

## **Graduate School Guidelines Related to Policy, Publications, and Webpages**

*This document summarizes the Graduate School's guidelines and regulations on various policies and processes.*

### **1. Appointment of Faculty**

The appointment of faculty as regular members of the graduate faculty follows a formal process. According to the by-laws of the Graduate Faculty, the regular membership of the Graduate Faculty shall consist of faculty on tenure, clinical, extension, or research track who are qualified according to criteria established by the graduate faculties of their respective departments or programs. Faculty must be appointed at the assistant rank or higher and usually hold the doctoral degree. Prospective members shall be nominated for membership in the Graduate Faculty by their department/program chairperson upon the recommendation of their department's or program's Graduate Faculty. Upon receipt of a nomination and the nominee's curriculum vitae, the Graduate Dean will review and affirm the appointment to the Graduate Faculty for those who are appropriately qualified. Appointment to the Graduate Faculty will extend so long as the individual holds an academic appointment at the University and continues to perform graduate-level duties.

Responsibilities of both regular and associate members of the Graduate Faculty are delineated in the By-Laws which can be found at: [http://www.gradschool.unh.edu/pdf/pol\\_bylaws.pdf](http://www.gradschool.unh.edu/pdf/pol_bylaws.pdf)

Nominations of individuals who were recently hired or have been on the faculty and who are now eligible for regular membership on the graduate faculty can be sent to the Dean of the Graduate School by mid-September of each year (check with the Graduate School for specific deadlines). These nominations can be submitted electronically and must include a vita. Associate members of the graduate faculty do not require formal approval of the graduate school unless they are performing a specific duty that requires approval as outlined in the By-Laws (i.e. serving on a committee where a vita is submitted along with the committee form).

### **2. General Admission Policy Guidelines**

- Admission requirements applicable to all graduate programs (application, fee, letters of recommendation, transcripts, English Language) require Graduate Council approval and may be referred to the Graduate Faculty for endorsement and approval.
- Admission requirements specific to a program (test score requirements, terms applications considered for, essays, auditions, etc.) should be updated annually as part of the catalog/admission/web revision process for the coming calendar year (Spring admission, summer admission and fall admission).
- Policies regarding waivers, if any, of required application materials for groups of applicants must be clearly established and approved by the Graduate School and may be referred to the Graduate Council for review and action.
- Individual waivers of required application materials must be reviewed and approved by the Graduate School prior to granting a waiver.
- Prior approval of the Graduate Dean is required if a program wishes to suspend admissions to the program. A rationale must be provided and the request may be referred to the Graduate Council for review. Decisions for the coming academic year should be made in the spring.

- Once the graduate catalog and admission/recruitment materials are published (September) program recommendations to suspend admission for the year will only be considered under limited conditions:
  - A recommendation to suspend admission to a program which considers applications for the spring term will not be approved.
  - A recommendation to suspend admission to a program which considers applications for the summer term must be submitted prior to the end of the fall semester.
  - A recommendation to suspend admission for the coming fall term must be submitted prior to the end of the current fall semester.
- Programs that are to be deleted (closed) are exempt from the admission suspension guidelines and handled on a case by case basis.

### 3. General Program Policy Guidelines

- Programmatic changes should be updated annually as part of the catalog revision process and go into effect with the fall semester of the coming academic year.
- Graduate Council review and approval is required for all new programs (degree, major, option, certificate) as well as name changes to existing majors, options and certificates. Graduate faculty approval is required for new degrees and majors.
- Graduate Council review and approval is required for all substantive changes in the program including new areas of concentration, core curriculum requirements, concluding experiences, and changes to the total number of courses or credits required to complete the program.
- Changes in elective requirements should be submitted to the Graduate Dean's Office for review and if appropriate, referral to the Graduate Council.
- Graduate School approval is required to offer a program on-line and such proposals may be referred to the Graduate Council for review. [http://gradschool.unh.edu/pdf/pol\\_online.pdf](http://gradschool.unh.edu/pdf/pol_online.pdf)
- Graduate Council approval is required to delete (close) a program.
- Students who are enrolled (active and registered) in a graduate program that is to be closed will be allowed to complete their program. Time limit extensions will not be granted, nor will a student who is inactive be allowed to re-enroll in a program that is scheduled to or has been closed.

### 4. Program Web Page Guidelines

- Program web pages should include links to the graduate catalog for general policy related to admission and degree requirements, financial aid, program costs, etc.
- Program web pages should include specific program policies that are not included in the graduate catalog.
- Program web pages should include links to faculty web pages which should include teaching, research and scholarly activities of the graduate faculty.
- Program web pages should include links to related research centers, labs, institutes, etc.
- Program web pages should include links to program handbooks which should be published on-line.
  - Program handbooks should include general information on process, procedures, financial support, and expectations (how to navigate the program).

- Program handbooks should include information on specific resources within the program that are available to students.
  - Program handbooks should include specific program policies that are not included on program web pages.
- Program web pages should include information about current graduate students, graduate faculty and alumnae/i.
- Program web pages should include stories of interest to prospective students, current students, faculty, alums and potential donors.
- Program web pages should include pictures as appropriate.
- Program web pages should be updated as necessary but at least once a year in order to remain current.
- Program web pages should not include:
  - Repetition of general graduate or university policies that appear in the graduate catalog (do not include information that you do not own).
  - Outdated information (more than a couple of years old).