

APPENDIX J: 2020-2021
Graduate Studies Information and Policies
for Faculty, Students, & Staff

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Welcome from the Dean of Graduate and Professional Studies

Welcome to the School of Graduate and Professional Studies at Shepherd University! We deeply appreciate your interest and commitment to our graduate degrees, certificates, and post-graduate educational opportunities. The information in this handbook is a valuable resource in answering your questions about graduate programs and continuing education at Shepherd University.

The primary concern for all individuals associated with Shepherd University Graduate and Professional Studies is our ongoing refinement and improvement of our graduate culture. That culture is based on the following:

- **Cultivate in students a lifelong desire to learn through commitment to and appreciation of knowledge and cultures of the past, civic knowledge and engagement, respect and understanding for cultures and societies of the world, and the development of professional and personal ethics.**
- **Promote a student-centered environment available to individuals of diverse ages, cultures, and socioeconomic backgrounds and uphold a personalized approach to education.** *There is a strong commitment to provide graduate programs that allow students to achieve the best education for each individual's particular talents, interests, and goals in an environment that emphasizes service to students.*
- **Stimulate creativity, scholarship, and individual enterprise in our students and faculty.** *The impact of this creativity and scholarship is found in the classroom as faculty and students integrate new ideas and alternative approaches into their teaching and learning activities and professional development activities for faculty.*
- **Educate diverse populations locally, regionally, nationally, and internationally.** Courses and curricula are designed to meet the educational needs of student groups across geographic boundaries.
- **Enrich students and their communities through service to social, civic, cultural, corporate, and educational organizations.**



Richard A. Stevens, Jr., Ph.D.

Dean, Graduate and Professional Studies & Faculty Affairs

Vision and Mission of the School of Graduate and Professional Studies

Vision Statement

Providing quality graduate and post-graduate programs to integrate ongoing regional, national, and global educational demands and career trends. (Fall 2019)

Mission Statement

Shepherd University School of Graduate and Professional Studies is an innovative and diverse community of educators, scholars, learners, and professionals committed to advancing excellence in higher education. The faculty educate students to be lifelong learners and preeminent professionals in a global community spanning civic, ethical, and social challenges. The School embraces the Shepherd University mission statement with its emphasis on the core values of learning, engagement, integrity, accessibility, and community. (Fall 2019)

History of Graduate Programs

Shepherd University was founded in 1871 as a normal school and has become a university with graduate studies at the master's and doctoral levels. Since 2003 with the initial graduate program, the School of Graduate and Professional Studies at Shepherd University has offered multiple programs. The addition of graduate studies at a university with a long history of undergraduate programs requires a dedication toward creating a graduate culture that is fostered by faculty, staff, and students.

Graduate Studies was granted at Shepherd University because of:

- The need for graduate education in the eastern West Virginia panhandle that was based on a liberal arts education and at a public university price.
- The need for current professionals in education and business to improve their skills sets.
- To help improve the economic development in the region with advanced degrees for those in specific professions.
- Provide a graduate level education for those seeking life-long learning and re-certification.

The emphasis of graduate studies at Shepherd has remained focused on those four primary reasons with the development of specific master's degrees in education and business, and

graduate level continuing education for those who require re-recertification. Plans for additional graduate programs maintain this similar focus.

Shepherd University's emphasis still remains with a liberal arts undergraduate mission as indicated its member in the Council of Public Liberal Arts Colleges (COPLAC), where traditionally less than 10% of all students at each of the member institutions are graduate students. At Shepherd, graduate students remain less than 5% of the total student population. Therefore, creating a graduate culture throughout the University has and will continue to be a significant transformational process in the structure of the organization that is still predominately undergraduate oriented. New policies and procedures that help guide graduate studies are continuously in development to ensure graduate studies operations run effectively and efficiently within the undergraduate culture.

Graduate Studies were originally administered from what is now the College of Nursing, Education and Health Sciences since the Master of Arts in Curriculum and Instruction was Shepherd University's first graduate program. From that first graduate program, the configuration of graduate degrees, graduate courses for re-certification, and non-degree graduate certificates has grown and supported by multiple disciplines. The current configuration for graduate studies is a School of Graduate and Professional Studies which administers doctoral and master's degree programs, non-degree post-baccalaureate certificates, courses for re-certification, and life-long learning opportunities. The leadership for all graduate studies at Shepherd has also grown from a part-time Graduate Director to a full-time Dean of Graduate and Professional Studies.

