



THE GRADUATE SCHOOL



OTTERBEIN
UNIVERSITY

2016-2017 POLICY HANDBOOK

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The Graduate School Policy Handbook

I. Otterbein University Vision

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

II. Otterbein University Mission

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

III. Otterbein University Core Values

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

A. Diversity

We are committed to creating a culture that recognizes, respects, embraces, and values differences in the broadest sense.

B. Equality

We are committed to sustaining an environment where all community members have the opportunity to fulfill their potential.

C. Inclusiveness

We are committed to being inclusive – a historic value which led to the creation of a distinctive culture as a welcoming community and a sense of shared responsibility for the future of the University.

D. Lifelong Learning

We are committed to providing avenues for students, faculty, and staff to pursue opportunities to continue to develop their skills and knowledge either for the purposes of advancing their careers or for personal fulfillment.

E. Opportunity

We are committed to remaining a “College of Opportunity” for students, faculty and staff with the potential to succeed at Otterbein.

F. Service

We are committed to fostering a culture of social responsibility, civic engagement, and meaningful service to our communities.

G. Sustainability

We are committed to pursuing the ideal of sustainability in the decisions we make in planning the future of our community.

IV. Otterbein University Guiding Principles

A. Accountability

We hold ourselves and one another to high professional standards and accept responsibility for our actions.

B. Collaboration

We believe in working together for the betterment of our students and community.

C. Excellence

We work hard to excel individually and collectively to establish Otterbein as a leader in higher education.

D. Innovation

We look for creative and innovative approaches both in the way we routinely do our work and how we address challenges.

E. Integrity

We pledge to be honest, just, and consistent in word and deed.

F. Quality

We embrace a high-quality working and learning environment that seeks opportunities for continuous improvement.

G. Transparency

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

V. Graduate School Vision

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

VI. Graduate School Philosophy

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

VII. The Graduate School

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

VIII. University Graduate Committee

A. Membership

Two elected faculty representatives, one from a department offering a graduate degree and one from a department that does not offer a graduate degree, and two graduate students, each elected by their respective constituent assemblies. The Director of Graduate Studies from each department offering a graduate degree, the Dean of The Graduate School, the Registrar, and one representative from each of the following areas: Financial Aid, Information Technology

Services, Marketing, Student Accounts and the Library, all as ex officio voting members. The chair shall be a committee member with graduate faculty status.

B. Function

Oversee all University administrative policies and procedures that impact the graduate programs, including, but not limited to, recruitment and admission; registration and payment of fees; record keeping; student support services, Graduate Assistantships, library resources, student retention, commencement; and graduate capstone dissemination requirements. The template to propose change to Graduate School Policy can be found in **Appendix E**.

C. Curriculum

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

IX. Graduate Program Director

It is the responsibility of the Graduate Program Director to administer the Graduate Program in each department and to keep the Graduate Faculty and the Graduate Students informed about matters of concern, including admissions and curriculum. The Graduate Program Director serves as the liaison between the graduate students and the Graduate Faculty for the Dean of The Graduate School, in matters of policy, rule changes, program effectiveness and general graduate student affairs related to the area. Most correspondence for each Graduate program is signed by the Graduate Program Director.

Graduate Program Directors shall be selected by the Department Chair, in consultation with the Dean of The Graduate School, and serve a 4 year term, with possibility of reappointment. Termination of this appointment is possible by the Program Director, Department Chair, or Dean of the Graduate School.

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

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

Specific responsibilities include:

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

Directors of Graduate Programs

Allied Health

Business

Education

Educational Mathematics

Nursing

Nursing, Clinical Nurse Leader

Nursing, Doctor of Nursing Practice

Nursing, Family Nurse Practitioner

Nursing, Nurse Anesthesia

Associate Degree in Nursing (ADN)
to Master of Science in Nursing
(MSN)

Paul Longenecker

Eric Lloyd

Daniel Cho

Jeffrey Smith

Patricia Keane

Karen Hughes

John Chovan

Joy Shoemaker

Brian Garrett

Joy Shoemaker

(Link to Departmental Graduate
handbooks - see **Appendix G**)

