

2005

Graduate Policies (2005-2007)

University of Nebraska at Omaha

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APPLICATION PROCESS

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An **Application for Admission** must be filed with the UNO Office of Graduate Studies not only for those students desiring to work for a degree, but also by students desiring graduate credit for renewal of a teaching certificate, for professional development, for a graduate certificate, or for graduate credit to be transferred to another university. In order to receive graduate credit for any graduate level courses taken at UNO, the student must have been admitted to graduate studies at UNO, must have been admitted to graduate studies at another campus of the University of Nebraska or must have received special permission as a senior.

A completed **application form** along with a non-refundable application fee of \$45.00 (U.S. dollars) is required for all new applicants to UNO graduate studies, including undergraduates within the University of Nebraska systems, and anyone who has been admitted to graduate programs at the University of Nebraska-Lincoln, the University of Nebraska at Kearney or the University of Nebraska Medical Center. The application fee will be waived once for:

- Students who have been admitted as non-degree graduate students to UNO who later wish to apply to a UNO degree program or as an unclassified student.
- Students who have applied to a degree program, have been denied admission to that program and within a two year period re-apply to the same program.

Except for non-degree applicants, two sets of official transcripts must be sent from EACH college or university directly to the UNO Office of Graduate Studies. Hand carried or student submitted credentials are not acceptable.

Some programs require additional information such as **standardized test scores**, letters of recommendation, resumes, or other supplemental materials. It is important that applicants contact the program(s) to which they are applying for information concerning additional admission requirements. Failure to do so may result in an application not being considered. All credentials received in connection with an application for admission to graduate studies at UNO become the property of UNO. Under no circumstances will they be duplicated, returned to the applicant or forwarded to any agency or other institution.

Please be aware that notification of acceptance by a department/school Graduate Program Committee or faculty member is advisory only. Admission is granted solely by the Dean for Graduate Studies.

Application to a Graduate Certificate Program

Students applying for a graduate certificate program will follow the same application process as students

applying to a graduate degree program with the following exceptions:

- A student pursuing a certificate program who subsequently decides to apply for a graduate degree program will complete a new application, but will not be charged an application fee if the degree is within the same department(s)/school(s) as the certificate program. However, if a student applies for a graduate degree program after the certificate is completed, he/she will need to submit a new application, application fee, and all other required credentials.
- A student pursuing a graduate degree program could be awarded a certificate while completing the degree but he/she will need to complete a new application to be admitted to the certificate program; he/she will not be charged an application fee if the certificate is within the same department(s)/school(s) as the graduate program in which he/she is enrolled. However, if a student applies for a certificate program after the graduate degree is completed, he/she will need to submit a new application, application fee, and all other required credentials.

Students applying to a graduate certificate program are subject to the same admission criteria/standards as students applying to a graduate degree program. Students within a certificate program are eligible to apply for financial aid.

Second Master's Degree or Certificate

A student must complete a new graduate application and submit an application fee if he/she wishes to pursue a second master's degree, certificate, or an endorsement in an area other than that of the first master's or certificate.

Masters Degree with a Double Major

The professional/scholastic goals of some masters students may be enhanced substantially by acquiring more knowledge of a second field than is currently provided by the option of earning a minor, yet they may not need a dual degree (i.e., two masters degrees in separate majors, typically 60+ credit hours).

The UNO Graduate Council has approved the concept of providing masters degree students with the option of attaining a double major within the same degree (e.g., master of arts in two different majors). For instance, a student may be permitted, with proper approvals, to pursue a master of arts degree in the majors of history and geography because these majors lead to the master of arts degree. One could not attain a double major in history and biology because these majors lead only to the master of arts and the master of science degrees, respectively.

Applicants choosing the double major will submit one application and fee and clearly specify that they are seeking a double major. In addition, the applicant must specify which department/school is to consider the application first and whether or not she/he is applying for support from one or both departments/schools. The graduate committee of the first department/school will pass the application to the second graduate committee with the results of its decisions (recommendation for acceptance with support, recommendation for acceptance without support, refusal of admission). The prospective student should be aware that a decision to recommend admission by one of the graduate committees does not affect the decision of the other. The criteria for acceptance may differ between programs; admission to one or both of the department's/school's programs does not guarantee acceptance for a double major masters degree. Final approval of all applicants rests with the Dean for Graduate Studies. If one major is approved and one denied, the student must submit another application with an additional \$45 application fee to apply to another major.

Application Deadline

In order to be considered for admission in a given semester, all transcripts and supporting documentation must have been submitted no later than the deadlines listed. It is generally to the applicant's advantage to apply well before the published deadline, particularly if the applicant wishes to be considered for fellowships, assistantships or other forms of financial aid. Applicants are solely responsible for making certain their materials have been received by the appropriate offices.

MISCELLANEOUS

Re-Admission to Graduate Studies

A student who has not been enrolled as a graduate student at UNO for four years or more must apply as a new graduate student and submit the graduate application, the non-refundable application fee of \$45.00, and all other required credentials. You cannot re-apply to the same certificate program once you have completed that certificate.

Change of Program

Except for non-degree students, students are admitted to specified programs for specified objectives. Therefore, students who wish to transfer to another department/school must complete a new graduate application and submit with it a non-refundable graduate application fee of \$45.00. The decision as to whether students will be accepted shall be left to the Graduate Program Committee of the department/school in which they are seeking admission and to the Dean for Graduate Studies. Admission to a new program is not automatically granted.

If a currently enrolled graduate student is admitted to a graduate program prior to receipt of their final grades for the current semester, the program may re-evaluate its admission decision, if the student receives a grade of "C-" or lower in any course work (undergraduate or graduate) for that semester.

Record Maintenance and Disposition

All records, including academic records from other institutions, become part of the official file and can neither be returned nor duplicated for any purpose. Students may wish to obtain an additional copy of their official credentials to keep in their possession for advisory purposes or for other personal requirements. Transcripts provided to the University in support of a graduate application will be maintained for two years if the student does not enroll in applied for program.

Simultaneous Matriculation

Normally, no graduate student may be a degree-seeking student in more than one graduate program at the University of Nebraska, unless enrolled in an approved dual-degree program. Any exceptions must have prior approval of every Graduate Program Committee and every campus Dean for Graduate Studies through which the programs are administratively assigned.

When there is approved simultaneous matriculation, the same course credit will not be accepted for more than one degree without prior approval of every Graduate Program Committee and every campus Dean for Graduate Studies through which the programs are administratively assigned.

Vaccination Requirements

All new, incoming students born on or after January 1, 1957 must provide official documentation of two (2) MMR vaccinations (measles, mumps, rubella). Failure to comply with this requirement may result in the withholding of future registrations. For further information, please contact UNO Student Health Services, 554-2374.

REQUIRED APTITUDE OR ADVANCED KNOWLEDGE TESTS

Special Procedures for Students Whose Language of Nurture is not English:

Students whose language of nurture is not English must have a command of oral and written English adequate for graduate work. All applicants to Graduate Studies at UNO whose language of nurture is not English must present a score on the Test of English as a Foreign Language (TOEFL) along with their application.

Automatic waivers from this policy are granted for persons who already have received a baccalaureate or equivalent degree from an English-speaking institution of higher education in the United States, the United Kingdom, Canada, English-speaking Africa, Australia, Ireland or New Zealand.

While programs may require a higher score, the UNO Graduate Council has set a minimum score for admission to graduate studies of 500 (or 173 for students completing a computer-based TOEFL) for all who must present a TOEFL score, with no exemptions to this policy.

Non-immigrant applicants must contact the Office of International Studies concerning the filing of required financial documents and obtaining an **International Student Application form**.

All credentials sent to the Office of International Studies must be accompanied by an English language translation for all documents not written in English.

The above requirements are in addition to any requirements established by any individual Graduate Program Committees.

GRE/GMAT/MAT:

The scores on nationally recognized aptitude or advanced knowledge tests are used by some Graduate Program Committees to provide evidence of an applicant's potential to perform at the graduate level and to provide guidance in the development of an appropriate plan of study for each student admitted to the degree program. The UNO Graduate Faculty recognize the following tests, subject to department/school selection, for this purpose: the Graduate Record Examination (GRE), the Graduate Management Admission Test (GMAT) and the Miller Analogies Test (MAT).

A student with Unclassified or Non-degree status is not required to submit scores from the GRE, GMAT or MAT tests. Admission requirements for each degree program are determined by the cognizant Graduate Program Committee.

The following graduate programs require that a score on the indicated standardized test(s) must be on file prior to admission:

- Accounting - GMAT
- Biology - GRE General Aptitude required, Advanced GRE encouraged
- Business Administration - GMAT
- Computer Science - GRE General Aptitude
- Counseling - GRE General Aptitude or MAT and other specialized tests designated by the department
- Criminal Justice - GRE General Aptitude
- Educational Administration - Ed.D. program - GRE General Aptitude
- English - GRE General Aptitude or MAT
- Executive MBA - GMAT - for exceptions see Executive MBA Admissions standards

- Geography - GRE General Aptitude
- Management Information Systems - GMAT or GRE General Aptitude for exceptions (see MIS Admission Standards)
- Psychology - GRE General Aptitude and Advanced Psychology exam
- Public Administration - GRE General Aptitude
- Public Health - GRE General Aptitude (for International Students only)
- Social Gerontology - GRE General Aptitude or MAT
- Special Education and Communication Disorders - GRE General Aptitude or MAT

The following graduate program does not require a standardized test score for admission, but does require a score be on file before the second enrollment:

- Theatre - GRE General Aptitude or MAT

The following graduate programs require no standardized test scores at any point:

- Communication
- Economics
(Students are encouraged, however, to include test scores as supporting evidence when applying.)
- Educational Administration and Supervision - MS and EdS programs
- Health, Physical Education and Recreation
- History
- MAT (Mathematics for Teachers)
- Mathematics
- Music
- Teacher Education
- Urban Studies

CRITERIA FOR ADMISSION

Those applicants who have earned or will earn a bachelor's degree at a regionally accredited college or university in the United States, or the equivalent of this degree in another country, will be considered for admission. Prospective students may apply for admission during or after the final year of undergraduate study but must submit the official baccalaureate degree transcript to the Office of Graduate Studies before the end of the first year of enrollment.

Three year bachelor's degrees:

- International students with a 3-year degree are referred to the program in which they wish to pursue graduate studies for evaluation of their transcripts to determine possible additional course work. They can be considered for graduate admission.

The decision to admit an applicant to a program is based primarily on a combination of the following criteria according to the requirements of the specific program.

1. Quality of previous undergraduate and graduate work. The Graduate College requires as a minimum standard a "B" average of 3.0 on a 4.0 scale, in a program of study resulting in the award of a baccalaureate degree from a regionally accredited college or university. If an applicant has studied at the graduate level and performed satisfactorily, less weight may, but not necessarily, be placed on the quality of the undergraduate academic record. Some programs require a higher minimum grade point average for admission.
2. Strength of letters of recommendation from persons competent to judge the applicant's probable success in graduate school. These letters are usually from the applicant's former professors who are able to give an in-depth evaluation of the applicant's strengths and weaknesses with respect to academic work. Additional recommendations may come from employers or supervisors who are familiar with the applicant's work experience. Applicants should instruct their references to send all letters of recommendation directly to the program in which they desire entrance.
3. Official scores on a nationally standardized examination. The three most widely used standardized examinations are the Graduate Record Examination (GRE), the Graduate Management Admissions Test (GMAT) and the Miller Analogies Test (MAT).
4. Statement by the applicant of academic career objectives and their relation to the intended program of study. These statements help the department/school identify students whose goals are consistent with its objectives.
5. Other evidence of graduate potential. Some programs require other evidence of graduate potential, such as a portfolio of creative work, completion of specialized examinations or personal interviews.

Responsibility for admitting applicants to graduate programs rests with the Dean for Graduate Studies. Academic departments/schools review admission applications and credentials and make admission recommendations to the Dean. The standards maintained by the Graduate College and individual departments/school are applied to ensure that applicants admitted to the University are well qualified and trained to study at this institution and have a reasonable expectation of successfully completing a graduate program. Standards for admission to doctoral degree programs are generally higher than those for admission to master's degree programs. In many degree programs, the number of applications received from qualified applicants for graduate study exceed the number of applicants who can be accommodated. In such cases, only the most highly qualified are offered admission. The number of spaces available in various departments/schools is limited according to the availability of faculty and resources.

If a currently enrolled graduate student is admitted to a graduate program prior to receipt of their final grades for the current semester, the program may re-evaluate its admission decision, if the student receives a grade

of "C-" or lower in any course work (undergraduate or graduate) for that semester.

CATEGORIES OF ADMISSION

Admissions

Unconditional Admission

This category may be granted to students considered fully qualified to undertake a program toward a graduate certificate/degree for which they were admitted. A student must have a baccalaureate degree from an accredited institution. Other qualifications might include, but are not limited to, academic foundation requirements, an interview, area or subject tests, advanced tests, a portfolio or performance, grade point average or letters of recommendation

Provisional Admission

Students who have not met all of the conditions for unconditional admission may still be admitted to the program. However, departments/schools and/or the Dean for Graduate Studies may impose certain requirements which must be fulfilled by the student in order to maintain this status.

Provisional admission may be granted to an applicant who has less than a "B" (3.0 on a 4.0 scale) average in the undergraduate work in the proposed graduate major and minor (but in no case less than a 2.7 GPA). This admission may be granted for reasons of maturity, experience or other circumstances under which the student may be deemed capable of high quality graduate study.

Provisional admission will not be removed until the student has earned at least the grade of "B" (3.0 on a 4.0 scale) in each course involved in the first 12 hours of graduate study.

Provisional admission may occasionally be granted to an applicant who has graduated from an unaccredited institution. Unconditional status may be attained upon completion of 12 hours of graduate courses with a "B" (3.0 on a 4.0 scale) average, providing all other requirements are met.

Provisional admission occasionally may be granted to seniors at this University needing not more than nine hours of undergraduate credit to complete their baccalaureate degree and wishing to register for graduate credit, subject to their receiving their baccalaureate degree within the twelve-month period immediately following such registration. They must, however, apply for admission to graduate studies and, if admitted, they should register as graduate students. Graduate course work taken prior to receipt of the baccalaureate degree may not always be accepted for transfer to other institutions as graduate work or for completion of degree requirements at UNO.

Provisional admission may occasionally be granted to an applicant who has not submitted the required aptitude or advanced knowledge test score(s). The student must, however, submit the score prior to the second registration as a graduate student.

Provisional status will continue until provisions of admission are fulfilled or changed by the recommendation of the Graduate Program Committee and approved by the Dean for Graduate Studies.

Admission to Unclassified Status

Unclassified admission is available in some departments/areas for students who:

- Are taking courses for professional growth or personal interest, but do not intend to pursue an advanced degree.
- Are enrolled in a graduate degree program at another institution and wish to transfer credits earned at UNO.
- Are working toward certification, additional endorsement, or renewal of certification in professional education.

Students applying for the unclassified category are not automatically entitled to this status upon application for it. The department reviews these applications and the student may, in fact, be turned down for this category as with other categories.

International students on F1 visas, except graduate visiting students, are not eligible to enroll as unclassified students.

Information on the availability of this option may be obtained from the department/school or from the Office of Graduate Studies. **Students admitted as unclassified are not eligible for financial aid.**

NOTE: Successful completion of graduate courses as an Unclassified student does not obligate a graduate department/school to accept those courses for credit toward the fulfillment of degree requirements. Students who enrolled under the Unclassified designation and subsequently decide they wish to pursue a graduate degree, must consult with their adviser and the chair of the graduate program committee. If admission to the degree program is recommended, the department/school will advise the Office of Graduate Studies of the decision and the credits to be accepted toward the degree through a Change in Plan of Study form.

Admission to Non-Degree Status

An individual with an undergraduate or graduate degree from an accredited institution who is not seeking a graduate degree from UNO may enroll in graduate courses and receive credit as a non-degree student. Applicants for non-degree status need only submit an application for admission and the required application fee.

Non-degree students are advised to consult with the appropriate department/school concerning class availability and prerequisites before attempting to register.

UNO does not allow intercampus registration for Non-Degree students.

Students in this category are not eligible for financial aid. Advisors are not assigned to non-degree students.

As a rule, no more than 12 graduate hours may be earned as a non-degree student. It is not implied or intended that a graduate degree may be earned by a student in this category. A non-degree student desiring an exception to exceed the 12 hour limit must submit a written request and explanation to the graduate dean. A successful waiver would be effective for an additional 12 hours. Students may reapply for an additional waiver after that time.

A student who has completed 12 graduate hours normally must change from non-degree status to a degree program or to unclassified status to continue graduate work. When a student seeks to change from non-degree status to either a degree program or unclassified status a new application for admission must be filed, as well as submission of two official transcripts from each college or university previously attended, and adherence to all requirements specified for the particular category or admission. A second application fee is not required.

