learning environment for its employees and students. Threatening, intimidating, or violent behavior will not be tolerated. If such conduct occurs, it should be promptly reported to the proper authorities (police and/or appropriate personnel office) and will be investigated.

Persons found to have violated this policy will be subject to disciplinary action up to and including termination in accordance with the appropriate collective bargaining agreement, classified civil service rules, and/or University disciplinary policy.

Any person who is the victim of threatening or violent conduct in the workplace, or who observes such behavior, or who believes a credible threat of such behavior exists is expected to immediately report the conduct to the proper authorities (police and/or appropriate personnel office). Those who, in good faith, make such reports will be protected from retaliation.

## **SECTION 2.12. Assessment**

Assessment is a process of focusing on educational outcomes, assessing how well we are reaching them, and making changes to better serve our students. As an institution, we collect this information in a number of different ways. Some is collected by means of surveys or from questions on course evaluations. Instructors and departments use assessment of student written work and other performances to determine if students are achieving the desired outcomes in the

degree program. In some of your courses (including thesis/comps/dissertation), instructors will collect your work for assessment purposes. In addition to being evaluated by your course instructor (or committee), this academic work may be viewed by designated Miami University personnel to assess the achievement of broader program goals within Miami University. Short quotations from your work that do not identify you may be included in assessment reports. Any work that can be connected with you will not be shared with a public audience nor will it be used for other purposes, such as published research, without your explicit written consent. Assessment is not used to evaluate your work as an individual student. Instead, assessment data are used by the university to determine how effective we are at helping students, in general, be successful at reaching learning goals.

## **SECTION 2.13. Event Scheduling**

Co-curricular activities are encouraged as a part of the educational experience. They have value in providing relaxation, recreation, cultural enrichment, and opportunities for cooperation, leadership development and personal growth.

### **2.13.A Registering Events**

Student organizations desiring to utilize University facilities in order to hold and/or advertise a planned event must register their event by completing an Event Planning Form with the Office of Student Activities and Leadership. Event Planning Forms can take up to five (5) business days to process. Each event must be registered in the Office of Student Activities and Leadership ten (10) business days in advance of the date it is to be held. Registering an event does not automatically mean that the event will be approved by the Office of Student Activities and Leadership. Events are approved on a case-by-case basis. Campus spaces are limited and are awarded on a first-come, first-served basis.

### **2.13.B Responsibility for Social Activities**

Student organizations sponsoring a social event are held responsible for the behavior and the actions of those attending the event. The officers of the organization must realize that the University holds them and the organization accountable for the event. As they may be held liable, one or more officers are advised to attend for the duration of events planned by the organization, in particular, co-educational social events, overnights, and out-of-town events. In addition, on-campus events that are non-seated and open to the general public are subject to the Miami University Campus Dance Policy. Please contact the Office of Student Activities and Leadership or the Cliff Alexander Office of Fraternity and Sorority Life and Leadership for a copy of the policy.

### **2.13.C Bands and Entertainers**

All contracts for bands, speakers, entertainers, and for goods and/or services must be reviewed and processed through the Office of Student Activities and Leadership at least six (6) weeks prior to the scheduled event.

## **SECTION 2.14. Use of University Buildings and Facilities**

Any recognized student organization that is registered through the Office of Student Activities and Leadership has the right to request the use of University facilities on a space-available basis. Facilities may be used for holding meetings or conducting activities consistent with the objectives of that organization. Any event sponsored by a student organization and opened to the public must be registered with the Office of Student Activities and Leadership. See Part 5, Chapter 5 of *The Student Handbook* for additional information on the use of University buildings and facilities.

### **2.14.A Non-Research Animals on Campus**

Non-research animals are generally prohibited on Miami's campuses. Thus, dogs, cats, and other domesticated animals are not permitted in student residence halls and apartments, academic buildings, or other University-owned and University-controlled buildings unless specifically exempted. The following are specifically exempted:

1. Service animals assisting people with disabilities;
2. Animals used by the Miami University Police Department;
3. Fish kept as pets in student residence halls and apartments so long as the fish are kept in tanks no larger than five (5) gallons (see the Guide to Residence Hall Living for additional information).
4. Dogs and cats residing in faculty/staff rental property with the permission of the Vice President for Finance and Business Services or his or her designee. Renters are subject to specific animal provisions in their lease agreements;
5. Horses stabled at the University Equestrian Center;
6. Dogs used by the Student Counseling Service for therapeutic purposes.

Faculty, staff, students, and visitors (pet owners) may walk their pets in the open areas of the campuses of Miami University. Pets must be leashed and under control by the pet owner at all times in order to protect the health and safety of the people and pets that are on the campuses of Miami University. Pet owners shall remove and dispose of in a sanitary manner all feces deposited by their pets. Pet owners who choose to bring their pets onto campus agree to bear full responsibility for the conduct and behavior of their animals.

Unattended animals may be seized by animal control or law enforcement. Owners may be fined for unattended and/or unleashed animals.

### **2.14.B Right of Usage**

Use of space or grounds for purposes other than those for which they have been designated will not be allowed. Neither will individuals or groups be permitted to interrupt the use of space after it has been duly assigned, without permission of the President or a designated University official. See Section 5.5.C of *The Student Handbook* for the policy on public speaking, leaflet distribution, and demonstrations.

## **SECTION 2.15. Right of Expression of Students**

The University believes that the right of expression is as necessary as the right of inquiry and that both must be preserved as essential to the pursuit and dissemination of knowledge and truth. Consequently, students, individually and collectively, may express their views through the normal faculty, administrative, and student channels of communication. Students also may express their views by demonstrating peacefully for concepts they wish to make known, and the University will make every reasonable effort to protect that right.

The University also has an equal and simultaneous obligation to protect the rights and freedoms of students who do not choose to participate in a demonstration. Similarly, the University is obligated to protect its property and to prohibit interference with scheduled activities of students, University personnel, and guests on the campus.

Miami University is aware of the need for forbearance on its part in tolerance of peaceful demonstrations, protests, or other expressions of student attitudes. The University recognizes the fact that expression of opinion through demonstrations is not forbidden unless it disrupts, as defined later in this policy, University functions or activities. The University has an obligation to assure the safety of individuals, the protection of property, and the continuity of the educational process. The object of this statement, therefore, is to provide through explicit, reasonable limitations on expression a context in which expression may be protected and in which violent actions are avoided. See Part 5, Chapter 6 of *The Student Handbook* for additional information on students' right of expression.

## **SECTION 2.16. Policy Prohibiting Harassment and Discrimination**

**IMPORTANT NOTE:** To ensure that a report can be effectively acted upon by the University, a report of harassment or discrimination must be made within three hundred (300) calendar days of the most recent occurrence of the alleged harassing or discriminatory behavior. The University reserves the right to investigate reports that are made outside of the three hundred (300) day time

limit. A person who believes that he or she has been the victim of harassment or discrimination may proceed directly to making a report (see Section 6.7.K).

## 2.16.A Harassment and Discrimination Are Prohibited

Respect for human diversity is an essential element of the Miami University community. Miami University strongly opposes and will not tolerate harassment or discrimination on the basis of sex (including sexual harassment, sexual violence, sexual misconduct, domestic violence, dating violence, or stalking), race, color, religion, national origin, disability, age, sexual orientation, gender identity, military status, or veteran status. This prohibition extends to harassment or discrimination, based on the protected status listed above, including the creation of an intimidating, hostile, or offensive working, educational, or living environment. This policy also prohibits discrimination in employment based on genetic information as prohibited by the Genetic Information Nondiscrimination Act of 2008 (GINA).

Harassment and discrimination are also illegal. This policy is not intended to impair or limit the right of anyone to seek a remedy available under state or federal law. Legal remedies may be pursued outside Miami University by contacting the Equal Employment Opportunity Commission, the Ohio Civil Rights Commission, the United States Department of Education Office for Civil Rights, or by consulting an attorney at the person's own expense. Under the law, there are various time limits for filing charges outside the University. Persons should contact the agencies listed above or an attorney to determine the applicable time limits.

This policy may in some respects exceed the requirements of applicable law. However, this policy will not be enforced so as to infringe upon First Amendment rights, including the right to academic freedom.

## 2.16.B Definitions

For the purpose of determining whether particular conduct constitutes a violation of this policy, the following definitions will be used:

**Discrimination:** conduct that is based on a person's sex (including sexual harassment, sexual violence, sexual misconduct, domestic violence, dating violence, or stalking), race, color, religion, national origin, disability, age, sexual orientation, gender identity, military status, or veteran status that:

- a. adversely affects a term or condition of a person's employment, education, living environment or participation in a University activity; or
- b. is used as a basis for or a motivating factor in decisions affecting the person's employment, education, living environment or participation in a University activity.

**Harassment:** conduct that is based on a person's sex (including sexual harassment, sexual violence, sexual misconduct, domestic violence, dating violence, or stalking), race, color, religion, national origin, disability, age, sexual orientation, gender identity, military status, or veteran status that has the purpose or effect of unreasonably interfering with a person's



employment or educational experience or creates an intimidating, hostile, offensive working, educational or living environment.

The University will provide, consistent with state and federal law, reasonable accommodations to persons with disabilities and reasonable accommodations for religious practices.

Examples of conduct prohibited by this policy include but are no means limited to:

- a. Denying a person access to an educational program based on the person's sex, race, color, religion, national origin, disability, age, sexual orientation, gender identity, military status, or veteran status.
- b. Denying salary increases and/or promotions on the basis of the person's sex, race, color, religion, national origin, disability, age, sexual orientation, gender identity, military status, or veteran status.
- c. Preventing a person from using University facilities or services on the basis of that person's sex, race, color, religion, national origin, disability, age, sexual orientation, gender identity, military status, or veteran status.
- d. Instigating or perpetuating an environment that is unwelcome or hostile based on a person's sex, race, color, religion, national origin, disability, age, sexual orientation, gender identity, military status, or veteran status.
- e. Subjecting a person to offensive and unwelcome conduct based on the person's sex, race, color, religion, national origin, disability, age, sexual orientation, gender identity, military status, or veteran status. Offensive and unwanted conduct includes offensive jokes, offensive pictures and digital images, slurs, epithets, threats, intimidation, stalking, and sexual violence, including rape, sexual assault, sexual battery and sexual coercion. The more severe the conduct the less need there is to show a repetitive series of incidents to demonstrate a hostile environment. In fact, a single severe incident may be sufficient to create a hostile environment.
- f. Basing decisions about employment or educational opportunities on a person's acceptance or rejection of a sexual advance, sexual imposition or request for sexual favors.

## **2.16.C Coverage**

This policy applies to all aspects of Miami University's operations and programs, including regional campuses. It applies to all University students and employees, including faculty, administrators, classified non-bargaining staff, bargaining unit staff, and student employees. It also applies to all vendors, contractors, subcontractors, and others who do business with the University. It applies to all visitors or guests on campus to the extent that there is an allegation of harassment made by them against University students or employees. This policy also applies to harassment that occurs outside the educational program or workplace if the conduct negatively affects a person's educational or work environment.

Violence and sexual assaults committed against or by a Miami student, employee, or agent may be pursued through this policy, through the public criminal justice system, or, depending on the facts and the persons involved, through the Office of Ethics and Student Conflict Resolution or other appropriate University disciplinary system. An initial choice to use one of these avenues does not preclude a later or simultaneous decision to use one or more of the others. See Miami University's Sexual Misconduct/Assault Protocol at <http://www.miami.muohio.edu/campus-safety/sexual-assault/protocol.html>

## **2.16.D Romantic and Sexual Relationships in the Instructional and Supervisory Contexts**

The University discourages romantic and sexual relationships between supervisor and employee or faculty and student. In the event of an allegation of sexual harassment, the University will carefully scrutinize any defense based on a claim that the relationship was consensual when the facts establish that an academic or employment power differential existed within the relationship. See *Student Handbook*, Part 5, Chapter 13.

## **2.16.E Information and Assistance**

General information regarding this policy is available at the Office of Equity and Equal Opportunity, Hanna House, Miami University, Oxford, Ohio 45056, (513) 529-7157.

Title IX Coordinator- Title IX of the Educational Amendments of 1972 is a federal law prohibiting discrimination on the basis of sex (including sexual harassment, sexual violence, sexual misconduct, domestic violence, dating violence, or stalking) in higher education. Sex discrimination includes sexual harassment and sexual violence. The University's Title IX Coordinator is Ms. Kenya Ash, Interim Director of the Office of Equity and Equal Opportunity, Hanna House, Miami University, Oxford, Ohio 45056. Ms. Ash may be reached at (513) 529-7157 or [ashkd@miamoh.edu](mailto:ashkd@miamoh.edu).