X. Graduate Faculty Status

A. Rationale for Graduate Faculty Status

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

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

B. Criteria for Being Granted Graduate Faculty Status

1. A full-time faculty appointment, emeriti or retired faculty with graduate faculty status. The faculty member's Department Chair may waive this criterion for instructors who possess exceptional expertise, including (but not limited to) contemporary professional experience and/or meaningful engagement in related scholarship.
2. The rank of assistant professor or above. The faculty member's Department Chair may waive this criterion for instructors who possess exceptional expertise, including (but not limited to) contemporary professional experience and/or meaningful engagement in related scholarship.
3. An appropriate terminal degree as determined by the University in consultation with the faculty member's department
4. Emeriti or retired faculty with graduate faculty status may maintain such status for 5 years after retirement. Graduate faculty status may be renewed after the initial 5 years with approval from the Department Chair and the Dean of The Graduate School.
5. Willingness and competence to teach graduate courses
6. Ongoing scholarly engagement, as defined by the University approved departmental scholarship statements
7. Demonstrated competency as a member of a Capstone Committee or experience teaching a capstone courseⁱ
8. Readiness to assume all the responsibilities entailed in having graduate faculty status

C. Responsibilities

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

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

Full-time faculty members, or emeriti or retired faculty with graduate faculty status are responsible as assigned:

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

D. Privileges

Full-time graduate faculty status affords professors professional opportunities that are embodied in the responsibilities enumerated above. Broadly speaking, these responsibilities provide faculty:

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

E. Support

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

1. Collegial mentoring as they develop and refine the skills and knowledge base necessary to successfully meet the expectations associated with graduate faculty status
2. Institutional recognition of the importance of this work and the time commitment it entails. This recognition will be implemented through appropriate adjustments to each faculty member's workload.

3. Eligibility to apply for Graduate School professional development and research funds that will enhance the knowledge base and skills they need to effectively advise graduate students

F. Procedures for Gaining and Maintaining Graduate Faculty Status

1. Departmental Chairs are responsible for recommending graduate faculty status to the Dean of The Graduate School, based on consultative discussions with interested faculty members that take into account their performance, professional goals, and the needs of the department. Recommendations should be submitted to the Dean of The Graduate School early fall semester. Based on prior experience, an individual faculty member can be granted graduate faculty status at the time he/she joins Otterbein University faculty.

2. At the beginning of every academic year, each Departmental Chair will circulate a memo to his/her department listing those faculty members who have graduate faculty status, and send a copy of that memo to the Dean of The Graduate School.

3. After an initial 5 year period, graduate faculty status for emeriti or retired faculty may be renewed annually with approval from the Department Chair and the Dean of The Graduate School based on continued scholarly engagement in the discipline and ongoing involvement in graduate programs at Otterbein University.

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

ⁱⁱ Faculty who are teaching graduate courses but do not have graduate faculty status may be expected by their departments to perform some of the responsibilities delineated on the list in the Responsibilities section.

XI. Graduate Assistantships

Otterbein University provides graduate assistantships to help students complete graduate school in two years with University tuition benefits. Various opportunities exist in academic departments, administrative offices, and athletics. This policy clarifies the academic progress necessary for graduate assistants (GAs) to remain at Otterbein University. Job descriptions for each position are on file in Human Resources. Refer to procedures for hiring, replacing and terminating a graduate assistant at www.otterbein.edu/graduateschool/resources. Direct supervisors of all graduate assistants must verify that the graduate assistant is **accepted and enrolled into a graduate program** prior to completing a Personal Action Form (PAF) for hiring a graduate assistant. Hiring and performance evaluations are done by each department, in collaboration with Human Resources.

Otterbein has graduate assistants in three categories – 1) 10 months, 2) 12 months and 3) 12 months with working breaks. Breaks include Fall break, December holiday break, and Spring break.

A. Graduate Assistants in academic, athletic and administrative units:

1. must have a Bachelor's degree and supply official transcripts prior to being offered a position
2. **must be accepted and enrolled in an Otterbein University graduate program or post-baccalaureate program** and remain in good standing (with no registration holds) making satisfactory progress toward a degree. They may only take undergraduate classes if required to complete a graduate program.
3. must complete a minimum of 18 semester hours per academic year (Fall through Summer). Six (6) credit hours per semester is the minimum for full-time student status.
4. are offered a GA position for one academic year. Generally, most Graduate Assistants are offered the position for a second year. A second year is contingent upon making satisfactory progress toward a degree and satisfactory performance of other duties and responsibilities during the initial contract period.
5. must assume financial responsibility for books, supplies, lab fees, overload fees, library and parking fines, student teaching fees and any other fees. Graduate courses are subject to IRC Section 127 and up to \$5,250 can be excluded from taxes annually.
6. will receive a tuition waiver to cover three semesters. A total of 36 credit hours may be taken over two full academic years as a Graduate Assistant.
7. will be responsible for tuition for the term if a GA resigns or is dismissed while a term is in session. The stipend and all tuition benefits will cease immediately upon resignation or dismissal.
8. will receive excused absences to complete graduate assistant work duties which includes competition events but not necessarily all practices (graduate assistants working in the Athletic Department)

B. Academic Progress Reporting Process

It is the responsibility of the direct supervisor to assure that the GA is meeting the GA requirements, not only in job performance, but also in meeting the academic standards and academic progression toward a degree.