There is no guarantee of ultimate admission to a degree program or to unclassified admission from non-degree status. Graduate-level hours taken as a non-degree graduate student prior to admission to a degree program may be included in the program of study at the discretion of the major department/school and the Dean for Graduate Studies. Because of limited class size and resources, certain academic units may limit the enrollment of non-degree students.

Students changing from non-degree status also may be required to take certain prerequisite courses by the major department/school and the Dean for Graduate Studies. Non-degree students are advised to consult with the appropriate department/school concerning class availability and prerequisites before attempting to register.

International students on F1 visas, except graduate visiting students, are not eligible to enroll under non-degree status. Non-degree students must maintain the same academic standards a degree seeking students or unclassified students.

Students dismissed from a graduate program who then re-apply as non-degree students

Students will be placed on stop enrollment for the department/school from which they were dismissed unless they request and receive permission in accordance with departmental/school graduate program policy to enroll as a non-degree student in that program.

Graduate Department/School Information Regarding Non-Degree Students

To determine whether a non-degree student is allowed to enroll in a graduate course, please check the course descriptions listed on the web at: **Course Descriptions**.

SPECIAL PERMISSION TO ENROLL FOR GRADUATE CLASSES:

Juniors at an Accredited Institution

Exceptional juniors at the University of Nebraska at Omaha who have obtained, in advance, the approval of their advisor, department chair, the course instructor of record, and the Dean for Graduate Studies may receive up to 12 hours of graduate credit for courses taken at the University of Nebraska at Omaha in addition to the courses necessary to complete their undergraduate work. Juniors are allowed to enroll only in courses designated 8- - -. The student must have at least a 3.5 (on a 4.0 scale) average in the undergraduate major. Graduate course work taken prior to receipt of the baccalaureate degree may not always be accepted for transfer to other institutions as graduate work or for completion of degree requirements.

Seniors at an Accredited Institution

Seniors at an accredited institution (including UNO) who have obtained in advance the approval of the appropriate campus Dean for Graduate Studies may receive up to 12 hours of graduate credit for courses taken at any campus of the University of Nebraska in addition to the courses necessary to complete their undergraduate work, provided that such credits are earned within the 12 months prior to receipt of the baccalaureate degree and that the student must have at least a "B" (3.0 on a 4.0 scale) average in the undergraduate major. Graduate course work taken prior to receipt of the baccalaureate degree may not always be accepted for transfer to other institutions as graduate work or for completion of degree requirements at UNO.

Graduate Students from Another Campus of the University of Nebraska

Students who have been admitted to graduate studies at another campus of the University of Nebraska may register for graduate courses at UNO by using an **Intercampus Registration Form**.

Students Admitted to Professional Colleges

Students admitted to professional colleges at the University of Nebraska may enroll in up to 9 credit hours of

graduate level courses (800- and 900- series) with the approval of the dean of the professional college, the instructors for the graduate courses, and the campus Dean for Graduate Studies. In exceptional circumstances registrations above 9 credit hours may be permitted subject to the same approval. Reciprocal arrangements permitting students admitted to the Graduate College to enroll in courses offered in professional colleges should be encouraged.

Organization of Graduate Studies

In 1971, at the direction of the Board of Regents, the Graduate College of the University of Nebraska (UNL and UNMC) and the Graduate College of the University of Nebraska at Omaha were merged to form one University-wide Graduate College with one Graduate Faculty. The ultimate academic authority for all graduate programs within the University is vested in the approximately 1700 Members of the Graduate Faculty.

The Bylaws of the Board of Regents state that the Executive Vice President and Provost of the University of Nebraska shall serve as Dean of the University-wide Graduate College and as presiding officer of the Graduate Faculty and councils thereof. The legislative and academic authority of the Graduate Faculty is vested in the Executive Graduate Council, comprising 8 members elected by the graduate faculty at the local campus. Specific responsibilities of the Dean and of the Executive Graduate Council can be found in the "University of Nebraska Graduate College Governance Document." University of Nebraska at Omaha

On each campus of the University on which graduate programs are offered, there is a campus Dean for Graduate Studies, a campus Graduate Faculty and a campus Graduate Council. The UNO Dean for Graduate Studies administers graduate programs and policies on that campus; serves as presiding officer of the UNO Graduate Faculty and the UNO Graduate Council; and forwards to the Dean of the Graduate College matters which are of University-wide concern. The UNO Graduate Faculty consists of those members of the University-wide Graduate Faculty administratively assigned to UNO. The UNO Graduate Council acts as an advisory body to the UNO Dean for Graduate Studies, coordinates the graduate studies on the UNO campus and recommends to the Executive Graduate Council actions affecting students and programs on more than one campus. This Council consists of 22 elected or appointed faculty members and two graduate student members. Specific responsibilities of the Dean of Graduate Studies and of the UNO Graduate Council may be found in the "Organization of Graduate Studies: University of Nebraska at Omaha."

Graduate Studies at UNO: History & Purpose

For the more than 90 years since its founding in 1908, UNO has provided Omaha, the state of Nebraska and the nation with men and women of sound intellectual training and preparation for life. Its goal for its students, "To earn a living and live a cultured life not as two processes, but as one" has been its guide over the years.

The University of Omaha was founded in 1908 as a private, nonsectarian college. The University awarded its first master's degrees in 1919 by special vote of the Board of Trustees. In 1931 the University of Omaha became the Municipal University of Omaha; in that same year the Master of Arts and the Master of Science degrees were authorized. In 1960 the Board of Regents of the University authorized the Specialist in Education degree, in 1965 they authorized the Master of Business Administration degree.

In 1968 the Municipal University of Omaha was merged with the University of Nebraska System and became the University of Nebraska at Omaha. In 1971 the Graduate College of the University of Nebraska was formed to govern graduate studies throughout the University of Nebraska. Since 1968 the University of Nebraska at Omaha has been authorized to offer additional professional master's degrees. In 1974 the cooperative program with UNL leading to the Ph.D. in three areas of psychology was approved. In 1992 the Board of Regents and the Coordinating Commission for Higher Education approved a joint Ed.D. in educational administration degree program (UNL and UNO). In 1993 the Ph.D. in criminal justice was approved, and in 1994 the Ph.D. in public administration was approved. In 1995 the MS in Management Information Systems was approved. In 1998 the Master of International Business degree program was approved.

Graduate studies are intended to provide more advanced education than the undergraduate work upon which all graduate programs are based. At UNO graduate students are provided with the following opportunities:

- to work toward the various graduate certificates and degrees offered by the University;
- to earn graduate credit for the issuance or renewal of certificates for teachers, administrators and educational psychologists;
- to obtain personal or professional enhancement.

To enable the student to attain these objectives, the Graduate Faculty provided graduate courses, workshops, institutes, seminars, practica, research and special problems courses, and the supervision of theses or special projects. Thus they promote the spirit of free investigation in the various disciplines and, at the same time, serve to unite the various branches of the University in advancing human knowledge and providing intelligent, capable leadership for society.

Accreditation

The accreditations listed below indicate the concern of the faculty and administration of the UNO to meet rigorous standards of academic quality. These standards include such factors as professional attainments of faculty, quality of research, library holdings, physical facilities and general support for the respective programs by the funding authorities. Students, therefore, can be assured their educational experiences at UNO will meet high standards of quality.

UNO is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. The commission can be contacted at 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504; telephone 1-800-621-7440. UNO also has programs which are accredited or approved by the National Council for Accreditation of Teacher Education, the Council on Social Work Education, the Engineers Council for Professional Development, Technology Accreditation Commission/Accreditation Board for Engineering and Technology, National Association for Industrial Technology, the American Home Economics Association (for undergraduate programs), the American Dietetic Association, the American Assembly of Collegiate Schools of Business, the National Association of Schools of Music, the National Association of Schools of Public Affairs and Administration, the Educational Standards Board of the Boards of Examiners in Speech-Language Pathology and Audiology, the National Recreation and Park Association/American Association for Leisure and Recreation, and the American Chemical Society. Its courses are accepted for purposes of teacher certification by the Nebraska State Department of Education. The Elementary School, Secondary School and Community Counseling programs are accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), the national accrediting agency for Counselor Education programs.

Course credits from UNO are accepted by other member colleges and universities of the North Central Association and by member institutions of other regional accrediting agencies.

Student Expectations

University Regulation

Expectations in the Classroom

Use of Human Subjects or Animals for Research

Academic Integrity

Plagiarism

Plagiarism by Faculty

Plagiarism by Students

Ethical Conduct

Student Rights & Responsibilities

Student Code of Conduct

Discrimination Policy

University Regulations

The student is advised to be familiar with the academic regulations of the University and of the Graduate College; the student is expected to assume full responsibility for knowing the relevant academic requirements. The student is also responsible for complying with all regulations of the University, the Graduate College and the departments of instruction as well as for meeting all degree requirements and deadlines.

Financial Information

Annual financial reports and the annual general operating budget are available to interested persons in the University Library.

Notice

Acceptance of registration by the University of Nebraska and admission to any educational program of the University does not constitute a contract or warranty that the University will continue to offer the program in which a study is enrolled. The University expressly reserves the right to change, phase out or discontinue any program.

The listing of courses contained in any University bulletin, catalog or schedule is by way of announcement only and shall not be regarded as an offer of contract. The University expressly reserves the right to:

- add or delete courses from its offerings,

- change times or locations of courses or programs,
 - change academic calendars without notice,
 - cancel any courses for insufficient registrations, or
 - revise or change rules, charges, fees, schedules, courses, requirements for degrees and any other policy or regulation affecting students, including, but not limited to, evaluation standards, whenever the same is considered to be in the best interests of the University.
-

Attendance and Behavior

Classes are conducted on the premise that regular attendance is desirable and expected. The individual instructor has the responsibility for managing student attendance and for communicating at the beginning of each semester those class attendance policies which prevail in that classroom.

If a student is absent or anticipates an absence, the student's primary responsibility is directly to the instructors, and the student should consult with them accordingly. A student who misses a class is nonetheless responsible for information and assignments communicated during that class session. If students discover that they are to be absent for an extended period, they should promptly notify the instructors and be prepared to document the reason for extended absences.

Instructors or other University officials who may require students, individually or collectively, to be absent from their classes due to a field trip or similar officially recognized activity are responsible for providing adequate information to the students involved so that the students may provide notice to other instructors.

Section 5.0 of the Bylaws of the Board of Regents of the University of Nebraska states:

"Students, like all members of the academic community, have the responsibility to create and support an educational environment. Each member of the community should be treated with respect and dignity. Each has the right to learn. This right imposes a duty not to infringe upon the rights of others. The academic community should assure its members those opportunities, protections and privileges that provide the best climate for learning."

Use of Human Subjects or Animals in Research

All campus research that involves the use of human subjects or animals must be reviewed and approved by the Institutional Review Board or the Animal Research Committee, respectively. This policy applies to both funded and non-funded faculty and student research. Any individual research project that involves human subjects or animals must be approved by the appropriate committee prior to initiation of the research. For additional information, visit or contact Sponsored Programs and Research, 203 Eppley Administration Building.

PLEASE NOTE: All personnel engaged in human subjects research must undergo training in the protection of human subjects. The Institutional Review Board will not approve an application until all key personnel are trained and certified. This includes both non-exempt and exempt human subjects. The Collaborative IRB Training Initiative (CITI) is a web-based training course available through the Sponsored Programs & Research web page: <http://www.unomaha.edu/spr/>

Academic Integrity

All students at the UNO are expected to conduct their academic affairs in an honest and responsible manner. Any student found guilty of dishonesty in academic work shall be subject to disciplinary actions. Acts of academic dishonesty include, but are not limited to:

- plagiarism*, i.e., the intentional appropriation of the work, be it ideas or phrasing of words, of another without crediting the source;
- cheating, i.e, unauthorized collaboration or use of external information during examinations;
- assisting fellow students in committing an act of cheating;
- falsely obtaining, distributing, using or receiving test materials or academic research materials;
- submitting examinations, themes, reports, drawings, laboratory notes, research papers or other work as one's own when such work has been prepared by another person or copied from another person (by placing his/her own name on a paper, the student is certifying that it is his/her own work); or
- improperly altering and/or inducing another to improperly alter any academic record.

Additionally, graduate students are more likely to assume roles as active scholars. With these roles come added responsibilities for academic honesty. For such individuals academic honesty requires an active pursuit of truth not just an avoidance of falsehood. This pursuit includes but is not limited to:

- providing a full and complete representation of any scholarly find, be it experimental data or information retrieved from archives;
- taking care that the resources of the University (e.g., library materials, computer, or laboratory equipment) are used for their intended academic purposes and they are used in a manner that minimizes the likelihood of damage or unnecessary wear;
- assuring that one's co-workers are given due credit for their contributions to any scholarly endeavor;
- respecting a diversity of opinion and defending one's colleagues as well as one's own academic freedom;
- respecting the rights of other students who may come under the tutelage of the graduate student and being fair and impartial in grading and other forms of evaluation; and
- seeking permission from an instructor when submitting to that instructor work which the student has submitted for a course taken in the past or intends to submit for another course currently being taken.

In cases of alleged academic dishonesty, the instructor shall attempt to discuss the matter with the student and explain the sanction(s) which he/she plans to impose. In the event that the student challenges the allegation of academic dishonesty, or is not satisfied with the sanctions(s) imposed by the instructor, the student may file an appeal according to the approved appeal policies of the University of Nebraska Graduate College.

** "By plagiarizing, a student is, in effect, claiming credit for another individual's thinking and expression. Whether the student has read or heard of the information used, the student must document the source of information. When utilizing written sources, a clear distinction should be made between quotations (which reproduce information from the source word-for-word within quotation marks) and paraphrases (which are restatements of the source information produced in the student's own words). Both direct quotations and paraphrases must be documented. Even though a student rephrases, condenses or selects from another person's work the ideas are still the other person's and failure to give credit constitutes misrepresentation of the student's actual work and plagiarism of another person's idea. Purchasing a paper or copying another person's work and handing it in as the student's personal work is plagiarism and misrepresentation."*

From the Oakland University Graduate Catalog, 1987-89

Plagiarism

The prevention of plagiarism and the imposition of sanctions upon those who resort to plagiarism is necessary in any university that espouses the ideals embodied in the concept of academic freedom. Plagiarism is the appropriation of the work (be it ideas or words) of another without crediting the source. Such a practice is particularly reprehensible in a community dedicated to the pursuit and advancement of knowledge.

Plagiarism by Students

The investigation of allegations of plagiarism by a student or appeals therefrom, at any major administrative unit of the University of Nebraska, shall be carried out under the appropriate faculty-student appeals committee at that campus. Please refer to the General Appeals Procedures.

Ethical Conduct

It should be understood that academic performance is not the only criterion for graduation. Students are expected to maintain the highest standards of ethical conduct pertaining to academic course work, professional practice and research activity. Any breach in ethical conduct shall be subject to disciplinary action, regardless of the student's prior or current academic performance.

Registration & Academic Policies

Explanation of the Graduate Credit course numbers

Full-Time Status

Registration

Junior / Senior Students Enrolling for Graduate Classes

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Identification Card

Auditing Courses Offered for Graduate Credit

Credit/No Credit Option for Courses Offered for Graduate Credit

Dropping Courses

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Repeating a Graduate Course

Quality of Work Standards

Automatic Dismissal for a Grade of "U" (Unsatisfactory) or "Fail"

Appeal of Grades in Graduate-Level Courses

General Appeal Procedure for Academic Matters

Explanation of the Graduate Credit course numbers.

Courses which are available for graduate credit are those which have been approved by the UNO Graduate Faculty or its designee. Students will not be allowed to upgrade or retake courses previously taken for undergraduate credit so that they can be used for any purpose where graduate credit is required. Undergraduate courses cannot be used toward a graduate degree.

A numbering system is used to indicate the availability and level of courses for graduate credit, as follows:

3 -- -/8 -- - 5 (e.g. 3110/8115) or 4 -- -/8 -- - 6

Courses with these numbers are open to both undergraduate and graduate students. Only 8 -- - 5 and 8 -- - 6 receive graduate credit; it is expected that students enrolled for graduate credit will do work at a higher level than that which is expected of undergraduate students in the same course.

No more than two 3 -- -/8 -- - 5 courses are allowed on a plan of study.

8 -- - 0 or 9 -- -

Courses with these numbers are normally restricted to graduate students only. At least one-half the hours of course work on a plan of study must be in courses normally restricted to graduate students only.

With special permission from the Dean for Graduate Studies, exceptional juniors and seniors may enroll in graduate courses. See "Admission to Graduate Studies at UNO - Special Permission to Register for Graduate Credit".