Deputy Title IX Coordinator for Athletics- Ms. Jennifer A. Gilbert, Associate Athletic Director/Senior Woman Administrator/Director of NCAA Compliance is the University's Deputy Title IX Coordinator for matters related to equality of treatment and opportunity in Intercollegiate Athletics. This includes athletic financial assistance, accommodation of interest and abilities and equity of athletic program benefits. Ms. Gilbert may be reached at Millett Assembly Hall, Miami University, Oxford, Ohio 45056, (513) 529-3113 or [gilberj2@miamioh.edu](mailto:gilberj2@miamioh.edu).

Deputy Title IX Coordinator for Student Sexual Assault- Dr. G. Susan Mosley-Howard, Associate Vice President for Student Affairs and Dean of Students, is the University's Title IX Coordinator for matters related to sexual violence. This includes sexual misconduct, sexual violence and sexual coercion of students. Dr. Mosley-Howard may be reached at 108 Warfield Hall, Miami University, Oxford, Ohio 45056, (513) 529-1877 or [mosleygs@muohio.edu](mailto:mosleygs@muohio.edu).

Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Coordinator- Section 504 and the ADA are federal laws prohibiting discrimination on the basis of disability. The University's Section 504 and ADA Coordinator is Ms. Kenya Ash, Interim Director of the Office of Equity and Equal Opportunity, Hanna House, Miami University, Oxford, Ohio 45056. Ms. Ash may be reached at (513) 529-7157 or [ashkd@miamioh.edu](mailto:ashkd@miamioh.edu).

## **2.16.F Action**

Any person who believes he or she has been the victim of or witnesses harassment or discrimination is encouraged to make a report. If, as the result of an investigation of a report, the University determines that there is reasonable cause to believe that a violation of this policy has occurred, the University will take action to provide appropriate relief to the victim. The University will also take appropriate action, up to and including disciplinary action, against the perpetrator under Section 6.7.O of this policy.

## **2.16.G Retaliation Is Prohibited**

It is a violation of this policy for a person to be disciplined or otherwise disadvantaged as a result of a good-faith resort to this policy. Any retaliatory action or conduct taken by any person against a person who has sought relief under this policy is strictly prohibited and will be regarded as a separate and distinct violation of this policy. Examples of retaliatory action include assigning low grades, assigning undesirable teaching or work schedules, and/or giving deflated performance evaluations. This protection against retaliation extends to any person who opposes acts of harassment or discrimination or who testifies, assists, or participates in any manner in an investigation, proceeding, or hearing relative to harassment or discrimination.

## **2.16.H Reporting Harassment or Discrimination**

Any person who believes he or she is the victim of harassment or discrimination may report the behavior directly to the Office of Equity and Equal Opportunity (OEEO). Alternatively, the person may report the behavior to any of the following persons: a department chair, a supervisor, a dean, an administrative head of office, the Senior Director or staff of Human Resources, the Assistant Provost for Personnel and Director or staff of Academic Personnel Services, the Director of Intercollegiate Athletics or coaches. Any person designated in the preceding sentence that receives a report or has knowledge of harassment or discrimination must promptly inform OEEO, which will conduct a preliminary assessment of the report.

The report should not be made to the same person alleged to have violated this policy. A person who believes that he or she has been discriminated against or harassed by someone listed in the preceding paragraph should make the report to someone else on the list.

Anonymous reports will be accepted; however, the University's options for investigating or resolving anonymous reports may be limited because of the unique challenges presented. There

is no way to assess the reporter's veracity and no ability to obtain additional information from the reporter if the report is unclear or confusing. However, OEE0 will review and take appropriate action on all reports, including anonymous reports.

### **2.16.I Advisers**

Any person who reports alleged harassment or discrimination and any person against whom such an allegation is made may be accompanied at all stages of the process described in this policy by a friend, family member, or other person of his or her choice to provide support and assistance.

### **2.16.J Initial Assessment of a Report**

Upon the receipt of a report of harassment or discrimination, OEE0 will make a preliminary assessment of the report. Every effort will be made to handle such reports fairly, impartially, and quickly. OEE0 understands that these matters can be extremely sensitive. However, in order for the University to take action where warranted, it will usually be necessary to conduct an investigation. In order to protect both the person making the report and the person against whom the report has been made, every effort will be made to handle the matter discreetly. Because information relating to the report will be shared in the course of the investigation on a need-to-know basis, or as otherwise required by law or under this policy, it is not possible to guarantee complete confidentiality. OEE0 may facilitate an informal resolution of the report agreed to by the person who made the report (or the victim if someone other than the victim made the report) and the person alleged to have violated this policy. An informal resolution of the report does not bar a subsequent request to pursue a formal resolution.

Upon receipt of a report, and upon request, the University will provide the alleged victim with support services. Support services include:

1. Providing the alleged victim with a temporary safe space within the University residence halls (available to Oxford students);
2. Moving the accused student or the alleged victim so he/she does not share the same residence or dining hall (available to Oxford residential students);
3. Changing class assignments so that the accused and the alleged victim do not share the same classes (available to instructional staff and students);
4. Providing the alleged victim with academic support services including tutoring (available to students); and/or
5. Prohibiting the accused from having any contact with the alleged victim (available to faculty, staff and students).

## **2.16.K Making a Report of Harassment or Discrimination**

To initiate formal resolution procedures, a person must report the alleged violation of this policy to OEE0 within three hundred (300) calendar days of the most recent occurrence of the alleged harassing or discriminatory behavior. This report should specify the incident(s) of harassment and/or discrimination and be signed by the person making the charge. A copy of the report will be provided to the person alleged to have violated this policy.

## **2.16.L Investigation of a Report**

Within thirty (30) calendar days of receipt of a report, OEE0 will conduct an investigation to determine whether there is reasonable cause to believe that a violation of this policy has occurred, including the extent and severity of the violation. The parties will have the opportunity to be accompanied by an adviser, to present information and respond to written reports, and to ask that witnesses be interviewed. At the completion of the investigation, OEE0 will issue a written report of its investigation that includes a finding of reasonable cause or no reasonable cause and related recommendations. OEE0's findings will be based on a preponderance of the evidence. A preponderance of the evidence is the evidence that has the most convincing force; the greater weight of credible evidence. OEE0 will consider all information presented. This standard of evidence essentially asks, "Is it more likely than not that our policy was violated?"

A copy of the OEE0 report will be given to both the person who made the report (or to the victim if someone other than the victim made the report) and the person alleged to have violated this policy. After the OEE0 report is issued, both the person who made the report (or the victim if someone other than the victim made the report) and the person alleged to have violated this policy are permitted to review the OEE0 investigation file.

## **2.16.M Review**

If dissatisfied with the OEE0 report, either the person who made the report (or the victim if someone other than the victim made the report) or the person alleged to have violated this policy may request a review by a Harassment/Discrimination Review Panel Committee (the Panel Committee). A Panel Committee review of the OEE0 report is only available to students and University employees. The request must be made in writing, stating the reasons therefore, to OEE0 within ten (10) class days of the issuance of the OEE0 report (*Note: any reference to class days in this manual includes exam week*).

The Harassment/Discrimination Review Panel (the Panel) is appointed annually by the President to serve for the undergraduate and graduate student bodies, the faculty, and the classified and unclassified staff. The Panel Committee will consist of five (5) members selected from the Panel. Each Panel Committee will receive appropriate training on this policy.

The composition of the Panel Committee will reflect the peers of the parties involved and will depend on the status of those parties:

Parties Involved	Composition of Panel Committee
1. Both are faculty members	All faculty members
2. Both are staff members	All staff members
3. One is a faculty member and one is a staff member	Both faculty and staff members
4. One is a student and one is a faculty or staff member	Two students and three faculty or staff members
5. Both are students	All students
EXCEPT:	
5.a. If either student requests that one or two members be faculty or staff members	One or two faculty or staff members; the rest students
5.b. If the report arises out of a graduate assistant's teaching responsibilities	Two students and three faculty members
5.c. If the report arises out of a graduate assistant's non- teaching responsibilities	Two students and three staff members

Both the person who made the report (or the victim if someone other than the victim made the report) and the person alleged to have violated this policy will be presented with the list of names of all appropriate members of the Panel. Each party may disqualify up to three members from service on the Panel Committee. The President or designee will select five members from the remaining names and appoint one of the five to serve as committee chair. The Panel Committee will have full access to the OEEO investigation file.

## **2.16.N Decision of the Panel Committee**

Within ten (10) class days of its appointment, the Panel Committee will issue a written report in which a majority of its members concur. *(Note: any reference to class days in this manual includes exam week)*

In the report, the Panel Committee will do one of the following:

- Affirm or reverse the finding of no reasonable cause.
- Affirm or reverse the finding of reasonable cause.

- Remand the matter to OEE0 for additional investigation and a supplementary report based on the additional investigation.
- Affirm or recommend modifying any recommendations made by OEE0.

If the Panel Committee concludes that reasonable cause exists to believe that this policy has been violated, it may instruct OEE0 to take immediate action to eliminate the harassment or discrimination.

## **2.16.O Disciplinary Action**

If there has been a finding of reasonable cause and a recommendation that the person alleged to have violated this policy be subjected to appropriate disciplinary action either in the OEE0 report or as a result of a review and report by the Panel Committee, the discipline, if any, to be imposed will be determined according to the procedures described in the Student Conduct Regulations, if the person is a student; the Ohio Civil Service Law or a collective bargaining agreement then in effect, whichever is applicable, if the person is a member of the classified staff; Section 13.7 of the *Miami University Policy and Information Manual* if the person is a member of the unclassified staff; or Section 8.3 of the *Miami University Policy and Information Manual*, if the person is a member of the instructional staff.

If disciplinary action is initiated, the person alleged to have violated this policy, the person or office initiating disciplinary action, and the hearing body will be entitled to full access to the OEE0 investigation file and the file, if any, of the Panel Committee.

If there has been a finding that reasonable cause exists to believe that a vendor, contractor, subcontractor, visitor, guest or other person who does business with the University has violated this policy, the matter shall be referred to the Vice President for Finance and Business Services for appropriate administrative action.

## **2.16.P Additional Remedies**

Violations of this policy may require additional remedies including counseling, required education/counseling for persons found to be in violation of this policy, tutoring, no-contact orders, and/or permitting a student to retake a course.

## **2.16.Q Miscellaneous**

After a report of harassment or discrimination has been made, subsequent time limits specified in this policy may be extended by the vice president or President who has authority in relation to the person alleged to have violated this policy, or by the President's designee for those under no vice presidential authority. Notice of the extension will be made in writing and will include the

reason for the extension. Notification of extension will be made to both the person who made the report and the person alleged to have violated this policy.

It is a violation of this policy to knowingly make a false allegation of harassment or discrimination. However, failure to prove a claim of harassment or discrimination is not equivalent to making a false allegation. It is also a violation of this policy for a person alleged to have violated this policy or other person interviewed by OEE0 to knowingly make a false statement.

## **SECTION 2.17 Regulations Pertaining to Student Use of University Libraries**

### **2.17.A Introduction**

**Purpose Statement:** The University Libraries provide students with the information facilities, services, collections, and instruction needed to succeed in their academic endeavors. An environment conducive to meeting the diverse research needs of Miami's students can occur only with the cooperation and support of all. Social activities should take place in other campus facilities or off campus, not in the libraries. Accordingly, persons determined by the library staff to be disruptive may be asked, and are required, to remove themselves from library premises immediately.

**Warning to Clients of the Libraries:** All library materials are protected electronically. Please check out all materials at the appropriate circulation desk. Theft or attempted theft will be treated as a serious offense (see Sections 6.8.C and 6.8.D below). Computer disks, CDs, DVDs, audio tapes, or video recordings cannot be harmed by the security gates; however, keep video and audio tapes clear of the checkout areas, because the desensitizing units may damage them.

### **2.17.B Lending Regulations**

**Student ID:** All students are required to have a valid University identification card to check out materials from the Libraries. Loss of the card should be reported immediately to the Libraries and to the Office of the Bursar. Two (2) approved forms of identification are required from students who wish to borrow portable electronic equipment (e.g., laptop computers, digital cameras).

**Rules of Borrowing:** Undergraduate students may borrow most books from Miami University Libraries for three (3) weeks. As a courtesy, graduate students and University Honors students may borrow books in the general collection for a semester to support their research. Any book is subject to immediate recall if needed for reserve or if requested by another client after the initial three-week lending period. Failure to respond to recalls will result in the book being declared overdue and subject to the fines listed in Section 6.8.C below.



Most checked-out books may be renewed as long as there is not a hold (request for use) on the book by another client. Books may be renewed through the Miami University Libraries' online catalog as well as in the Libraries. Note that some materials circulate to all clients for less than three weeks. In addition, some materials (including journals, reference materials, special collections materials, selected government documents, and selected reserve materials) may not be removed from the building. For more details about borrowing library materials, consult <http://www.lib.miamioh.edu/about/circulation/borrowing.php>.

