MINIMUM INFORMATION TO BE INCLUDED IN GRADUATE PROGRAM HANDBOOK

[Yellow highlighted text refers to information the program needs to develop and insert in their student handbook]

**Programs, Degree(s), Year**

1. **General Contact Information**
	1. Program-specific contacts [names, role(s) of contact person, contact information (email, phone numbers)]. Examples of the types of contacts are:
		1. The academic point person for the program, such as graduate program director
		2. The administrative point person for the program
		3. The point person for scheduling classes for GTA assignments
		4. The point person for reimbursement (travel and other expenses)
		5. The point person for course overrides
	2. **Program website address**
	3. **Graduate School**

What is the [Graduate School](https://gradschool.oregonstate.edu/)?

#### The Graduate School at OSU assures quality and consistent interpretation of Graduate Council policies related to graduate education across all programs. The [OSU Catalog](https://catalog.oregonstate.edu/college-departments/graduate-school/) is the official source for information regarding OSU graduate education policy and procedures. It is the student's responsibility to refer to the catalog for this information.

* The Graduate School supports students throughout the academic [lifecycle](https://gradschool.oregonstate.edu/progress), from admissions to degree completion.
* The Graduate School, and its campus partners, offer an array of [professional development opportunities](https://gradschool.oregonstate.edu/graduate-student-success/) specific to the success of graduate students. Topics include research and ethics, teaching and facilitation, writing and communication, leadership and management, career skills, grad life and wellness. Please visit the Graduate School links to browse our student success offerings.
	1. **University Emergency Contacts**

OSU is dedicated to providing a safe and secure learning and living environment for its community members. [The Department of Public Safety](https://publicsafety.oregonstate.edu/) provides resources, information, emergency phone numbers, and protocols for maintaining personal safety. Sign up for [OSU Alerts](https://oregonstate.edu/alerts) to get timely messages delivered right to your phone or inbox regarding university closures and other emergency situations.

1. **Academic and Support Resources**

OSU offers a wide array of academic and support resources designed to meet graduate student needs. Some of the more commonly used resources are included below. For a more complete list, please visit the Graduate School’s [Student Resources web page](https://gradschool.oregonstate.edu/graduate-student-success/graduate-student-resources). Note that some services are campus-specific. See also [OSU Cascades Campus Life](http://osucascades.edu/campus-life) and [Ecampus Student Services](http://ecampus.oregonstate.edu/students/) for services specifically provided to graduate students pursuing degrees or certificates via those specific venues.

[Campus Safety](https://publicsafety.oregonstate.edu/) – Emergency phone numbers, university alerts

[Career Development Center](https://career.oregonstate.edu/) – Resume/CV, networking, job search strategies

[Childcare and Family Resources](https://familyresources.oregonstate.edu/) – University child care centers, child care assistance

[Counseling and Psychological Services (CAPS)](https://counseling.oregonstate.edu/) – Individual and group counseling

[Cultural Resource Centers](https://dce.oregonstate.edu/cultural-resource-centers) – Cultural based community centers, social support

[Disability Access Services (DAS)](https://ds.oregonstate.edu/) – Academic accommodations

[Equal Opportunity and Access (EOA)](https://eoa.oregonstate.edu/) – Employment accommodations, discrimination or bias response

[Financing your education](https://gradschool.oregonstate.edu/finance) – Funding options and information, graduate awards

[Graduate Student Commons](https://beav.es/gradcommons) – Lounge, study space, reservable meeting rooms

[Graduate Writing Center](http://writingcenter.oregonstate.edu/graduate-writing-center) – Writing workshops, groups, and 1:1 writing coaching

[Health Insurance](http://studenthealth.oregonstate.edu/insurance) – Plans for graduate students and graduate employees

[Human Services Resource Center (HSRC)](https://studentlife.oregonstate.edu/hsrc) – Food pantry, housing and food stamp assistance

[Institutional Review Board (IRB)](https://research.oregonstate.edu/irb) – Review for human subjects research

[Office of International Services (OIS)](https://international.oregonstate.edu/ois) – Visa and immigration advising

[Ombuds Conflict Management Services](https://ombuds.oregonstate.edu/) – Informal, impartial conflict resolution advising