Full-Time Status

Full-time graduate students at the University of Nebraska shall be defined as students enrolled for at least nine credit hours during an academic semester irrespective of whether or not the student holds a graduate assistantship.

Students enrolling for more than 12 hours must have the approval of the Dean for Graduate Studies. In some programs special permission may be granted to take more than 12 hours as a regular load. Students should consult with the department/school for provisions.

Registration

All persons who attend classes at the University must have been admitted to the University; they are required to register and pay the established tuition and fees. The dates, times, locations and procedures for registration are listed each semester on the Registrar's office web page at <http://www.ses.unomaha.edu/ebruno/regtimes.html>.

Special Permission To Enroll For Graduate Classes

Juniors at an Accredited Institution

Exceptional juniors at the University of Nebraska at Omaha who have obtained, in advance, the approval of their advisor, department chair, the course instructor of record, and the Dean for Graduate Studies may receive up to 12 hours of graduate credit for courses taken at the University of Nebraska at Omaha in addition to the courses necessary to complete their undergraduate work. Juniors are allowed to enroll only in courses designated 8- - -. The student must have at least a 3.5 (on a 4.0 scale) average in the undergraduate major. Graduate course work taken prior to receipt of the baccalaureate degree may not always be accepted for transfer to other institutions as graduate work or for completion of degree requirements.

Seniors at an Accredited Institution

Seniors at an accredited institution (including UNO) who have obtained in advance the approval of the appropriate campus Dean for Graduate Studies may receive up to 12 hours of graduate credit for courses taken at any campus of the University of Nebraska in addition to the courses necessary to complete their undergraduate work, provided that such credits are earned within the 12 months prior to receipt of the baccalaureate degree and that the student must have at least a "B" (3.0 on a 4.0 scale) average in the undergraduate major. Graduate course work taken prior to receipt of the baccalaureate degree may not always be accepted for transfer to other institutions as graduate work or for completion of degree requirements at UNO.

Intercampus Enrollment

Graduate Students from Another Campus of the University of Nebraska

Students who have been admitted to graduate studies at another campus of the University of Nebraska may register for graduate courses at UNO by using an **Intercampus Registration Form**.

Identification Card

Upon your first registration at UNO, you must have your picture taken by the Photo ID Office for your photo identification card. This card is expected to last five years and should be carried at all times.

Your photo ID serves as identification for services in the Library, Bookstore, HPER building and MBSC. You may be required to show your ID before being served in any of these facilities.

ID cards are not transferable, and use by anyone other than the student to whom the card issued is subject to disciplinary action. Lost cards may be replaced by contacting the Photography Department in the Milo Ball Student Center. A \$5.00 charge will be made for replacement cards.

Information about the UNO student identification card is available at <http://photoid.unomaha.edu/>.

Auditing Courses Offered for Graduate Credit

In order to audit courses for graduate credit, students must be admitted to graduate studies. Permission of the adviser and approval of the instructor of the course should be obtained prior to registration. It is the instructor's prerogative to determine privileges, including examinations connected with the course. Students registered for credit may change to audit registration during the first 11 weeks of a semester or during the first half of a class if it runs longer or shorter than a semester.

Credit/No Credit Option for Courses Offered for Graduate Credit

The UNO Graduate Faculty does not, in general, allow the Credit/No Credit option for courses offered for graduate credit. However, each Graduate Program Committee shall have the right to designate courses such as practica, independent studies or research courses on which this option could apply. Inquire in the Office of Graduate Studies about the availability of this option for specific courses.

The grade of "Credit" is interpreted to mean the equivalent of a grade of "B" (3.0 on a 4.0 scale) or better and is not considered in the calculation of grade point averages.

Dropping Courses

Students cannot drop courses after the date identified in the academic calendar for that semester. Exceptions may be made when there are extenuating circumstances. Students requesting an exception must obtain the instructor's certification that work in progress was at the "B" (3.0 on a 4.0 scale) level or higher. Approval of the request must be obtained from the Dean for Graduate Studies before the request to drop is submitted to the Office of the Registrar.

Incomplete Grades

Purpose

The grade "Incomplete" "I" is to be used by an instructor at the end of a term to designate incomplete work in a course. It should be used when a student, due to extenuating circumstances such as illness, military service, hardship or death in the immediate family is unable to complete the requirements of the course in the term in which the student is registered for credit. "Incompletes" should be given only if the student has already substantially completed the major requirements of the course. Each instructor must judge each situation as to whether an "I" is appropriate.

Removal

Normally there is no time limit for graduate students to remove an incomplete. However, the instructor does have the option of determining the requirements for completing the course and requisite date for removal of incompletes. It is helpful to have these requirements in writing to ensure there is no miscommunication between the instructor and student.

Accrual of Five or More Incompletes

Five or more "I" or "IP" grades (excluding thesis or research courses) will result in a stop enrollment for any new courses; the stop enrollment will stay in effect until the record shows no more than four "I" or "IP" grade.

Dead Week

The last week of regularly scheduled classes during fall and spring semesters is designated as Dead Week. Except for makeup examinations, tests in self-paced courses, post-tests in the English Composition Program or laboratory exams, no major examination (accounting for more than 20 percent of a student's grade) may be given during this period.

Papers, projects or presentations assigned well in advance (at least two weeks) of Dead Week may be due during this period.

Repeating a Graduate Course

A student, upon consent of his advisor, may repeat a course in which he/she has previously received the grade of "C+" (2.33 on a 4.0 scale) or below. Both grades will appear on the transcript, but only the second grade will be counted in determining the grade point average.

Quality of Work Standards

A "B" (3.0 on a 4.0 scale) average must be maintained in all graduate work taken as part of the degree or certificate program.

1. Automatic Dismissal

Graduate students are expected to do work of high caliber. Failure to do so will result in dismissal. In particular, the following will result in automatic dismissal from the degree or certificate program:

- a. Receiving a grade of "C-" (1.67 on a 4.0 scale) or below in any course taken in the student's major field of study or in any course included in the plan of study or program of study. A grade of "U" or "Fail" in any graduate course taken by a graduate student shall be treated the same as for a grade of "C-" or below and shall result in automatic dismissal from the graduate program.
- b. Departments/Schools may have additional and more stringent criteria for evaluating a student's performance and progress and may demand a higher level of performance than that demanded by the Graduate College. A department/school or program unit may, under some circumstances, recommend dismissal of a student from a graduate program even though quality of work standards have been maintained. Grounds for dismissal could include, but are not limited to:
 - i. failure to be accepted by an appropriate thesis or dissertation adviser within stipulated time limitations;
 - ii. failure to make timely progress toward the degree or certificate; and
 - iii. failure to perform in course work, qualifying examination or research at an acceptable level in the respective department/school or program unit.
- c. The Plan of Study and Grades Which Result in Automatic Dismissal

Grades which result in automatic dismissal from a program (e.g., grade of "C-" or below, "U", "Fail") may not be applied towards a graduate plan of study.

- d. Students Dismissed from a Graduate Program Who then Re-apply as Non-degree Students, Students will be placed on stop enrollment for the department/school from which they were dismissed unless they request and receive permission in accordance with departmental/school graduate program policy to enroll as a non-degree student in that program.

2. Probation or Dismissal

A department/school will recommend that the Dean for Graduate Studies either dismiss, or place on probation with conditions for reinstatement as a student in good standing, in the following cases:

- a. A Grade of "C+" (2.33 on a 4.0 scale) or below in any course involved in the first 12 hours of graduate study for provisionally admitted students;
- b. Receiving at least nine hours of graduate credit with the grade of "C+" (2.33 on a 4.0 scale) or below in any courses taken in the student's major field of study or in any courses included in the plan of study for master's or specialist's degrees or graduate certificates, regardless of the average;
- c. Receiving at least six hours of graduate credit with the grade of "C+" (2.33 on a 4.0 scale) or below in any courses taken in the student's major field of study or in any courses included in the program of study for doctoral degrees, regardless of the average;
- d. Failure to maintain a "B" (3.0 on a 4.0 scale) average in all graduate work taken as part of the degree or certificate program.

3. Unclassified and Non-degree Students

- a. For students with unclassified or non-degree admission, the above quality of work standards apply to course work taken, just as if all such courses were included in a graduate plan of study.
- b. A student will be automatically dismissed from all graduate standing or placed on probation should any of the above conditions occur.

4. Additional Requirements

Some departments/schools apply additional criteria of satisfactory performance beyond the requirements of the Graduate College. A copy of the department's/school's policy should be on file in the Graduate Studies Office and a copy distributed to every graduate student enrolled in the program.

5. Monitoring

- a. The Graduate Program Committees or the Supervisory Committees in their respective departments/schools shall be responsible for monitoring quality of work in degree, certificate and unclassified programs and for recommending action.
 - i. The Graduate Studies Office will send a report to each department/school at the start of each semester with the names of students who have received at least nine hours of graduate credit with a grade of "C+" (2.33 on a 4.0 scale) or below as of the end of the previous semester.
 - ii. The Graduate Studies Office will send a report to each department/school at the start of each semester with the names of doctoral students who have received at least six hours of graduate credit with a grade of "C+" (2.33 on a 4.0 scale) or below as of the end of the previous semester.
- b. The Graduate Studies Office shall be responsible for monitoring quality of work in non-degree programs.

- c. The Dean for Graduate Studies will make the final decision and notify graduate students of their status.

6. Student Responsibilities

- a. Students must be aware of the Quality of Work Standards of the Graduate College, as well as additional criteria of satisfactory performance in their respective department/school programs.
- b. It is the student's responsibility to know when his or her previous course work has failed to meet those standards.
- c. Students who are attending classes are still subject to dismissal if their department/school recommends that action based on its review of their previous performance.

7. Policy on Petitioning for Reinstatement into a Graduate Program:

The process for petitioning and evaluating petitions for reinstatement into a graduate program is the responsibility of each department/school Graduate Program Committee. For a current copy of procedures, please contact your department/school Graduate Program Committee Chair.

Automatic Dismissal for a Grade of "U" (Unsatisfactory) or "Fail"

A grade of "U" or "Fail" in any graduate course taken by a graduate student shall be treated the same as for a grade of "C-" or below and shall result in automatic dismissal from the graduate program.

The Plan of Study and Grades Which Result in Automatic Dismissal

Grades which result in automatic dismissal from a program (e.g., grade of "C-" or below, "U", "Fail") may not be applied towards a graduate plan of study.

Students Dismissed from a Graduate Program Who then Re-apply as Non-degree Students

Students will be placed on stop enrollment for the department/school from which they were dismissed unless they request and receive permission in accordance with departmental/school graduate program policy to enroll as a non-degree student in that program.

Policy on Petitioning for Reinstatement into a Graduate Program

The process for petitioning and evaluating petitions for reinstatement into a graduate program is the responsibility of each department/school Graduate Program Committee. For a current copy of procedures, please contact your department/school Graduate Program Committee Chair.

Appeal of Grades in Graduate-Level Courses

Appeal of grades in graduate-level courses shall be made through the graduate student grade appeal procedures for the campus through which the grade was awarded. Students who believe their evaluation in a course has been prejudiced or capricious must first attempt to resolve the matter with the course instructor and then the department through which the course was offered.

The initiation of the appeal in writing by the student must be filed within six weeks following receipt of the grade from the Office of the Registrar.

In cases where a grade lower than a "C" will result in dismissal from the graduate student's program, the Dean for Graduate Studies will notify the Graduate Program Committee Chair and student that the student will be automatically dismissed from his/her graduate program. The student will have a two-week grace period from the date of the dismissal notification to the date of the request to the Registrar for disenrollment in all graduate coursework. This two-week period allows the student an opportunity to present his/her case informally to the course instructor and, if necessary, to the chair of the graduate program committee before being terminated from the program and disenrolled from courses. A student who has been dismissed from a graduate program and disenrolled from course work may still file a formal appeal to the campus Dean for Graduate Studies, but is no longer a student in good standing and is prohibited from taking graduate courses until the formal appeal has been resolved.

If the matter is not resolved, the student may file an appeal in writing to the campus Dean for Graduate Studies, who shall inform the student of the grade appeal procedures approved by the Graduate Faculty or by their duly elected representative Graduate Council for that campus, and shall forward the appeal to the student-faculty committee or council which is designated to hear graduate-level course grade appeals on that campus. Since awarding grades in courses occurs at the individual campus level, the decision of the campus committee or council designated to hear the case on behalf of the campus Graduate Faculty shall be final and is not subject to further appeal.

Appeal of General Academic Matters Related to Student Programs

1. Graduate students holding admission with Unclassified status in the Graduate College, admission with a master's objective or admission with a doctoral objective (but prior to the appointment of a doctoral supervisory committee) should appeal as follows:
 - a. Initially, the appeal may be submitted to the student's adviser.
 - b. If denied, the appeal may be submitted to the department/area Graduate Program Committee administratively responsible for the student's graduate program.
 - c. If denied, an appeal may be made to the Graduate Council for the campus administratively responsible for the student's graduate program. Normally, this will be the final appeals body (for exceptions, see the last part of this section).
2. Graduate students holding admission with a doctoral objective in the Graduate College and for whom a doctoral supervisory committee has been appointed should appeal as follows:
 - a. Initially, the appeal should be submitted to the student's adviser.
 - b. If denied, the appeal may be submitted to the student's supervisory committee.
 - c. If denied, the appeal may be submitted to the department/area Graduate Program Committee administratively responsible for the student's graduate program.
 - d. If denied, an appeal may be made to the Graduate Council for the campus administratively responsible for the student's graduate program. Normally, this will be the final appeals body (for exceptions, see the last part of this section).
3. When a student's graduate program consists of registrations essentially or entirely on one campus, the Graduate Council of the campus administratively responsible for the program will constitute the appeal board. When a student's graduate program includes substantial registrations on a campus other than the one administratively responsible for the program, three members of the Graduate Council for the other campus will be designated by the Dean for Graduate Studies on that campus to augment the Graduate Council on the campus administratively responsible for the program. In this case, the augmented Council will constitute the appeal board. The decision concerning augmentation of a campus Graduate Council for a specific appeal involving registrations on a campus other than the one administratively responsible for the student's program will be made by the Deans for Graduate Studies on the campuses involved.

4. In all cases, appeals should be made in writing to the appropriate adviser, committee or council. In those cases where the appeal concerns graduate-level qualifying exams, comprehensive exams or final oral exams, the following deadlines must be observed. It is the responsibility of the student to make reasonable efforts to ascertain the results of the examination within 30 days after its completion.

The initiation of the appeal, in writing, by the student must be filed within 30 days following the student's receipt of notification of the evaluation.

In those cases involving an appeal of termination of program, initiation of the appeal, in writing, by the student must be filed within 30 days following the student's receipt of the official written notification by the Office of Graduate Studies.

- a. There is no absolute right of appeal to the Executive Graduate Council. The Executive Graduate Council will accept appeals only in those cases where in the exercise of its sole discretion it shall first find that one or more of the following grounds for accepting the appeal exist:
 - i. That the campus Graduate Council has violated some element of fair procedure (example: has failed to allow the parties concerned to present their cases fully to their campus Graduate Council);
 - ii. That the campus Graduate Council has failed to examine or give adequate weight to important evidence relevant to one party's position;
 - iii. That the campus Graduate Council has given undue weight to evidence not pertinent to the case; or
 - iv. That some gross miscarriage of justice would be perpetrated if the decision of the campus Graduate Council is allowed to stand.

A decision by the Executive Graduate Council not to accept jurisdiction of an appeal shall be final and is not subject to further appeal.

- b. Appeals to the Executive Graduate Council must be made in writing and must specifically outline the grounds for appeal. Such appeal must be made within 20 working days of the day the decision of the campus council is received (working days shall not include those days the University is not in session).
- c. The Executive Graduate Council must make a decision to hear the appeal or not to hear the appeal within 30 working days after receipt of the appeal. Acceptance or denial of jurisdiction over the appeal will be made in writing.
- d. The decision of the Executive Graduate Council on the merits of the case will be made and transmitted to the concerned parties within 40 working days after the decision to hear the appeal.
- e. No person who was a member of the department or campus graduate council involved in the case will be eligible to participate in the decisions of the Executive Graduate Council either to decide whether the case should be heard or to decide the merits of the case. However, the Dean for Graduate Studies may replace members of the Executive Graduate Council not eligible for participation in the decision to hear the appeal or in the appeal itself.