All borrowers, whether they are students, faculty, staff, or Friends of the Libraries, are responsible for the materials that are checked out in their name. We caution against exchange of materials without changing the official library records.

Materials borrowed from the OhioLINK consortium of libraries are subject to OhioLINK's policies, fines, and charges, which differ from those of the Miami University Libraries. For the most up-to-date information about Miami or OhioLINK borrowing policies, inquire at a circulation desk or refer to information online at <http://www.lib.miamioh.edu/about/policies.php>.

## 2.17.C Overdue, Lost, and Damaged Materials

**Overdue Fines and Lost Materials/Equipment Charges:** As a courtesy, the Miami University Libraries send e-mail notifications to remind clients about overdue materials. Regardless of whether an overdue notice is received, clients are responsible for the return of library materials by the indicated due date.

Current information on replacement costs is available at the following webpage: <http://www.lib.miamioh.edu/about/circulation/fines.php>. These fines and charges are subject to change with approval by the Miami University Board of Trustees.

**WARNING:** Failure to pay library fines and fees may result in the suspension of library privileges.

**Fines:** For overdue fines, replacement costs, and repair costs for Miami University and OhioLINK materials, see <http://www.lib.miamioh.edu/about/circulation/fines.php>.

**Theft, Attempted Theft, Malicious Defacement, Damage and Mutilation of Library Materials, Equipment, and Other Library Property:** All library materials and equipment are state property. Theft, attempted theft, malicious defacement, damage, or mutilation of library materials or equipment will result in the charge of academic misconduct. Additionally, students found guilty of these acts will be billed for replacement costs and processing charges as described on the Libraries web site at the address listed above.

## **2.17.D Prohibited Actions**

### **2.17.D.1 Actions that will Result in Disciplinary Action**

- a. Theft, attempted theft, defacement, damage, or mutilation of library materials, furniture, equipment, or other property.
- b. Unauthorized or prohibited use of computing resources, as defined by Section 2.4, “Responsible Use of Computing Resources” of this handbook.
- c. Use of emergency exits when no emergency exists.
- d. Tampering with fire alarms, smoke detectors, or emergency exits.
- e. Disorderly conduct, abusive language, or disruptive actions toward library staff or other clients of the Libraries.

### **2.17.D.2 Other Prohibited Actions**

Miami University Libraries have detailed policies to explain conditions of use for special resources and equipment. What follows below are broad, system-wide guidelines:

- a. Library policies regarding food and beverages are independently established by and posted in each facility. Under no circumstances will deliveries of food or drink items be allowed to any library. Restricted food or drink items will be confiscated.
- b. Cell phone policies are independently established by and posted in each facility. Use of cell phones in restricted areas is prohibited.
- c. Some areas within the Libraries are designated for quiet study. Students who do not observe the posted norms for quiet study areas may be asked to work in another area in the library or to leave the building.
- d. No alcoholic beverages are permitted in any of the Libraries.
- e. Smoking and the use of smokeless tobacco are prohibited. Smoking is defined as the burning of tobacco or any other material in any type of smoking equipment, including, but not restricted to, cigarettes, electronic cigarettes, cigars, or pipes. The use of any tobacco product, including chewing tobacco, is also prohibited.
- f. Posters and signs may be displayed on bulletin boards, but not on doors, windows, or walls. Violators will be reported to the appropriate University office.
- g. Election tables, petition campaigns, and other co-curricular activities are prohibited except in the lobby of any library with the permission of the Dean and University Librarian.
- h. No fraternity or sorority activities may take place in the Libraries.
- i. Pets are not permitted in the Libraries, except for service animals.

- j. Library workstations are not intended for recreational uses such as e-mail, instant messaging, or game playing.

## **PART 3: INFORMATION FOR GRADUATE AWARD HOLDERS**

### **SECTION 3.1. Recipient Guidelines**

#### **3.1.A Introduction**

There are several kinds of financial assistance available to graduate students, depending on their level of study and other factors. However, students may not hold more than one University award for any given term or academic year.

All graduate award holders should follow certain guidelines. Specifically, graduate award holders shall do the following:

**3.1.A.1.** Be admitted to the Graduate School with regular standing. The Graduate School must receive official transcripts showing receipt of the appropriate degree by October 15<sup>th</sup> (for students who begin study in the Fall Semester), March 1<sup>st</sup> (for students who begin study in the Spring Semester), and June 15 (for students who begin study in the Summer term). (See 1.1.B.3 in this Handbook.)

**3.1.A.2.** Maintain satisfactory progress toward the graduate degree to assure that their graduate award (assistantship or scholarship) will be continued during their contract. Satisfactory progress means carrying no fewer than the minimum number of graduate hours, maintaining a cumulative grade point average of at least 3.00, and fulfilling academic requirements for the degree as determined by their department. Failure to achieve this progress will result in the loss of their graduate award.

**3.1.A.3.** Perform satisfactorily their duties as a graduate award holder. If a graduate award holder is not fulfilling the duties of the position, the supervisor will inform the student in writing of the deficiencies in the award holder's performance. The award holder will be given a reasonable period of time to demonstrate that the problem or deficiency has been overcome. Termination will not normally occur without documented efforts to bring about improvement through counseling. However, in some instances an individual's action may be so egregious that immediate termination is necessary. Notice of termination with reasons will be given by the chair of the academic department, or for those students assigned to other units, by the head of that unit, and will be accompanied by the opportunity for a hearing with the Dean of the Graduate School.

Graduate assistantships and dissertation scholarships are privileges bestowed by the University that may also be withdrawn for misconduct at any time during the academic year through the University judicial process. See Code of Student Conduct.

## **SECTION 3.2. Types of Awards**

### **3.2.A Graduate Assistantships Appointments**

Graduate assistantships are awards given to students who are working toward a master's degree (or equivalent, i.e., 34 credit hours in the doctoral program), a Specialist in Education degree, or the doctoral degree. The stipend associated with this award is for a maximum of halftime duties in two regular semesters. Graduate assistants with half-time duties for two semesters are granted remission of 93% of the graduate comprehensive fee for the period of appointment and for the summer session immediately preceding or following the year of appointment. The student will also be required to pay technology, facilities and metro fees. A tuition waiver and stipend for a graduate assistantship can vary with the work expectations varying proportionally. For instance a student might receive half of a tuition waiver and half of a normal stipend, and would be expected to work half the hours.

Academic year appointments

Effective date: August 18, 2014; end date: May 16, 2015

Fall semester appointments

Effective date: August 18, 2014; end date: December 12, 2014

Spring semester appointments – effective date is determined by duties

Instructional duties - Effective date: January 26, 2015; end date: May 16, 2015

Research duties - Effective date: January 5, 2015; end date: May 16, 2015

Administrative duties - Effective date: January 5, 2015; end date: May 16, 2015

Graduate assistants may also be eligible to receive Graduate Summer Scholarships (see Section 3.2.F below.)

#### **3.2.A.1 Duties of Graduate Assistants**

It is the policy of Miami University that graduate assistants will work an assigned number of hours per week based on their appointment. The duties and hours worked per week are determined by the appointment and are set out in the letter the student receives from Academic Personnel offering the assistantship.

- Instructional duties: 20 hours per week for 17 weeks (fall) and 16 weeks (spring)
- Research duties: 18 hours per week for 17 weeks (fall), 3 weeks (winter), 16 weeks (spring).
- Administrative duties: 18 hours per week for 17 weeks (fall), 3 weeks (winter), 16 weeks (spring).

(hours pro-rated for appointments if less than these listed hours per week)

The work assignments will have a clear educational benefit and will be consistent with the awardee's professional aspirations. Any student who feels that he or she is being asked to work more than the expected hours or whose work assignment consists of a disproportionate amount of clerical and administrative tasks, who has discussed his or her concerns with the appropriate director of graduate studies or supervisor, and who has availed himself or herself of the appropriate departmental grievance procedures without satisfaction should approach the appropriate divisional dean to request a review of the work assignment.

If the award holder is not satisfied by the response of the divisional dean, the award holder should meet with the Dean of the Graduate School, who will first discuss the problem with the divisional dean and the supervisor of the graduate student. If the Dean of the Graduate School is unable to resolve the problem, he or she will appoint an ad hoc subcommittee of the Graduate Council to adjudicate the problem. The decision of the ad hoc subcommittee will be binding on the student and the department or program involved, and there will be no further appeal.

A student's primary commitment is to his or her studies. Thus, students are prohibited from working more than 28 hours per week during the academic year. International students may not work more than 20 hours per week.

### **3.2.A.2 Winter Term Duties Defined**

Graduate assistants may or may not be required to be present and complete assistantship duties during winter term. Department chairs or unit supervisors will determine the duties, if any, for their graduate assistants during winter term.

If a graduate assistant does not have duties as assigned by the department or unit supervisor during the winter term, he/she may be paid for an overload assignment; no petition is required.

If a graduate assistant does have duties as assigned by the department or unit supervisor during the winter term, he/she must petition Graduate Council for approval before accepting an overload assignment.

### **3.2.A.3 Residence Hall Assistants**

Students who hold residence hall assistantships and who must determine their own time schedules will at times work more than twenty hours a week. However, the Office of Residence Life recognizes that its award holders will place their highest priority on their academic performance.

### **3.2.A.4 First-year Graduate Assistants**

First-year graduate assistants are not assigned complete responsibility for classroom instruction unless need is demonstrated, the assistant has the necessary competence, and approval is obtained from the divisional dean and the Dean of the Graduate School.

First-year international students awarded assistantships whose native language is not English or who have not earned a degree from an institution in a country where English is the native

language will not be assigned significant instructional responsibilities (including laboratory supervision) in their first year of graduate study at Miami (i.e., they can assist a faculty member or senior graduate assistant, but they cannot be given lead or principal responsibility for a class, a discussion session, or a laboratory section), with the exception of students teaching in the foreign languages area in their native language. The following are additional guidelines for international graduate assistants:

- State-supported colleges and universities are required to ensure that instruction by teaching assistants is provided only by persons who have demonstrated oral proficiency in use of the English language.
- Each state University shall establish a program to assess the oral English language proficiency of teaching assistants providing classroom instruction to students.
- Each state University shall ensure that teaching assistants who are not orally proficient in the English language attain such proficiency prior to providing classroom instruction to students.
- The Board of Trustees has authorized the Dean of the Graduate School to administer a program to assess the oral English proficiency of foreign graduate students who have been assigned instructional responsibilities as graduate assistants or teaching fellows. This assessment program shall include the following:
  - Administration of a standardized test of oral English proficiency, such as the “Test of Spoken English” developed by the Educational Testing Service.
  - Establishment of minimum scores on such a standardized test judged to demonstrate acceptable levels of oral English proficiency.
  - Requirement of a course or courses of study to assist foreign graduate students who are identified as having oral English deficiencies prior to assuming assigned instructional responsibilities.

### **3.2.A.5 Academic Requirements of Graduate Assistants**

In addition to the responsibilities outlined by their major department, graduate assistants ordinarily must register for a minimum of nine (9) graduate credit hours and a maximum of fifteen (15) hours for each semester of their appointment. With permission students may take undergraduate hours in addition to the minimum number of required graduate credit hours.

Students must maintain satisfactory progress toward the graduate degree. Satisfactory progress means carrying no fewer than the minimum number of graduate hours, maintaining a cumulative grade point average of at least 3.00, and fulfilling academic requirements for the degree as determined by their department.

### **3.2.B Dissertation Scholarships**

Dissertation scholarships are awarded to doctoral candidates who are selected by the individual departments. This selection is based on the merits of the student's proposed dissertation and the probability of the doctoral degree being awarded within the year (by the following August). These are service-free awards administered through the Office of Student Financial Aid. The department offering the award determines stipends for dissertation scholarships.

Dissertation scholars also are eligible for Graduate Summer Scholarships (see Section 3.2.F below.)

#### **3.2.B.1 Limitations of Dissertation Scholarships**

Holding a Dissertation Scholarship dramatically reduces a student's eligibility for Stafford Loans. A Dissertation Scholarship is truly a scholarship because it requires no duties and has no financial payback. Therefore, it is not considered financial aid by the accepted definition. This award is not for students who are dependent upon the stipend of the Dissertation Scholarship and a Stafford Loan because they would probably forfeit all but approximately \$300 from a Stafford Loan. It is always advisable to speak with a Loan Coordinator from the Office of Student Financial Assistance to determine a total financial aid package. Other information is available online at <http://www.miamioh.edu/sfa/>.

