



University of New Hampshire

Graduate Student Program Handbook Guidelines

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These guidelines are designed to serve as a roadmap for the content that is recommended for inclusion in your program's student handbook, and are maintained and updated by the UNH Graduate School. Please note that Graduate School requirements and policies (e.g., how many credits a graduate assistant must enroll in to meet full-time status) are available in the Graduate Program Coordinator Handbook. In addition, this document is designed as an evolving item, so if there are areas that you feel should be expanded upon, added, etc., then please let us know by emailing [Dovev Levine](mailto:Dovev.Levine@unh.edu) of the UNH Graduate School.

I. Introduction

The purpose and importance of the handbook should be explained here (e.g., it outlines the program's degree requirements, policies, suggestions for success, etc.) Please note that programs are encouraged to send a welcome letter to newly admitted students providing them with an introduction and a link to the handbook.

II. Program Overview

An overview of the degree program(s) should be provided here, including (but not limited to):

- Mission statement
- Program goals or emphasis
- Typical completion time period
- Key information on how to succeed in the program(s)

III. New Students

This should orient new students to the process for getting started at UNH, including:

- The process for meeting with their advisor and registering for courses. This should include a link to registration information and deadlines:: <http://gradschool.unh.edu/enroll.php#register>
- What students are expected to register for (e.g., the number of courses that teaching assistants are expected/advised to take, what constitutes full-time enrollment, etc.)
- Links to your department's orientation information
- Link to the Graduate School's mandatory graduate assistant orientation (<https://www.gradschool.unh.edu/gao.php>)
- Additional items of use to incoming students, e.g., Indication of an annual review of progress if required by the department, etc.

Including "Tips for Success" is also suggested, e.g., content on:

- Communication with advisor and committee/mentors
- Maintaining academic/life balance
- Identifying needed resources early on
- The importance of long-term planning



- Participation in workshops, conferences and other professional development opportunities

IV. Program Outcomes

Describe typical outcomes for students, e.g. careers and/or further graduate programs they qualify for upon completing your graduate program). You should also indicate that, in the event that students are experiencing advisor-related issues, they are advised to discuss the matter with their department graduate program coordinator directly, department chair, and/ or to meet with the Associate Dean of the Graduate School.

V. Degree Requirements and Areas of Study

Outline each degree offered by your program (e.g., distinguish the options for a Master's or PhD degree as well as other areas of study that may be available within the department, and the degree requirements for each. Suggestions for this section include:

- Separate sections for master's vs. Ph.D.
- Required coursework for each degree offering
- Clear requirements on yearly progress reports (if required)

VI. Program Timeline

Provide an estimated timeline broken down by semester for meeting degree requirements, e.g., when Ph.D. students are expected to complete courses, advance to candidacy, etc. (and indicate whether this is for a full time or part time graduate student as appropriate. For example:



MSW PROGRAM ADVANCED GENERALIST- DURHAM CAMPUS
FULL TIME COURSE OF STUDY
(rev. 4/2013)

Year 1, Semester 1

SW 820	Social Welfare Policy I
SW 830	Social Work Practice I
SW 840	Race, Culture & Oppression
SW 850	Human Behavior & the Social Environment I (HBSE I)
SW 880	Field Internship I (seminar and concurrent 2 days/week Internship for academic year)

Year 1, Semester 2

SW 831	Social Work Practice II
SW 851	Human Behavior & the Social Environment II (HBSE II)
SW 926	Social Welfare Policy II
Elective 1	One 3-credit elective course
SW 881	Field Internship II (seminar and 2 days/week internship Continued from Semester 1)

Year 2, Semester 1

SW 932	Advanced Generalist Social Work Practice III
SW 952	HBSE III
SW 962	Research I: Statistics and Data Analysis
Elective 2	One 3-credit elective
SW 982	Field Internship III (Seminar and concurrent 3 days/week internship for academic year)

Year 2, Semester 2

SW 933	Advanced Generalist Social Work Practice IV
SW 965	Research II: Program & Practice Evaluation
Elective 3	One 3-credit elective course
Elective 4	One 3-credit elective course
SW 983	Field Internship IV (Seminar and 3 days/week internship continued from Semester I)

It may also be helpful to incorporate information about the Graduate School's [Graduate Research Conference](#), and other research seminars that are important to a student's graduate school progress.