Student Funding

Scholarship/Fellowship	Info. sent to Dept	Deadline Date for all Materials
Helen Hanson Outstanding Graduate Student Award	October 1	Nov 16, 2007
Graduate Thesis Scholarship	October 1	Nov 16, 2007
Dissertation Scholarship	October 1	Nov 16, 2007
Margaret P. Gessaman Doctoral Student Fellowship	October 1	Nov 16, 2007
Summer Graduate Scholarship	January 7	Feb 8, 2008
Phi Delta Gamma	January 7	Feb 8, 2008
Presidential Grad Fellowships - Masters Students	January 7	Feb 8, 2008
Presidential Grad Fellowships - Doctoral Students	January 7	Feb 8, 2008
Competitive Graduate Fellowship	January 7	Feb 25, 2008
Regents' Tuition Waivers	January 14	March 7, 2008 (Academic)
Kate Field Grant-in-Aid	Mid May	Determined by Financial Aid
Elton S. Carter Award	After each graduation	September 14, 2007
Graduate Assistantships	Assistantships may be awarded on an academic year, a calendar year, or a semester-by-semester basis. Contact individual department/schools/ offices for details and applications.	
Midwest Student Exchange Program		
NASA Fellowships		
Aviation Scholarships		
UNO Advantage Scholarship Program		
Other Scholarships		

Helen Hanson Outstanding Graduate Student Award

Graduate Thesis Scholarship

Dissertation Scholarship

Margaret P. Gessaman Doctoral Student Fellowship

Summer Graduate Scholarship

Phi Delta Gamma Scholarship

Presidential Graduate Fellowship

Competitive Graduate Fellowship

Regents' Tuition Waivers

Kate Field Grant-in-Aid

Elton S. Carter

Graduate Assistantship

Midwest Student Exchange Program

NASA Fellowships

Aviation Scholarships

UNO Advantage Scholarship Program

Other Scholarships

Office of Financial Aid

Helen Hanson Outstanding Graduate Student Scholarship:

Amount Awarded: \$500.00

Guidelines:

Every year, the Graduate Scholarship/Fellowship Committee selects two outstanding graduate students. Nominations are solicited from faculty, students, and administrators and are based on students who are outstanding in their academic performance and professional roles.

Approximately the first week of October, information regarding the Helen Hanson Outstanding Graduate Student Award is sent to all Graduate Program Committee Chairpersons, department chairs/school directors and Deans. Nominations are due in the Office of Graduate Studies by **November 16, 2007**.

Requirements:

1. Nomination by department/school (2 person)
2. 18 hours of completed graduate course work
3. 3.75 graduate GPA
4. No outstanding Incomplete grades
5. Vita
6. Writing Sample
7. May not have graduated prior to the immediate Spring semester

Selection Made By: Graduate Scholarship/Fellowship Committee

Forms Available: Nomination Form

Graduate Thesis Scholarship

Amount Awarded: \$1,000.00/student

(Number of awards for a particular year is determined by the Office of Graduate Studies.)

Guidelines:

Every fall semester Graduate Thesis Scholarships are offered. During the first week of October, Graduate Thesis Scholarship information is forwarded to all Graduate Program Committee Chairpersons, department chairs/school directors and Deans. The deadline for submission of all application materials to the Office of Graduate Studies is **November 16, 2007**.

Requirements:

1. Completion of 15 graduate hours within a graduate degree program
2. 3.75 graduate GPA
3. 2-4 Letters of recommendation should address quality of thesis
4. Adviser's approval of thesis topic via submission of signed thesis proposal form
5. Application provide a one page state of significance of project
6. Previous thesis scholarship winners are ineligible

Selection Made By: Graduate Scholarship/ Fellowship Committee.

Forms Available:

Application Form

Recommendation Form

Dissertation Scholarship

Amount Awarded: \$2,000.00

(Number of awards for a particular year is determined by the Office of Graduate Studies.)

Guidelines:

Every fall semester Dissertation Scholarships are offered. During the first week of October, Dissertation Scholarship information is forwarded to all Graduate Program Committee Chairpersons, department chairs/school directors and Deans. The deadline for submission of all application materials to the Office of Graduate Studies is **November 16, 2007**.

Requirements:

1. Admitted to candidacy
2. 3.75 graduate GPA
3. 2-4 Letters of recommendation should address quality of dissertation
4. Adviser's approval of dissertation topic

5. Applicant provide a one page statement of significance of project
6. Previous dissertation scholarship winners are ineligible

Selection made by: Graduate Scholarship/ Fellowship Committee.

Forms Available:

Application Form

Recommendation Form

Margaret P. Gessaman Doctoral Student Fellowship

Amount Awarded: \$250.00

Guidelines:

A Fellowship in the amount of \$250.00 is awarded during the spring semester every year. Eligibility is limited to graduate students who have been admitted to the doctoral programs in Criminal Justice, Public Administration, and Educational Administration on the Omaha campus.

The Graduate Program Committee's are required to act as recipients of the nominations and select qualified nominees and forward their materials to the Scholarship/Fellowship Committee at the Office of Graduate Studies.

Requirements:

1. Admitted to the Criminal Justice, Public Administration, or Educational Administration doctoral programs administered at UNO.
2. Nomination by their Graduate Program Committee (2 person)
3. 3 Letters of recommendations should address quality of dissertation
4. Previous Gessaman Doctoral Student Fellowship winners are ineligible.

Selection made by: Graduate Scholarship/ Fellowship Committee.

Forms Available:

Nomination Form

Recommendation Form

Summer Graduate Scholarship

Amount Awarded: \$1,000.00/student.

(Number of awards for a particular year is determined by the Office of Graduate Studies.)

Guidelines:

Each spring semester Summer Graduate Scholarships are offered. During the first week of January, Summer Graduate Scholarship information is forwarded to all Graduate Program Committee Chairpersons, Department Chairs/School directors and Deans. Students who have an outstanding academic performance and potential are encouraged to apply. The deadline for submission of all application materials to the Office of Graduate Studies is **February 8, 2008**.

Requirements:

1. **Master's and EdS students:** completion of 12 graduate hours within a graduate program;
Doctoral students: plan of study approved.
2. Currently enrolled in at least 3 graduate hours (at the time of application) or a candidate for a doctoral degree at the time of application
3. 3.75 graduate GPA
4. 2-4 letters of recommendation

Selection made by: Graduate Scholarship/ Fellowship Committee

Material Available:

Application Form

Recommendation Form

Phi Delta Gamma

Amount Awarded: \$500.00/student

(Number of awards for a particular year is determined by the Office of Graduate Studies.)

Guidelines:

Each spring the Phi Delta Gamma Scholarships are offered. During the first week of January, Phi Delta Gamma Scholarship information is sent to all Graduate Program Committee Chairpersons, Department Chairs/School directors and Deans.

The purpose of the Phi Delta Gamma scholarship is to encourage and assist men and women of promising talent and ability to complete the requirements for a graduate degree at the University of Nebraska at Omaha. The deadline for submission of all application materials to the Office of Graduate Studies is **February 8, 2008**.

Requirements:

1. Completion of 9 graduate hours within a master's level degree program
2. Currently enrolled for 6 graduate hours (at the time of application)
3. 3 letters of recommendation (2 from graduate faculty members and one from another person)

Selection made by: Graduate Scholarship/ Fellowship Committee

Forms Available:

Application Form

Resume Form

Recommendation Form

Presidential Graduate Fellowship

Amount Awarded: \$12,000.00 + Tuition : for Masters students

\$15,000.00 + Tuition : for Doctoral students

Guidelines:

The University of Nebraska at Omaha has been granted two fellowships for graduate students; these were

originally authorized by President Roskens with funds available through the University of Nebraska Foundation. The fellowship stipend is \$12,000 plus tuition remission for master's level students and \$15,000 plus tuition remission for doctoral students.

The students selected for these prestigious fellowships are expected to devote all their time to their graduate studies during the tenure of the award and *will not be allowed to have other employment*. Students who accept these fellowships also should be aware they may not be eligible for federal loan monies.

Requirements:

1. **Master's students** : completion of 9 graduate hours within a graduate degree program;
Doctoral students : completion of 18 hours within their program of study
2. Nomination by department/ school (1 person)
3. 3.75 graduate GPA
4. Unofficial transcript
5. 3-5 letters of recommendation

Procedure:

1. Each graduate department/school may submit the name of no more than one nominee for the award. With the name of the nominee, the department/school should submit a resume and at least three, and no more than five letters of recommendation which address the selection criteria; at least one letter should be from a member of the graduate faculty of the nominee's own department/school. The nominated student must submit an current transcript . Other documentation that conforms with the criteria for selection also may be submitted at the discretion of the department/school.
2. All nominations and accompanying documentation must be in the Office of Graduate Studies by **February 8, 2008**. The final selection of the Fellows will be announced by the Dean for Graduate Studies no later than July 2, 2008.
3. The Selection Committee for the Presidential Graduate Fellowship will be the Graduate Scholarship/Fellowship Committee.
4. At no time will a faculty member on the Graduate Scholarship/Fellowship Committee advocate a nominee from his or her own department/school.
5. The Graduate Scholarship/Fellowship Committee shall recommend to the Dean for Graduate Studies its selections, to consist of two students plus an alternate.
6. The vote will be by written ballot, to be submitted directly to the Dean for Graduate Studies.
7. It is understood the Graduate Scholarship/Fellowship Committee's recommendation to the Dean is advisory. The Dean may select other recipients or another alternate from among the nominees as she or he sees fit, but in the event this occurs, the Dean shall provide the Graduate Scholarship/Fellowship Committee with her or his rationale.

Selection made by: Graduate Scholarship / Fellowship Committee.

Competitive Graduate Fellowship

Guidelines:

UNO offer's fellowships of \$1,000 which can be used to recruit outstanding prospects for UNO graduate programs making the university's stand more competitive in the national market.

The fellowships is awarded competitively and will be available only during the national recruiting period of March 15 to April 15. It is anticipated that most of these fellowships will be offered to supplement the offer of a graduate assistantship; however, there may be an eligible outstanding prospect who could come to UNO without an assistantship. Local candidates are eligible, but they must be competitive with other applicants being considered for the fellowships, and the departments/schools must follow the national guidelines by

issuing offers no sooner than March 15 with a closing date of April 15.

Departments are required to submit information about their candidates qualifications along with a nomination to the Office of Graduate Studies no later than **February 25, 2008**.

Selection made by: Dean for Graduate Studies (based on nomination by Graduate Program Chair)

Regents' Tuition Waivers

Amount Awarded: Pays in-state tuition for graduate courses only.

Guidelines:

Each year the Regents of the University of Nebraska make available funds, in the form of the Regents' Tuition Waiver (RTW). Funds are limited and will be used to recruit highly qualified students.

Students applying for admission to a graduate certificate or degree program at UNO are eligible for a RTW's for one academic year with an additional year available to students who maintain a 3.0 GPA and who are recommended for continuation by their graduate program committee chair or supervisory committee chair. The final decision regarding whom to recommend shall be taken by the department/school graduate program committee's.

Nomination should be submitted on behalf of eligible students by the department/school graduate program committee's. Nomination should include a letter from the chair of the committee, supporting the recommendation and summarizing each student's qualifications. Supporting information such as academic records, standardized test scores, and letters of reference may be either included or summarized. Evaluation will be conducted by the Dean of Graduate Studies. Awards will be based, in part, on the likelihood they will contribute to highly qualified students choosing UNO for graduate study. The value of a diverse student body also will be taken into consideration in these evaluations. Thus, with an applicant's permission, programs may indicate gender and /or ethnicity of applicants. Awards will be made to students applying for part-time, as well as full-time status.

The final date for department/school to submit nominations to the Office of Graduate is **March 7, 2008** for Academic year.

Tuition waiver under this program may be used only for graduate courses in the student's program. Further restrictions on the use of these waivers include:

1. RTW's cover the cost of resident tuition. Students subject to nonresident rates must pay the difference between resident and non-resident tuition rates.
2. The maximum waiver available in the fall and spring semesters is equivalent to the resident tuition cost for 9 graduate credit hours. For the summer semester, the maximum waiver available is equivalent to the resident tuition cost for 6 graduate credit hours. If you withdraw from a course, you will be charged for the course from which you withdrew.
3. Tuition waiver cannot be applied toward the cost of undergraduate courses, non-credit courses or courses taken for audit.
4. Tuition waivers can be used for courses on other campuses of the University of Nebraska as long as the student is simultaneously registered for at least three (3) graduate credit hours at UNO. A student wishing to take graduate courses on another campus should complete an inter-campus form available at https://intercampus.nebraska.edu/pre_inter_campus.aspx and obtain a voucher from the Office of Graduate Studies giving approval for the courses to be taken and stating the exact number of

graduate hours involved.

Selection made by: Dean for Graduate Studies (based on nomination by Graduate Program Chair).

Kate Field Grant-in-Aid

Amount Awarded: Annual Stipend of \$8,000

The Kate field Grant-In-Aid is for any full time student registered at the University of Nebraska.

Requirements of the Fund:

- At the time of his or her registration "the student must have been a Nebraska resident for not less than ten years."
- Applicant must be in the upper three-fourth of their previous year's college class or high school graduating class.
- No Grant-In-Aid may be made to any one student for more than four years. (The student must reapply annually for consideration.)
- The Grant-In-Aid may be made to either a graduate or undergraduate student.
- Candidates may not be employed full-time by the University.

Selection made by: Dean for Graduate Studies & Graduate Scholarship/ Fellowship Committee

Forms Available:

Application Form

Applications are available now and must be returned to the Office of Graduate Studies by **Monday, June 25, 2007**. The final recommendation from Office of Graduate Studies must reach the Office of Financial Aid by 4 p.m. on **Friday, June 29, 2007**.

Elton S. Carter Award

Amount Awarded: \$500.00

Guidelines:

Every year Elton. S. Carter Award is given out in recognition of excellence in thesis work.

Requirements:

1. Must have graduated in the fall semester of the previous year or during the spring or summer semester of the current year .
2. Must have completed a thesis
3. Nominated by dept/ school (one nomination per)

Selection made by: Elton. S. Carter selection committee

Forms Available:

Information Form to be filled and submitted with the rest of the material.

Midwest Student Exchange Program (MSEP)

UNO is a participant in the Midwest Student Exchange Program (MSEP), an interstate educational opportunity for students in Nebraska, Kansas, Missouri, Michigan, Minnesota, and North Dakota. This program enables residents from these six states to enroll in participating institutions at reduced tuition rates. Tuition for MSEP students who attend participating public institutions is equal to no more than 150 percent of the regular in-state tuition rate. In all cases, the cost to MSEP students is lower than regular non-resident tuition.

To be eligible for MSEP status at UNO, students must meet the following guidelines:

- the student must be admitted to UNO;
- the student's application must indicate that MSEP status is desired; and
- the student must meet all academic performance levels required for the UNO Advantage Scholarship Program.

Students who meet these guidelines and have residency in one of the participating states will be eligible to receive the MSEP reduced tuition, unless they have been granted an UNO Advantage Scholarship Program. A 3.0 (on a 4.0 scale) minimum cumulative GPA must be maintained for the MSEP status to be continued. For more information about MSEP, contact the Office of Graduate Studies by e-mail at graduate@unomaha.edu or call (402)-554-2341.

NASA Fellowships

NASA Fellowships, worth up to \$7,500 per academic year, are available through the Nebraska Space Grant Consortium, located at the Aviation Institute. Fellowship projects and awards will vary for each student depending on his/her interests and abilities. Applications are available at Allwine Hall 422 or by calling (402) 554-3772, or online at <http://www.unomaha.edu/~nasa>.

Aviation Scholarships

The Aviation Institute awards two endowed scholarships annually. Additionally, numerous aviation scholarship opportunities exist. Contact the Aviation Institute, 422 Allwine Hall, (402) 554-3424 for further details.

UNO Advantage Scholarship Program

Tuition scholarships for an amount up to the difference between resident and non-resident tuition may be awarded to selected students who are non-residents of Nebraska. The number of students receiving tuition scholarships under this competitive program shall be determined at each campus by the Chancellor.

The following graduate students, having met all other requirements for admission, will be eligible for consideration for this tuition scholarship under this program:

Graduate and Professional

1. Entering graduate and professional students who have a cumulative GPA of 3.00 for all previous work attempted at all colleges attended prior to enrollment at the University of Nebraska;
2. Students who enter the program according to the above criterion and continue in good academic standing;
3. Underrepresented minorities or individuals with special talents.

Consult with the cognizant college's deans for further information.

Other Scholarships

Several other scholarship programs at UNO have been established to recognize exceptional scholastic potential and performance by graduate students. Scholarship funds are provided for UNO by corporations, clubs, community organizations and friends of the University. To be considered for scholarship selection, a UNO Scholarship Application must be submitted to the Office of Financial Aid by January 15 each year.

Each scholarship award is based upon factors stipulated by the donor. UNO offers scholarships to the most worthy, promising applicants who meet the qualifications, one of which is often "financial need." Therefore, graduate students are encouraged to complete and submit the FAFSA by March 1 each year.