1. All direct supervisors shall report student academic progress at the end of fall, spring and summer terms to the assistant of The Graduate School by completing the Graduate Assistant Academic Progress Review form. This form serves as a tool and a reminder for all GA supervisors to discuss Graduate School progress with the graduate assistants. This form can be found at: <http://www.otterbein.edu/public/TheGraduateSchool/Resources.aspx> or see **Appendix B.**

C. Graduate Assistant (GA) Program Procedures

Procedures for establishing a Graduate Assistant position and hiring a Graduate Assistant can be found at <http://www.otterbein.edu/public/TheGraduateSchool/Resources.aspx>.

XII. Graduate Admission Policies

A. General Admission Requirements

Admission to Master's, Doctoral, and Post-Master's programs at Otterbein University is open to graduates from institutions of higher education that are fully accredited by the appropriate regional accrediting agencies. While each program has its own admission criteria (approved by the University Graduate Committee), all programs require that candidates give evidence of the intellectual, academic, and personal abilities to succeed in graduate studies. Admission shall not be denied on the basis of race, religion, age, sex, color, disability, sexual orientation, national/ethnic origin, political affiliation, marital or veteran status.

A newly admitted student may withdrawal from the University without any penalty or obligations within three business days. Please see **Appendix F**.

A Director of Graduate Programs serves on each of the departmental admission committees. All admission decisions are reported in writing to The Graduate School by the Department's Graduate Program Director.

1. International Student's Admission Requirements

If a student's academic credentials are from an institution outside the United States, a World Education Services, Inc. (WES) course-by-course evaluation of all postsecondary education must be provided to Otterbein University. WES charges a fee for this service. WES details and instructions are available at their website: www.wes.org. Foreign credential evaluations completed by other agencies must be approved by the director of Otterbein's Center for International Education and Global Engagement. For more information, please contact Jenny Seymour at 614-823-3263. All contents of the student's admission file become the legal property of the University and are not returnable nor transferrable.

Application deadlines for International Students

February 1 - Summer Term

April 1 - Fall Term

November 1 - Spring Term

Language Requirements

TOEFL ibt = 79

TOEFL ppt = 550

IELTS = 6.5

2. Non Degree Student's Admission Requirements

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

3. Financial Aid and/or scholarships may be available. Please see links below at:

Financial Aid: <http://www.otterbein.edu/financialaid.aspx>

Alumni Scholarships:

<http://www.otterbein.edu/public/Alumni/AlumniBenefits/graduate-alumni-scholarships.aspx>

MBA Scholarships: <http://www.otterbein.edu/public/TheGraduateSchool/MBA.aspx>

XIII. Graduate Academic Policies

A. Enrollment Requirements (Full Time; Part Time)

Full-time graduate course load is defined as six (6) semester hours. Part-time graduate course load is defined as three (3) semester hours. Graduate students will be charged a per-credit-hour rate for Graduate courses regardless of enrolled hours. Graduate students will be considered part-time, and thus eligible for financial aid, at three (3) semester hours.

B. Academic Standing Requirements

Graduate students must maintain a 3.0 (B) cumulative grade point average (GPA). Students will be placed on academic probation when the cumulative GPA falls below 3.0. If a student's cumulative GPA for a semester falls below a 3.0, a review by The Graduate School will be conducted and a decision will be made regarding the status. Written notice of academic probation will be sent to the student and to the Graduate Director of the student's academic department. A probationary period consists of twelve calendar months. Students must raise their cumulative GPA to 3.0 or above during the next 12 calendar months in required and elective courses. If the cumulative GPA is not a 3.0 or above at the end of the 12 month period, the student will be dismissed from the program, The Graduate School and the University. A student may be on probation only once during their program of study.

Grades of B-, C+, and C, while acceptable in meeting graduate degree requirements in some programs, are considered "marginal progress" outcomes. Any such outcome, or a GPA that falls below 3.0, or failure to meet departmental academic standards, warrants an academic advising conversation between the adviser and student, and possibly with the program director or the Dean of The Graduate School. In some cases, students earning a marginal progress in selected courses may be required to repeat courses and achieve a grade of satisfactory progress in these select courses to continue in the program of study.

Through the advising process, Otterbein University may direct the student to improve graduate-level academic skills (e.g., through a formal study of writing or use of other academic support resources), to take a reduced academic load, or to take other steps to promote academic success.