Current graduate programs at Shepherd University, in their order of student enrollment, are:

Master of Arts in Curriculum and Instruction (MA-CI) - 2003

Master of Business Administration (MBA) - 2005

Master of Arts in Teaching (MAT) – 2006

The degree was originally a collaborative program with Marshall University until 2006.

Master of Arts in College Student Development Administration (MA-CSDA) - 2006

Doctor of Nursing Practice (DNP) - 2015

Master of Science in Data Analytics and Information Systems (MA-DAIS) - 2018

Master of Arts in Appalachian Studies (MA-APST) - 2019

Several non-degree certificates including Appalachian studies (2014), Foundations in Higher Education (2020), Health Administration (2017), Management Information Systems (2020), Public Management (2017), and Sports Management (2017).

School of Graduate and Professional Studies – Overview & Governance

A. The School of Graduate and Professional Studies administers all stand-alone graduate programs, collaborative graduate programs with other institutions, non-degree graduate certificates, and post-baccalaureate continuing education courses offered at Shepherd University.

B. Dean, Graduate and Professional Studies & Faculty Affairs (hereafter Dean)

The Dean, as appointed by the Provost, is the principal administrator for all graduate, continuing education, and life-long learning programs. The Dean provides leadership in the development and implementation of graduate program goals and assumes ultimate responsibility for the quality, effectiveness, and progress of all graduate programs. Provides oversight to Martinsburg Center campus. The Dean is responsible for on-going training of chairs, directors, and deans and faculty-related processes.

Supervision and Staff Management

- Supervise, mentor, and evaluate School administrative staff.
- Supervise, mentor, and guide graduate program coordinators.
- Maintain personnel records of all graduate faculty, affiliate faculty, and staff.
- Ensure a quality program of graduate student advising.
- Recruit part-time graduate faculty.
- Uphold University grievance policies.

Administrative and Budget Responsibilities

- Conduct monthly Graduate Council meetings. Serve as chair and set agenda.
- Assist with an external accreditation reviews and Board of Governors program reviews of graduate programs.
- Serve as primary contact with the Higher Learning Commission for graduate programs.
- Serve on Deans' Council.
- Maintain graduate student recruitment records. Coordinate and evaluate transcripts of

graduate students.

- Provide information and reports as requested by the Provost.
- Uphold and manage grade appeal and grievance policies.
- Provide administrative training to chairs, directors, and deans.
- Promote College programs, faculty accomplishments, and department/school activities, working particularly with University Communications and within Academic Affairs.
- Collect and maintain data for assessment of students, graduates, and academic programs.
- Responsible for developing and implementing an ongoing strategic plan, short- and long-term goals for all graduate programs at Shepherd University. Oversee all marketing for graduate and professional studies.
- Provide training for faculty administrators and professional development opportunities for faculty.
- Coordinates faculty Title IX and Merit processes.
- Coordinate annual review of faculty handbook in conjunction with Provost's office.
- Provide leadership and support for University's diversity initiatives.
- Maintain all graduate and professional studies and faculty affairs webpages.
- Serve as graduate liaison with other academic and administrative units within the University.
- Develop an annual budget for the School (graduate studies, continuing education, life-long learning, and Martinsburg Center) and administer the allocated budget according to institutional guidelines.
- Help raise funds for endowment for and cost-sharing in graduate programs.
- Approve all School purchase orders, personnel action requests, recommendations for hiring part-time faculty, travel request, vehicle requests, and work orders.
- Ensure that office and educational supplies and equipment are available when needed.

Curricular Responsibilities

- Review periodically graduate curricula for program improvement.
- Approve the School's schedule of course offerings in conjunction with program coordinators and directors.
- Provide leadership in developing new graduate studies and continuing education curricula and programs.
- Prepare catalog material and review copy for new editions of the catalog. Prepare student handbook updates.
- Promote effective use of appropriate technology in programs and instruction.

- Teach at least one graduate course per year.
- Perform other duties assigned by the Provost.