Dissertation Scholarships are not tax-free awards. Only that portion which a student uses to pay required fees books, supplies, and equipment is non-taxable. The remainder is taxable. Detailed information about the award is provided with the letter of appointment.

#### **3.2.B.2 Academic Requirements of Dissertation Scholars**

In addition to the responsibilities outlined by their major department, dissertation scholars must register for 9-15 graduate credit hours in each of the two regular semesters. If their degree is not awarded at the May commencement, students must register for a total of 9-15 graduate credit hours during the summer terms; remission of the Instructional Fee and the out-of-state tuition surcharge (if applicable) also applies to the summer terms, but not to winter term. Dissertation scholars do not need to register during winter term.

Students must maintain satisfactory progress toward the graduate degree. Satisfactory progress means carrying no fewer than the minimum number of graduate hours, maintaining a cumulative grade point average of at least 3.00, and fulfilling academic requirements for the degree as determined by their department.

### **3.2.C Graduate Summer Scholarships**

Graduate Summer Scholarships are service-free awards given to graduate award holders in the summer following their graduate appointments.

### **3.2.C.1 Eligibility,**

To be eligible for a Graduate Summer Scholarship, students must have held a graduate assistantship, a residence hall personnel assistantship, or a dissertation scholarship for at least one full semester. Students must also have completed at least nine (9) graduate credit hours each semester of the appointment or have done one of the following:

To be eligible for a Graduate Summer Scholarship, students must also have fulfilled the following academic requirements:

- Made satisfactory progress toward the graduate degree.
- Be certified as engaged in full-time graduate study by one's department.

Courses taken for P and S grades count toward eligibility for the summer scholarship; they are not, however, computed in students' grade point averages. Students who receive F, U, or Y in such courses will not receive credit towards the summer scholarship.

### **3.2.C.2 Summer Scholarship Payments**

Eligible students will receive \$900 or \$1,800 for engaging in full time study as defined by the Graduate School and their academic department between the end of spring semester and the beginning of fall semester; the maximum scholarship payment is \$1,800. Students with one-semester appointments are eligible for one payment of \$900. Students with a two-semester appointment are eligible for the summer scholarship for one payment in the amount of \$1800. There is no partial payment of scholarships. If students have used all or part of their summer fee waiver in the summer proceeding the year of the appointment, they cannot receive additional fee waivers during the following summer term.

Summer Scholarships will be paid on or before June 30<sup>th</sup>.

The Instructional Fee and out-of-state tuition surcharge (if applicable) for summer terms are waived for Graduate Summer Scholarship recipients. The Graduate Summer Scholarship provides a scholarship only. Therefore, the General Fee (reduced) and the Registration Fee must be paid at the time in which students register or are billed. If required in their courses, students must pay certain laboratory fees and artistic supply costs. All fees must be paid by the deadlines established by the Office of the Bursar to avoid cancellation of students' registration and loss of their Graduate Summer Scholarship.

### **3.2.C.3 Full Time Summer Study Defined**

Departments are responsible for defining what full time summer study entails for each degree program. Full time summer study may range from three (3) to twelve (12) credit hours for the entire summer and must require student engagement in degree requirements for at least ten (10) weeks of the summer, or five (5) weeks for a single scholarship payment. A department's definition of full time summer study must be approved by the Graduate School in order for its students to be eligible for the Graduate Summer Scholarship.



Departments are responsible for certifying that each student is enrolled in the appropriate courses and engaged in the appropriate activities (credit or non-credit activities) during the summer (minimum of ten weeks) in order for its students to receive the Graduate Summer Scholarship.

If students receive a Graduate Summer Scholarship, they may hold additional employment for up to twenty (20) hours a week during the summer semester, provided that they have permission from their department chair and the Graduate School.

## **SECTION 3.3. Administration of Graduate Awards**

### **3.3.A Nomination of Graduate Award Candidates**

Graduate Directors submit the graduate award nominations using the electronic nomination process to the divisional dean for approval. When a graduate award has received all necessary approvals, the Academic Personnel Office will process the award. When the Dean of the Graduate School approves the award nomination, an appointment letter will be sent to the student, with copies sent to the appropriate chair or supervisor and the divisional dean.

After April 15<sup>th</sup>, departments should not recommend the appointment of a student known to have accepted an appointment elsewhere unless the department has written evidence that the student has been officially released from the previous commitment. This is in accordance with the resolution of the Council of Graduate Schools in the United States, to which Miami University is a signatory.

### **3.3.B Time Limits for Graduate Awards**

Graduate assistantships awarded to students admitted to a master's program at Miami University may be appointed for one additional year for a maximum of two years of support

Regardless of source of support, students enrolled in a doctoral program may receive the following:

Financial support from graduate assistantships and dissertation scholarships for a total of four years beyond receipt of a master's degree, or

Six (6) years of support beyond the bachelor's degree if admitted directly into a doctoral program at Miami University.

### **3.3.C Procedures for Award Recipients**

Upon receipt of their award notice, students must do the following to facilitate their registration and compensation:

- Complete the medical history form and have a tuberculin test or chest X-ray if students are first-time appointees. Graduate students are required to complete the Miami medical history form. Proof of immunity to Measles, Mumps, and Rubella is required if students were born after January 1, 1957. Students with graduate awards are required to have a tuberculin test within six (6) months of admission. The Student Health Service offers the tuberculin test at no charge and a chest X-ray for a nominal fee. A student who has a positive tuberculin test must have a chest X-ray. International students must have an annual tuberculin test and/or a chest X-ray.
- Complete the necessary payroll forms, including the Immigration and Naturalization Service forms (and provide the necessary documents); this can be done during the Graduate Student Orientation in mid-August or in the Academic Personnel Office, 1 Roudebush Hall. If students do not complete these forms, their end-of-August payroll check will not be issued.

### **3.3.D Payroll and Tax Information**

The University requires automatic paycheck deposit for all employees, including graduate award holders for the academic year and for the summer sessions. Graduate Assistants will receive paychecks on the last business day of each month they are to be paid.

- Academic year appointment: half month pay for August and May; full month pay September through April
- Fall semester appointment: Half month pay for August, four monthly payments September through December
- Spring semester appointment: If student is a new GA, half month for January; full month pay February through April. If student is a current GA, four full months January through April, half month pay in May.

#### **3.3.D.1 Taxable Income**

Depending on individual circumstances, students' stipend is subject to withholding for Federal and Ohio income taxes and the Oxford earnings tax. Students must complete and sign a W-4 form (computer card) during the Graduate Student Orientation or at the Payroll Office, 2 Roudebush Hall, designating their withholding allowances; this information is needed by the Payroll Department, which determines the amount to withhold from stipend checks. If students do not complete this form on time, their payroll check will not be issued.

Under the current federal tax regulations (The Tax Reform Act of 1986), the IRS may determine that tuition waivers for graduate award holders are taxable. As of this writing, tuition waivers provided through graduate awards (assistantships and scholarships) have been exempted from this tax up to \$5,250.00.

### **3.3.D.2 Tax Liabilities**

If students can be claimed as a dependent on another person's tax return, they may not be exempt from Federal Income Tax liability. Students cannot claim exempt status if they have any non-wage income, such as interest on savings, and expect their wages plus non-wage income to add up to more than \$500.00.

Residents of Indiana, Michigan, Kentucky, Pennsylvania, or West Virginia may elect to pay state income tax in that state and be exempted from the withholding of Ohio Income Tax by notifying the Payroll Department. Otherwise, they must pay state income tax in Ohio.

Compensation earned at the Oxford Campus is subject to deduction of a one and three-fourths percent (1.75%) earnings tax for the City of Oxford. Compensation earned at the Hamilton Campus is subject to the deduction of two percent (2%) earnings tax. Compensation earned at the Middletown Campus is subject to the deduction of one and one-half percent (1.5%) earnings tax. If students currently reside within the city limits of Cincinnati or Fairfield, or other municipality that has an earning tax, they should contact the Payroll Office to insure the deduction of the proper city tax.

## **SECTION 3.4. Rights and Responsibilities of Graduate Award Holders**

### **3.4.A Introduction**

The University considers graduate award holders primarily students; that is, their first responsibility is to their own academic performance: courses, seminars, and research. However, while performing their duties as an award holder, students are expected to exercise the same degree of maturity and responsibility that is expected of a faculty member. To this end, they should receive (whenever possible) those faculty privileges that will help them satisfactorily perform their duties.

### **3.4.B Rights as Graduate Students**

Graduate assistants and dissertation scholars have the rights and benefits common to all graduate students. They, as a graduate student have the right to:

- Instruction that encourages free and open discussion. Graduate students have the right to take exception with opinion; however, they must know the facts involved in forming that opinion.
- Professional guidance concerning their academic program or career. They also have the right to an evaluation of their academic progress. Graduate students must meet the University and departmental requirements, while maintaining high academic standards.

- Due process as outlined in the appropriate official University publication. Graduate students must acquaint themselves with all Miami University regulations and policies.
- Be evaluated for admission and progress toward a degree based on their academic achievement, regardless of race, sex, religion, creed, or national origin.

### **3.4.C Additional Rights as Award Holders**

There are additional rights unique to graduate assistants and dissertation scholars. As graduate award holders, they have the right to:

- Be informed of the general nature of the service they are to perform for the University. In turn, they also have the responsibility to perform these duties to the best of their ability.
- Participate in decision-making processes related to teaching, if their duties include instructional responsibilities. At the same time, they also must abide by group decisions.
- Instructional and periodic guidance of their performance, if their duties involve teaching responsibilities. They must be open to suggestions on improving their teaching.

### **3.4.D Responsibilities as Award Holders**

As graduate assistants or dissertation scholars, students also must fulfill the following responsibilities:

- Abide by the ethical standards of the profession that they serve.
- Hold no other employment during their term of appointment, unless recommended by the department chair and approved by the Dean of the Graduate School.
- Notify their department chair if they should decide to relinquish their graduate award during the year of the appointment. Students should submit a written resignation to the chair immediately after making their decision.

## **SECTION 3.5. Other Benefits for Graduate Award Holders**

### **3.5.A Full-Time Status**

If graduate students register for at least nine (9) graduate credit hours and are graduate award holders, they are considered to be full-time graduate students. Therefore, this full-time status entitles students to financial aid consideration, Student Health Service including Student Health Insurance Plan consideration, and admission to the unreserved student section at intercollegiate athletic events. Other graduate students who are registered for fewer than nine (9) hours may

receive the Health Service and athletic benefits by paying the full-time student rate for the General Fee.

To receive health service and athletic benefits, students must show their student ID card. Student ID cards for full-time students are not identified as such; those for part-time students are marked “part-time.” If a student’s ID card is incorrect, he/she should take it to the University ID Office.

### **3.5.B Parking Privileges**

Graduate award holders are entitled to a parking permit, allowing them to park in certain designated areas. To receive a parking permit, students may apply through the Parking & Transportation Services website or they may visit the Parking & Transportation Services office, located in the Campus Avenue Building. For more information, visit their website at <http://www.miamioh.edu/prk/> or call the office at (513) 529-8535.

### **3.5.C Bicycle Regulations**

Any member of the student body, faculty or staff at Miami University who wishes to own or operate a bicycle on University property is expected to comply with the City of Oxford ordinance pertaining to bicycles. This includes safety equipment standards and safe riding regulations. NOTE: Information concerning the City of Oxford Bicycle Ordinance may be acquired at the Oxford Police Department. See MUPIM for additional information: <http://www.miamioh.edu/secretary/> , Section 16.3.B.

### **3.5.D Payroll Deduction**

Graduate award holders may authorize the Office of the Bursar to deduct charges owed to Miami University, including fees, from their paychecks. They must pay the General fee (reduced), the Registration fee, the Data Network fee, and the Metro fee (reduced) for each semester of enrollment. Students have two options for paying these required fees:

- Paying the fees from personal funds at the time of registration or billing.
- Paying the fees through a payroll deduction taken from their first four paychecks of the semester.

Payroll deduction for required fees is available during the Fall and Spring Semesters of the academic year, but not during the summer sessions at the present time.

Students may also have the cost of their health insurance divided by four and deducted automatically from their first four payroll checks. Students interested in using payroll deduction for their health insurance payment should stop in at 101 Campus Avenue Building to enroll.

### **3.5.E Retirement Plan**

Graduate award holders and part-time employees of Miami University, are subject to the provisions of the Ohio Public Employees Retirement System (OPERS). Students can be exempted from this option if they are not currently members of OPERS. To claim exemption, students will need to complete and sign a Request for Optional Exemption form. This form is distributed during the Graduate Student Orientation. If students do not complete the exemption form, 10% of their gross pay will automatically be deducted for this retirement system.