[Recreational Sports](https://recsports.oregonstate.edu/) – Dixon Recreation Center, intramural sports

[Statistics Consulting Service](https://stat.oregonstate.edu/content/student-consulting-services) – Graduate student research statistical advising

[Student Health Services (SHS)](https://studenthealth.oregonstate.edu/) – Clinic and pharmacy

[Student Multimedia Services (SMS)](https://is.oregonstate.edu/sms) – Poster printing, equipment and laptop loans

[Transportation Services](https://transportation.oregonstate.edu/transportation-services) – Parking permits, bike, bus, SafeRide

[Valley Library](https://library.oregonstate.edu/) – Reference and research assistance, study spaces, research tools

1. **Program Information and Policies** **[Many programs have multiple degree offerings. Please make sure to differentiate, when appropriate, program information and policies**]
	1. **Overview/background of program**
	2. **Learning outcomes/competencies**
	3. **Degree options (if applicable)**
	4. **Concentrations (if applicable)**
	5. **Requirements for degree**
	6. **Description of the requirements for the final defense (or other approved alternative summative assessments in lieu of final oral exams for non-M.A. or non-M.S. master’s degrees)**
	7. **Proposed timeline to degree completion**
	8. **Committee membership**
		1. **Graduate Council Representative**

A Graduate Council Representative (known as a GCR or Grad Rep) is required for all doctoral committees, all M.A.I.S. committees, and all master's degrees involving a thesis. Your GCR represents the OSU Graduate Council and ensures that all rules governing committee procedures are followed. Your GCR must be present at your formal exam(s), and will be responsible for some of the paperwork that the Graduate School requires. Per Graduate School guidelines, the GCR will also lead your committee’s roundtable discussion following your final oral exam. Your GCR must be a graduate faculty member outside your major and minor area.

The GCR is a full voting member of your graduate committee. Many students select a GCRs who can also add disciplinary expertise. Select your GCR using the [online GCR list generation tool](https://gradschool.oregonstate.edu/forms#gcr) and be sure to allow ample time for this selection process. If you run into difficulty finding a GCR to serve on your committee, you can re-generate the list until you find someone who is willing to serve.

* + 1. **Policy on non-OSU committee membership**

Your [graduate committee](https://gradschool.oregonstate.edu/progress/graduate-committee) guides your course work and research and serves as your final examining committee. It is generally expected that all committee members or approved substitutes must be present for all formal meetings with the student (e.g. final oral exams). If you have a special case in which a committee member may need to participate remotely, you and your committee must assure that all the conditions for remote participation are met.

If the faculty member is not a member of the [Graduate Faculty](https://gradschool.oregonstate.edu/faculty/membership) or is not approved for the role proposed, your major department/program will need to nominate the proposed member to act in those roles using the [Nomination to Graduate Faculty form](https://gradschool.oregonstate.edu/faculty/membership). Committee structure is evaluated when your program of study is received by the Graduate School and when you schedule your formal examination(s).

* 1. **Program/department specific funding opportunities (GTA, GRA, fellowships, awards, travel grants, etc.)**
	2. **Required program/degree milestones**
	3. **Role of the major professor**
	4. **Process for identifying or changing major professor**
	5. **Process for filing program specific grievances and petitions**
	6. **Deadlines related to Program of Study, Exam Paperwork, etc.** Please read the [minimum deadlines](https://gradschool.oregonstate.edu/progress/deadlines) as defined by the Graduate School. Programs can require a more rigorous set of deadlines. Students are expected to check with their program and the Graduate School regarding specific deadlines unique to the term and academic year they plan to complete their degree requirements.
	7. **Process for measuring and communicating a review of satisfactory progress**
	8. **Registration**

The [OSU Schedule of Classes](https://classes.oregonstate.edu/) is available online and contains academic regulations and registration procedures that apply to all students in the university, as well as the final examination week schedule. The online [catalog](https://catalog.oregonstate.edu/) is the source for up-to-date changes for the current and immediately upcoming term. It is your responsibility to register for the appropriate number of credits that may be required for any funding eligibility and/or to meet the requirements of the continuous enrollment policy. Problems arising from registration procedures, such as late registration, adding or withdrawing from courses after deadlines, or late changes from letter or S/U grading are resolved through the [petition for late change in registration](https://registrar.oregonstate.edu/late-registration) filed with the Graduate School. A late registration fee may be applied.