C. The Graduate Council

a. The Graduate Council Responsibilities overall include making recommendations to the Dean on the development and implementation of an ongoing strategic plan for establishing and administering all graduate programs instituted at Shepherd University. The Council will report to the Dean.

b. Members of the Graduate Council shall be constituted as follows:

- The Dean, who serves as the chair;
- Any assistant(s) to the Dean;
- Two members chosen from each school, either through election or through selection by the Dean;
- The Dean, with the agreement of the Graduate Council and the Provost, may add or eliminate members deemed necessary for the development and implementation of new graduate programs at Shepherd University;
- The Director of Admissions, or designee, and
- The Registrar.

All members of the Graduate Council are voting members.

c. Terms of Service:

- Half of the membership will serve a two-year term, while the remaining members will serve a three-year term.
- There is no limit on the number of consecutive terms served.

d. The Specific Responsibilities of the Graduate Council are as follows:

- To approve new graduate programs and to review intents to plan documents, proposals, and accreditation documents for new graduate programs;
- To approve additions, deletions, and changes to existing graduate programs or graduate courses;
- To make budget recommendations concerning graduate programs;
- To approve proposals for stand-alone graduate courses not connected to existing graduate programs;
- To set university-wide graduate policies and approve additions, deletions, or changes to those policies;
- To set criteria for graduate faculty and to approve faculty nominated to teach

- graduate programs;
- To recommend student admission and retention standards and policies;
- To recommend the termination of graduate programs;
- To rule on all petitions for exceptions to admissions and credits procedures, unless delegated to the Dean;

D. Graduate Program Coordinators

- a. The Graduate Program Coordinator (GPC) is directly responsible to the Dean. The GPC provides support for operations of the School of Graduate and Professional Studies and the respective graduate program.
- b. Position Requirements
 - Graduate Faculty Status
 - One year of graduate teaching experience
- c. Reimbursement and hours worked each week
 - Each GPC provides approximately 25% of their faculty load time per semester for graduate education activities.
 - Each GPC receives a one-course release time per semester.
 - A summer stipend is provided for meetings, office hours, as well as recruitment and retention efforts.
- d. The Specific Duties and Deliverables of the GPC include, but are not limited to:
 - Attend Graduate Fairs, Open Houses, or other recruitment events in order to market the Graduate Program.
 - Assist in course development and rotation and program development on a continual basis in order to refine the Graduate Program.
 - Advise students in the program on a continual basis.
 - Attend all Graduate Council meetings.
 - Meet monthly with Dean of Graduate and Professional Studies & Faculty Affairs.
 - Coordinate accreditation documents on a continual basis and produce required documents as required.
 - Coordinate final graduate student admission on continual basis with the School of Graduate and Professional Studies.
 - Provide advice to the School of Graduate and Professional Studies on a continual basis to assist with advertising the program.
 - Maintaining official recruitment and advisement records of graduate students.
 - Attend Graduate Commencement activities.
 - Coordinate program review process every 5 years.

Admissions Information: Applying for Graduate Programs

General Information

Admission to graduate study at Shepherd University is processed on a rolling basis. Students are eligible to register for courses once their applications have been processed and they have been accepted. Applications are considered complete when the application, the application fee, and all supporting materials are on file with the Office of Graduate Admissions. Specific requirements for each program are accessible by clicking on the individual programs below. Program Coordinators in conjunction with the Dean of Graduate and Professional Studies & Faculty Affairs make final decisions on all applications. Please feel free to contact the Office of Graduate Admissions in order to ensure that your application is complete.

Admissions Requirements and Application – Degree Programs

(Please click on hyperlinked degree titles for specific information.)

[Doctor of Nursing Practice](#)

An alternative to research-focused doctoral programs, the DNP advances professional nursing roles in clinical practice as a Family Nurse Practitioner. The program is designed to produce leaders who embrace health care reform and are advocates for vulnerable populations. Graduates integrate theory and practice in areas of health policy and law, administration, business, evaluation, systems, population health, and evidence-based practices.

[Master of Arts in College Student Development and Administration](#)

The Shepherd University Master of Arts in College Student Development and Administration prepares individuals who demonstrate interest in and commitment to college students and their development and learning as professional administrators in student affairs and enrollment management within post-secondary and tertiary education. Graduates of the program demonstrate depth and breadth of knowledge of the profession through integrated coursework and supervised practice.

