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Graduate School Policy Handbook Fall 2012

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OTTERBEIN UNIVERSITY

THE GRADUATE SCHOOL

THE GRADUATE SCHOOL POLICY HANDBOOK

FALL 2012

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The Graduate School Policy Handbook

I. Mission Statement

The mission of Otterbein University is to educate the whole person in a context that fosters the development of humane values. Otterbein University is a private, church-related, coeducational college that sponsors traditional and continuing education programs of liberal arts and professional education at Baccalaureate, Master's, Doctorate, and Post-Master's levels. Our commitment is to the liberal arts as the broad base of all learning.

The Graduate School programs reflect the important and historic link between liberal arts instruction 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 incorporate insights from the liberal arts into each graduate level class as appropriate.

II. Graduate Administration

A. University Graduate Committee

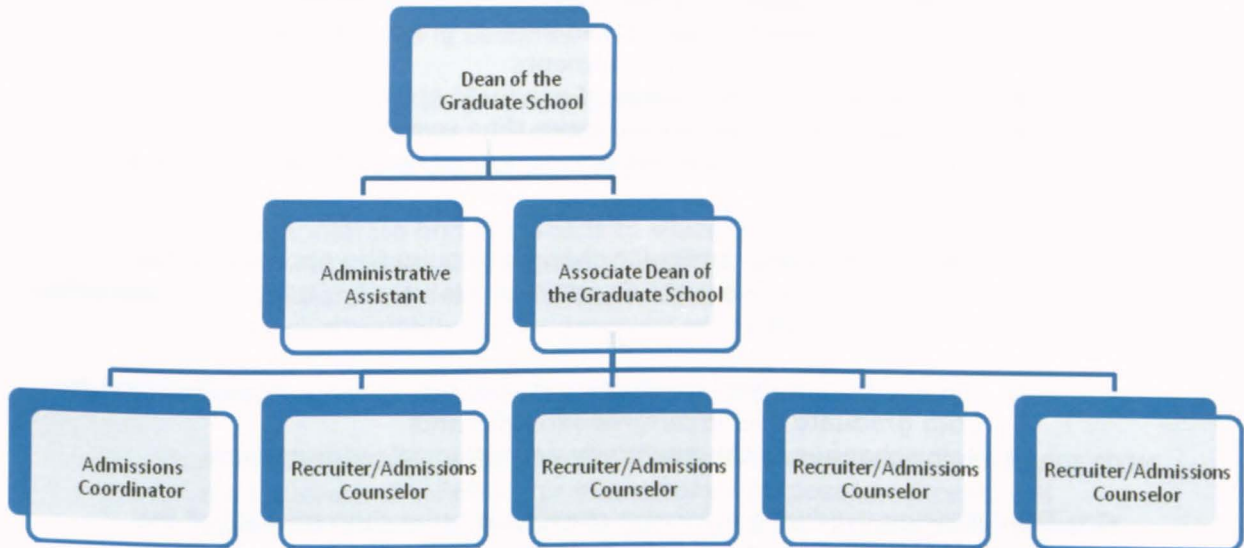
The Graduate Committee, a standing committee of the University Senate, monitors all policies relating to graduate programs, including admission, retention and graduation; reviews resources and makes recommendations for future needs to the graduate programs. Membership: (1) The Dean of the Graduate School as chair; (2) the Program Director of Graduate Studies from each department with a graduate program; (3) one faculty member, teaching at the graduate level, elected for a two-year term, from each department with a graduate program; (4) two faculty elected for two-year terms by the Senate from departments not offering graduate programs; (5) liaison faculty from the University Curriculum Committee; (6) one graduate student from each department with a graduate program; the Registrar; and a faculty library representative. Faculty members shall possess a doctorate or other terminal degree.

B. Graduate Academic Appeals Council

1. Membership

- a) Three faculty members with graduate status from three different academic departments, and three graduate students, not members of any other judicial body, shall be chosen in accordance with the provisions set forth in Article IV. The term of office for the Graduate Academic Appeals Council shall be two years. No one shall be elected for more than four consecutive years. The Council shall elect a Chair from its own membership.