C. Grading System

The Graduate school provides academic exploration reserved for students who are committed to the high level of work demanded by masters, doctoral or post masters programs. Graduate students are, therefore, held to a higher standard of achievement than undergraduate students. In order to reflect the minimum levels of achievement necessary to award a graduate degree, the grading scales are considerably different than those applied to undergraduates. Specifically, for graduate courses, "A" level work is exemplary, "B" level work is satisfactory, and "B-" or below work does not meet expectations. Grading policies specific to each program are described in the online graduate catalog.

Each student can access his/her grades at the end of each semester on-line via Self-Service Banner/Students tab at www.otterbein.edu. A permanent transcript of all course work attempted and grades earned is maintained in the Office of the Registrar.

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

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

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

- F = failing from pass/fail graded course
- IP = coursework is incomplete; temporary condition
- NR = grade not reported by instructor; temporary condition
- P = passing from pass/fail graded course
- R = repeated course
- S = satisfactory from satisfactory/unsatisfactory graded course
- T = transfer credit from another institution
- U = unsatisfactory from satisfactory/unsatisfactory graded course
- W = withdrawal with permission

D. Criteria and Process for Changing Time/Date of Final Exam

1. The student will submit the reason for the request to change the exam time/date, in writing, to the faculty member.
2. If the faculty member does not agree to change the exam time/date, he/she will notify the student.
3. If the faculty member agrees to change the exam time/date, he/she will submit a memo to the Dean of The Graduate School supporting the change of the exam time/date.
4. The Dean of The Graduate School will email the faculty member and the student of his/her decision.

E. Expectations for Class Attendance:

Graduate students are expected to adhere to faculty policies regarding attendance. There will be requirements for attendance and participation unique to each of his or her courses and they will communicate those to students. Course requirements (e.g., homework assignments, examinations, oral presentations, laboratory experiments/reports, participation in discussion, etc.) are not waived due to absence from class.

F. Credit for Prior Learning

Credit for prior learning may be granted as designated and approved by each individual graduate program not to exceed 9 semester credits.

G. Program Completion Time Limits

After a student has been admitted to a graduate program, continuous progress is expected toward completion of the degree. The time limit for the completion of graduate course work is five years for the Master of Arts in Education, Master of Arts in Teaching, Master of Arts in Educational Mathematics, Master of Science in Allied Health and Master of Business Administration programs. The time limit is six years for the Master of Science in Nursing program and three years for the Post Masters in nursing programs. The time limit is six years for the Doctor of Nursing Practice program. The time limit is computed from the first date credit is recorded on the college transcript until completion of the program curriculum requirements. Extensions are only considered if there is adequate and unusual cause beyond the control of the student for failure to meet the time limit policy. Petitions requesting extension of the time limit must be submitted to the Graduate Program Director for the MAE, MAT, MAEM, MSAH, and MBA programs. Petitions requesting extension of the time limit for graduate nursing programs, MSN, Post Masters, and DNP must be submitted to the Department's Curriculum Committee.

Consideration of petitions will take into account whether: 1) there is a reasonable plan for completion; and 2) the individual's knowledge and skills meet current program goals. If approved, an official letter that stipulates the terms of the extension will be sent to the student and his/her academic adviser, and a copy will be placed in the student's file in The Graduate School office.

H. Program Completion: Capstone Committees

Graduate programs with a capstone requirement constitute committees to advise and evaluate final projects. Students should consult their adviser and their program's student handbook for the specific function and composition of committees in their program. One individual, on each capstone committee, serves as the graduate program representative. The role of the representative is to ensure that all policies and procedures are followed that are approved by the University Graduate Committee and outlined in the student's handbook. Please find requirements for each program listed below:

The **DNP** program has a final scholarly project which is part of Nursing 8000. Please contact the Nursing Department for information at 823-1614.

The **MAE** program has a capstone requirement. Please contact the Education Department for information at 823-1214. The necessary forms can be located by clicking on the following link: www.otterbein.edu/public/Academics/Departments/Education/Forms.aspx

The **MAEM** program has a research project and comprehensive examinations. Please contact the Math Department for information at 823-1218.

The **MAT** program has a Student Teaching Clinical Practice and Performance Assessment. Please contact the Education Department for information at 823-1214.

The **MBA** program has a capstone project which is part of MBA 6990. Please contact the Business, Accounting, Economics Department for information at 823-1310.

The **MSAH** program has a choice of a clinical practicum or a thesis. Please contact the Health and Sports Sciences Department for information at 823-3528.

The **MSN** program has capstone requirements that may vary according to each Nursing major. Please contact the Nursing Department for information at 823-1614.