[Master of Arts in Curriculum and Instruction](#)

The Master of Arts in Curriculum and Instruction is designed to help teachers and professional educators enhance their professionalism, improve their quality of instruction, and better prepare them for leadership roles within their school districts. By integrating theory, practice, and research, the Master of Arts in Curriculum and Instruction provides teachers and professional educators with opportunities to enhance their levels of professional knowledge, discover innovative and effective approaches to teaching and learning, and at the same time gain greater competency within their disciplines. The primary purpose of the MACI program is to advance knowledge and increase skills for education professionals in instructional or leadership contexts.

[Master of Arts in Teaching](#)

The Master of Arts in Teaching is designed to provide initial teacher certification for those with bachelor's degrees in selected fields. Students choose either an elementary or secondary content strand according to their area of emphasis.

[Master of Business Administration](#)

Graduates from M.B.A. programs are able to pursue a number of career pathways. This skill set includes areas such as entrepreneurship, management, human resources, marketing, financial planning and analysis, accounting and economics. These basic business skills and principles can be applied across disciplines and industries and can lead to careers in government, healthcare, commerce, information technology, leadership roles in the public, private and nonprofit sectors.

[Master of Science in Data Analytics and Information Systems](#)

Shepherd's Data Analytics program is designed to develop students who have advanced capacity to derive knowledge from data and to communicate an understanding of that knowledge. This includes skills in data collection, preparation, representation-using mathematics, and storage and retrieval. It involves selection of and processing with appropriate methods, development and analysis of algorithms, and implementation in computer programming languages.

[Master of Arts in Appalachian Studies](#)

The Master of Arts in Appalachian Studies is an interdisciplinary program specifically designed for students whose career paths profit from a deeper knowledge and understanding of the region and who are interested in understanding the region from a variety of historical, cultural, and global perspectives.

Note: make sure you download Adobe XI (11.0.02) of Adobe Reader to fill in the form:

<http://get.adobe.com/reader/>

[International Applicants](#) – Shepherd University welcomes students from around the world for graduate degree study. A test of language proficiency is required for international graduate students except in the case of a diploma or degree from an accredited college or university in which the primary language of instruction is in English.

[Veterans Applicants](#) – All veterans, regardless of rank, branch, or active versus reserve/guard, are encouraged to take advantage of graduate courses at Shepherd University.

[Non-Degree and Transient Applicants](#)

[Shepherd University Undergraduate Students](#)

Admissions Requirements and Application – Graduate Certificates (Non-degree)

(Certificate programs as non-degree programs are not eligible for financial aid.)

- Appalachian Studies
- Foundations in Higher Education
- Health Administration
- Management Information Systems
- Public Management
- Sports Management

Admission Statuses

Shepherd University grants full, conditional, and provisional admission status for graduate students.

Full Admission

Conditional Admission

Provisional Admission

Deferred Admission – Applicants who cannot enroll in the term for which admission was offered may request to have their admission deferred for up to one year. Such requests must be in writing and will be considered only once. Because enrollments are limited and competition for admission may vary from year to year, such requests may not be granted. Applicants who have received approved deferment of their admission cannot register for graduate coursework at the University during the period of deferment.

Applicants Not Admitted – Applicants who are denied admission may have their applications reconsidered if they furnish additional material that was not available at the time of the original decision, such as evidence of further academic achievement or more recent and improved standardized test scores.

Policies Governing Student Status

Academic Advising

The first point of contact for graduate studies advising is the graduate program coordinator. Each graduate program may have specific graduate faculty advisors as well for specific content areas. If, at any time, students need additional advising and the advisor is not available, the student can contact the School of Graduate and Professional Studies and for advising.

Academic Probation

When a graduate student's cumulative grade point average falls below 3.0 the student will be placed on probation. Students on probation must maintain a grade point average of 3.0 during the first six credit hours of their probationary status and must return their cumulative graduate GPA to 3.0 during the first 12 hours of their probationary status. Students who do not meet these criteria will be dismissed.

Progression

All graduate students are expected to complete their degrees in an appropriate time and manner. All incompletes must be completed by the next respective fall or spring semester (i.e., incompletes in fall must be complete the following spring semester, incompletes in spring must be complete in the following fall semester. Incompletes in the summer must be complete by the following fall semester).