III. Graduate School Organizational Chart



IV. Curriculum Approval Process for Graduate Courses and Programs

- A.** The following graduate curricular changes require the approval of the Department, School, Graduate Committee, and University Senate:
1. The addition or deletion of a graduate degree
 2. The addition or deletion of a graduate major
 3. The addition of a course to the graduate curriculum
 4. The designation of a specialized area of graduate study so students meet national credentialing requirements
 5. The addition of a minor area of graduate study
 6. Any graduate course offered more than two times which is not in the regular offerings of courses or has not received College Senate approval
- B.** The following graduate curricular changes require the approval of the Department, School, Graduate Committee, University Curriculum Committee, and University Senate:
1. The addition or deletion of courses that are serving a dual function for both graduate and undergraduate students
 2. Major changes in the university academic calendar pattern
- C.** The following graduate curricular changes require the approval of the Department, School, and Graduate Committee:
1. Any change in the requirements for a graduate major
 2. Any change in the requirements for a graduate minor
 3. The deletion of a graduate minor
 4. The deletion of a course from the graduate curriculum
 5. Any change of graduate curricular information (including course title or course content description) contained in the official Graduate Course Catalog
 6. Any change in the specification of prerequisites for a graduate course
 7. Any change in the level of a graduate course
- D.** If any proposal that normally requires only Graduate Committee approval is deemed by the Graduate Committee to be substantial and significant, then that proposal must obtain the approval of the University Senate as well. One condition under which such a referral would be made to the University Senate would occur when the proposal directly alters or affects the majors or programs of other departments.

V. 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. 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.** Willingness and competence to teach graduate courses
- 5.** Ongoing scholarly engagement, as defined by the university approved departmental scholarship statements
- 6.** Demonstrated competency as a member of a Capstone Committee or experience teaching a capstone courseⁱ
- 7.** Readiness to assume all the responsibilities entailed in having graduate faculty status

C. Responsibilities

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. Serving as a member or chair of capstone project committees
7. Participating in appropriate recruiting activities, such as meeting with prospective students or giving presentational workshops
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

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 student's 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 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 knowledgebase and skills they need to effectively advise graduate students

F. Procedures for Gaining and Maintaining Graduate Faculty Status

Departmental chairs are responsible for recommending graduate faculty status to the graduate dean, based on consultative discussions with interested faculty members that take into account their performance, professional goals, and the needs of the department. Based on prior experience, an individual faculty member can be granted graduate faculty status at the time he/she joins the Otterbein University faculty.

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 School of Professional Studies.

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.

VI. Graduate Academic Policies and Procedures

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. After meeting with the Dean of the Graduate School, a student can request that the Graduate Academic Appeals Council consider the appeal. The Graduate Academic Appeals Council hears appeals brought from other councils and committees and has final authority in many cases involving violation of university rules. After consideration by the Graduate Academic Appeals Council, a student may appeal the decision to the President of the University.

A Graduate School representative serves on each of the departmental admission committees. All admission decisions are reported in writing to the Graduate School.

B. Enrollment Requirements (Full Time; Part Time)

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

C. Academic Standing Requirements

Graduate students must maintain a 3.0 (B) cumulative average. Students will be placed on academic probation when the overall GPA falls below 3.0. If a student's GPA for a semester falls below a 3.0, a review by the Graduate School office will be conducted and a decision regarding status will be made. Written notice of academic probation will be sent to students and their advisors. A student may be on probation only once during the program of study. A probationary period consists of up two registered academic terms.

Students must raise their GPA to 3.0 or above during the next two semesters of enrollment in required or elective courses. If the cumulative GPA falls below 3.0 a second time, the student will be dismissed from the university.

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 a Satisfactory Academic Progress rate that falls below expectations, warrants an academic advising conversation between the advisor and student, and possibly with the program chair or the Dean of The Graduate School. In some cases, students earning a marginal progress in selected courses may be required to repeat and achieve a grade of satisfactory progress in these select courses to continue in the program of study.

Through the advising process, the 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.