Students are responsible for staying current on registration requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran’s).

* 1. **Minimum Course Loads**

Course load requirements for graduate students are established by the Registrar and the Graduate School. You are considered a “full-time” graduate student if you are registered for 9–16 credits in a given academic term. You are considered a “part-time” graduate student if you have less than nine credits. If you are a degree-seeking student, you must be registered for a minimum of three graduate credits in any term you wish to be enrolled and access university resources, including the term of the final defense.

Students are responsible for staying current on course load requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran’s)

* 1. [Continuous Graduate Enrollment](https://catalog.oregonstate.edu/college-departments/graduate-school/#policiestext)

All graduate students enrolled in a degree program must register continuously for a minimum of 3 graduate credits each term (fall, winter, and spring terms) until all degree requirements are met, regardless of student’s location. Students on approved leave are exempt from the continuous enrollment policy for the term(s) they are on leave.

Graduate students who use facilities or faculty/staff time during summer session are required to register for a minimum of 3 credits during the summer session. Students defending in the summer term are required to register for a minimum of 3 graduate credits.

Students may appeal the provisions of the continuous graduate enrollment policy if extraordinary circumstances arise by submitting a detailed request in writing to the Dean of the Graduate School. Scheduling difficulties related to the preliminary oral exam or the final oral exam are not considered an extraordinary circumstance.

Graduate assistantship eligibility requires enrollment levels that supersede those contained in this continuous enrollment policy. Various agencies and offices maintain their own registration requirements that also may exceed those specified by this continuous enrollment policy (e.g., those of the Veterans Administration, Immigration and Naturalization Service for international students, and those required for federal financial aid programs.) Therefore, it is the student’s responsibility to register for the appropriate number of credits that may be required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.

**NOTE**: Students who are pursuing a certificate only are not subject to the continuous enrollment policy.

* 1. [**Leave of Absence**](https://gradschool.oregonstate.edu/forms#resume)

Leave of Absence status is available to eligible students who need to suspend their program of study for good cause. The time the student spends on approved leave will be included in any time limits prescribed by the university relevant to degree completion. Students on approved leave may not a) use any university facilities, b) make demands upon faculty time, c) receive a fellowship or financial aid, or d) take course work of any kind at Oregon State University. [Leave of Absence/Intent to Resume Graduate Study Forms](https://gradschool.oregonstate.edu/forms#resume) must be received by the Graduate School at least 15 working days prior to the first day of the term involved. Family Medical Leave (FML) may be granted at any point during a term. FML inquiries should be directed to medical.leave@oregonstate.edu. **NOTE:**Students who are pursuing a certificate only are not subject to the Leave of Absence Policy.

* 1. **Unauthorized Break in Registration**

Degree seeking graduate students who take an unauthorized break in registration relinquish graduate standing at the University.

To have graduate standing reinstated after an unauthorized break, students are required to reapply to their program (complete the online graduate admission application, pay the application fee, and may be required to register for three graduate credits for each term of unauthorized break in registration). It is advisable that students in this situation state that they are applying for readmission in the application packet. A reapplication does not ensure admittance to the program.

* 1. **Grievance Procedures**

All students desiring to appeal matters relating to their graduate degree should follow the Grievance Procedures for Graduate Students. These procedures are available at <https://gradschool.oregonstate.edu/progress/grievance-procedures>. Graduate assistants, whose terms and conditions of employment are prescribed by the [collective bargaining agreement](https://hr.oregonstate.edu/employees/administrators-supervisors/graduate-employee-cge-contract-resources) between OSU and the Coalition of Graduate Employees, American Federation of Teachers Local 6069, should also refer to that document and seek guidance from OSU’s Office of Human Resources.

* 1. [**Grade Requirements**](https://catalog.oregonstate.edu/college-departments/graduate-school/#policiestext) **and Program of Study**

A grade-point average of 3.00 is required: 1) for all courses taken as a degree-seeking graduate student, and 2) for courses included in the graduate degree or graduate certificate program of study. Grades below C (2.00) cannot be used on a graduate program of study. A grade-point average of 3.00 is required before the final oral or written exam may be undertaken. Enforced graduate-level prerequisite courses must be completed with a minimum grade of C. Programs may have more stringent grade requirements than those prescribed by the Graduate School.