Graduate students in good academic standing who must discontinue their studies for a brief time are considered eligible to re-enroll in future semesters, as long as they return after an absence of no more than two consecutive regular semesters (not including summer sessions). Graduate students who are suspended (see suspension/dismissal policy,) or who are absent from studies for more than two consecutive regular semesters (not including summer sessions) must re-apply through the Office of Admissions. Graduate students wishing to return after a brief absence, and who do not need to re-apply through the Office of Admissions, should contact their program coordinator for advisement.

Sunset Clause

Students enrolled in graduate studies at Shepherd University must complete the program within seven years, based on the date of admission to the degree program. Students may apply for renewal by submitting a letter to the Graduate Council with justification for continued studies in the program. *Note: The DNP program has other stipulations for currency of knowledge related to transfer of credit and completion of the program. Please consult the DNP handbook for more information.*

Suspension/Dismissal

A student on probation will be dismissed when:

- The student's GPA in the first six credit hours of probation falls below 3.0
- The student fails to achieve a minimum cumulative GPA of 3.0 after 12 credit hours of probation

Once a student is dismissed from a graduate program, the student may not enroll in any other graduate program at Shepherd University without explicit permission from the Graduate Council.

Appeals of Student Status

Students placed on provisional status, probation, or suspension may appeal that status to the Graduate Council by writing a letter to the Dean of Graduate and Professional studies outlining the rationale for the appeal. Appeals denied by the Graduate Council may be appealed to the Provost. The Provost only considers appeals that deal with substantial procedural errors in the decision of the Graduate Council.

Appeal of Grades in Graduate Classes.

A student grade appeal should begin with a student-initiated conference with the instructor, which should be scheduled within ten days of receipt of the grade to be appealed.

If an instructor declines to change a disputed grade, the student may appeal, in writing, to the Graduate Council.

- In ruling on a disputed grade, the Graduate Council should consider only whether or not an instructor has applied grading standards uniformly to all members of a class. The Council should not attempt to make subjective judgments on those standards themselves.
- The Council may request any relevant documents in the course of their deliberations and may request to interview any party in the dispute or relevant witness.

Either the original instructor or the student may appeal the decision of the Graduate Council to the Dean and if no solution is achieved with the Dean, to the Provost.

Transfer of Credit

Graduate courses from other institutions or other Shepherd University graduate programs are evaluated, at the time of admission, by the Dean and/or the Program Coordinator to which the applicant is applying, or the department chair in which the course is offered.

- Up to nine credit hours may be transferred to a Shepherd graduate program from another institution or program, either prior to starting the program or during the program, at the discretion of the Program Coordinator in consultation with the Department Chair/School Director and the Dean. Exceptions can be made on a case-by-case basis by the Dean if it would inappropriately prolong the graduation of a student.
- Courses transferred to a Shepherd graduate program must have a minimum grade of "B," and must have been taken within seven years based on the date of admission to the

degree program (see sunset clause). *Note: The DNP program has other stipulations for currency of knowledge related to transfer of credit and completion of the program. Please consult the DNP handbook for more information.*

Graduate Student Status and Academic Load

Full-Time Students

Graduate students registered for 9 or more credits are classified as full-time students. Students holding assistantship appointments must register for a minimum of 6 credits each semester to qualify for financial aid.

Maximum Load

The maximum graduate load allowed is 16 credits during the fall or spring semester. Only under unusual circumstances will a student be allowed to exceed these limits, and then only with the recommendation of the student's advisor and graduate program coordinator and the approval of the Dean of Graduate and Professional Studies.

Maximum Load, Summer Session

The maximum graduate load allowed is 10 credits for the entire summer session. A student will be allowed to exceed this limit only by petition with the recommendation of the student's adviser, graduate program coordinator, and the approval of the Dean of Graduate and Professional Studies.

Dropping and Adding Courses

Graduate students may add or drop courses in accordance with the procedures and deadlines published by the [Registrar's Office](#).

Non-registration

Leave of Absence

Students who, because of extenuating circumstances, are unable to pursue their graduate program may request a leave of absence for a maximum of one calendar year. Such circumstances may include medical reasons, military obligation, family emergencies, or hardship. Students should send a letter to the Dean of Graduate and Professional Studies, advisor, and the graduate program coordinator requesting a leave of absence. The Dean, upon recommendation of the student's advisor and graduate program coordinator, reviews the request. If the request for a leave is granted, the time limit for completion of the student's program is extended appropriately.