VII. Financial Aid

Outline any forms of financial aid available from your program (assistantships, scholarships, prizes, etc.), along with procedures for applying for this aid. You should also include links to:

- UNH Financial Aid Office: <http://financialaid.unh.edu/>



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- UNH Office of National Fellowships: <http://www.unh.edu/fellowships-office/>
- UNH Graduate School Information on Dissertation Year Fellowships, Summer Teaching Assistant Fellowships and Travel Grants: https://www.gradschool.unh.edu/pdf/frm_aid.php
- UNH Graduate School Information on Graduate Appointments ([dates of appointments, stipend levels, etc.](#))

VIII. Student Health Benefits Plan

Students should be made aware that all full-time degree students are required to have health insurance as a condition of enrollment. Thus, graduate students who are registered for any of the following during a semester are required to have health insurance, and will be automatically enrolled and billed in the SHBP unless they waive it due to holding their own health insurance:

- 9 or more credits (6 credits if on assistantship)
- GRAD 900 (master's continuing research)
- DEPT 999 (doctoral research)

Students must waive the SHBP annually; the waiver form is available at <http://www.unh.edu/health-services/shbp>. This site also includes information on the plan's cost, coverage, and other important details.

IX. General Questions

The Graduate School office can help with an array of questions related to student experience, including petitions for exceptions to academic policy and changes to student records (e.g., requests for leaves of absence, etc.). Also, students can use the Graduate School as a resource in the event that they are unable to get answers or responses to their questions.

X. Graduate Assistants

Graduate assistants should be provided with a link to the Graduate School's GA Handbook, as this provides information on registration requirements, workload, and other critical information. [Available here](#).

XI. Responsible Conduct of Research Training

All new Ph.D. students and students who have changed to a Ph.D. program are required to attend the Responsible Conduct of Research Training. Information on this, including registration information, [is available here](#).

XII. Important UNH Policies



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The following important UNH policies can impact student roles (in some cases, particularly as graduate assistants) and should be cited in your program's handbook:

Academic Honesty

Honesty is a core value at the University of New Hampshire. The University's [academic honesty policy is available here](#).

Consensual Amorous Relationship Policy

[This policy provides guidelines](#) specifically designed to prevent conflicts of interest that can occur when two members of the UNH community whose institutional roles place them in an uneven power dynamic engage in a consensual amorous relationship.

Discriminatory Harassment Policy

It is the policy of the University of New Hampshire to uphold the constitutional rights of all members of the university community and to abide by all United States and New Hampshire State laws applicable to discrimination and harassment. In accordance with those laws, all members of the UNH community will be responsible for maintaining a university environment that is free of intimidation and harassment. Therefore, no member of UNH may engage in harassing behavior within the jurisdiction of the university that unjustly interferes with any individual's required tasks, career opportunities, learning, or participation in university life. As employees of the university and as graduate students, graduate students are protected under the policies UNH has put in place to discourage, to investigate, and to address instances of harassment.

Graduate assistants should also take responsibility for conducting themselves professionally, and should be aware of the ways that power dynamics shape their various roles at UNH. If charges against a graduate assistant are brought forward by a fellow graduate or an undergraduate student, the person making the charge may choose between pursuing charges under the policy outlined in the Student Code of Conduct or under the Discriminatory Harassment Policy as enforced by the Office of Affirmative Action. Published by the Affirmative Action Office, [this document contains information](#) about UNH's harassment policy, offers examples of harassment and provides outlines of guidelines and procedures.

Family Rights and Privacy Act of 1974

Graduate assistants should be aware of confidentiality issues as they pertain to student records, both their own and those of others, such as students enrolled in a TA-taught course. Social security numbers and grades are protected by federal law under the Family Educational Rights and Privacy Act of 1974, often referred to as the "Buckley Amendment." The University System Policy to the Buckley Amendment may be found in the [Student Rights, Rules and Responsibilities bulletin](#) published each fall by the University.

University Specific Sexual Assault Reporting Requirements



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These requirements are available through the University's Sexual Harassment & Rape Prevention Program: <http://www.unh.edu/sharpp/reporting-requirements>

Title IX

Title IX is the landmark federal civil rights legislation that prohibits sex discrimination in educational institutions that receive federal funding. It is not just about sports: the law protects all students, faculty, and staff persons, regardless of their sex, gender identity, or gender expression from discrimination in all aspects of education programming and specifically addresses sexual violence and harassment. At the University of New Hampshire, sexual violence includes sexual harassment, sexual assault, unwanted sexual contact, sexual misconduct, domestic violence, relationship abuse, dating violence, and stalking (including cyber-stalking). The definitive resources on the University's policies and procedures on sexual violence and harassment can be found in these two documents:

- Undergraduate and Graduate Students: [*UNH Student Rules, Rights, and Responsibilities*](#)
- Faculty, Staff and Teaching Assistants: [*The UNH Discrimination and Discriminatory Harassment Policy*](#)

Inquiries regarding sexual violence and harassment and reporting responsibilities of such incidents should be directed to: [UNH Director & Title IX Coordinator of Affirmative Action and Equity](#). The Title IX Coordinator works with University constituents to establish policies, provide training and awareness on sex discrimination and sexual violence and harassment issues, and manages the complaint process, overseeing investigations and hearings and taking action to ensure that persons impacted can continue their education and work safely and free of further infringement.