D. Grading System

Graduate school is a process of academic exploration reserved for students who are committed to the high level of work demanded by master's, doctoral or post master's 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 (0.0)

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

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

E. Time Limits

After a student has been admitted to a graduate program, continuous progress toward completion of the degree is expected. 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 the program curriculum requirements are completed. 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 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 advisor, and a copy will be placed in the student's file in the Graduate School office.

A student has the right to appeal the decision. After meeting with the Dean of the Graduate School, a student can request that the Graduate Academic Appeals Council consider the appeal. If deemed appropriate, after consideration by Graduate Academic Appeals Council, a student may appeal the decision to the President of the University.

F. Program Completion: Capstone Committees

Graduate programs with a capstone requirement constitute committees to advise and evaluate final projects. Students should consult their advisor 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, approved by the University Graduate Committee and outlined in the student's handbook, are followed. This individual must sign an official Capstone Completion Form before it is submitted to the Office of the Registrar and the Graduate School for final approval. The Capstone Completion Form can be found at: www.otterbein.edu/public/Academics/Departments/Education/Forms.aspx.

G. Academic Misconduct Policy

Any student who knowingly omits or falsifies admissions materials will not be admitted to Otterbein or will be dismissed, should the falsification be discovered after admittance. Students are responsible for the accuracy of admissions documents submitted to Otterbein. Unintentional omission of documents will not result in dismissal.

In addition to acts of plagiarism and cheating, acts of dishonesty include, but are not limited to the following:

- Furnishing false information to any University official, faculty member or office
- Forgery, alteration or misuse of any University document, record or instrument of identification
- Falsification, distortion, or misrepresentation of information before a judicial body
- Omitting relevant information or data regarding previous college attendance or earned credit (transcripts, etc.)

H. The Appeals Process

1. A graduate student may file an appeal once he or she has completed the departmental student grievance process. Processes are found in department handbooks, *The Graduate School Policy Handbook*, and on the Otterbein web site. Departmental policies are required by the Ohio Administrative Code, Rule 4723-5-12. Students are first expected to express their views and try to resolve conflict on an informal basis. Ample opportunities exist for students to express these views and concerns through individual and/or small group discussion.

If an informal conversation does not resolve the academic conflict, students should follow the appropriate departmental policies. If students believe the outcome of the departmental process was prejudiced or capricious, students may file an appeal to the Graduate Academic Appeals Council.

Departmental policies and processes:

Allied Health: Contact the Department of Health and Sport Sciences

Business: Contact the Department of Business, Accounting & Economics

Education: Contact the Graduate Program Director, Education Department

Educational Mathematics: Contact the Graduate Program Director for Educational Mathematics, Department of Mathematics

Nursing: Contact the Nursing Department

2. Graduate Students may appeal two types of decisions – 1) those regarding grades, academic progression, and/or academic misconduct made within the Department according to each Department’s grievance policy, and 2) those decisions regarding academic standing made by the Dean of The Graduate School. Appeals for resolution of department policies or Dean’s decisions must be made to the Graduate Academic Appeals Council within five (5) business days. The Graduate Committee oversees the Graduate Academic Appeals Council. Call The Graduate School at 823-3210 to request an appeal form and a hearing date and time.

3. The evidence leading to the decision to be appealed shall be presented by the student in writing to the department Director of Graduate Programs and to The Graduate School within five (5) business days of the department or Dean’s decision. The chair of the Graduate Academic Appeals Council shall disseminate the information to the Council and set a meeting within five (5) business days of receiving the appeal and all evidence.

Pending action of the Graduate Academic Appeals Council, a student’s status shall not be altered, nor the right to be present on campus and attend classes suspended, except for reasons relating to physical or emotional safety and the well-being of students, faculty/staff, or University property. For more information or questions on academic appeal, please contact The Graduate School at 823-3210. The student will be informed in writing of the Graduate Academic Appeals Council decision within three business days of that decision.

4. Procedure for Review by the President: A student has the right to submit a final appeal of a decision of the Graduate Academic Appeals Council to the President. A student requesting the President to review a decision must do so in writing, (not through email) explaining the reason(s), within a week after receiving notification (in written form) of the decision by the Graduate Academic Appeals Council. At the President’s convenience, the appellant may be requested to appear. The President may also request an appearance by the chair of the Graduate Academic Appeals Council.