Withdrawal from the University

A student may withdraw from their graduate program during any semester by obtaining a withdrawal form. This form should be signed by the student's advisor. Students who formally withdraw are required to apply for readmission if they subsequently desire to resume their academic program. Students are not guaranteed readmission and may be evaluated in competition with current applicants to the program.

Readmission

Students who withdraw, take a leave of absence or do not enroll for a full academic year or more, and desire to resume their academic program, are required to apply for readmission.

Students are not guaranteed readmission and may be evaluated in competition with current applicants to the program. Students in the DNP program must complete a letter addressed to the Dean of Graduate and Professional Studies and DNP Program Coordinator outlining a case for readmission to the program.

Change in Degree: Transferring from one graduate program to another

Students who wish to pursue a degree program other than the one for which admission was originally granted must meet the admissions criteria and complete the appropriate application for the new degree program. The Dean of Graduate and Professional Studies notifies the student of the decision after consulting with the appropriate graduate program coordinator.

Forms may be found on the Graduate Studies [Resources and Forms](#) page

Academic Dishonesty

Academic dishonesty in all its forms, including plagiarism on written or visual work, is considered an academic matter to be controlled and acted upon by the individual faculty member.

Students guilty of academic dishonesty on examinations in any course shall receive, as a minimum penalty, a grade of F in that course. Such action shall be taken by the instructor, with written notification to the Provost. Repeated offenses shall subject the student to suspension or dismissal from the university. Students involved in facilitating academic dishonesty among others, such as by the unauthorized dissemination of examination materials, will be subject to disciplinary action beyond that called for by their own academic dishonesty in a course.

Plagiarism is "the act of stealing and using as one's own, the ideas or the expression of the ideas of another." Whether that other is another student or a published author, plagiarism is cheating.

Guidelines and policies affecting dishonesty and most other aspects of student life may be found in the [Shepherd University Student Handbook](#).

Summary of Withdrawal Dates

Action: Dropping a class.

Form required: None--drop course on RAIL

Date: First five class days.

Resulting Grade: Dropped course does not appear on the transcript.

Action: Withdrawing from a class.

Form required: Course Withdrawal Slip--obtain from advisor

Date: Sixth class day through Friday of the 12th week of classes.

Resulting Grade: W.

Action: Complete withdrawal from the university.

Form required: Semester Withdrawal Form--obtain from Registrar

Date: From the sixth class day through the last class day of the semester.

Resulting Grade: W

The withdrawal procedure is incomplete until all necessary signatures have been secured and the appropriate forms returned to the Office of the Registrar and the Office of Graduate Studies by the specified time stated in the current academic year calendar.

Any counseling provided to a student from any employee of the university that is at a variance with established university policies must be confirmed by the Provost. Although a student may

receive advice from any agent of the university, the final responsibility for a decision concerning withdrawal rests with the student, in consultation with the course instructor, and in accordance with university policies.

Grading System

Summary of Grading System for Graduate Programs

<i>Grade</i>	<i>Explanation</i>	<i>Point value per semester hour</i>
A	Superior	4.0
B	Acceptable	3.0
C	Minimum grade accepted for credit in graduate programs.	2.0
D	Unacceptable; credit not accepted towards graduation.	1.0
F	Failure; credit not accepted towards graduation.	0
IF	Irregular withdrawal	0
I	Incomplete*; must be completed by date specified on the grade of incomplete form**.	--
W	Withdraw without grade-point penalty*.	--

*Not used in computation of grade point average

**Incomplete grades must be made up within one semester or the grade of I becomes a grade of F.

Graduate Student Code of Conduct

The student code of conduct was enacted primarily to set forth in a clear and concise manner the rules and regulations expected of those who join the university campus and/or participate in any university-sponsored activity. Keeping the core missions of the university in mind, the code is

- to foster the scholarly and civic development of the university's students in a safe and secure learning environment,
- to protect the people, properties, and processes that support the university and its missions, and
- to preserve academic freedom and free and open exchange of ideas and opinions for all members of the university.

All graduate students are subject to the provisions of the Shepherd University Guidelines and Policies as outlined in the [Shepherd University Student Handbook](#). The handbook includes sections on academic code of conduct, community expectations, and the judicial process.