I. Graduate Programs Upload Procedures - Courtright Memorial Library

Advisor and Student:

1. The **student**
 - a. completes the **Graduate Programs Upload Authorization Form** (found on Library website) see **Appendix C**, including providing four to six keywords in English describing their project.
 - b. submits the Upload Authorization Form along with the PDF of their project to their **advisor**.
 - i. **The PDF should have all fonts embedded and security restrictions removed.**
See the Library webpage for instructions on how to accomplish this.
2. The **advisor** checks the quality of this final PDF version of student's project.
 - a. The **advisor** is responsible for a general check of diacritic signs, graphics, tables, presence of a title page, body of work divided into chapters, bibliography, an abstract and keywords, and to check that no personal details of the student are attached to the electronic format of the thesis.
 - i. It is the responsibility of the faculty **advisor** to safeguard sensitive material and to make sure that they are not sent to the Library or uploaded to any digital collection supported by Otterbein.
 - b. The **advisor** and the **student** must agree on the appropriate embargo period, if any, by selecting the related box on the Upload Authorization Form.
 - i. An embargo is a delay on full publication that is enforced automatically for the length chosen. Full publication is the state wherein the PDF is fully searchable and downloadable. After that specific embargo time period, the PDF will become fully accessible and available for download.
 - ii. Please note that even during an embargo, the abstract is always fully searchable and available for download; enforcing an embargo only restricts access to the document PDF.
 - iii. Selecting an embargo period addresses such issues as future patent application, book contract negotiations, or other proprietary interests that may be of concern. If you have questions about whether it is appropriate to embargo the project in question, please speak with your liaison librarian.
 - iv. **Advisors** and **students** will have the option of imposing an embargo for the following time periods: no embargo, 6 months, 1 year, or 2 years.
3. Once the entire form is complete, the **advisor** must sign the form and return it to the **student**.
4. The **student** submits the document to the **OhioLINK ETD**: go to the Library's Thesis/Dissertation Service page, then click on the link entitled "OhioLINK ETD."
 - a. Select "Submitter/Student Account" and follow the prompts.

- i. Enter the ORCID number or follow the prompts to receive an ORCID number if the student does not already have one. ORCID numbers are unique personal identifiers that make it easier to locate specific authors, especially useful if the author's name is similar to others already in publication
 - ii. Choose "Do not upload my paper to UMI..." option..
 - b. Call 614-823-1939 or email shickey@otterbein.edu for assistance.
 - c. The **student** will receive an email notification once the submission has been reviewed.
5. The **student** submits the document to the **Digital Commons**, by creating an account at <http://digitalcommons.otterbein.edu/> and following these steps:
- a. On the left, under "Browse," select "Collections"
 - b. On the right hand side, is a list of all the collections currently in the Commons. Scroll down to the bottom and select the appropriate program (Masters or Doctorate)
 - c. Looking at the left hand side, under "Author Corner," the select "Submit Research."
 - d. Next, the student must agree to a Publication Agreement, which gives Otterbein certain rights and access to the document. Copies of the publication agreement are available upon request.
 - e. Complete the upload process by following all the prompts.
6. The **Student** now turns the completed Upload Authorization Form in at the Library, attention Sarah Hickey (or emails a scanned copy to shickey@otterbein.edu).

Graduate School:

1. The **Student** submits the document to the OhioLINK ETD. The OhioLINK ETD program notifies the Graduate School and the Library via email of the submission. The **Student** submits their document to the Digital Commons and by turning in their Upload Authorization Form, notifies the Library of the submission.
2. If the submission contains errors, the Library works with the student and advisor to correct errors and to resubmit the document. Helpful hints and other submission information can be found via the OhioLINK ETD Library webpage and at the Digital Commons.
3. The library releases the document from the OhioLINK ETD to the public view once the PDF file is in the accepted format, respecting all embargoes.
4. For the **Allied Health** program, copies of the cover sheet, signed by the student and their faculty committee, are retained and kept on file by the HSS office. Allied Health students may upload their documents to the Digital Commons and the OhioLINK ETD without including the signed cover sheet if the appropriate box has been checked on the upload authorization form.

Library:

1. The Digital Initiatives Librarian accepts the completed Upload Authorization Form.
2. If a student wants a **personal** print copy of their document bound in printed format, they may fill out a Binding Request form available from the Library webpage and submit an

appropriately formatted, single-sided, loose-leaf, print version of their paper to the Collection Development & Acquisition Coordinator. All personal bound copies are \$25 and must be paid for in advance. See form for more details.

3. The Library will provide assistance to students regarding formatting and uploading documents to the OhioLINK ETD.
4. For the **Allied Health** program, copies of the cover sheet, signed by the student and their faculty committee, are retained and kept on file by the HSS office. Allied Health students may upload their documents to the Digital Commons and the OhioLINK ETD without including the signed cover sheet if the appropriate box has been checked on the upload authorization form.
5. Sarah Hickey, Digital Initiatives Librarian, coordinates the ETD & Digital Commons activities, serves as a liaison for the OhioLINK ETD, and maintains the campus ETD website.