Transfer students must normally complete one academic year of course work at the University before scholarship consideration will be given.

Scholarships specifically earmarked for graduate students include, but are not limited to, the following awards:

- American Indian
- Ezra Kohn Student Research
- Emley Graduate
- Marilyn Martin-Major
- Lincoln Frost Social Work
- Indian Fellowship
- Ernest Witte Social Work
- Paul Beck Scholarship

Service to Disabled Graduate Students

Disabled students seeking financial assistance are required to complete all required applications for aid, meet published deadlines for submitting applications, and verify "need" for assistance. Assistance in completing all

applications for financial aid will be provided by the Financial Aid Office upon request.

Funding for Graduate Student Research

An essential part of every graduate program is learning to use the tools of research, both scholarly and applied. Graduate students seeking funding for a research project should first inquire whether their department or college has funds available for that purpose. Information on other sources such as the University Committee on Research and funding agencies exterior to the University can be obtained from the Office of Sponsored Programs and Research, 203 Eppley Administration Building.

Graduate Assistant Information

Graduate Assistant Policy.

FAQ regarding Graduate Assistantship.

How to apply for Graduate Assistantship.

Graduate Assistant Agreement form.

POLICY GOVERNING GRADUATE ASSISTANTSHIPS

I. ACADEMIC STANDARDS :

The Graduate Assistantship is intended as an award to students who have demonstrated high academic performance and potential either at the graduate or undergraduate level.

Graduate Assistants must be students in good standing in a degree or certificate program in the Graduate College. Dismissal from a graduate program for any reason shall result in simultaneous dismissal from any Graduate Assistantship position. The student will not be eligible for an Assistantship thereafter until fully reinstated in a graduate degree or certificate program.

II. RECRUITMENT, SELECTION AND RENEWAL OF GRADUATE ASSISTANTS :

Each Graduate Department/School or other departmental unit as appropriate which awards Graduate Assistantships, shall establish its own procedures for recruitment and selection in accordance with University policy on affirmative action/equal opportunity.

Assistantships are not automatically renewable and are dependent upon assessment of work and classroom performance. The student is reminded that, whether or not outside work commitments are involved, graduate assistantships may not be renewed if either graduate class work or assistantship duties are not carried out in a satisfactory manner.

III. WORKLOAD :

The workload for a Graduate Assistant should average 20 hours per week for the duration of the appointment and shall be construed to be the equivalent of .33 FTE.

The department/school or unit in which the Graduate Assistant is employed should make arrangements with its assistants regarding vacation periods. The Graduate Faculty considers a student who is pursuing graduate study and holding a graduate assistantship to be carrying the equivalent of a full-time workload (see course load below) and therefore, discourages the practice of holding additional jobs which may interfere with satisfactory performance of assigned duties.

IV. COURSE LOAD :

Graduate Assistants are expected to carry a minimum of six graduate hours in each of the Fall and Spring semesters; however, Graduate Assistants working in the Summer semester are not required to be concurrently enrolled.

Graduate Assistants may not register for more than 12 semester hours without the approval of both their supervisor and the Graduate Dean. The graduate assistantship will not pay for more than 12 semester hours in a semester.

The six-hour minimum may be waived if the student is in the last semester of graduate work and needs less than six hours of graduate credit in order to complete requirements for graduation. For doctoral candidates, the six-hour minimum enrollment also may be waived with the approval of their supervisor and Graduate Dean, if all required course hours except dissertation have been completed. In either case, students still must register for one course.

V. DUTIES :

Duties assigned to Graduate Assistants should be directly related to and in support of graduate studies in their chosen field of study. Typical examples would be one or more of the following:

1. Teaching courses or discussion sections at the undergraduate level.
2. Instructing and supervising undergraduate level laboratories or tutorial sections.
3. Grading or otherwise evaluating performance of undergraduate students.
4. Collecting and/or processing research data for faculty members.
5. Preparing materials for laboratories or classroom presentations.
6. In general, other duties which involve a direct knowledge and application of knowledge related to the student's field of study would be acceptable. Graduate Assistants should not be utilized solely for clerical duties.

[It shall be the responsibility of each Graduate Program Committee, in consultation with the cognizant department chairperson or program director, to draw up an agreement with each graduate assistant at the time of the appointment which shall specify the stipend, duration and method of payment, the assistant's duties, and the general conditions of employment. The agreement shall be reviewed by the graduate assistant before it is signed by him/her and the chairperson of the Graduate Program Committee. The Graduate Program Committee upon the recommendation of the graduate assistant's faculty supervisor and/or the department chairperson/school director or unit director, shall have the responsibility to review the assistant's performance and to terminate the appointment for failure to discharge satisfactorily the duties specified in the agreement.]

VI. LENGTHS OF APPOINTMENTS :

Assistantships may be awarded on an academic-year basis, a calendar-year basis, or semester-by-semester basis.

VII. JUSTIFICATION OF NEW ASSISTANTSHIPS :

In order to obtain permission to create new Assistantships, whether funded by state appropriations or by outside grants, a brief statement of justification should be submitted for approval of the cognizant College Dean & the Dean for Graduate Studies prior to being sent to the Vice Chancellor for Academic and Student Affairs.

This statement should contain:

- (1) qualifications necessary on the part of the applicants;
- (2) expected duties;
- (3) relevance of the duties to the student's graduate training; &
- (4) justification for the assistantship (as opposed to other job titles).

VIII. DELETION AND REDISTRIBUTION OF GRADUATE ASSISTANTSHIPS :

Presently established graduate assistantships which are supported by state funds are allocated to the various departments/schools or units within each college by the Dean of the college. These assistantships, therefore, may only be recommended for deletion by the cognizant Dean. Such proposed recommendations must be submitted to the Dean for Graduate Studies for review and recommendation prior to being sent to the Vice Chancellor for Academic & Student Affairs. Assistantships supported by outside funding normally will be terminated automatically when the funding ceases. No special approval is required in such cases. The Dean for Graduate Studies also should be notified of any proposed redistribution of Graduate Assistant lines from one department/school or unit to another.

FAQ regarding Graduate Assistantship

Q. WHAT IS A GRADUATE ASSISTANTSHIP?

A graduate assistantship is similar to part-time employment. The graduate assistant is hired, paid a salary (stipend), given a work schedule and assigned responsibilities, and receives graduate tuition remission.

Graduate assistants are assigned responsibilities which provide supervised educational experiences at the graduate level. Frequently, this means assistants either teach or participate in research projects.

Q. HOW DO I APPLY FOR AN ASSISTANTSHIP?

Contact the department/school/office you are interested in for any available positions and their application procedures.

You should check the **Student Employment Services** website for a listing of all university job openings. If you have any problems with the website, please contact Student Employment in Eppley Administration Building, Room 205.

Note that you must be admitted to a graduate degree or certificate program to be a graduate assistant; non-degree and unclassified students are ineligible.

Q. FOR WHAT DO I RECEIVE MONETARY COMPENSATION & WHEN DO I GET PAID?

Graduate Assistants are hired to work 20 hours per week (.33 FTE). On the last working day of the month, your paycheck will be electronically deposited directly into your bank.

Q. HOW MANY GRADUATE HOURS DO I NEED TO TAKE EACH SEMESTER?

Graduate Assistants are required to carry a **minimum of six graduate hours** in each of the **Fall and Spring** semesters (please note that undergraduate deficiencies do not count toward this minimum requirement).

You must be aware that nine graduate hours is a full-time course load for graduate students and, in order to defer some student loans, you must register for 9 graduate hours. Please check with the Office of Financial Aid regarding the details of your particular loan.

The minimum of 6 graduate credit hours may be waived if you are in your last semester and need less than 6 graduate credit hours to complete the requirements for graduation; however, you still must enroll in one graduate course. **You will need to complete the "Student Social Security Tax Exemption Statement-- Last Semester"** , which is available in the Graduate Studies Office, Eppley Administration Bldg, Room 203.

Once this form is completed, you may not be a Graduate Assistant again until you complete the degree and are admitted to a different graduate program.

The minimum of 6 graduate credit hours also may be waived for doctoral Candidates, with the approval of their adviser and the Graduate Dean, if all required course hours except dissertation have been completed and the student will not be employed for more than 20 hours per week; however, you still must enroll in one graduate course. You will need to complete the **"Student Social Security Tax Exemption Statement-Certification of Full-Time Graduate Status,"** which is available in the Graduate Studies Office, Eppley Administration Bldg, Room 203.

Q. WHAT IS THE MAXIMUM NUMBER OF GRADUATE HOURS I CAN TAKE EACH SEMESTER?

Your Assistantship will pay for a **maximum of twelve (12) graduate hours** a semester.

Q. CAN I REGISTER FOR AN UNDERGRADUATE COURSE AND HAVE THE TUITION PAID?

Yes, if the undergraduate course is required to fulfill a deficiency which is listed on your original admission letter/degree audit (automated plan of study).

If the undergraduate course is not listed as a deficiency in your original admission letter/degree audit (automated plan of study), your assistantship will not pay for the tuition.

Q. HOW MANY HOURS DOES A GRADUATE ASSISTANT HAVE TO TAKE IN THE SUMMER?

None.* You are allowed to take a **maximum of 12 graduate hours**.

*If you are working as a Graduate Assistant during the summer & are not registered at least 1/2 time (5 hours), you will be required to pay Social Security taxes.

Q. WILL MY ASSISTANTSHIP PAY THE TUITION FOR GRADUATE COURSES IN THE SUMMER?

Yes, if you were a Graduate Assistant for the preceding fall and spring semesters or are working as a graduate assistant during the summer.

If you were a Graduate Assistant for the spring semester only and will be one in the upcoming fall, you will be eligible for reimbursement for your summer graduate courses. You will not be reimbursed, however, until the last drop date for fall classes has passed. Please consult with the Graduate Studies Office.

Q. HOW DO I PAY FOR CLASSES?

Once the necessary paperwork has been submitted to the Graduate Studies Office by your department/school/office, Cashiering/Student Accounts will be notified of your assistantship. Your account will then be credited for the classes which are covered by your assistantship. Please be sure you pay the fees and any other charges not covered by your assistantship.

Q. WILL MY ASSISTANTSHIP PAY FOR GRADUATE COURSES TAKEN AT THE OTHER THREE UNIVERSITY OF NEBRASKA CAMPUSES (UNL, UNK, & UNMC)?

Yes, however, you will need to stop by the Graduate Studies Office to obtain a tuition voucher **before** you go to another campus to register.

Q. WHAT HAPPENS IF I DROP A CLASS DURING THE SEMESTER OR RESIGN MY ASSISTANTSHIP?

The Graduate Studies Office will send you a prorated bill from the date you dropped the class or resigned your assistantship. You will be placed on stop enrollment until the bill is paid.

Q. WHAT HAPPENS IF I DON'T START MY ASSISTANTSHIP AT THE BEGINNING OF THE SEMESTER?

Assistantships may be awarded on an academic-year basis, a calendar-year basis, or semester-by-semester basis. Normally these appointments start at the beginning of a semester. The department/school/office should contact the Graduate Studies Office for prior approval if the assistantship is not starting at the beginning of a semester. If the late hiring is approved, the Graduate Studies Office will send you a prorated bill for the graduate courses you are enrolled in, beginning with the date you started your assistantship.

Q. MAY I HOLD ANOTHER JOB IN ADDITION TO MY ASSISTANTSHIP?

The Graduate Faculty considers a student who is pursuing graduate study and holding a Graduate Assistantship to be carrying the equivalent of a full-time work load and therefore, **discourages** the practice of holding additional jobs which may interfere with satisfactory performance of assigned duties. With **approval of your graduate program committee and the Dean for Graduate Studies**, an additional assignment may be accepted if professionally relevant and if **total FTE does not exceed .49**.

(Federal law permits international students to work a maximum of 20 hours per week when they are in classes; therefore, international students working as graduate assistants are not allowed to hold any second appointments. Any exceptions to this rule would need prior approval by International Studies.)

Q. WHAT IF I BECOME SICK AND MISS WORK OR TAKE A VACATION?

As Graduate Assistants do not earn sick or vacation hours, please consult with your department/school/office concerning their policies.

Q. DO GRADUATE ASSISTANTS WORK WHEN OFFICES ARE OPEN BUT THE UNIVERSITY IS CLOSED FOR CLASSES?

Yes, generally, as the assistant is paid for 20 hours of work per week. You should check with your department/school/office regarding their policy.

Q. HOW LONG MAY I HOLD A GRADUATE ASSISTANTSHIP?

The length of time a graduate student may hold a Graduate Assistantship is up to the department/school/office which hired the student.

Q. WHERE DO I PARK MY CAR?

You will need to purchase a faculty/staff parking pass from Campus Security, Eppley Administration Bldg, Room 100. Once you have a pass, you are able to park in any area designated faculty/staff. You may want to review **Campus Security's Parking Handbook**.

Q. IS MONEY AVAILABLE FOR RESEARCH?

Students interested in research grant monies should contact the **Office of Sponsored Programs & Research**, EAB 203.

How to apply for Graduate Assistantship?

Contact the department/school/office you are interested in for any available positions and their application procedures. You should check the **Student Employment Services** website for a listing of all university job openings. If you have any problems with the website, please contact Student Employment in Eppley Administration Building, Room 205. You must be admitted to a graduate degree or certificate program to be a graduate assistant; non-degree and unclassified students are ineligible.

Below is a listing of all the areas which offer graduate assistantships. Some departments/schools/area have included a brief description of their graduate assistantships. However, this does not mean the position is open, you must contact the department/school/area to see if they have an open assistantship .

ARTS & SCIENCES

- Biology
- **Communication**
- English
- Geography
- **History**
- **Math**
- Political Science
- Psychology

BUSINESS ADMINISTRATION

CPACS

- Aviation
- CPACS Dean's Office
- Criminal Justice
- **Goodrich**
- **Public Administration**
- Social Work

EDUCATION

- Counseling
- **Educational Administration & Supervision**
- EDUC Dean's Office
- **Health, Physical Education & Recreation**
- **Special Education & Communication Disorders**
- **Teacher Education**

FINE ARTS

- Music
- Theatre

INFORMATION SCIENCE & TECHNOLOGY

-
- Computer Science
 - ISQA (MIS)
 - IS&T Dean's Office

CAMPUS RECREATION

COUNSELING-UNIVERSITY DIVISION

GRADUATE STUDIES

SPONSORED PROGRAMS & RESEARCH

MEN'S ATHLETICS

MULTICULTURAL AFFAIRS

ORIENTATION

CAREER CENTER

INFO TECHNOLOGY SERVICES

NEBRASKA BUSINESS DEVELOPMENT CENTER (NBDC)

STUDENT HEALTH

Graduate Assistant Agreement Form:

- HTML Format
- Word Format

Plan of Study

- Requirements Applicable for the Master's Degrees
- Plan Of Study
- Description of Plan of Study Report
- Quality of Work Standards
- Transfer of Graduate Credit
- Transfer of Credits Taken Outside the University of Nebraska
- Transfer of Credits Taken at the University of Nebraska
- Second Master's Degree
- Graduate Certificate Requirements
- Double Major Programs
- Graduate-only Level Course Requirements
- Time Limit for Graduate Degrees
- Minor Field
- Concentrations
- Final Comprehensive Examinations
- Thesis, Thesis Equivalent Projects, and Eds Field Projects
 - Supervisory Committees
 - Scope and Nature of Thesis Projects
 - Thesis & Field Project Options
 - Guidelines for Establishing Thesis-Equivalent Projects
- Checklist for Graduation
- Change In Plan of Study Form

Requirements Applicable for the Master's Degrees

A departmental or interdepartmental program for a Master's degree as approved by the Graduate Faculty will normally be arranged to conform to one of the following patterns:

Thesis Option

A 30 semester-hour thesis program (including at least six hours of thesis and a minimum of 24 hours of non-thesis course work) as determined by the cognizant Graduate Program Committee.

Non-Thesis Option

A non-thesis program determined by the cognizant Graduate Program Committee. For total hour requirements, refer to program descriptions. For either option, a "B" (3.0 on a 4.0 scale) average must be maintained in all graduate work taken as part of the degree program.

Plan Of Study

At the time of admission to a degree program, an individual plan of study/degree audit will be sent to the student with their official letter of admission from the Dean for Graduate Studies. This individual plan of study/degree audit will list all requirements for the completion of the degree program. These requirements may include deficiency courses and other provisions of admission, as well as specific courses to be completed to graduate and comprehensive examinations if applicable. Any deviations to this plan of study/degree audit must be approved by the student's advisor, graduate program committee chair, and Dean for Graduate Studies by completing the **Change in Plan of Study** form. Upon approval, a copy will be sent to the student and department/school.

A "B" (3.0 on a scale of 4.0) average must be maintained in all graduate work taken as part of a degree program.