VII. Graduate Assistantships

Otterbein University provides graduate assistantships to help students complete graduate school in two years with full 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. Job descriptions for each position are on file in Human Resources. Hiring and performance evaluation is done by the unit, 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 admitted and enrolled in an Otterbein graduate program or post-baccalaureate program and make satisfactory progress toward a degree. They may only take undergraduate classes if required to complete a graduate program.
3. they 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 generally offered a GA position for up to two years. 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 full-time tuition waiver to cover three semesters and J-term. 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.

B. Academic Progress Reporting Process

All GAs are students in an Otterbein graduate or post-baccalaureate program and must make satisfactory progress in the program of study. They must complete a minimum of 18 semester hours per academic year (Fall through Summer).

All supervisors shall report student academic progress at the end of fall and spring terms to the Graduate Dean's assistant using the form found at <http://www.otterbein.edu/public/TheGraduateSchool/Resources.aspx>.

VIII. 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/deans-travel-fund.aspx>

- B.** Institutional Support for Research: Office of Sponsored Programs
The Office of Sponsored Programs manages the grants 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:

www.otterbein.edu/public/Academics/AcademicAffairsDivision/sponsored_programs/Student_research.aspx

- D.** Sabbatical Leaves

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/home/academicaffairs/FacResources/sabbaticals/sabbaticals.asp>

- 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/home/academicaffairs/FacResources/internal_funding.asp

IX. Graduate School Policies

Changes to Graduate School policies can be made with approval of 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.

X. 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/SRF_forms.aspx

XI. 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.

XII. 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>

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

Graduate Program Directors shall be selected by the Department Chair 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 must 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 School recruiters/advisers. Meetings should continue all four terms (fall, J, spring, summer) to coincide with admissions.

Specific responsibilities include:

- Establishing, in consultation with departmental faculty, the admissions requirements for the program
- Reviewing, approving and submitting to the Graduate School forms which record student progress toward the degree for graduate assistants.
- Overseeing the maintenance of graduate student records within the Department.
- Recommending capstone committee appointments, Faculty Advisors and other committees to the Dean
- Assisting assigned academic adviser with advising Graduate Students on 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
- Participating in facility placements of students (i.e. clinical, student teaching) with Department Chair and personnel.
- Working with University offices to assure accuracy in content presented on the web related to graduate program(s).

Directors of Graduate Programs

Allied Health	Joan Rocks
Business	Don E. Eskew
Education	Melissa Conrath
Educational Mathematics	Jeffrey Smith
Nursing	Patricia F. Keane
Nursing, Clinical Nurse Leader	Joan M. Pryor-McCann
Nursing, Doctor of Nursing Practice	Marjorie A. Vogt
Nursing, Family Nurse Practitioner	Alicia Ribar
Nursing, Nurse Anesthesia	Elizabeth Seibert
Nursing, Nursing Service Administration	Jacqueline J. Haverkamp
Associate Degree in Nursing (ADN) to Master of Science in Nursing (MSN)	Mary W. McKelvey
MSN/MBA Dual Degree	Jacqueline J. Haverkamp, Don Eskew

XIV. 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. Graduate Symposiums

The Graduate School Symposium Series provokes new thought, stimulates engaging conversations, and promotes collaborations through talks on varied topics of interest. Topic areas range from education, health care, change management, technology innovations, commerce, creative arts, and social justice. The Graduate School Symposium Series facilitates the exchange of ideas and knowledge among faculty, graduate students, and the public. Formal question-and-answer sessions allow deeper inquiry into the session topic. An informal reception allows time for private conversation among attendees and with presenters. Questions get answered. Knowledge gets shared. Graduate Symposiums are held once or twice annually. For more information, please go to:

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

B. Graduate Commencement

Graduate Commencement is held once per year, the Saturday afternoon after spring semester. Graduates from all programs are invited to attend with family and friends in Cowan Hall. 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 is encouraged to attend Graduate events.

Current link to the Graduate Catalog –

<http://www.otterbein.edu/public/catalogs>





OTTERBEIN
UNIVERSITY

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