Process for Embargo Access Requests:

- **Abstracts** of graduate program documents under embargo are immediately accessible by the public. Access to the document PDF is restricted to all users, including Otterbein affiliates, until the embargo period ends.

For more information, please go to the following link:

<http://digitalcommons.otterbein.edu/policies.html>

J. Academic Appeal Policy

Students have the right to appeal decisions made regarding academic policy, progress or status to the Academic Hearing Board. To file an appeal, please call 614-823-1624 at the Center of Student Success.

K. Reporting Policy for Off-campus Injury or Harm

Students enrolled at Otterbein University are required to report and document incidents that occur during off-campus activities (required by the academic program or at a university sponsored off-campus activity), which actually or potentially led to personal injury or harm. When such an incident occurs, students are required to immediately report the incident to their on-site supervisor. An agency incident report form should be completed by the student and reviewed by the on-site supervisor before submitting to the agency supervisor. An Otterbein Student Incident Report, filled out and signed by both the student and the on-site supervisor, should be completed within 24 hours. If an academic course, the faculty member coordinating the student's course activities (if he/she is not the on-site supervisor) should read and sign the report and send the report to the course coordinator /Department Chair as soon as possible. The Otterbein Student Incident Report(s) will be kept in a permanent file. The faculty member/direct activity supervisor and Department Chairperson/Program Director are responsible for documenting any actions recommended in regard to the incident. Copies of completed Student Incident Report(s) should be sent to the Otterbein Police Department and the Graduate School Office if the event involve a graduate student. Students are financially

responsible for any testing or treatment for course-related or university sponsored event-related injuries. Student Incident Report forms are available in departmental offices, through the Office of Student Affairs or see **Appendix D**.

XIV. Learning Outcomes

In 2007, Otterbein University (then College) produced a Strategic Plan to guide the institution's developmental trajectory. The Vision Statement¹ and Core Values² identified in that document became the foundation for identifying five broad goals for student learning. From these goals, each academic program across the University has developed more specific student learning outcomes. Otterbein's learning goals are thematically consistent across the undergraduate and graduate educational experience, although the specific focus of student work necessarily changes according to the degree being sought.

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

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

^{1,2} - <http://www.otterbein.edu/intranet/academic-affairs/institutional-resources.aspx>

XV. Graduate School Policies

Changes to Graduate School policies can be made with approval from the Graduate Committee. If any policy change that normally requires only Graduate committee approval, is deemed by the Graduate Committee to be substantial and significant, then that policy change must obtain the approval of the University Senate as well. (For proposal template, see **Appendix E**)

XVI. University Policies

Intellectual Property can be found as an Appendix of the Faculty Manual on the Academic Affairs Intranet site.

Institutional Review Board Approval IRB policies and procedures are described on the Otterbein Intranet site:

http://www.otterbein.edu/public/Academics/AcademicAffairsDivision/sponsored_programs/Student_research/IRB.aspx.

XVII. Assessment of Graduate Programs

Graduate programs use multiple measures to get an accurate reading of how well they are meeting goals and objectives. In addition to measurements aligned with admission and exit criteria (including but not limited to portfolios, performance assessments, course grades, standardized test scores, and capstone projects), survey and focus group data are utilized to inform decisions. Assessment findings are reported on an annual basis to the Graduate Committee.

XVIII. Sponsorship of Faculty and Graduate Student Research

A. Travel funds for faculty are administered by the School Deans. For application procedures, refer to the Otterbein intranet site:

<http://www.otterbein.edu/intranet/academic-affairs/faculty-resources/internal-funding.aspx>

B. Institutional Support for Research: Office of Sponsored Programs

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

C. Student Research Fund

The Student Research Fund has been established to support student research and other scholarly and creative endeavors. Application procedures are described on the Otterbein intranet site: <http://www.otterbein.edu/public/Academics/research-at-otterbein.aspx>.

D. Sabbatical Leave

The sabbatical leave program is the primary expression of the University's commitment to faculty development. As such, faculty is encouraged to prepare proposals which enable them to initiate or continue study, research, or curricular revisions in their academic disciplines. Policies and procedures (including financial support and reporting requirements) are described on the Otterbein intranet site:

<http://www.otterbein.edu/intranet/academic-affairs/faculty-resources/sabbaticals.aspx>.

E. Research Funding

Research funding for faculty is available through the Faculty Scholar Development Committee. Information about funding opportunities can be found at:

<http://www.otterbein.edu/intranet/academic-affairs/faculty-resources.aspx>.