If students are currently members of the State Teachers Retirement System of Ohio (STRS) and wish to receive retirement credit for their Miami employment, they may elect to do so by signing up during the Graduate Student Orientation in August. Students may contact the Benefits Office at (513) 529-3926 if they did not sign up during the Graduate Student Orientation.

### **3.5.F Workers' Compensation**

If students are injured while carrying out the duties for which they are receiving a stipend, their medical expenses may be paid by The Ohio Bureau of Workers' Compensation. If injured and immediate medical attention is not required, students must immediately report the accident to their department chair/director, complete an Employee Injury and Illness Report, and contact Human Resources at (513) 529-4745. If immediate medical attention is necessary, students should seek the medical attention and then follow the above process after the medical attention has been received.

**Note:** Ohio Unemployment Compensation does not cover graduate award holders.

## **PART 4: GRADUATE DEGREE REQUIREMENTS**

Miami University offers the Master's, the Doctor of Philosophy, the Doctor of Education, and the Specialist in Education degrees. Students will find policies and guidelines for completing each of these degrees in the following sections. However, each department may set its own requirements in addition to those discussed below. Students should refer to their program listing in the General Bulletin (<http://miamioh.edu/academics/bulletin/>) that lists specific degree requirements.

## **SECTION 4.1. Master's Degree**

### **4.1.A Credit Hour Requirement**

Students must complete a minimum of thirty (30) graduate credit hours, of which at least six (6) must be earned in courses numbered 600 or above.

### **4.1.B Culminating Experience**

A culminating experience is required of all candidates for the master's degree. Each department determines the culminating experience requirements. If credit bearing, the culminating experience credit must be taken at the 600 level or above.

#### **4.1.B.1 Thesis Option**

A thesis is an original research, scholarly, or creative project that is written and meets disciplinary standards. A thesis must be directed by a Miami University faculty member with graduate level A standing and be approved by a committee of a minimum of three (3) members with Miami University graduate level A or B standing. All theses are required to be deposited on OhioLink. Thesis credit ranges from six (6) to twelve (12) hours for a 30-credit-hour program. For each required hour over thirty (30), the department may increase its thesis credit by one.

#### **4.1.B.2 Non-thesis Option**

A non-thesis culminating experience may take many forms such as a practicum, internship, research experience, or written project. Departments/programs must provide clear guidelines for completion and evaluation of non-thesis culminating experiences. A non-thesis option master's must be advised by a Miami University faculty member with graduate level A or B standing and be approved by a committee of a minimum of three (3) members with Miami University graduate level A or B standing. Non-thesis projects are not deposited on OhioLink.

### **4.1.C Final Examination**

Students are required to pass a final examination (aka thesis defense) that covers the entire field of their graduate study, as well as a thesis if required, to receive the master's degree. To be eligible for the examination, students must have a 3.00 graduate grade point average or better and must not have grades of incomplete. Students may take the final examination during the semester in which they finish their coursework or at a later time, but they must pass the examination no later than five (5) years after completing their first course toward the degree.

Each department determines specific criteria and guidelines for the final examination. The final examination may be oral, written, or both. In the case of the non-thesis option, it may be an integrated component of the non-thesis culminating experience.

If a student fails the examination on the first attempt, his or her department may allow him or her to take the examination a second time after a minimum of fourteen (14) calendar days from the first attempt. A student may only take the examination two (2) times; after that, he or she is ineligible to receive the master's degree.

After completion of the Final Examination, a fully executed Form M-1 "Certificate for Awarding the Master's Degree" should be submitted to the Graduate School at least ten (10) business days before the appropriate commencement date (Section 4.1.H).

#### **4.1.D Guidelines for Forming Master's Examining Committees**

The Master's Final Examination Committee must have three (3) or more graduate faculty members, two (2) of which represent the student's major department. The third and other additional members may represent the major department, a related discipline, or the Graduate School. For a thesis based master's, the chair must have Level A Graduate Faculty standing (Section 5). Members other than the chair must hold at least Level B standing. For a non-thesis based master's degree, the chair and all committee members must hold at least Level B standing. Students should consult with their department or the Graduate School to determine the eligibility of faculty to serve on the examining committee.

#### **4.1.E Thesis Evaluation**

For students who chose the Thesis Program, the thesis director must change all thesis evaluations to the final grade of "P" or "F." The thesis director must change specified research and internship courses which have been approved for "P" and "F" to the final grade. These changes can be made by completing the bottom section of Form M-1 "Certificate for Awarding the Master's Degree."

#### **4.1.F Thesis, Internship, or Practicum Report Submission Guidelines**

##### **4.1.F.1 Internship, Non-Thesis, or Practicum**

Students completing an internship or practicum report for the master's degree must do the following:

1. Follow the thesis preparation guidelines established by the Graduate School to receive the master's degree. The *Guide for Writing Theses and Dissertations* is available online at <http://miamioh.edu/documents/graduate-studies/forms/thesis-diss-guidelines.pdf>.
2. Submit to the department's Graduate Director an electronic copy of the report that has been approved by the department or program.
3. Submit to the Graduate School a fully executed Form M-1 "Certificate for Awarding the Master's Degree" at least ten (10) business days before the appropriate commencement date



(Section 4.1.H). The form is available on the Graduate School's website at <http://www.miamioh.edu/graduate-studies/forms-publications/index.html>.

4. Students also must apply for graduation and pay a commencement fee by the application deadline in order to graduate (Section 4.10).

#### **4.1.F.2 Thesis**

Students completing a thesis for the master's degree must do the following:

1. Follow the thesis preparation guidelines established by the Graduate School to receive the master's degree. The *Guide for Writing Theses and Dissertations* is available online at <http://miamioh.edu/documents/graduate-studies/forms/thesis-diss-guidelines.pdf>.
2. Have the format and style of the thesis checked and approved by the Graduate School prior to submission.
3. Submit to the Graduate School a fully executed Form M-1 "Certificate for Awarding the Master's Degree" at least ten (10) business days before the appropriate commencement date (Section 4.1.H).
4. Submit to the Graduate School a fully executed Form M-2 "Certificate for Approving the Thesis" at least ten (10) business days before the appropriate commencement date (Section 4.1.H).
5. All students must submit their thesis electronically through OhioLINK. Instructions are in the *Guide for Writing Theses and Dissertations*. Submission to OhioLINK must be completed at least ten (10) business days before the appropriate commencement date. Additional help and information regarding formatting and electronic submission of the document can be obtained from the Center for Information Management (CIM) at King Library.
6. Students must also apply for graduation and pay a commencement fee by the application deadline in order to graduate (Section 4.10).

#### **4.1.G Time Limit for Degree Completion**

Students must complete the coursework and earn the master's degree within five (5) years after they first register as a graduate student. This limit applies to all degree-seeking students, both full- and part-time.

**Note:** Students have until December 31<sup>st</sup> of the fifth year to complete the degree. For example, a student first registering in the summer of 2012 has through December of 2017 to complete the degree.

## **4.1.H Required Forms for Completing the Master's Degree**

### **FORM M-1: Certificate for Awarding the Master's Degree (All Students)**

This form is completed by the student's department before the final examination. It is then printed and given to the student to present at the time of the final examination. The committee members will indicate their vote and will sign the form at that time. After all requirements for completion of the degree are reviewed and approved by the department or program, the form is then signed by the department chairperson and forwarded to the Graduate School at least ten (10) business days before the appropriate commencement date. The form is available on the Graduate School's website at <http://www.miamioh.edu/graduate-studies/forms-publications/index.html>.

### **FORM M-2: Certificate for Approving the Thesis (Thesis-option Only)**

This form is the first page of the required front matter in the thesis. It must contain the approval signatures of the major advisor(s) and the reader(s). Other graduate committee members may also sign approval as desired by the department/program or student. The form is available on the Graduate School's website at <http://www.miamioh.edu/graduate-studies/forms-publications/index.html>.

## **SECTION 4.2. Second Master's Degree**

With the approval of the department, students who have been admitted to a second master's degree program may apply a maximum of ten (10) semester credits earned at accredited graduate schools toward the second master's degree as long as the work is not more than five (5) years old at the projected date of graduation. This includes graduate credits earned at Miami University for a graduate degree, if they are appropriate to the program and do not exceed the age restrictions.

If a thesis was presented for the first degree, it may not be used for the second degree. Students can earn a second master's degree with the same degree title as the first master's degree, but their coursework for the second degree must be distinctly different from the first degree.

## **SECTION 4.3. Certificate in Cognate Area**

The Graduate School offers certificate programs in many areas that can be obtained in concert with or independently from degree programs. Certificates range from nine (9) to over twenty (20) graduate credits. Students earning a certificate receive a printed certificate and a transcript notation. These programs are described in detail in the *Graduate Bulletin* and are open to students who have been admitted to the Graduate School and have met program prerequisites.

## **SECTION 4.4. Specialist in Education**

Specialist in Education (Ed.S.) degree candidates are classified as post-master's degree students. However, many of the requirements for this program are the same as those for the master's degree, particularly the thesis (Section 4.1.B.2) and final examination requirements (Section 4.1.A.3).

### **4.4.A Minimum Credit Hours**

Students must complete a minimum of thirty (30) post-master's degree hours, including six (6) to twelve (12) hours of research study. Of these hours, students must earn a minimum of twenty-four (24) credits (including the thesis research) in their major area of study.

### **4.4.B Time Limit for Degree Completion**

Coursework must be completed and an approved thesis must be submitted electronically within five calendar years after admission to Ed.S. candidacy. The thesis must be submitted electronically at least ten (10) business days before the commencement at which the Ed.S. is awarded (Section 4.1.A.2).

## **SECTION 4.5. Doctor of Philosophy and Doctor of Education**

### **4.5.A Minimum Requirements**

Students in doctoral programs are responsible for fulfilling the requirements outlined below, as well as those established by their department.

#### **4.5.A.1 Minimum Credit Hours**

Students must complete a minimum of sixty (60) graduate credit hours beyond the master's degree or ninety (90) graduate credit hours beyond the baccalaureate degree. Of those hours, a minimum of sixteen (16) must be dissertation research hours.

#### **4.5.A.3 Comprehensive Examination**

To be admitted formally to candidacy for the doctorate degree, students must pass a comprehensive examination. This examination evaluates students' work and qualifications for further work and research. **Note:** Doctoral students must have a 3.00 graduate grade point average or better and must not have grades of incomplete to be eligible to take the comprehensive examination and advance to candidacy.

#### **4.5.A.4 Dissertation Requirement**

Because the doctoral degree is primarily a research degree, students must demonstrate the capacity for independent research by writing an original dissertation on a topic in their major field of study. Students must complete a minimum of sixteen (16) hours of Dissertation Research.

#### **4.5.A.5 Final Examination**

After completing their dissertation students must pass a final examination (aka dissertation defense), which evaluates their work on the dissertation and competence in the major field of study.

### **4.5.B Guidelines for Forming Doctoral Examining Committees**

#### **4.5.B.1 Comprehensive Examination Committee**

A committee consisting of five (5) or more graduate faculty members will administer the comprehensive exam. The committee is chaired by a Graduate Level A faculty from the student's major department and may be the dissertation advisor. At least one (1) additional Graduate Level A or B faculty from the student's major department and one (1) Graduate Level A faculty from outside of the department serving as the Graduate School Representative must be on the committee. The remaining members must be Graduate Level A or B faculty and may represent the student's major department or a related discipline. The Graduate School Representative is not required to provide questions for the written comprehensive, but does play a role in ensuring rigor and quality of the written part and participates in the oral part of the examination.

#### **4.5.B.2 Final Examination Committee**

The Final Examination Committee consists of at least four (4) Graduate Faculty with Level A or B Standing. The Director of the Dissertation must hold Level A Graduate Faculty Standing. One (1) member must be from outside of the major department and must also hold Level A Graduate Faculty Standing. This outside-the-department member is normally the same faculty member who served on the Comprehensive Examination Committee.

#### **4.5.B.3 Role of the Outside-the-department Member**

The Dean of the Graduate School, with recommendation from the chair of the department concerned, will select a member of the Graduate Faculty (Level A) to represent the Graduate School at the oral part of the Comprehensive Examination, at the presentation of the student's prospectus for the dissertation, and on the Final Examination Committee.

This faculty member, who is from outside the major department, will play a role to examine the rigor and quality of the written part and participate with vote in the oral part of the comprehensive exam, in approving the prospectus for the dissertation, and to participate with vote on the Final Examination Committee.

#### **4.5.B.4 Procedures for Committee Approval**

After a tentative doctoral examining committee has been chosen, the committee must be approved by the Dean of the Graduate School. Each department must complete the appropriate "Request for Appointment of Doctoral Committee" form (D-1 comprehensive exam, or D-3 final exam). Both forms are available on the Graduate School's webpage under "Forms and Publications" and are described in Section 4.5.H.