Description of Plan of Study Report

Your plan of study/degree audit report outlines the requirements for you to complete your degree program at UNO. The summary of credit towards graduation, includes any credit completed at UNO as well as any approved transfer credit which applies to requirements for the degree. Section I outlines the course requirements yet to be completed to graduate. This section also will include courses or provisions of your admission to the program. Section II of the report includes a summary of the required courses completed to date. The last section includes courses which do not apply to the plan of study/degree audit. This report is automated and can be checked by your advisor or a member of the Graduate Studies Office Staff or through **E-BRUNO**. Listed below are important things to keep in mind as you progress with your degree program:

- Graduate Students should meet regularly with their advisors or with other departmentally/school approved advisors.
Review this standard degree/certificate plan. Submit to Graduate Studies (EAB 203) any deviations on the **Change in Plan of Study** form with appropriate signatures.
Concentrations and Minors : If including a concentration or minor in your degree/certificate program, a **Change in Plan of Study** form must be submitted indicating this. If your degree/certificate program includes a thesis, non-thesis, or project option, you will need to select which option you are pursuing using this same form.
Please note that provisions of admission are included in the plan of study report.
Transfer Credits . Up to one-third of the course work required for the degree/certificate may be accepted from an accredited institution, other than the University of Nebraska. All transfer credit must have a grade of "B" (3.0) or better and be approved by the UNO Graduate Dean on the Change in Plan of Study form.
Graduate course requirement: At least one-half of the graduate course work required for the degree/certificate program must be restricted to graduate students only (8--0 or 9--0). This is checked through the automated system.
- If completing a thesis, or thesis-equivalent project, EdS field project, or dissertation: Refer to the **Guidelines for Preparing Theses, Thesis-Equivalent Projects, EdS Field Projects, or Dissertations** for information pertaining to approval of a supervisory committee, proposal approval, formatting, and deadlines.
- Grade point average: **Students must maintain an overall GPA of "B" (3.0)** in all graduate course work taken as a part of their degree/certificate. Grades of less than "C-" result in dismissal from

Graduate Studies and may not be used on a graduate plan of study. If you re-register for a course to improve your grade, you must work with the Registrar's Office to note this on your transcript.

- **Time Limit :** The degree/certificate program must be completed within ten consecutive years. This is checked through the automated system.
-

Quality of Work Standards

A "B" (3.0 on a 4.0 scale) average must be maintained in all graduate work taken as part of the degree or certificate program.

- ***Automatic Dismissal***

Graduate students are expected to do work of high caliber. Failure to do so will result in dismissal. In particular, the following will result in automatic dismissal from the degree or certificate program:

- Receiving a grade of "C-" (1.67 on a 4.0 scale) or below in any course taken in the student's major field of study or in any course included in the plan of study or program of study;
- Departments/Schools may have additional and more stringent criteria for evaluating a student's performance and progress and may demand a higher level of performance than that demanded by the Graduate College. A department/school or program unit may, under some circumstances, recommend dismissal of a student from a graduate program even though quality of work standards have been maintained. Grounds for dismissal could include, but are not limited to:
 - failure to be accepted by an appropriate thesis or dissertation adviser within stipulated time limitations;
 - failure to make timely progress toward the degree or certificate; and
 - failure to perform in course work, qualifying examination or research at an acceptable level in the respective department/school or program unit.

- ***Probation or Dismissal***

A department/school will recommend that the Dean for Graduate Studies either dismiss, or place on probation with conditions for reinstatement as a student in good standing, in the following cases:

- A Grade of "C+" (2.33 on a 4.0 scale) or below in any course involved in the first 12 hours of graduate study for provisionally admitted students;
- Receiving at least nine hours of graduate credit with the grade of "C+" (2.33 on a 4.0 scale) or below in any courses taken in the student's major field of study or in any courses included in the plan of study for master's or specialist's degrees or graduate certificates, regardless of the average;
- Receiving at least six hours of graduate credit with the grade of "C+" (2.33 on a 4.0 scale) or below in any courses taken in the student's major field of study or in any courses included in the program of study for doctoral degrees, regardless of the average;
- Failure to maintain a "B" (3.0 on a 4.0 scale) average in all graduate work taken as part of the degree or certificate program.

- ***Unclassified and Non-degree Students***

- For students with unclassified or non-degree admission, the above quality of work standards apply to course work taken, just as if all such courses were included in a graduate plan of study.
-

- A student will be automatically dismissed from all graduate standing or placed on probation should any of the above conditions occur.

- **Additional Requirements**

Some departments/schools apply additional criteria of satisfactory performance beyond the requirements of the Graduate College. A copy of the department's/school's policy should be on file in the Graduate Studies Office and a copy distributed to every graduate student enrolled in the program.

- **Monitoring**

- The Graduate Program Committees or the Supervisory Committees in their respective departments/schools shall be responsible for monitoring quality of work in degree, certificate and unclassified programs and for recommending action.
 - The Graduate Studies Office will send a report to each department/school at the start of each semester with the names of students who have received at least nine hours of graduate credit with a grade of "C+" (2.33 on a 4.0 scale) or below as of the end of the previous semester.
 - The Graduate Studies Office will send a report to each department/school at the start of each semester with the names of doctoral students who have received at least six hours of graduate credit with a grade of "C+" (2.33 on a 4.0 scale) or below as of the end of the previous semester.
- The Graduate Studies Office shall be responsible for monitoring quality of work in non-degree programs.
- The Dean for Graduate Studies will make the final decision and notify graduate students of their status.

- **Student Responsibilities**

- Students must be aware of the Quality of Work Standards of the Graduate College, as well as additional criteria of satisfactory performance in their respective department/school programs.
- It is the student's responsibility to know when his or her previous course work has failed to meet those standards.
- Students who are attending classes are still subject to dismissal if their department/school recommends that action based on its review of their previous performance.

Automatic Dismissal for a Grade of "U" (Unsatisfactory) or "Fail"

A grade of "U" or "Fail" in any course taken by a graduate student shall be treated the same as for a grade of "C-" or below and shall result in automatic dismissal from the graduate program.

The Plan of Study and Grades Which Result in Automatic Dismissal

Grades which result in automatic dismissal from a program (e.g., grade of "C-" or below, "U", "Fail") may not be applied towards a graduate plan of study.

Students Dismissed from a Graduate Program Who then Re-apply as Non-degree Students

Students will be placed on stop enrollment for the department/school from which they were dismissed unless they request and receive permission in accordance with departmental/school graduate program policy to enroll as a non-degree student in that program.

Policy on Petitioning for Reinstatement into a Graduate Program

The process for petitioning and evaluating petitions for reinstatement into a graduate program is the responsibility of each department/school Graduate Program Committee. For a current copy of procedures, please contact your department/school Graduate Program Committee Chair.

Transfer of Graduate Credit

Approval of transfer of graduate credit for course work taken at another accredited university (including extension credit but not including correspondence courses) is made at the time a Change in Plan of Study form is submitted to the Office of Graduate Studies. Grades received in courses for transfer of credit must be the equivalent of "B" (3.0 on a scale of 4.0) or higher. Transfer of graduate credits from a course taken with a pass/fail option must be recommended by the cognizant Graduate Program Committee, supported by a written evaluation from the instructor and approved by the Dean for Graduate Studies. All work accepted for transfer of credit must have been taken within the **prescribed time limits for graduate degrees** and is subject to restriction if previously used to satisfy requirements for another graduate degree.

The only course work from other institutions posted on the UNO transcript will be those used on the approved plan of study.

Transfer of Credits Taken Outside the University of Nebraska

Up to one-third of the course work required for a graduate degree program may be accepted from an accredited institution other than a unit of the University of Nebraska when the transfer is supported by the student's adviser and the appropriate Graduate Program Committee. Final approval will be made by the UNO Dean for Graduate Studies. All other policies regarding graduate programs will apply. An official transcript must be forwarded to the Office of Graduate Studies documenting the course(s) were taken for graduate credit.

Transfer of Credits Taken at the University of Nebraska

There are no a priori limits on the transfer and applicability of credits earned in one program of the University of Nebraska toward meeting degree requirements in another such program, except as they are used to earn distinct degrees. However, such credits must be individually evaluated and approved by the appropriate Graduate Program Committee and campus Dean for Graduate Studies before they can actually be transferred. UNO students who wish to take courses at the University of Nebraska-Lincoln, the University of Nebraska Medical Center, or the University of Nebraska at Kearney for transfer of credit should complete the intercampus application process available at https://intercampus.nebraska.edu/pre_inter_campus.aspx.

Second Master's Degree

Use of graduate credit earned for the first degree will be treated in the same manner as transfer credit from another institution if applied to the requirements for the second degree. Up to one-third of the course work required for the second master's degree may consist of courses from a previous graduate degree. All other policies regarding graduate programs apply.

Masters Degree with a Double Major

The professional/scholastic goals of some masters students may be enhanced substantially by acquiring more knowledge of a second field than is currently provided by the option of earning a minor, yet they may not need a dual degree (i.e., two masters degrees in separate majors, typically 60+ credit hours). The UNO Graduate Council has approved the concept of providing masters degree students with the option of attaining a double major within the same degree (e.g., master of arts in two different majors). For instance, a student may be permitted, with proper approvals, to pursue a master of arts degree in the majors of history and geography because these majors lead to the master of arts degree. One could not attain a double major in history and biology because these majors lead only to the master of arts and the master of science degrees, respectively.

Applicants choosing the double major will submit one application and fee and clearly specify they are seeking a double major. In addition, the applicant must specify which department/school is to consider the application first and whether or not she/he is applying for support from one or both departments/schools. The graduate committee of the first department/school will pass the application to the second graduate committee with the results of its decisions (recommendation for acceptance with support, recommendation for acceptance without support, refusal of admission). The prospective student should be aware that a decision to recommend admission by one of the graduate committees does not affect the decision of the other. The criteria for acceptance may differ between programs; admission to one or both of the department's/school's programs does not guarantee acceptance for a double major masters degree. Final approval of all applicants rests with the Dean for Graduate Studies. If one major is approved and one denied, the student must submit another application with an additional \$45 application fee to apply to another major.

Students accepted into a double-major must meet, at least, the minimum requirements for each of the majors. This includes course work of no less than 18 credit hours in each of the two disciplines. Courses cross-listed in both majors may only be counted once. The precise number of credits may vary depending on the total required hours for a particular major. For each of the two majors, students must take at least nine credits in courses open only to graduate students (9000 level or 8000 level), excluding thesis hours.

The student is required to successfully satisfy the thesis/comprehensive examination or equivalent requirements for each major. In the event that both programs have a thesis requirement, either a) two thesis may be written or b) the content of the thesis may reflect the content of both majors. If a joint thesis is elected, the thesis committee shall then consist of two graduate faculty members from each of the major departments/schools and shall be co-chaired by a faculty member from each of the major departments/schools.

If a student is already pursuing a major in a degree program, then decides he or she would like to obtain a second major, a new application and admission fee is required. The new application must be approved by the original graduate committee prior to review by the second graduate committee. However, once the masters degree is conferred, a second major cannot be attained. Students then would be required to apply for admission to a second masters degree program, and upon acceptance, complete all requirements of a full independent program.

Graduate-only Level Course Requirements

- At least one-half the hours of course work on a plan of study should be in courses which are normally restricted to graduate students only (8--0 or 9--).

- No more than two 3–0/8–5 courses are allowed on a plan of study.
 - BSAD courses 8110, 8120, 8130, 8170, and 8180 may not be used on any plan of study.
 - ISQA 8010, 8020, 8040, and 8050 may not be used on any plan of study.
-

Time Limit for Graduate Degrees

The degree program (as defined in the plan of study, and comprehensive exams, if required) for master's and Ed.S. degrees must be completed within ten consecutive calendar years. Course work which would be over 10 years old (30 consecutive terms) at the completion of the degree program (as defined in the plan of study) cannot be used for a master's or Ed.S. degree. The first day of class of the earliest course which appears on the student's plan of study is the beginning of the student's graduate education.

Minor Field

A student is not required by the graduate faculty to have a minor. However, a student may elect a minor with permission of the major department/school and the minor department/school.

The minor must consist of no fewer than nine graduate hours. The courses must be included on the **Change in Plan of Study form** and the minor department must sign off on this form. The minor will be reflected on the student's transcript at the time of graduation.

Students who elect to complete a minor may be required to take a comprehensive examination over the minor field. This requirement will be at the discretion of the minor adviser. If such an examination is given, it should be given at a date arranged at the convenience of both the student and the minor adviser, but falling within the limits established for all comprehensive examinations.

The following are available minors:

- Art History
 - Aviation
 - Black Studies
 - Business Administration
 - Chemistry
 - Economics
 - English
 - French
 - Geography
 - German
-

- Gerontology
- History
- Management Information Systems
- Mathematics
- Music
- Native American Studies
- Philosophy
- Physics
- Political Science
- Religious Studies
- Spanish
- Women's Studies

Concentrations

A department/school may offer specialized areas of concentration of at least nine hours to graduate students pursuing degrees in the department/school. The area of concentration must appear on the approved plan of study. The Registrar will identify this area of concentration on the student's transcript.

Final Comprehensive Examinations

A final comprehensive examination is required of all candidates for the master's degree. There are exceptions to this rule where an alternative measure of mastery has been approved: the Master of Business Administration; Masters of Accounting; the M.A. or M.S. with a major in psychology, school psychology or industrial/organizational psychology; Master of Public Administration; the Master of Public Health, and the M.A. or M.S. with a major in Speech-Language Pathology.

The comprehensive examinations should be taken near the conclusion of the students' programs and should measure the students' knowledge and ability to synthesize that knowledge in the analysis of questions involving more than one concept. For those candidates not writing a thesis, the examination is a written one. For those candidates writing a thesis, the final comprehensive examination may be either written or oral at the option of the cognizant department/school. If the comprehensive is to be written, it will be arranged by the department/school Graduate Program Committee. If the comprehensive is to be oral, it should be arranged at the time of the oral examination over the thesis, at which time one-half of the examination may be devoted to the courses taken by the candidate and one-half to the thesis.

If the student has a defined minor, the minor advisor may require that the student take a comprehensive examination over the minor field. If such an examination is given, it should be given at a date arranged at the convenience of both the student and the minor advisor but falling within the limits established for all comprehensive examinations.

Most graduate departments/schools require students to register for the comprehensive examinations at the time of their final enrollment; however, students should check with their advisors early in their programs to determine departmental/school policy concerning the administration of the final comprehensive examinations.

Thesis, Thesis Equivalent Projects, and Eds Field Projects

Supervisory Committees

Some graduate programs require the establishment of a **supervisory committee** for each student. In particular, each student under the Thesis Option must have a supervisory committee. The supervisory committee should be appointed as early in the student's program as possible. The committee shall supervise all aspects of the thesis project and approve the final form of the thesis.

Each committee is appointed by the Dean for Graduate Studies based upon recommendation of the Graduate Program Committee. The committee shall consist of at least two voting Graduate Faculty from the student's graduate department/school and at least one voting Graduate Faculty Member from another department/school. In addition, other qualified persons may be appointed to ex-officio (non-voting) status if it is believed that they can provide needed expertise or that they could gain valuable experience by participating on the committee. If the student is under the Thesis Option, the chairperson of the committee shall be considered the student's thesis advisor. The Supervisory Committee sheet must be on file in the Office of Graduate Studies at least one semester before graduation.

Scope and Nature of Thesis Projects

Thesis projects will vary widely among disciplines as well as within fields of academic inquiry. There is a common set of features, however, that will characterize a thesis. These are basic requirements and departments/schools may have additional requirements. The subject of the thesis will be chosen from the candidate's field of major interest and must be approved by the supervisory committee.

1. The thesis will reveal a capacity to conduct an independent study or research project, and will demonstrate a student's ability to use the techniques employed in his or her field of investigation.
2. The student will design the project with the help of a faculty advisory committee, conduct the necessary background literature and other primary sources search, do the research, analyze the results, write the thesis, and communicate the results at an oral thesis defense.
3. The work will not necessarily be original research, but it may be a new application of ideas.

Thesis & Field Project Options

A thesis provides an opportunity for the student to obtain first-hand experience in research methods under competent direction. Students in many degree programs may elect a thesis option. In other programs all students are required to write a thesis. The thesis must be assigned a total of at least six hours of graduate credit on the approved plan of study. The field project must be assigned a total of three hours of graduate

credit on the approved plan of study.

The thesis should be initiated no later than one semester before the anticipated date of graduation in order to provide sufficient time for research, writing and examination. It is the responsibility of the student to follow all regulations contained in the "Guidelines for Preparing Theses, Thesis-Equivalent Projects, EdS Field Projects or Dissertations".