XIX. Graduate School Events

The Graduate School hosts a series of events to build a scholarly community, support graduate students in academic life, and to engage the community:

A. Executive Guest Lecture Series

The Graduate School hosts an Executive Guest Lecture Series event in both fall and spring semesters. This event is an opportunity for students, faculty, staff and the community to discover the career paths of successful executives and leaders, their challenges and achievements, and how it pertains to their organization or industry. The event also exposes students to more-in depth discussion of current industry topics and trends. Social and professional networking time precedes and follows each lecture, giving everyone a chance to meet and talk with the Lecturer and other individuals attending the event. Students, faculty and staff will be notified of these events via the O-Zone and Otterbein campus E-Mail, while the community will also be notified in various ways.

<http://www.otterbein.edu/public/TheGraduateSchool/ExecutiveGuestLectureSeries.aspx>

B. The Spring Graduate Showcase

The Graduate Showcase is held in the Spring of each academic year. The showcase highlights graduate student work from all five graduate programs – Allied Health, Business, Education, Educational Mathematics, and Nursing. This event is a celebration of research, scholarship and creative work from our graduate students and faculty. Posters and presentations from current graduate students, as well as faculty posters from sabbaticals, are featured in the showcase.

C. Graduate Commencement

Graduate Commencement is held once per year, the Saturday after spring semester. Graduates, with family and friends, are invited to attend commencement which is held on campus. Graduating students are provided, each spring, with information specific to the commencement ceremony and how to rent/purchase academic regalia required for the ceremony.

Graduate Faculty are encouraged to attend Graduate events.

Current link to the Graduate Catalog: <http://www.otterbein.edu/public/catalogs.aspx>

Current link to the Graduate Assistant Policy which is in the Graduate School Policy Handbook:
<http://www.otterbein.edu/public/TheGraduateSchool/Resources.aspx>

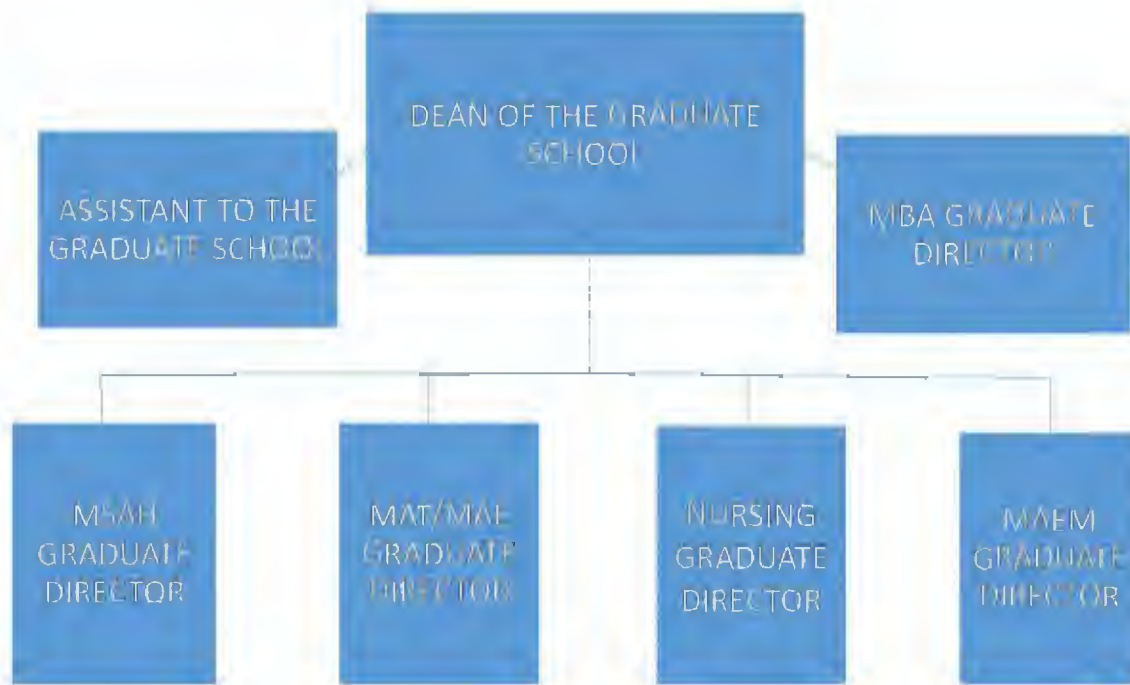
Current link to the Graduate Assistant (GA) Program Procedures:
<http://www.otterbein.edu/public/TheGraduateSchool/Resources.aspx>