XIII. Graduate Faculty Listing

List faculty in the department and their research interests. This is highly useful for aiding students to find out new information or target who matches with their interests.

XIV. Orientations & Welcomes

There are several orientations and welcomes (mostly in early Fall) for new graduate students; some of these mandatory, depending on student status:

- [International Student Orientation](#): Orientation to help international students find their way around UNH.
- [Graduate Assistant Orientation](#): This is a mandatory orientation for all new graduate assistants.
- [Graduate Resource Fair](#): The graduate student resource fair is an event put on by the UNH Commuter Services Office in the Memorial Union Building (MUB) to help



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graduate students acclimate to the UNH campus by providing information from campus services as well as an opportunity to meet other students. This program focuses on small group activities and learning about information from the MUB and Student Activities, Campus Recreation, and Health Services. Additional information about the library, academic resources, transportation and parking, and more will be provided.

- [Non-Traditional Student Orientation](#): Helping non-traditional students get familiar with UNH and transition to academic life.
- [Commuter & Transfer Survival Day](#): A way for commuters, transfer, and non-traditional students to get to know UNH.

XV. Graduate Student Governance

Graduate students are encouraged to participate in the Graduate Student Senate (GSS), the official voice of UNH's graduate student body. The GSS advocates for graduate students and meets bi-weekly throughout the academic year. It also fosters community and social engagement among graduate students via an array of activities (monthly get-togethers, etc.). Information on joining the GSS and their calendar of events is available at <http://www.unh.edu/gss/>

In addition, departments should include information on inter-departmental governance opportunities available to graduate students, and encourage involvement.

XIV. Graduation

Students should be made aware of the information on graduation, including filing intents to graduate, submitting theses/dissertations to the Graduate School, and Commencement, that is available on the Graduate School website: <http://www.gradschool.unh.edu/graduation.php>

XV. Graduate School Resources

The Graduate School offers a variety of resources for students, including the following professional development workshops and opportunities; it may be useful to cite these in your handbook. Also note that information these resources (workshop dates, etc.) will be available starting early Fall 2015 on the [Graduate School's website](#).

- [Preparing Future Faculty Program](#)
The Preparing Future Faculty (PFF) program is a national movement to transform the way aspiring faculty members are prepared for their careers. The central concept of the Preparing Future Faculty (PFF) Program is that graduate students who aspire to become faculty members require preparation not only to conduct original research but also to teach and render service in a variety of institutions.
<http://www.gradschool.unh.edu/pff.php>
- [Preparing Future Faculty & Preparing Future Professionals Workshops](#)



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- The Preparing Future Faculty Program (PFF) is a national initiative that transforms the way doctoral programs prepare aspiring faculty members for their careers. It emphasizes an education that is informed by the kinds of responsibilities faculty members actually have at a variety of institutions. The 2014-2015 [Preparing Future Faculty Highlights](#) flyer illustrates the types of events commonly hosted as part of our PFF program.
- The Preparing Future Professionals Program (PFP) is designed to provide all graduate students with access to workshops, speakers and other events focused on professionalizing students (e.g., workshops on preparing CV's, interviewing for positions, etc.).

- Travel Grants
The Graduate School makes available travel grants to assist graduate students presenting papers and poster sessions at professional meetings and conferences. Travel grants are also available to students who are attending professional development workshops and seminars that will enhance their research agendas. Travel grants will not exceed \$200 per student per conference, or \$400 per student per year.
https://www.gradschool.unh.edu/php/travel_grant.php

- Thesis and Dissertation Workshops
The Graduate School holds monthly information sessions on the rules and processes for formatting and submitting final theses and dissertations. The Graduate School sends a notice of dates for these to program coordinators at the start of each semester, and also posts the dates on its homepage (gradschool.unh.edu)

- Graduate Research Conference
This is a celebration of graduate student academic excellence. Each April, over 200 UNH graduate students, from all academic disciplines, present at the GRC over the course of two days, or during their program's research symposia. The presentations showcase the results of their scholarly, engaged, and creative research in multiple venues at both UNH's Durham and Manchester campuses. <https://www.gradschool.unh.edu/grc.php>

XVI. Additional Student Resources

Graduate students should be made aware of the following additional resources:

- **Business Services Office:** For paying tuition bills, refunds picking up loan and scholarship payments and related items. <http://www.unh.edu/business-services/>