The student must have an oral defense of the thesis. At that time, the supervisory committee must sign the acceptance page of the thesis. In the event that all members of the Supervisory Committee are not unanimous regarding the approval of a thesis, the student is to be approved for the degree if only one member dissents. However, in each case, the dissenting member of the committee will be expected to file a letter of explanation in the Office of Graduate Studies.

Submitted theses, other than the original, may contain a photocopy of the original acceptance page.

An abstract of no more than 350 words in length and conforming to the thesis or thesis-equivalent project in respect to margins and spacing must be placed in the thesis or thesis-equivalent project following the acceptance page.

The student should then submit two theses and the number of copies required for the department/school and/or adviser to the Office of Graduate Studies at least twelve working days before graduation.

Students are responsible for paying the binding fee for the total number of copies being bound at the Library Circulation Desk. Copy requirements are available at the Office of Graduate Studies.

Once the thesis has been accepted by the Office of Graduate Studies, the "IP" grade is changed to "S" (Satisfactory) by the Graduate Studies Office.

Guidelines for Establishing Thesis-Equivalent Projects

Theses-like projects should be of the same caliber of scholarly work as a thesis. The student will research, develop and analyze a topic approved by the Supervisory Committee. Departments/Schools desiring to use the thesis-equivalent category must apply to the Graduate Council for approval. The following guidelines are to insure that these projects are, so far as possible, equivalent to theses in scope, evaluation and process.

- The work on the project should commence at least one semester prior to the expected date of graduation.
- The project should be assigned a total of at least six hours of graduate credit on the approved plan of study.
- The process for development and approval of the project must include all of the following:

- appointment of a supervisory committee;
- a proposal to be approved by the supervisory committee;
- monitoring of the project by the supervisory committee;
- an oral examination over the completed written product conducted by the supervisory committee; and
- final approval by the supervisory committee.

Checklist for Graduation

- Apply for the degree through E-BRUNO on or before the **deadline**. Information can be found at:
<http://www.ses.unomaha.edu/registrar/graduate.php>

	Semester	Due Date	
Fall 07	Fall 2006	10/13/2006	10/19/07
Sp08	Spring 2007	3/9/2007	3/14/08
Su08	Summer 2007	8/10/2007	7/3/08

If you apply for graduation and will **not** complete all of the requirements for the degree, please notify the Office of Graduate Studies. You must **REAPPLY** to graduate in a future term; no additional fee is charged.

- Order a cap, gown, and hood from the UNO Bookstore. **Contact the Bookstore at (402) 554-2336 for deadlines.**
- The following requirements must be in the Office of Graduate Studies prior to :

	Semester	Due Date	
F07	Fall 2006	11/30/2006	12/6/07
Sp08	Spring 2007	4/19/2007	4/24/08
S08	Summer 2007	7/26/2007	7/31/08

Comprehensive Examination Results. (Contact individual Departments/Schools for procedures to take the exams).

All incomplete grades from previous terms must be completed and the grades submitted to the Office of Graduate Studies.

Deliver all copies of thesis, thesis-equivalent project or EdS field project to the Office of Graduate Studies for final approval. (Refer to below for more details.)

Your graduation **file must be in complete order** with the exception of grades for current enrollments. Final responsibility rests with **you**, the graduate student, to check with your advisor and the Office of Graduate Studies to be sure all requirements are met.

NOTE: If the above items are not completed by this date, students will NOT be allowed to participate in the commencement ceremony

Pay all fees and fines and satisfy all obligations to the University.

If you are currently enrolled in courses which are a part of your plan of study, you must maintain enrollment to be eligible for graduation. A grade for any current enrollment must be received by the Registrar's Office no later than the close of business on the **15th** day following the date of commencement.

Additional Instructions for those doing a Thesis, Thesis-Equivalent Project or EdS Field Project

- Review **Guidelines for Preparing Theses, Thesis-Equivalent Projects, EdS Field Projects, or Dissertations**.
- File a **Proposed Supervisory Committee** form at the Office of Graduate Studies before initiating the thesis, thesis-equivalent project or EdS field project **at least one semester prior to your anticipated graduation date**.
- Have a **Thesis/Thesis-Equivalent Project Proposal Approval Form** signed by all supervisory committee members prior to writing the thesis.
- Check with your Supervisory Committee as to when the rough draft of the thesis, thesis-equivalent project or EdS field project is due.
- Make arrangements for the oral/written defense of the thesis, thesis-equivalent project or EdS field project with your Supervisory Committee.
- Deliver all required, and any desired personal unbound copies of the completed and approved thesis, thesis-equivalent project or EdS field project in individual protective envelopes, labeled with your name, to the Office of Graduate Studies for final approval by **the deadlines mentioned above**. Required copies includes one for the Library, one in electronic form (information will be communicated about this process) and any additional copies required for departments, schools or advisor (refer to **Checklist for Thesis, Thesis-Equivalent Project and EdS Field Project**). Delivery arrangements for personal copies need to be made with the department/school.
- After the thesis, thesis-equivalent project or EdS field project is approved by the Office of Graduate Studies, you will be given a deposit form to complete. You will then take the manuscripts and the deposit form to the Library circulation desk.
- Pay the binding fee for the total number of manuscripts being bound at the Library circulation desk.
- The Library will notify the Office of Graduate Studies that the manuscript materials have been deposited and the necessary fees have been paid.

Graduate Certificate Requirements

Plan of Study

Transfer of Graduate Credit

Transfer of Credits taken at University of Nebraska

Transfer of Credits taken outside University of Nebraska

Second Certificate

Time Limit for Graduate Degree

Quality of Work Standard

Automatic Dismissal

Completion of the Certificate

Awarding the Certificate

Plan of Study

At the time of admission to a certificate program, an individual plan of study will be sent to the student with their official letter of admission from the Dean for Graduate Studies. This individual plan of study will list all requirements for the completion of the certificate program. These requirements may include deficiency courses and other provisions of admission, as well as specific courses required to complete the certificate. Any deviations to this plan of study must be approved by the student's adviser, graduate program committee chair, and Dean for Graduate Studies by completing a **Change in Plan of Study form**. Upon approval, a copy will be sent to the student and department/school.

A "B" (3.0 on a 4.0 scale) average must be maintained in all graduate work taken as part of a certificate program.

Transfer of Graduate Credit

Approval of transfer of graduate credit for course work taken at another accredited university (including extension credit but not including correspondence courses) is made at the time a **Change in Plan of Study form** is submitted to the Office of Graduate Studies. Grades received in courses for transfer of credit must be the equivalent of "B" (3.0 on a 4.0 scale) or higher. Transfer of graduate credits from a course taken with a pass/fail option must be recommended by the cognizant Graduate Program Committee, supported by a written evaluation from the instructor and approved by the Dean for Graduate Studies. All work accepted for transfer of credit must have been taken within the prescribed time limits for graduate certificate programs and is subject to restriction if previously used to satisfy requirements for another graduate program.

The only course work from other institutions posted on the UNO transcript will be those used on the approved plan of study.

Transfer of Credits Taken at the University of Nebraska

There are no a priori limits on the transfer and applicability of credits earned in one program of the University of Nebraska toward meeting degree requirements in another such program, except as they are used to earn distinct degrees. However, such credits must be individually evaluated and approved by the appropriate Graduate Program Committee and campus Dean for Graduate Studies before they can actually be transferred. UNO students who wish to take courses at the University of Nebraska-Lincoln, the University of Nebraska Medical Center, or the University of Nebraska at Kearney for transfer of credit should complete the intercampus application process available at https://intercampus.nebraska.edu/pre_inter_campus.aspx.

Transfer of Credits Taken Outside the University of Nebraska

Up to one-third of the course work required for a graduate program may be accepted from an accredited institution other than a unit of the University of Nebraska when the transfer is supported by the student's adviser and the appropriate Graduate Program Committee. Final approval will be made by the UNO Dean for Graduate Studies. All other policies regarding graduate programs will apply to programs containing transfer hours.

Second Certificate

Use of graduate credit earned for the first certificate will be treated in the same manner as transfer credit from another institution if applied to the requirements for a second certificate. Up to one-third of the course work required for a second graduate certificate may consist of courses from a previous graduate certificate. All other policies regarding graduate programs will apply.

Time Limit for Graduate Degrees

Graduate certificate programs (as defined in the plan of study) and comprehensive exams (if required) must be completed within the time limit specified by the certificate guidelines, but in no case can the time limit be longer than ten consecutive calendar years. Course work which would be over the time limit specified by the certificate guidelines, but in no case over 10 years old (30 consecutive terms) at the completion of the certificate program (as defined in the plan of study) cannot be used for a graduate certificate. The first day of class of the earliest course which appears on the student's plan of study is the beginning of the student's

graduate education.

Quality of Work Standards

A "B" (3.0 on a 4.0 scale) average must be maintained in all graduate work taken as part of the degree or certificate program.

- **Automatic Dismissal**

Graduate students are expected to do work of high caliber. Failure to do so will result in dismissal. In particular, the following will result in automatic dismissal from the degree or certificate program:

Receiving a grade of "C-" (1.67 on a 4.0 scale) or below in any course taken in the student's major field of study or in any course included in the plan of study or program of study;

Departments/Schools may have additional and more stringent criteria for evaluating a student's performance and progress and may demand a higher level of performance than that demanded by the Graduate College. A department/school or program unit may, under some circumstances, recommend dismissal of a student from a graduate program even though quality of work standards have been maintained. Grounds for dismissal could include, but are not limited to:

- failure to be accepted by an appropriate thesis or dissertation adviser within stipulated time limitations;
- failure to make timely progress toward the degree or certificate; and
- failure to perform in course work, qualifying examination or research at an acceptable level in the respective department/school or program unit.

- **Probation or Dismissal**

A department/school will recommend that the Dean for Graduate Studies either dismiss, or place on probation with conditions for reinstatement as a student in good standing, in the following cases:

- A Grade of "C+" (2.33 on a 4.0 scale) or below in any course involved in the first 12 hours of graduate study for provisionally admitted students;

Receiving at least nine hours of graduate credit with the grade of "C+" (2.33 on a 4.0 scale) or below in any courses taken in the student's major field of study or in any courses included in the plan of study for master's or specialist's degrees or graduate certificates, regardless of the average;

Receiving at least six hours of graduate credit with the grade of "C+" (2.33 on a 4.0 scale) or below in any courses taken in the student's major field of study or in any courses included in the program of study for doctoral degrees, regardless of the average;

- Failure to maintain a "B" (3.0 on a 4.0 scale) average in all graduate work taken as part of the degree or certificate program.

- **Unclassified and Non-degree Students**

- For students with unclassified or non-degree admission, the above quality of work standards apply to course work taken, just as if all such courses were included in a graduate plan of study.
- A student will be automatically dismissed from all graduate standing or placed on probation should any of the above conditions occur.

- **Additional Requirements**

Some departments/schools apply additional criteria of satisfactory performance beyond the requirements of the Graduate College. A copy of the department's/school's policy should be on file in

the Graduate Studies Office and a copy distributed to every graduate student enrolled in the program.

- **Monitoring**

The Graduate Program Committees or the Supervisory Committees in their respective departments/schools shall be responsible for monitoring quality of work in degree, certificate and unclassified programs and for recommending action.

- The Graduate Studies Office will send a report to each department/school at the start of each semester with the names of students who have received at least nine hours of graduate credit with a grade of "C+" (2.33 on a 4.0 scale) or below as of the end of the previous semester.
- The Graduate Studies Office will send a report to each department/school at the start of each semester with the names of doctoral students who have received at least six hours of graduate credit with a grade of "C+" (2.33 on a 4.0 scale) or below as of the end of the previous semester.

The Graduate Studies Office shall be responsible for monitoring quality of work in non-degree programs.

The Dean for Graduate Studies will make the final decision and notify graduate students of their status.

- **Student Responsibilities**

- Students must be aware of the Quality of Work Standards of the Graduate College, as well as additional criteria of satisfactory performance in their respective department/school programs. It is the student's responsibility to know when his or her previous course work has failed to meet those standards.
- Students who are attending classes are still subject to dismissal if their department/school recommends that action based on its review of their previous performance.

- **Automatic Dismissal for a Grade of "U" (Unsatisfactory) or "Fail"**

A grade of "U" or "Fail" in any course taken by a graduate student shall be treated the same as for a grade of "C-" or below and shall result in automatic dismissal from the graduate program.

- **The Plan of Study and Grades Which Result in Automatic Dismissal**

Grades which result in automatic dismissal from a program (e.g., grade of "C-" or below, "U", "Fail") may not be applied towards a graduate plan of study.

- **Students Dismissed from a Graduate Program Who then Re-apply as Non-degree Students**

Students will be placed on stop enrollment for the department/school from which they were dismissed unless they request and receive permission in accordance with departmental/school graduate program policy to enroll as a non-degree student in that program.

- **Policy on Petitioning for Reinstatement into a Graduate Program**

The process for petitioning and evaluating petitions for reinstatement into a graduate program is the responsibility of each department/school Graduate Program Committee. For a current copy of procedures, please contact your department/school Graduate Program Committee Chair.

Automatic Dismissal for a Grade of "U" (Unsatisfactory) or "Fail"

- **Automatic Dismissal**

A grade of "U" or "Fail" in any graduate course taken by a graduate student shall be treated the same as for a grade of "C-" or below and shall result in automatic dismissal from the graduate program.

- **The Plan of Study and Grades Which Result in Automatic Dismissal**

Grades which result in automatic dismissal from a program (e.g., grade of "C-" or below, "U", "Fail") may not be applied towards a graduate plan of study.

- **Students Dismissed from a Graduate Program Who then Re-apply as Non-degree Students**

Students will be placed on stop enrollment for the department/school from which they were dismissed unless they request and receive permission in accordance with departmental/school graduate program policy to enroll as a non-degree student in that program.

- **Policy on Petitioning for Reinstatement into a Graduate Program**

The process for petitioning and evaluating petitions for reinstatement into a graduate program is the responsibility of each department/school Graduate Program Committee. For a current copy of procedures, please contact your department/school Graduate Program Committee Chair.

Completion of the Certificate

During what is expected to be the semester the certificate is completed and prior to the posted deadline, students should complete a Certificate Completion Application Form in the Office of Graduate Studies.

If you complete the **Certificate Completion Application Form** and do not complete all of the requirements for the certificate, contact the Office of Graduate Studies as soon as possible. You must **REAPPLY** in the Office of Graduate Studies during the next semester in which you intend to complete the certificate; no additional fee is charged to reactivate your application.

The following requirements are due 12 working days prior to commencement:

- "Incompletes" and "NR" grades from a previous term must be removed so that the grade will be in the Office of Graduate Studies.
- Pay all fees and fines and satisfy all obligations to the University.
- Comprehensive Examination Results or notice of completion of portfolio (if required).

For students currently enrolled in courses that are a part of their plan of study, enrollment must be maintained in order to complete the certificate. A grade for any current enrollment must be received by the Registrar's Office no later than the close of business on the fifteenth working day following the end of a semester.

Awarding of the Graduate Certificate

The Office of Graduate Studies will mail the certificate to students when all requirements are completed and all obligations to the university are satisfied (i.e., parking and library fines, student accounts balances,

financial aid, etc.).

The Graduate College will not approve any changes in the student's permanent record once the certificate is awarded.

Doctoral Degree Requirements

I. Appointment of the Supervisory Committee

The committee is appointed by the Dean for Graduate Studies based upon recommendation of the Graduate Program Committee in the student's major prior to the approval of the program of study. The establishing of a supervisory committee is based on the student's:

- Demonstrated ability in the fundamental subject matter of his/her major field, and
- Professional promise.

The supervisory committee consists of at least four Graduate Faculty, one of whom must be from outside the student's academic department/school or area in which the doctorate is to be granted. The chair of the supervisory committee must be a member of the Graduate Faculty. In addition to the minimum of four Graduate Faculty, other eligible persons may be recommended by the Graduate Program Committee for appointment by the Dean to the supervisory committee, provided that at least two-thirds of the membership of each supervisory committee shall be Graduate Faculty.

If the chair of a supervisory committee leaves the employ of the University, or retires, the Office of Graduate Studies must be notified immediately and a change in the supervisory committee made as follows:

- If the student has already achieved Candidacy, the former chair who has left the employ of the University may be permitted to continue as co-chair of the supervisory committee, with the concurrence of the departmental/school Graduate Program Committee and the UNO Dean for Graduate Studies. A second co-chair must be appointed who is a resident Graduate Faculty.
- If the student has not yet achieved Candidacy, a new chair of the supervisory committee who is a resident Graduate Faculty must be appointed immediately, with the concurrence of the departmental/school Graduate Program Committee and the UNO Dean for Graduate Studies.