The form, “Request for Appointment of Doctoral Committee” (Comprehensive or Final Examination), must be submitted to the Graduate School for the approval of the Dean of the Graduate School at least ten (10) business days before the date of the scheduled examination.

#### **4.5.C Comprehensive Examination Guidelines**

Students must pass the comprehensive examination within seven (7) years after completing their first course in the doctoral program. This is a two-part examination: oral and written. Students must pass the written part prior to attempting the oral part and must take the oral part within four (4) weeks of taking the written part.

The student's department should complete and send the Form D-1, “Request for Appointment of Doctoral Comprehensive Examination Committee” to the Graduate School for approval (Section 4.5.H.) at least ten (10) business days prior to the beginning of the comprehensive exam. The Dean of the Graduate School must give approval for a student's comprehensive examination committee.

At the conclusion of the written and oral examinations, all committee members will vote to indicate whether the student passed the comprehensive examination. Students will pass the examination if no more than one (1) member casts a dissenting vote. If the student does not pass the comprehensive examination after the first attempt, the committee may grant the student permission to take a second examination, which will be given under the conditions stipulated by the committee. Students can take a second examination no earlier than 14 calendar days following the conclusion of the first exam.

The student's department should complete and send the Form D-2, “Results of the Comprehensive Examination for the Doctoral Degree and Application for Candidacy” to the Graduate School for approval (Section 4.5.H.) no later than ten (10) business days after completion of the comprehensive exam.

#### **4.5.D Candidacy and Dissertation Requirements**

After passing the comprehensive examination and being admitted to candidacy, students must complete a minimum of sixteen (16) hours of original dissertation research credit (850 level) in their chosen field of study. To begin their research, students must present the prospectus for their dissertation to a committee for approval. This committee, often the same as that for their comprehensive examination, will conduct the final examination when students complete the dissertation.

### **4.5.E Final Examination Guidelines**

A final examination (aka dissertation defense) to evaluate candidates' work on the dissertation and competence in the field will be conducted by an examining committee consisting of at least four (4) members of the graduate faculty as described in Section 4.5.B. The committee must include the director of the dissertation, two (2) readers, and a member from outside the department to serve as the Graduate School Representative.

The student's department should complete and send the Form D-3, "Request for Appointment of Doctoral Final Examination Committee" to the Graduate School for approval (Section 4.5.H) at least ten (10) business days prior to the final examination. The Dean of the Graduate School must give approval for a student's final examination committee.

All committee members have responsibility for the conduct of the examination and must also certify the fairness of the examination. Students will pass the examination if no more than one (1) member casts a dissenting vote. All members of the Graduate Faculty are eligible to participate, but not vote, in the examination. If the student does not pass the final examination after the first attempt, the committee may grant the student permission to take a second examination, which will be given under the conditions stipulated by the committee. Students can take a second examination no earlier than 14 calendar days following the conclusion of the first exam. The final examination shall be passed no later than five (5) years after admission to candidacy.

The student's department should complete and submit the Form D-4, "Results of the Final Examination and Certificate for Awarding the Doctoral Degree" to the Graduate School for approval (Section 4.5H) at least ten (10) business days before the appropriate commencement date.

### **4.5.F Dissertation Submission Guidelines**

Students must pass their final examination and submit their dissertation electronically within five (5) calendar years after being admitted to candidacy and at least ten (10) business days prior to the commencement when the degree is to be awarded. If they do not meet this time limit, students may be required to complete additional coursework or pass another examination.

When preparing the dissertation, students must follow the guidelines established by the Graduate School in the *Guide for Writing Theses and Dissertations* available on the Graduate School website at <http://miamioh.edu/documents/graduate-studies/forms/thesis-diss-guidelines.pdf>.

The student's dissertation committee and the Graduate School must approve the dissertation before electronic submission. Students' departments may also require a copy or copies of the dissertation.

Students completing a dissertation must do the following:

1. Follow the thesis preparation guidelines established by the Graduate School to receive the doctoral degree. The *Guide for Writing Theses and Dissertations* is available online at <http://miamioh.edu/documents/graduate-studies/forms/thesis-diss-guidelines.pdf>.
2. Have the format and style of the dissertation checked and approved by the Graduate School prior to submission.
3. Submit the Form D-4, "Results of the Final Examination and Certificate for Awarding the Doctoral Degree" to the Graduate School for approval (Section 4.5.H) at least ten (10) business days before the appropriate commencement date.
4. Submit to the Graduate School a fully executed Form D-5 "Certificate for Approving the Dissertation" at least ten (10) business days before the appropriate commencement date (Section 4.5.H). The form is the first page of the required front matter for the dissertation
5. All students must submit their dissertation electronically through OhioLINK. Instructions are in the *Guide for Writing Theses and Dissertations*. Submission to OhioLINK must be completed at least ten (10) business days before the appropriate commencement date. Additional help and information regarding formatting and electronic submission of the document can be obtained from the Center for Information Management (CIM) at King Library.
6. Students must also apply for graduation and pay a commencement fee by the application deadline in order to graduate (Section 4.10).

#### **4.5.G Time Limits for Degree Completion**

Students must pass the comprehensive examination within seven years of completing their first course in the doctoral program. Upon passing this exam, students are formally admitted to candidacy for the doctorate degree. Students must complete their dissertation and take the final examination within five (5) years of their admission to candidacy.

#### **4.5.H Required Forms for Completing the Doctoral Degree**

The following paragraphs describe the forms to be completed by the appropriate graduate faculty in the examining process for each doctoral student. These forms (D-1 to D-5) cover procedures from nominating faculty members for service on the Comprehensive Examination Committee to approving the dissertation. The forms are available on the Graduate School's website at <http://www.miamioh.edu/graduate-studies/forms-publications/index.html>.

##### **FORM D-1: Request for Appointment of Doctoral Comprehensive Examination Committee**

This form is used to nominate faculty for service on the Comprehensive Examination Committee. The department chair completes this form and then submits it to the Graduate School. Nominations must be received and approved by the Graduate School at least ten (10)

business days before the date of the examination. The form is available on the Graduate School's website at <http://www.miamioh.edu/graduate-studies/forms-publications/index.html>.

**FORM D-2: Results of the Comprehensive Examination for the Doctoral Degree and Application for Candidacy**

This form records the results of the comprehensive exam and application for candidacy. The committee completes this form, and the chair submits it to the Graduate School. The form is available on the Graduate School's website at <http://www.miamioh.edu/graduate-studies/forms-publications/index.html>.

**FORM D-3: Request for Appointment of Doctoral Final Examination (Dissertation) Committee**

This form is used for nominating faculty, both departmental and the outside member, for service on the Final Examination Committee. The department chair completes this form and submits it to the Graduate School. The form is available on the Graduate School's website at <http://www.miamioh.edu/graduate-studies/forms-publications/index.html>.

**FORM D-4: Results of Final Examination and Certificate for Awarding the Doctoral Degree**

This form certifies faculty approval for awarding the doctoral degree. The examining committee completes this certificate, which is then forwarded to the Graduate School. The certificate must be received by the Graduate School at least ten (10) business days before the appropriate commencement date. The form is available on the Graduate School's website at <http://www.miamioh.edu/graduate-studies/forms-publications/index.html>.

**FORM D-5: Certificate for Approving the Dissertation**

This form is the first page of the required front matter in the dissertation. It must contain the approval signatures of all graduate committee members, specifically identifying the major advisor(s), the readers, and the Graduate School Representative. The form is available on the Graduate School's website at <http://www.miamioh.edu/graduate-studies/forms-publications/index.html>.

## **SECTION 4.6. Interdisciplinary Ph.D.**

The Graduate School can authorize a special committee to supervise an interdisciplinary doctoral program for students whose needs cannot be met within an established program. Special Committee Degrees are "interdisciplinary degrees" that have unique requirements for each student. Special Committee Degrees are "one of a kind" degrees built around the unique needs of individual students that cannot be satisfied by approved existing programs and may permit degrees in new and emerging fields or combinations of disciplines. A higher degree of independence is required on the part of the student, since easily-provided guidance from departments is more difficult to obtain, and there is not the usual collegial group of students in closely-related research and course work. The Special Committee Doctoral Degree is reserved



for those departments granted the authority to offer the doctoral degree by Miami University and the Ohio Board of Regents.

Prospective students who may have an interest in a Special Committee Doctoral Degree should apply to the department of the degree program that is most central to their major area of interest. The student must meet the admission requirements of the department to which the application is submitted.

Students may be admitted directly to a Special Committee Degree program or enter the interdisciplinary program later. At least twelve (12) credit hours must be remaining in the students' program when their special committee degree proposal is submitted. The prospective student's application must be endorsed by the home department and three potential committee members drawn from Level A faculty from within the home department or from across the University. Special Committee members can be drawn from non-doctoral departments. The Special Committee must consist of not less than five members, with no more than half (higher whole number) being drawn from any one department.

The chairperson (or in the case of co-chairs, one of the co-chairs) must be a member of the department to which the student had originally been admitted. The admitting department should remain the keeper of the student's records, and should make all appropriate nominations for financial support.

The Special committee is responsible for helping the student develop a plan of study to be submitted to the home department for its approval. That plan of study may be at significant variance with normal departmental requirements so long as it is approved following the established procedures of the home department.

Students must be accepted into a doctoral-degree-granting department, establish at least one semester of full-time graduate work, and then submit a proposal for a special committee degree. The one-page proposal should include (in the following order):

1. Names of two faculty members, in addition to the students' major professor(s), who will supervise their course of study.
2. Explanation of why their needs cannot be met within existing programs and why the special committee degree program is needed.
3. Proposed course of study.
4. Their committee's recommendation for an examination procedure that assures adequate in-depth coverage.

Students should check with the Graduate School and the faculty with whom they are interested in working for guidance in requesting a special committee for a program of study. Special committee members can be from non-doctoral departments, but must have Level A standing on the Graduate Faculty. Students' course of study may vary from normal departmental requirements, as long as it is approved within the established procedures of the department. After their three committee members and department endorse the proposal, it is submitted to the Graduate School.

The Special Committee is governed by the expectations and regulations of the Graduate School as prescribed in the *Miami Bulletin* and *A Handbook for Graduate Students and Faculty*.

## SECTION 4.7. Guidelines for Using Sensitive Materials in Preparing Theses and Dissertations

This section describes guidelines for using sensitive materials in your research, including (but not limited to) human and animal subjects, hazardous materials, confidential or classified information, intellectual property, and conducting research that benefits or is sponsored by a commercial entity.

### 4.7.A Use of Human Subjects, Live Vertebrates, Radioisotopes, Hazardous Materials, or Recombinant DNA

If in their research students will be using **in any manner** human subjects, live vertebrates, radioisotopes, or recombinant DNA, they must have the approval of the appropriate all-University committee: the Institutional Review Board for Human Subjects (IRB), the Institutional Animal Care and Use Committee (IACUC), the Radiation Safety Committee, or the Institutional Biosafety Committee.

For proposals involving **human subjects**, proponents must submit an application for approval in accordance with the Guidelines for the Use of Human Subjects in Research, available from the Office for the Advancement of Research and Scholarship (OARS). The approval process requires 4-6 weeks and requires completion of a mandated training in human research ethics.

For proposals involving the use of live vertebrate organisms, the investigator must submit a current version of the *Application to Use Live Vertebrate Animals in Research and/or Teaching* (<http://www.miamioh.edu/oars>) to the Office for the Advancement of Research and Scholarship (OARS).

For proposals involving the use of radioactive isotopes or hazardous materials (according to biosafety regulations), contact the chair of the appropriate committee, either the Radiation Safety Committee or the Institutional Biosafety Committee, for approval process procedures. A list of current committee chairs is available on the OARS website, <http://www.miamioh.edu/oars>.

Students with additional questions about obtaining approval for their project should contact the Office for the Advancement of Research and Scholarship, 102 Roudebush Hall (513-529-3600) or visit their website at <http://www.miamioh.edu/oars/>.

Details on the policies and procedures for research in these areas can be found in Section 15 "Research" of the *Miami University Policy and Information Manual* ([http://www.miamioh.edu/\\_files/documents/secretary/MUPIM.pdf](http://www.miamioh.edu/_files/documents/secretary/MUPIM.pdf)).

### **4.7.B Research Involving Intellectual Property, Inventions, Patents, or Copyright**

Miami University has developed a specific policy for faculty, staff and students who create intellectual property as part of their research or work at Miami University. See Section 3.10 “Faculty and Staff Participation in Companies Commercializing University Research” and Section 15.6 “Intellectual Property” of the *Miami University Policy and Information Manual* ([http://www.miamioh.edu/\\_files/documents/secretary/MUPIM.pdf](http://www.miamioh.edu/_files/documents/secretary/MUPIM.pdf)).