* 1. **Incomplete Grades**

An “I” (incomplete) grade is granted only at the discretion of the instructor. The [incomplete](https://catalog.oregonstate.edu/college-departments/graduate-school/#policiestext) that is filed by the instructor at the end of the term must include an alternate/default grade to which the incomplete grade defaults at the end of the specified time period. The time allocated to complete the required tasks for the course may be extended by petition to the University Academic Requirements Committee. You can obtain the form from the Registrar’s Office. It is the student’s responsibility to see that “I” grades are removed within the allotted time.

* 1. **Student Conduct and Community Standards**

Graduate students enrolled at Oregon State University are expected to conform to basic regulations and policies developed to govern the behavior of students as members of the university community. The Office of Student Conduct and Community Standards (SCCS) is the central coordinating office for student conduct-related matters at Oregon State University.

Choosing to join the Oregon State University community obligates each member to a code of responsible behavior which is outlined in the [Student Conduct Code](https://studentlife.oregonstate.edu/studentconduct). The assumption upon which this Code is based is that all persons must treat one another with dignity and respect in order for scholarship to thrive.

Violations of the regulations subject a student to appropriate disciplinary action.

* 1. **Academic Dishonesty**

Academic Dishonesty is defined as an act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized materials or fabricated information in any academic work or research, either through the Student’s own efforts or the efforts of another. It includes:

* CHEATING — use or attempted use of unauthorized materials, information or study aids, or an act of deceit by which a Student attempts to misrepresent mastery of academic effort or information. This includes but is not limited to unauthorized copying or collaboration on a test or assignment, using prohibited materials and texts, any misuse of an electronic device, or using any deceptive means to gain academic credit.
* FABRICATION — falsification or invention of any information including but not limited to falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
* ASSISTING — helping another commit an act of academic dishonesty. This includes but is not limited to paying or bribing someone to acquire a test or assignment, changing someone's grades or academic records, taking a test/doing an assignment for someone else by any means, including misuse of an electronic device. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 165.114).
* TAMPERING — altering or interfering with evaluation instruments or documents
* PLAGIARISM — representing the words or ideas of another person or presenting someone else's words, ideas, artistry or data as one's own, or using one’s own previously submitted work. Plagiarism includes but is not limited to copying another person's work (including unpublished material) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

Academic Dishonesty cases are handled initially by the academic units, following the process outlined in the University’s Academic Dishonesty Report Form, and will also be referred to SCCS for action under these rules.

* 1. [**Office of Equal Opportunity and Access**](https://eoa.oregonstate.edu/)

The OSU Office of Equal Opportunity and Access defines sexual harassment as the following:

* Unwelcome\* sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
* Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education;
* Submission to or reject of such conduct by an individual is used as the basis for employment of education –related decisions affecting such an individual; or
* Such conduct is sufficiently severe or pervasive that is has the effect, intended or unintended, of unreasonably interfering with an individual’s work or academic performance because it has created an intimidating, hostile, or offensive environment and would have such an effect on a reasonable person of that individual’s status.

*\*Employee conduct directed towards a student – whether unwelcome or welcome – can constitute sexual harassment under OAR.*

There are two confidential resources to discuss reporting options: Center Against Rape and Domestic Violence (CARDV) provides 24/7 confidential crisis response at 541-754-0110 or 800-927-0197, and OSU Sexual Assault Support Services is available weekdays at 541-737-7604.

* 1. [**Student Records**](https://catalog.oregonstate.edu/grades-regulations-records/)

Both federal and state laws permit Oregon State University staff to release directory information (e.g. name, address, degree program, birth date) to the general public without your consent. You can prohibit the release of directory information to the public by signing the Confidentiality Restriction form available from the Registrar’s Office. It will not prohibit the release of directory information to entities of Oregon State University that have a “need to know” to accomplish their required tasks. It further will not prohibit Oregon State University departments from including your name on mailing lists for distribution of materials that are essential to your enrollment at Oregon State University.