Current link to the Graduate Assistant Academic Progress Review Form:
<http://www.otterbein.edu/public/TheGraduateSchool/Resources.aspx>

XX. APPENDICES A THROUGH G – TEMPLATES AND FORMS

Appendix A

Graduate School Organizational Chart



Appendix B



Graduate Assistant Academic Progress Review Form

Name: _____

Position: 10 months _____

12 months _____

12 months with working breaks _____

Department: _____

Program/Degree: _____

Semester/Year: _____

GPA Semester: _____ GPA Cumulative: _____

Credit hours completed this semester: _____

Making Progress towards Degree: yes _____ no _____ (GA students must take 18 semester hours/
academic year) C o m m e n t s: _____

Will Graduate Assistant return next semester: yes ___ no ___

Coach/Supervisor Name: _____

Coach/Supervisor Signature: _____

Phone Extension: _____

(To be completed by the direct supervisor after each semester of study and sent to the Assistant of The Graduate School)

Appendix C

Graduate Programs Upload Authorization Form Courtright Memorial Library

This form provides student authorization for the upload of this electronic document to any current or future digital collection supported by Otterbein, including but not limited to the OhioLINK ETD and the Digital Commons @ Otterbein. Please complete all fields. **Both the student author and the faculty advisor must sign and then return this physical copy to Sarah Hickey (Library) or email it to shickey@otterbein.edu two (2) weeks prior to the end of classes.**

STUDENT INFORMATION: *please print clearly:*

Student Name: _____

Permanent Mailing Address: _____

Permanent Phone Number: _____ Permanent Email Address: _____

OTHER INFORMATION: *please print clearly:*

Thesis Title: _____

Program & Degree Awarded: _____

Keywords: Please list 4-6 keywords or keyword phrases describing your Thesis:

Total Number of Pages: _____

Thesis Committee: (Please list all committee members):

Student Signature: _____ Date: _____

FACULTY APPROVAL:

Working with the student, please select the appropriate embargo option below and then sign. Select embargo if document contains sensitive materials, future patent application concerns, book contract negotiations, or other proprietary interests that may be of concern. If you have questions about when to choose an embargo period, please speak with a librarian. **BE AWARE that all abstracts are fully searchable regardless of which option chosen below.**

Upload with no restrictions _____

Upload with embargo period _____

Select embargo period _____ 6 months _____ 1 year _____ 2 years

Faculty Advisor Signature: _____

Date: _____

For Allied Health Faculty: By checking this box, I indicate my authorization that the cover sheet was signed by all appropriate individuals and that a copy of the signed cover sheet is kept in the HSS offices.

Appendix D

TO BE PLACED IN PERMANENT FILE

OTTERBEIN UNIVERSITY

Student Incident Report for Off-campus Injury/Harm

Student's Name:

Program/Course Activity:

Date of incident:

Time of incident:

Place of incident:

Description of incident [Include all recalled details and any related information regarding prior events leading to incident and names of person(s) involved.]

Action taken following incident:

Signatures: _____ (Student)
_____ (On-site Supervisor)
_____ (Faculty/Director)

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Date & time report received: _____

Actions taken: (Include dates and signatures)

Appendix E

Graduate Committee

Template to Change Graduate School Policy

The proposal was discussed by the Graduate Committee on _____ and the vote was:

For: _____ Against: _____ Abstain: _____

Proposal: _____

Effective Date: _____

Appendix F

GRADUATE STUDENT'S RIGHT TO CANCEL



OTTERBEIN UNIVERSITY

The Graduate School Notice of Cancellation

ENTER DATE OF TRANSACTION: _____

You may cancel this transaction by withdrawing from the University, without any penalty or obligation, within three business days from the above date (Saturdays, Sundays and holidays are not business days).

If you cancel, any payments made by you under the contract will be returned, according to the University Refund Policies and Schedule at:

<http://www.otterbein.edu/public/FutureStudents/BusinessOffice/RefundPoliciesandSchedule.aspx>

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice to:

Otterbein University
1 S. Grove St.
The Graduate School
Roush Hall, Room 208
Westerville, OH 43081

I hereby cancel this transaction.

Date: _____

Buyer's Name: (Print) _____

Buyer's Signature: _____

Address: _____

City: _____

State: _____

Zip Code: _____

4-8-15

Appendix G

Link to Departmental Graduate Handbooks:

www.otterbein.edu/public/TheGraduateSchool/Resources.aspx

Graduate Nursing

Graduate Education MAE

Graduate Education MAT

Graduate Educational Mathematics

Graduate Allied Health

Graduate MBA



OTTERBEIN
UNIVERSITY

The Graduate School
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www.otterbein.edu/graduate