Graduate Faculty Status and Qualifications

Graduate faculty play an essential role in graduate education. They are responsible for program content, serve on graduate student committees, and, they assure the quality of preparation of Shepherd University's graduates. Service as a graduate faculty member, member of the graduate council or other graduate faculty committee should be recognized in the faculty member's annual report, merit applications, as well as any applications for pre-tenure, tenure, and promotion.

College faculty in conjunction with Graduate Program Coordinators should develop an appropriate timeline for recommending graduate faculty. Faculty applications are reviewed by the department chair/school director for recommendation, and upon approval are submitted to the college dean, Dean of Graduate and Professional Studies, and finally approval by the Provost.

Graduate Faculty Qualifications

- A. Hold a terminal or earned doctoral degree.
- B. Do not hold a regular tenured or tenure-track continuing faculty appointment at Shepherd University.
- C. Be actively engaged in graduate education and continuing scholarly activity as defined by Boyer's Model for scholarship and/or demonstrated competencies and achievements of related work or professional experience.

This information is in the graduate faculty application. These criteria are to be applied for the appointment to, as well as continuation of, affiliate graduate faculty status. These initial criteria and any subsequent amendments or changes are subject to the approval of the Graduate Council.

- D. Duties and privileges of graduate faculty:
 - Propose, design, and teach graduate-level courses, including thesis research, scholarly research projects, as well as supervision of other graduate projects and internships.
 - Serve on or chair thesis committees and comprehensive examination committees.
 - Serve on Graduate Council and vote in elections pertaining to Graduate Council and graduate education
- E. Review & Continuance: Membership as a graduate faculty member is to be reviewed for renewal every *five* years. The result of this review may be: continued status as graduate faculty or revocation of graduate faculty status.
- F. Appeal Process: In the case of removal from the Graduate Faculty list, a faculty member may appeal the decision in the following manner:
 - Submit an explanation in writing no later than ten business days after receiving

the decision from the Dean of Graduate and Professional Studies to both that Dean and the Provost.

- A final decision will be made by the Dean of Graduate and Professional Studies and the Provost.
- All decisions are final.

Affiliate Graduate Faculty Qualifications

- A. Hold a masters, terminal or earned doctoral degree. These may include the following individuals who hold the necessary degree qualifications:
- Faculty or staff holding non-tenure-track appointments.
 - Emeritus faculty members who were recognized as graduate faculty may remain as graduate faculty, subject to review.
 - Off-campus professionals willing to participate in graduate education may be affiliate graduate, but may not chair student committees (exceptions require approval of the Graduate Program Coordinator and Dean).
- B. Do not hold a regular tenured or tenure-track continuing faculty appointment at Shepherd University.
- C. Be actively engaged in graduate education and continuing scholarly activity as defined by Boyer's Model for scholarship and/or demonstrated competencies and achievements of related work or professional experience.

This information is in the graduate faculty application. These criteria are to be applied for the appointment to, as well as continuation of, affiliate graduate faculty status. These initial criteria and any subsequent amendments or changes are subject to the approval of the Graduate Council.

- D. Duties and privileges of Affiliate graduate faculty:
- May teach graduate-level courses, excluding thesis research.
 - May in consultation with the appropriate Graduate Program Coordinator, Graduate Dean and Graduate Council, participate in curricular proposals.
 - May serve on, but not chair thesis committees and comprehensive examination committees.
 - May direct internships.
 - May not serve on Graduate Council or its committees, but may serve on programmatic faculty groups and advisory councils. Review & Continuance: Membership as an affiliate graduate faculty member is to be reviewed for renewal every *five* years. The result of this review may be: continued status as Affiliate Graduate faculty or revocation of Affiliate Graduate Faculty Status.
- E. Appeal Process: In the case of removal from the Affiliate Graduate Faculty list, a faculty member may appeal the decision in the following manner:
- Submit their explanation in writing no later than ten business days after receiving the decision from the Dean of Graduate and Professional Studies to

both that Dean and the Provost.

- A final decision will be made by the Dean of Graduate and Professional Studies and the Provost.
- All decisions are final.

F. Degree Candidates: Normally, no candidate for a degree at Shepherd University may be a member of the graduate faculty. Individuals seeking exceptions to this policy must submit a graduate faculty application and petition to the Dean of Graduate and Professional Studies.