- **Campus Maps:** <http://www.unh.edu/main/map>

- **Campus Recreation:** For information on fitness center options, club and intramural sports and other recreation-based activities. <http://campusrec.unh.edu/>



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- **Campus Safety:** The [UNH Police Department](#) offers resources and classes related to campus safety:
 - How to sign up for campus alerts (**students are highly encouraged to do so**): <http://www.unh.edu/upd/campus-alerts>
 - Protocol for a reported school shooting: <http://www.unh.edu/upd/active-shooter>
 - How much can you prevent shooting on campus? Although there is no easy way to predict such events, UNH has behavioral intervention team to help identify and asses those in crisis: <http://www.unh.edu/upd/behavioral-intervention-team>
 - The University System of New Hampshire's policy on firearms on campus is available at: <http://www.usnh.edu/olpm/UNH/III.Admin/J.htm>
- **Counseling Center:** The Counseling Center is the primary mental health facility on campus. It offers a variety of services that are designed to enhance students' ability to fully benefit from the University environment and academic experience. This includes providing counseling and therapy for students who may be experiencing situational or ongoing psychological difficulties, providing programming to meet the developmental needs of the student population, and encouraging a University atmosphere conducive to personal and intellectual growth as well as psychological well-being. <http://www.unh.edu/counseling-center/>
- **Dining and ID Office:** For obtaining UNH ID cards and signing up for meal plans. <https://www.unh.edu/dining/dining-id-office>
- **Disability Services:** The Disability Services for Students Office (DSS) serves students with documented disabilities. Students can click on the following link to learn how to about the services and accommodations offered (e.g., note takers for sight-impaired students) and how to register with DSS: <http://www.unh.edu/disabilityservices>
- **Durham Directory:** Includes information on Durham-based stores and restaurants. https://www.ci.durham.nh.us/directory?field_business_categories_value=320
- **Financial Aid Office:** Provides assistance on applying for financial aid. <http://financialaid.unh.edu/>
- **Graduate Study Carrels:** Unassigned carrels are available for graduate students in Room 441 of Dimond Library (Level 4) and are meant for quiet study. The room has a variety of seating options, WiFi, electrical outlets, and lockers. <https://www.library.unh.edu/services/spaces-study-and-work/graduate-study-carrels>
- **Health Services:** Offers medical care and wellness education services to UNH students, faculty and staff. <http://www.unh.edu/health-services/>
- **Housing on and off-campus:** UNH Housing provides two on-campus options for graduate students: Babcock Hall, a traditional residence hall for graduate or non-



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traditional students, and Forest Park, our family housing complex on campus for those who are arriving with families (married, civil unions, or those with dependent children). For more information, visit the [Housing and Residential Life Website](#). The Memorial Union Building also provides a searchable listing of [off-campus housing](#) for the local townships. Other online resources for the seacoast:

- UNH Classified Ads: www.unh.edu/ads
 - Foster's Daily Democrat: www.fosters.com
 - Seacoast On-Line: www.seacoastonline.com
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- **Important 2015 Deadlines:** See the [UNH Graduate School Academic Calendar](#) for registration deadlines, add/drop dates, and refund periods.
 - **Information on Seacoast New Hampshire-based** (e.g., Portsmouth, Dover) events, dining, housing options and other items. <http://www.seacoastnh.com/index.php>
 - **Information Technology:** Provides IT services for faculty, staff and students. <http://www.unh.edu/it/about>
 - **The Inside Track:** This listserv, maintained by UNH's Commuter Services Office, is geared towards helping students (including grads) get acclimated to the University. <http://www.unhmub.com/involvement-leadership/inside-track-unh>
 - **Library:** <https://www.library.unh.edu/>
 - **Memorial Union Building:** Provides a vast array of organizations, facilities and events of interest to graduate students. <http://www.unhmub.com/involvement-leadership/inside-track-unh>
 - **Transportation Services:** For information on parking and transportation to campus locations and surrounding towns: <https://www.unh.edu/transportation/>
 - **Train:** Daily Amtrak service available from the Durham campus to Boston and Portland (and points within). <http://www.amtrakdowneaster.com/station/durham-unh>
 - **UNH Mobile** is available on iOS and Android platforms. The app features individual modules which include a course catalog, directory, dining menus, maps, game schedules, and more. <http://www.unh.edu/nem/mobile.html>
 - **Veterans Services:** Veterans Services is committed to providing support and assistance for veterans, active duty military, Guard/Reserves, and their dependents. Understanding and navigating the various resources available to UNH student veterans can be challenging. The office is staffed by professional student affairs staff and student veterans who are here to help. We encourage you to visit the offices for assistance with any student or military-related concern: <http://www.unh.edu/veterans/>