## **SECTION 4.8. Internships and Practica**

As part of their graduate education, students may participate in experiential courses involving on-the-job or field-based education. Such courses are valuable components of certain graduate programs and may involve working for a business firm, research center, educational institution, or service agency where their employment counts for graduate credit. Students can receive graduate credit for internships and practica if they meet the following conditions:

1. Students must have completed, or be concurrently enrolled in, at least one other graduate course covering the body of knowledge they will be practicing or performing in the internship or practicum.
2. Students must have a member of the graduate faculty assume primary supervisory responsibility for their internship or practicum. A qualified representative of the sponsoring organization may also act as their supervisor; however, the faculty supervisor still has the ultimate responsibility for evaluating students’ work as an intern or practicum student.

Students may receive remuneration and academic credit for their internship or practicum. Compensation and expected workload are usually determined by the employer and their academic department before students begin their internship or practicum.

Students may perform an internship or practicum that requires them to write a report about their work or research project. This report is presented to a committee of graduate faculty members for evaluation who will either approve or disapprove the report.

## **SECTION 4.9. Guidelines for Writing a Thesis, Dissertation, Practicum, or Internship Report**

Before students begin writing, they should review the *Guide for Writing Theses and Dissertations*, which details mechanics, formats, and procedures for preparing the thesis, dissertation, internship, or practicum report. These guidelines are established by the Graduate School and are available on the Graduate School website at <http://miamioh.edu/documents/graduate-studies/forms/thesis-diss-guidelines.pdf>.

Generally, the format and style used by leading professional journals in students' fields will serve as guides for format. Depending on their discipline, students may also choose to use current versions of the following style guides:

1. *MLA Handbook for Writers of Research Papers* by the Modern Language Association (MLA)
2. *Publication Manual of the American Psychological Association* (APA)
3. *A Manual for Writers* by Kate Turabian

A thesis, practicum, or internship report must include an abstract of no more than 150 words in length. A dissertation must include an abstract that cannot exceed 350 words in length.

## **SECTION 4.10. Graduation Procedures**

Students must apply for graduation and pay a commencement fee by the application deadline in order to graduate. Students can apply online through BannerWeb. Information about graduation can be found at the Office of the Registrar's website (<http://www.miamioh.edu/registrar>).

If students are completing a thesis or dissertation as part of their degree, they must submit it to OhioLINK electronically at least ten (10) business days before their commencement date. The application fee for masters and specialists degrees is \$35.00. The application fee for the doctoral degree is \$200.00. The doctoral fee covers the cost of the diploma and the hood. Questions regarding academic attire should be directed to the University Bookstore.

# **PART 5: GRADUATE FACULTY INFORMATION**

## **SECTION 5.1. Levels and Criteria for Graduate Faculty Standing**

There are two (2) major levels of graduate faculty standing: Level B and Level A. Forms for applying for graduate faculty standing are available as interactive Word documents in the Graduate Program Directors' group site in the university's learning management system and on the Graduate School website under "Forms and Publications".

Faculty with either Level A or B can serve as voting members of graduate committees; however, faculty with Level B standing cannot serve as thesis or dissertation directors.

### **5.1.A Level B Definition**

Level B Graduate Faculty Standing authorizes instructional staff to instruct all graduate credit courses, serve as voting members of graduate committees (except those involving thesis or dissertation direction as described in Level A below), and serve as voting members of the Graduate Faculty. Level B Graduate Faculty members cannot serve as the Graduate School

Representative on a doctoral examining committee. Appointment to Level B will be for as long as the faculty member remains at Miami University.

### **5.1.B Level A Definition**

Level A Graduate Faculty Standing authorizes faculty to perform the duties of Level B members, serve as thesis or dissertation directors (major adviser or equivalent), serve as the Graduate School representative on doctoral committees, and serve on the Graduate Council.

## **SECTION 5.2. Determining Levels of Graduate Faculty Standing**

This section contains guidelines for determining levels of graduate faculty standing, including interpretations of the criteria.

### **5.2.A Level B Graduate Faculty Standing**

In order to be appointed to Level B, faculty must have qualifications that meet one (1) of the following three (3) criteria:

1. Criterion A: An approved terminal degree in the discipline.
2. Criterion B: A master's degree plus one year (24 semester credits) of additional graduate study, and either four (4) years of college-level teaching experience or the rank of associate professor.
3. Criterion C: Professional experience and professional accomplishment (for practice-oriented master's degree programs).

#### **5.2.A.1 Interpretation of Level B, Criterion C - Humanities and Fine Arts**

The following is the working interpretation of Level B, Criterion C, "professional experience and professional accomplishment," for graduate faculty standing in the Humanities and Fine Arts. Graduate Council defines "professional accomplishment" as the recognition of accomplishments. Evidence of recognition of accomplishments includes, but is not limited to, local, state, regional, or national awards, demonstrable contributions to the state of the art, membership and positions of leadership in professional organizations, stature of clients, invited papers, testimonies, publications, and faculty appointments at the University level.

Minimal evidence of professional experience consists of:

1. Completion of a baccalaureate degree or its equivalent plus six (6) continuous years of professional activity as outlined in a vita; **and**,
2. Registration or accreditation by the appropriate agency (where relevant).

### **5.2.A.2 Interpretation of Level B, Criterion C - Social and Behavioral Sciences**

The following is the working interpretations of Level B, Criterion C, “professional experience and professional accomplishments,” for graduate faculty standing in the social and behavioral sciences.

The following constitutes professional experience:

1. The completion of a Master’s degree or equivalent; **and**,
2. At least ten (10) years of professional experience.

The following items are considered professional accomplishments:

1. Evidence of recognition of accomplishments such as local, state, regional, or national awards.
2. Evidence of recognition such as citations to published and unpublished works, offices held in professional organizations, significant consulting and advisory positions, and major honors.
3. Publications, papers, grants, and reports.
4. Participation in professional meetings such as panel chair, panel discussant, and paper giver.

### **5.2.B Level A Graduate Standing**

Graduate study and teaching represent the highest level of education offered at Miami University. Graduate education teaches ways of learning and may culminate in the creation of knowledge under the tutelage of a mentor. Graduate education is largely dedicated to training the next generation of scholars and professionals who are working at the boundaries of disciplines. To sustain its excellence in graduate education, Miami must uphold the highest standards among its graduate faculty. Level A faculty must:

1. Remain active scholars who regularly contribute to the advancement of knowledge in their disciplines, and
2. Be consistently recognized by their disciplinary colleagues for those contributions.

Charged with interpreting those standards for the University, the Graduate School expects all applicants for Level A faculty standing to provide evidence of disciplinary contributions that represent the highest achievements in scholarship at our University. By nominating a faculty member for Level A standing, a Chair and Dean assert that the candidate has initially attained or subsequently maintained that level of scholarly activity. The criteria for Level A standing are determined at a local level by home departments but must remain consistent with the above stated criteria. The appointment and reappointment to Level A standing is described below.

#### **5.2.B.1 Initial Level A Appointment**

All probationary, tenure-track faculty members may be appointed to Level A standing at the time of hiring at the recommendation of the Chair/Program Director and Divisional Dean. Chairs and

Deans will review each new hire according to the criteria listed above, with final review and approval by the Dean of the Graduate School.

### **5.2.B.2 Level A Standing at Time of Promotion and Tenure**

Upon granting of promotion and tenure, a candidate whose research/scholarship criterion is one of the first two criteria in order of importance will retain Level A standing for a period of six (6) years, pending final approval by the Dean of the Graduate School.

Upon granting of promotion and tenure, a candidate whose research/scholarship criterion is NOT one of the first two criteria in order of importance may submit a Level A application to the department for consideration by the Chair/Program Director and a committee of the department's/program's choosing; it is anticipated that many departments/programs will use the Promotion and Tenure Committee or a similar body for the adjudication. The committee's and Chair's/Program Director's recommendations will be forwarded to the Divisional Dean and finally to the Dean of the Graduate School for review and approval. If Level A standing is granted by the Dean of the Graduate School, the faculty member will retain that standing for a period of six (6) years.

### **5.2.B.3 Level A Standing at Time of Promotion to Professor**

For candidates for promotion to the rank of Professor for whom research/scholarship is one of the first two criteria in order of importance, successful promotion will renew Level A standing for a period of six (6) years, pending final approval by the Dean of the Graduate School.

Upon granting of promotion to the rank of Professor, a candidate whose research/scholarship criterion is NOT one of the first two criteria in order of importance may submit a Level A application to the department for consideration by the Chair/Program Director and a committee of the department's/program's choosing; it is anticipated that many departments/programs will use the Graduate Studies Committee, the Promotion and Tenure Committee, or a similar body for the adjudication. The committee's and Chair's/Program Director's recommendations will be forwarded to the Divisional Dean and finally to the Dean of the Graduate School for review and approval. If Level A standing is granted by the Dean of the Graduate School, the faculty member will retain that standing for a period of six (6) years.

### **5.2.B.4 Level A Standing for Associate Professors After Six Years**

If the candidate does not request promotion to the rank of Professor within six (6) years of his/her initial promotion, he/she must apply for continuing Level A standing to retain that status. The candidate should submit a Level A application to the department/program for consideration by the Chair/Program Director and a committee of the department's choosing. The committee's and Chair's/Program Director's recommendations will be forwarded to the Divisional Dean and finally to the Dean of the Graduate School for review and approval. If Level A standing is granted by that body, the faculty member will retain that standing for a period of six (6) years.

### **5.2.B.5 Level A Standing for Professors After Six Years**

Upon earning the rank of Professor, the candidate will serve for the subsequent six (6) years as a Level A faculty member. To retain that standing after six (6) years, the candidate should submit a

Level A application to the department for consideration by the Chair/Program Director and a committee of the department's/program's choosing. The committee's and Chair's/Program Director's recommendations will be forwarded to the Divisional Dean and finally to the Dean of the Graduate School for review and approval. If Level A standing is granted by the Dean of the Graduate School, the Professor will retain the standing during the remainder of his/her full-time teaching and research career at Miami University.

## **SECTION 5.3. Procedures for Appointing Graduate Faculty Members**

The department chair or graduate program director nominates faculty members for Graduate Faculty Standing and provides evidence of appropriate credentials. In accordance with the guidelines established by Graduate Council, the Dean of the Graduate School evaluates the credentials of nominees for Level A and Level B.

### **5.4 Non-Regular Graduate Faculty/Committee Positions**

In addition to Level A and Level B graduate faculty standing, some faculty members may receive appointments that are limited in nature.

#### **5.4.A Limited Service Graduate Faculty**

Appointment to Limited Service Graduate Faculty permits instructional staff members without Level A or B standing to teach graduate courses. To be appointed to Limited Service Graduate Faculty, level B criteria must be met. The Department Chair or Graduate Director submits a nomination and provides evidence that level B criteria have been met. The Dean of the Graduate School approves Limited Service, which remains in effect for no longer than one (1) academic year. The appointment of a faculty member to Limited Service must be approved before the first meeting of a class.

#### **5.4.B Resigned and/or Retired Graduate Faculty**

When a faculty member leaves active service in the University (through either resignation or retirement), a department chair, with the approval of the Dean of the Graduate School, may authorize the individual, upon his or her request, to continue as dissertation director or thesis adviser for those students already in progress.

Retired faculty members may not accept new thesis or dissertation students without the approval of the department chair and the Dean of the Graduate School.

Faculty who have opted for the Early Retirement Plan, but will be available for consultation with students on a regular basis, will be permitted to continue direction of current thesis and dissertation students and to accept new students with the approval of the department chair and the Dean of the Graduate School.



### **5.4.C Level B Adjunct Graduate Faculty**

Persons appointed as adjunct faculty in graduate departments may be nominated for Level B Adjunct Graduate Faculty Standing. Level B criteria must be met. Such Adjunct Graduate Faculty may serve as regular voting members of all graduate examining committees. However, such committee service is limited by the following restrictions:

1. Only one adjunct graduate faculty member may serve as part of the minimum number of departmental committee members on an examining committee; and,
2. No adjunct graduate faculty member may chair a graduate examining committee, direct theses or dissertations, or serve as the representative of the Graduate School.

### **5.4.D Level B Visiting Faculty**

Visiting faculty are eligible for appointment as Level B faculty and may assume all of the responsibilities of tenured or tenure-track Level B faculty. Because of the temporary nature of their appointment, visiting faculty are not eligible for Level A standing and may not chair a graduate examining committee, direct theses or dissertations, or serve as the representative of the Graduate School.