G. Exceptions: Any College Dean, in conjunction with the Program Coordinator, may justify qualifications for related field and post- doctorate experience for each teaching assignment through supporting documentation of related field experience specifically related to the course(s) the faculty member will teach, as well as supporting documentation of high-level professional or noncredit academic experience. This information should be clearly noted in application.

Promotion & Tenure for Graduate Faculty

A candidate for pre-tenure review, promotion, or tenure submits an application by the established deadline to the department chair/school dean, who will forward it to College Promotion and Tenure committee. If the candidate holds graduate faculty status, the department/school will notify the Dean of Graduate and Professional Studies of the application, giving an opportunity to provide any information that he or she may have bearing upon tenure.

Graduate Faculty Workload

- Graduate courses should be taught in load as part of the full-time faculty member's teaching load for the fall or spring semesters.
- Exceptions or justifications for graduate courses taught as an overload may be granted under the following circumstances:
 - The overload is an independent study or low-enrolled course. For the graduate program, this is defined as a course with less than 4 students.
 - The course is part of the core curriculum for a graduate program and ensures students' progression towards degree completion in a timely manner.
 - The course is an internship, study-abroad or other course where the role of the faculty member is administrative.

- In determining the workload for the semester, the faculty member should work with the program coordinator and department chair/school director to determine reassigned time for curricular development, assessment models, and research initiatives. Upon approval by the Dean of Graduate and Professional Studies, a recommendation for reassigned time is forwarded to the Provost for approval.
- Graduate faculty members may supervise up to six thesis projects in a semester. The graduate Dean of Graduate and Professional Studies and Provost must approve exceptions to this policy.

[Graduate Faculty Application](#)

Forms for Prospective and Current Students

Students may access fillable PDF forms to address a variety of needs on the [Resources and Forms](#). Examples include:

- Orientation Guide - For newly admitted graduate students.
- Academic Change Form - Use this form to change concentrations or degree programs. Requires signature of the program coordinator, and chair of the graduate council, and approval of the graduate council.
- Course Substitution or Waiver - Use this form to substitute courses within your degree program. Requires signature of the academic advisor and graduate program coordinator.
- Transfer Approval Form - Use this course to take graduate courses at another institution. Requires signature of the program coordinator and Dean of Graduate and Professional Studies.
- Plan of Study Form – Plan your courses for each semester.
- Next Steps Guide - Now that you've been accepted, it's time to get registered! Here's a short checklist to help you get started.
- Non-Degree Form - Students who are not in a degree program may use this form. Requires approval of the Dean of Graduate Studies.
- Undergraduate to enroll in Graduate Class - Qualifications apply. The form also requires approval by the graduate council.
- Petition to the Graduate Council - Use this form to add/drop classes, withdraw from

classes or to apply for graduation beyond posted deadlines. Requires signature of the program coordinator, advisor and Dean of Graduate and Professional Studies.

- Employee/Graduate Student Researcher Waiver Form - This form is an application for employees of Shepherd University to take graduate courses with remission of tuition, or for current student to receive a Graduate Research Assistant waiver.
- Student Affairs Scholarship Recipient Waiver Form - Financial Aid options for CSDA students.
- Student Tuition Waiver Form - This form is an application for non-obligatory tuition waiver assistance.
- Request for Withdrawal from Shepherd University - Use this form for a complete withdrawal from the University.
- Graduation Application - Complete this form to apply for graduation. Email this form to the [School of Graduate and Professional Studies](#). The graduation fee is paid to the Cashier's office
- Graduate Student Awards Application - Complete this form and submit required materials to apply for the Distinguished Graduate Student Awards in Scholarship, Professionalism and Professionalism-Case Study.

Graduate Studies Faculty Forms

Faculty and staff may access fillable PDF forms to address a variety of needs on the [Resources and Forms](#) page. Examples include:

- New Course Creation Form – Use this form to create new courses for a graduate program.
- Graduate Course Deletion, Addition, Change Form – Use this curricular form to create, delete, or change a course. Must be submitted to Graduate Council for approval.
- Graduate Program Change Form – Use this curricular form to change, delete, or add courses within an existing graduate program or to create new concentration within an existing degree. Must be submitted to Graduate Council for approval.
- Graduate Faculty Status Application – Faculty member may use this application to apply to be graduate faculty members. Submit CV with application.

For additional information on university policies regarding faculty members, please consult the [Faculty Handbook](#).