If a member of the supervisory committee other than the chair leaves the employ of the University, or retires, a replacement should normally be appointed who is a resident Graduate Faculty. In certain circumstances where a special and needed continuing expertise is involved and the staff member is willing to continue serving, he/she may continue as a member of the supervisory committee, with the approval of the departmental/school Graduate Committee and the UNO Dean for Graduate Studies.

II. Program of Study for Doctoral Degree

Within three weeks of its appointment the committee will meet to designate and subsequently file in the Office of Graduate Studies a complete program of studies, including any language or research tool requirements (if applicable), and reading committee. The reading committee consists of two members from the supervisory committee, excluding the chair of the committee. Generally, courses taken before admission to the doctoral program cannot be included in the Doctoral Requirements section (page 3) of the program of study form. At least 45 hours of the student's doctoral course work is to be completed after the approval of the program of study. Any subsequent change in the program is approved by the supervisory committee and the Dean for

III. Comprehensive Examination and Admission to Candidacy

Doctor of Philosophy

When a student has substantially completed studies in the program, he/she must pass a written comprehensive examination. The written comprehensive examination is not a repetition of course examinations but is an investigation of the student's breadth of understanding of the field of knowledge of which his/her special subject is a part. The student will also be required to pass an oral comprehensive examination.

The supervisory committee arranges for written or oral examinations. As soon as possible after passing those examinations, the committee convenes and reports to the Office of Graduate Studies the results of those examinations and the specific area of research for the dissertation and progress to date. Should the student fail the comprehensive examination, he/she may attempt another examination or a part thereof, during the following academic term upon specific recommendation by the supervisory committee.

Doctor of Education

When the applicant's program of courses is substantially completed, comprehensive examinations covering the appropriate field of study and related subjects will be administered. These examinations will thoroughly test for an understanding of the field of knowledge designated by the student. If an applicant fails the comprehensive examination, another attempt to pass such examination may not be made in the same academic term. When the Ph.D. or Ed.D. student has passed the comprehensive examination, the committee will recommend to the Office of Graduate Studies his/her admission to Candidacy for the doctoral degree, noting in that recommendation the dates of completing the comprehensive examination. Such a report must be filed at least *seven months* prior to the final oral examination. A student is formally recognized as a Candidate as of the date of completing the comprehensive examination. If the term of Candidacy is extended beyond three years (excluding summer terms), the Candidate must pass another comprehensive examination. Following admission to Candidacy the student must register during each academic year semester until he/she receives the Ph.D. or Ed.D. degree. Students not in residence may register for a minimum of one semester hour credit in dissertation. Failure to register during each academic year semester will result in termination of the Candidacy.

IV. Final Examination

The final examination is oral. It is given by the supervisory committee after the Candidate's studies have been completed and the dissertation accepted for examination. The committee also determines its character and length. The examination may be devoted to the special field of the dissertation or to the Candidate's general knowledge, or it may be designed to test judgment and critical powers.

The final oral examination will not be scheduled unless the chair of the supervisory committee and at least two other members of the committee are available for the examination. Exceptions may be made only by permission of the Dean for Graduate Studies. In any event, the supervisor of the dissertation must have seen and approved the completed dissertation for examination before the final oral examination will be scheduled.

The final oral examination over the dissertation may be waived only with the unanimous consent of the supervisory committee and only in extremely unusual circumstances. The committee reports the results of the final oral examination or the reason for its waiver to the Office of Graduate Studies.

In the event that members of an oral examining committee are not unanimous regarding the passing of a

Candidate, the student is to be approved for the degree if only one examiner dissents. However, in each case, the dissenting member of the committee will be expected to file a letter of explanation in the Office of Graduate Studies.

If a student fails to pass the final oral examination for an advanced degree, his/her committee must file a report on the failure in the Office of Graduate Studies and indicate what the student must do before taking another examination. Another examination may not be held during the same term in which the student failed.

Doctor of Education - The final examination is oral. It is given by the supervisory committee after the Candidate's studies have been completed and the dissertation accepted for examination by the reading committee. The supervisory committee determines the character and duration of the examination. The examination may be devoted to the special field of the dissertation or to the Candidate's general professional knowledge, or to test judgment and critical powers, or to all three of these. Only in extremely unusual circumstances and with the unanimous consent of the supervisory committee may the final oral examination be waived. The committee reports the results of the final oral examination or the reason for its waiver to the Office of Graduate Studies.

V. Application for Degree

1. You must complete an **Application for Degree** during the semester in which you plan to graduate. Log into **E-BRUNO** and fill out the application on or before the deadline for that Graduation Ceremony.
2. There is a \$25.00 **Application for Degree Fee** payable at the time the application is submitted.
3. After applying for your degree, you should visit the **UNO Bookstore** as soon as possible to order your cap and gown and graduation announcements. Deadlines to order various items will differ depending on the ceremony in which you plan to participate. Please contact the Bookstore at (402) 554-2336 with any questions.
4. Students have **15 working days after the commencement ceremony to complete all degree requirements**. Diplomas will be mailed as soon as possible after the 15 working days have passed. Please be sure all holds are cleared and that the address listed on the degree application is correct as this is where your diploma will be mailed.
5. Please contact the Registrar's Office, (402) 554-2314, with additional questions.

Doctoral Degree Deadline Dates

Dec 2006	May 2006	August 2006	GRADUATION
4-28-2006	9-18-2007	1-3-2007	APPLICATION FOR CANDIDACY. Due in the Office of Graduate Studies no later than seven months prior to the final oral examination. This form is filed when the research tools have been completed and the comprehensive examinations are passed.
10-13-2006	3-9-2007	6-29-2007	APPLICATION FOR DEGREE. Due in the Registrar's Office. If this is not filed, a diploma will not be ordered for you and your graduation date will be postponed.
11-7-2006	3-27-2007	7-3-2007	<p>PRELIMINARY COPY OF DISSERTATION/ABSTRACT and APPLICATION FOR FINAL ORAL EXAMINATION OR WAIVER. Due in the Office of Graduate Studies three weeks prior to the date of the final oral examination, but not later than the deadline to the left.</p> <p>Application for Final Oral Examination or Waiver must have the signatures of the Reading Committee and the time and date of the oral examination recorded.</p> <p>FINAL ORAL EXAMINATION PACKET is given to the student.</p> <p>INCOMPLETE GRADES. All incomplete grades listed on the program of studies (except dissertation 9990) must be removed with satisfactory grades to satisfy degree requirements.</p>
11-28-2006	4-17-2007	7-24-2007	ORAL EXAMINATION. Final day oral examination can be held.
11-30-2006	4-19-2007	7-26-2007	<p>DEPOSITING DISSERTATION. Final copies must be presented to the Office of Graduate Studies along with the Signature Pages, Report on Doctoral Degree, and Doctoral Dissertation Agreement form.</p> <p>DISSERTATION (9990) GRADES, including previous "incompletes" and "no reports", should be submitted to the Office of Graduate Studies by the Chair of the</p>

			Supervisory Committee.
			FINAL FEES. Pay for the number of dissertation copies to be bound, UMI Dissertation fee, and Copyright fee at the Library Circulation Desk.
			SURVEY OF EARNED DOCTORATES. Complete and return to the Office of Graduate Studies.

* Dates are subject to change.

** If all requirements are not completed by this date, students will not be allowed to participate in the Commencement ceremony.

Doctoral Degree - Dissertation Requirements

Scope and Nature of Dissertation Projects

Dissertation projects will vary widely among disciplines as well as within fields of academic inquiry. There is a common set of features, however, that will characterize dissertation projects. These are basic requirements and departments/schools may have additional requirements.

The subject of the dissertation will be chosen from the candidate's field of major interest and must be approved by the supervisory committee.

The student will design the project with the help of a faculty advisory committee. The dissertation project will be an extended, coherent, written work of original research, demonstrating a doctoral candidate's comprehensive knowledge and mastery of methodological, historical, topical, empirical and theoretical issues relevant to the chosen subject.

The dissertation will provide evidence of the candidate's ability to articulate, in oral and written formats, (i) the nature of the problem, (ii) the methods used to address the problem, (iii) the results of the investigation, and (iv) the meaning of the results.

Fundamentally, the dissertation will demonstrate the candidate's breadth of scholarship, depth of research skills, and ability to investigate problems independently and efficiently.

There is no fixed length for the dissertation. The dissertation should demonstrate the candidate's competency in applying sound research strategies to the theoretical or applied problems anticipated in his/her future career, originate new knowledge, or to advance or modify former knowledge, i.e., it should treat new material, or find new results, or draw new conclusions, or it should interpret old material in a new light.

The dissertation and abstract (which must not exceed 350 words) must be preliminarily approved by a reading committee of two members from the supervisory committee, excluding the chair, prior to application for the final oral examination. The manuscripts must be presented to members of the reading committee in time to permit review and acceptance, which must be at least three weeks in advance of the final oral examination. The Application for the Final Oral Examination and a copy of the dissertation and abstract must be presented to the Office of Graduate Studies for preliminary review at that time. Final approval of the dissertation by the entire committee will occur following successful completion of the Final Oral Examination.

Following the successful completion of the oral examination, two unbound copies of the dissertation, two copies of the abstract, and one extra dissertation title page are presented to the Office of Graduate Studies. The signature page of the dissertation must bear the signatures of all members of the supervisory committee. The student also must present to the Office of Graduate Studies a signed agreement for the publication of the abstract and microfilming of the dissertation.

Before the degree is granted, each Candidate pays a binding fee and a fee to cover the cost of microfilming the entire dissertation and of publication of the abstract in Dissertation Abstracts International. For specific details, the **Guidelines for the Preparation of Theses, Theses Equivalent or EdS Field Projects, and Dissertations** is available on the web.

Doctoral Degree - Residency Requirements

Residency

A residency requirement has been established for the purpose of ensuring that the doctoral program be reasonably compact, continuous, and coherent; and that a substantial portion be in fact done at and under close supervision by the university. The residency requirement is part of the student's approved program.

In exceptional circumstances, where it is clear that the purpose of residency will be fulfilled although the formal conditions are not met, the student's supervisory committee may, with the approval of the Dean for Graduate Studies, designate an alternative procedure for satisfying the residency requirements.

Doctor of Philosophy in Criminal Justice or Information Technology

- For a student beginning a doctoral program in the University of Nebraska System with a bachelor's degree, the residency requirement for the Ph.D. is 27 hours of graduate work within a consecutive 18-month period or less, with the further provision that 15 of these hours must be taken after receiving the master's degree or its equivalent.
- For a student who transfers to the University of Nebraska system with a master's degree from another institution, or who takes a break in his/her graduate work between the time the master's degree is awarded and the time he/she starts work on a doctoral program, the residency requirement for the Ph.D. is 27 hours of graduate work in a consecutive 18-month period or less.
- For a member of the University staff who is engaged at least half time in instruction or research in his/her major area, or a person employed in his/her major field, the residency requirement is 24 hours of graduate work within a consecutive two year period with the further provision that he/she take at least 12 of these after receiving the master's degree or its equivalent.
- Not more than one-third of the work for residency or nine credit hours may be taken during the summer sessions.

Doctor of Education and Doctor of Philosophy in Public Administration

- The residency requirement for doctoral students in Educational Administration and Public Administration is 24 hours in 24 months. The supervisory committee may determine how many of the required residency hours may be taken during the summer sessions.

Doctoral Degree Requirements

Time Limit on Course Work

Leave of Absence Policy for Students Pursuing a Doctoral Degree

Hours of Credit Required for Degree

Transfer of Graduate Credit

Time Limit on Course Work

A minimum of three full years of graduate study is normally required to complete a program for the degree of Doctor of Philosophy and Doctor of Education. The time limit on granting the PhD degree is ten years from the time of filing the student's program of study in the Office of Graduate Studies, *individual programs may have other deadlines*. The time limit on granting the EdD is a maximum of four years for coursework and comprehensive examinations and six years to complete the dissertation. Neither the courses taken nor the time spent in study determines the granting of the degree. It is given primarily for high attainment in some special field of scholarship and for demonstrated power of independent research in a subdivision of this field.

Leave of Absence Policy for Students Pursuing a Doctoral Degree

Doctoral students who are forced to interrupt their studies may request a leave of absence from the University for up to one year. In consultation with their department/school and their supervisory committee, students should define the program modifications the leave of absence requires. Requests should indicate the reason for leaving and the expected date of return to the University. If approval is granted, the time limits on the granting of a doctoral degree will be frozen for the time specified (up to one year). Students should file a request with their supervisory committee chair who will forward it to the Dean for Graduate Studies. Approval of the Dean for Graduate Studies is required prior to taking a leave of absence.

Hours of Credit Required for Degree

The minimum amount of graduate credit for the Ph.D. is 90 semester hours, including a dissertation. At least 45 hours of the student's doctoral course work is to be completed after the approval of the program of study. The Ph.D. dissertation will normally account for 20 semester hours; however, the Information Technology dissertation requires a minimum of 24 semester hours.

The minimum amount of graduate credit for the Ed.D. is 96 hours, including both dissertation and language or research tools, which will normally be at least six hours of credit. The Ed.D. dissertation will normally account for 12 semester hours.

Any graduate credit beyond the master's degree earned at a campus other than the University of Nebraska and taken at an institution having NCATE accreditation for either the educational specialist or doctoral degree may be accepted to apply on a student's doctoral program. At least 45 hours of the student's doctoral course work is to be completed after the approval of the program of study.

Transfer of Graduate Credit

Approval of transfer of graduate credit for course work taken at another accredited university (including extension credit but not including correspondence courses) is made at the time a Change in Plan of Study form is submitted to the Office of Graduate Studies. Grades received in courses for transfer of credit must be the equivalent of "B" (3.0 on a 4.0 scale) or higher. Transfer of graduate credits from a course taken with a pass/fail option must be recommended by the cognizant Graduate Program Committee, supported by a written evaluation from the instructor and approved by the Dean for Graduate Studies. All work accepted for transfer of credit must have been taken within the prescribed time limits for graduate degrees and is subject to restriction if previously used to satisfy requirements for another graduate degree.

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OFFICE OF GRADUATE STUDIES

GRADUATE STUDIES STAFF OFFICE HOURS

The following individuals make up the staff of the Office of Graduate Studies. Please feel free to contact us with questions at (402) 554-2341. The names and e-mail addresses of the staff are followed by some of their primary responsibilities.

Tom Bragg, Associate Vice Chancellor for Research & Dean for Graduate Studies
tbragg@mail.unomaha.edu

Associate Vice Chancellor for Research

Promote sponsored research and graduate education programs; encourage and support efforts to obtain external funds for instruction, research, and service; support the objectives of the University Committee on Research and administer the activities of the Office of Sponsored Programs and Research.

Dean for Graduate Studies

Administratively responsible for the welfare of all graduate studies programs on the UNO campus and for implementing the policies of the UNO Graduate Faculty and UNO Graduate Council; chairs the UNO Graduate Council and Graduate Faculty; represents UNO on the Council of Graduate Deans; attends meetings of the Executive Graduate Council, serves as a liaison between the campus and the Dean of the Graduate College; and supervises the staff and budget of the Office of Graduate Studies.

Penny Harmony - Director
pharmoney@mail.unomaha.edu

Directs the student services functions of the Office of Graduate Studies; manages all activities relative to graduate admissions, residency applications, and graduation including process development and implementation; coordination of staff and resources, and problem resolution; coordination of doctoral programs; and recruitment of graduate students.

Nicole Kersten - Assistant to the Dean
nkersten@mail.unomaha.edu

Coordinates the work of the Graduate Council, its committees, the Graduate Faculty, and scholarships/fellowships; Regents Tuition Waivers; web development; budget; and graduate assistantships.

Alicia Andry - Coordinator
aandry@mail.unomaha.edu

Coordinates matriculation and progress toward completion of graduate programs including plan of study updates for the entire population of graduate students. Also advises non-degree students regarding their status and how to continue taking course work at UNO.

Carla Frakes - Coordinator, Recruitment and Program Development
cfrakes@mail.unomaha.edu

Responsible for recruitment of graduate students and assisting departments/schools in developing new graduate programs & certificates.

Connie Vail - Enrollment Specialist III
cvail@mail.unomaha.edu

Processes admission applications and other required documents, including transcripts. Reviews applications for residency. Advises prospective and current graduate students about admission process and other graduate school questions.

Graduate Assistant

Assists with web development, scholarships/fellowships and students.

Office Hours

Graduate Studies and Research
6001 Dodge Street
Epply Administration Building 203
Omaha, NE 68182-0209

PHONE: (402) 554-2341
FAX: (402) 554-3143

Regular Office Hours (Academic Year)
Monday - Friday : 8:00 a.m. to 5:00 p.m.

Summer Office Hours
Monday - Friday: 7:30 a.m. - 4:30 p.m.