### **5.4.E Level B Off-Campus Scholar**

Having a respected scholar or professional from another institution serve on a graduate examination committee can be very valuable. Therefore, an off-campus scholar who meets level B criteria and who is nominated by the department chair may serve as a voting member of a comprehensive or final examination committee for an individual graduate student. Off-campus scholars serve in addition to the minimum required number of Miami University Level A or Level B members of the Graduate Faculty. Off-campus scholars may not chair a graduate examination committee, direct theses or dissertations, or serve as the representative of the Graduate School.

### **5.4.F Lecturers and Clinical Faculty**

Lecturers and clinical faculty who hold a terminal degree or equivalent are eligible for appointment for Level B for regular committee service or as Level A faculty to serve as thesis or dissertation directors (major adviser or equivalent) for a specific student on a case by case basis. The following procedures must be followed:

1. The chair of the academic department involved will recommend the lecturer or clinical faculty member to the divisional dean and to the Graduate School Dean. The chair will provide evidence of the faculty member's credentials appropriate for the discipline, willingness to serve, and a copy of his/her curriculum vita.

2. The Dean of the Graduate School will grant or deny approval of the lecturer, clinical faculty, or staff member to serve as a thesis or dissertation director (major adviser or equivalent) for a specific student.

## **PART 6: GRADUATE COUNCIL POLICIES**

### **SECTION 6.1. Organization of the Graduate School**

The Graduate School is one division in the academic organization of Miami University. Although similar to other academic divisions of the University, the Graduate School has some fundamental differences because of the unique relationship of its members to the other divisions: the Graduate Faculty is composed of members who also serve as faculty members of the other divisions. The following sections describe the organization of the Graduate School, starting with the executive officers.

There are two (2) executive officers of the Graduate School:

- **Dean of the Graduate School**, who is responsible to the President through the Provost. The Dean of the Graduate School is appointed by the President with the approval of the Board of Trustees.
- **Associate Dean of the Graduate School**, who is responsible to the Dean of the Graduate School.

After the executive officers, there are two (2) main decision-making bodies in the Graduate School: The University Senate and the Graduate Council. The University Senate is composed of administrative, faculty, and student representatives, whereas the Graduate Council is composed of Graduate Faculty and graduate student representatives. Their composition and responsibilities are detailed below.

#### **6.1.A The University Senate**

The University Senate is composed of administrative personnel, faculty, undergraduate students, as well as two (2) graduate student representatives. The two graduate students are chosen through the Graduate Student Association. The Dean of the Graduate School may be chosen to serve on University Senate as a Presidential Appointee.

The University Senate has legislative authority over graduate programs. The Senate reviews all policy recommendations that are made by Graduate Council.

These recommendations include those that have the force of legislation in graduate programs including the following:

1. New graduate programs and new graduate degrees.
2. Minimum requirements for earning candidacy in graduate degree programs and for completing graduate programs and graduate degrees.
3. Minimum requirements for the admission of students to graduate study.
4. Minimum requirements for the continuation of students in the Graduate School.
5. Academic regulations governing graduate students.
6. Regulations governing the making of graduate awards.
7. Standards for graduate curriculum and instruction.
8. Regulations governing the appointment of instructional personnel to offer graduate instruction.

### **6.1.B Graduate Faculty and Graduate Council**

The Directors of Graduate Programs meet at least once during each academic year. These meetings provide a forum for consultation and exchange of views about graduate programs. The Dean of the Graduate School serves as chair for the meetings. The Dean also consults with the Graduate Council members of the Graduate Faculty to establish meeting agendas. The members of the Graduate Council are also invited to attend the meeting.

The Graduate Council recommends graduate program policy to the University Senate. The Graduate Council consists of twelve (12) elected faculty representatives and three (3) graduate student representatives. The faculty representatives to the Graduate Council must hold Level A standing on the Graduate Faculty. These faculty representatives are elected for three-year terms through separate, divisional nominations and general elections, which uses the method of the single transferable vote. The following sections describe further the procedures for election to the, the duties of the Graduate Council, and the different committees under the Graduate Council.

#### **6.1.B.1 Composition of the Graduate Council**

Each of the colleges or schools offering graduate degree programs has at least one (1) elected faculty representative on the Graduate Council. The remaining faculty seats are apportioned among these academic divisions based on each unit's full-time equivalent graduate faculty size determined by the number of Level A and B graduate faculty. Specifically, the method of major fractions is used to determine the faculty seats, taking into account the guaranteed seats. Three (3) graduate student representatives are also chosen by the Graduate Student Association to serve on the Graduate Council.

#### **6.1.B.2 Election to the Graduate Council**

Faculty representatives to the Graduate Council must be faculty in the colleges and schools that offer graduate degree programs. To be eligible to vote in Graduate Council elections, faculty members must hold regular graduate faculty standing of Level A or B.

### **6.1.B.3 Selection of Nominees**

Each college or school selects several nominees; the number selected should equal twice the number of faculty representatives to be elected plus one, and cannot be fewer than three (i.e., if only one seat is to be filled). The names of these nominees will appear on the general election ballot.

### **6.1.B.4 Terms of Office**

The three-year terms of faculty representatives are staggered so that one-third of the representatives are chosen at each annual election, both for the Graduate Council as a whole and in the separate academic divisions that hold two (2) or more seats. The Dean of the Graduate School serves as chair of the Graduate Council, while the Associate Dean serves as acting chair in the absence of the Dean. The Administrative Assistant to the Dean of the Graduate School serves as secretary.

The three (3) graduate student representatives to the Graduate Council serve for one-year terms, with no limit on eligibility to serve successive terms. They are chosen according to procedures established by the Graduate Student Association. However, no more than two (2) graduate student representatives can serve from the same school or college.

### **6.1.B.5 Alternates to the Graduate Council Members**

Two (2) graduate student alternates who represent two (2) different colleges or schools will be chosen by the GSA.

Faculty alternates to the Graduate Council are chosen within each division. After determining the elected faculty representatives, each division re-processes the ballots to determine the alternate. Divisions with three (3) or fewer representatives have one alternate, while those with four (4) or more seats have two alternates.

Alternates serve terms that coincide with those of the membership categories, and they are seated only to replace an absent member of their representative category.

### **6.1.B.6 Duties and Responsibilities of the Graduate Council**

The Graduate Council meets at regular intervals or at the request of the Dean of the Graduate School. The following are the duties and responsibilities of the Graduate Council:

- Determining the standards of graduate curriculum, graduate instruction, and the standards for selecting instructional personnel at the graduate level.
- Deciding whether or not course content is appropriate to be offered for graduate credit.
- Formulating standards, policies, and procedures for admitting students to graduate study. The Council also formulates standards for a student's continuance in the Graduate School. The Council has the authority to dismiss from the Graduate School those who fail to maintain these standards and to dismiss from the University any student found guilty of academic dishonesty.
- Formulating academic regulations governing graduate students.

- Certifying all candidates who are qualified to receive their respective graduate degrees to the University.
- Considering petitions of graduate students.
- Promoting the advancement and improvement of graduate study at Miami University in all appropriate ways.
- Considering the approval of new graduate degrees and new graduate programs, including the following:
  - New majors leading to existing degrees.
  - Structural modifications in and suspension or discontinuation of existing programs that originate from a department, Divisional Graduate Committee, School, or Dean.

Requests for these programs or changes are given to the Dean of the Graduate School for review by Graduate Council. An appropriate Area Subcommittee may also review the proposals, making recommendations to the Graduate Council.

After compiling recommendations for new degrees and new programs, Graduate Council forwards its suggestions to the Council of Academic Deans and then the University Senate.

## **6.1.C Committees of the Graduate Council**

Committees of the Graduate Council include representatives from all academic divisions that have graduate degree programs. Current standing committees of the Graduate Council are the Graduate Student Petitions Committee, the Graduate Student Financial Assistance Committee, the Graduate Students' Achievement Fund Committee, and the Graduate School Scholar Assistantship Committee.

### **6.1.C.1 Graduate Student Petitions Committee of the Graduate Council**

The Student Petitions Committee has five faculty members. It meets regularly to consider petitions and to make recommendations to the Graduate Council, which has the responsibility for final action.

The following petitions are handled at the divisional level and reported to Graduate Council at the end of each semester:

- First-time request for an extension of the time limit to finish a degree.
- Substitution of a course to fulfill degree requirements.
- Credit for coursework that is more than five (5) years old.
- Transfer of hours from one (1) degree program to another.
- Registration with a combination of graduate and undergraduate hours.

All petitions not mentioned above should be sent to the Student Petitions Committee of the Graduate Council. Examples of petitions that will be handled by the Subcommittee are the following:

- A second request for an extension of the time limit to finish a degree.

- Any request for a change to the academic record.
- A request to hold a graduate award without full graduate registration.
- A request to be reinstated in the Graduate School.

Petitions are available on the Graduate School website at <http://www.miamioh.edu/graduate-studies/index.html> under “Forms and Publications.”

### **6.1.C.2 Graduate Student Financial Assistance Committee**

The Student Financial Assistance Committee has four (4) faculty members. It considers applications for graduate Grants-in-Aid, Marjorie Post Farrington Scholarship, and Travel Fund, and recommends to the Dean of the Graduate School who should receive these awards. This committee reports all actions that it takes to the Graduate Council as a matter of record.

### **6.1.C.3 Graduate Students’ Achievement Fund Committee**

The Graduate Students’ Achievement Fund Committee consists of at least eight (8) graduate faculty members. This committee considers applications for Achievement Fund awards and recommends which students should receive the awards. The Graduate Students’ Achievement Fund Committee must report all actions that it takes to the Graduate Council as a matter of record.

### **6.1.C.4 Graduate School Scholars Assistantship Committee**

A Graduate School Scholar Assistantship (GSSA) is a recruiting assistantship intended to be used to attract and matriculate the best and brightest prospective graduate students. The GSSA provides two semesters for a doctoral degree and one semester for a thesis-based master’s degree on a Graduate School funded research assistantship dedicated to full-time research related to the student’s dissertation or thesis.

The committee consists of four (4) graduate faculty members and is chaired by the Associate Dean of the Graduate School. The committee will evaluate the nominations and make recommendations for award recipients.

### **6.1.C.7 Divisional Graduate Committees**

Divisional graduate committees are assembled at the discretion of the divisional deans. Such committees may submit recommendations to the Graduate Council for consideration and action and act on student petitions that are not handled by the Petitions Committee of Graduate Council.

## **SECTION 6.2. Policy on Graduate Student Learning Outcomes**

### **6.2.A. Learning Outcomes**

In order to have quality graduate education, individual courses must have learning outcomes that are appropriate for graduate students. Learning outcomes should emphasize the application, analysis, synthesis, and evaluation levels of cognitive learning (see Bloom, 1956 for additional information on levels of learning). Graduate education “involves a greater depth of learning,

increased specialization, and a more advanced level of instruction than undergraduate education” (RACGS Guidelines, p. 3). Furthermore, RACGS guidelines state that, “In the event that a graduate course is co-listed with an advanced undergraduate course, the approval process should require clearly defined expectations of graduate students that go well beyond the expectations of the undergraduates in the course.”

Higher levels of originality and independence are expected in graduate work compared to undergraduate work (c.f., Lumina Foundation Degree Qualifications Profile). In combined courses, the content of learning outcomes will most often be the same for undergraduates and graduate students, but graduate students should be expected to achieve higher levels of learning for the content. The level of learning is most often communicated through the verbs used in assessing learning outcomes. Examples of terms that reflect different levels of learning are presented in Bloom's Taxonomy of Measurable Verbs and are articulated in the following distinctions, which may be modified as needed in different disciplines.

Students will demonstrate:

At the 400 level:

Familiarity with content in subject area; development of independent thought; and knowledge of the research literature;

At the 500 level:

Development of competency in subject area; advanced level of independent thought; understanding of research literature, and ability to synthesize and apply it;

At the 600 level:

Development of content mastery; independent thought in subjects of increased complexity; critical understanding of research, and ability to contribute to the creation of new knowledge.

## **6.2.B. Learning Outcomes in Online Courses**

Online courses should follow the same guidelines as traditional courses with regard to student learning outcomes. In addition, online courses should minimally receive a Quality Matters review or evaluation.

## **6.2.C. References on Student Learning Outcomes.**

1. Bloom, B. S. (1956). *Taxonomy of educational objectives*, handbook I: *Cognitive domain*. New York: David McKay.
2. Regents Advisory Counsel of Graduate Schools Guidelines.  
<http://regents.ohio.gov/rgp/pdfs/RACGS%20Guidelines%20Approved%20102403.pdf>
3. Degree Qualifications Profile by the Lumina Foundation.  
[http://www.luminafoundation.org/publications/The\\_Degree\\_Qualifications\\_Profile.pdf](http://www.luminafoundation.org/publications/The_Degree_Qualifications_Profile.pdf).
4. Quality Matters. <http://sites.google.com/site/ohioqmconsortium/home/about-us>.

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