GRADUATE ADMINISTRATION WORKSHOP
Hampton/Newport News Room, Webb Center
October 8, 2015 • 12:30 pm – 2:30 pm

AGENDA

12:15 pm – 12:30 pm  Registration

12:30 pm – 12:35 pm  Welcome/Overview
  Robert Wojtowicz, Associate Vice Provost for Graduate Studies

12:35 pm – 1:00 pm  Update on Graduate Policies and Procedures
  Robert Wojtowicz, Associate Vice Provost for Graduate Studies

1:00 pm – 1:10 pm  Certification of GTAs as Instructors of Record
  Corey van Vlymen, Faculty Data Analyst, Academic Affairs

1:10 pm – 1:25 pm  Graduate Health Care Update
  Jenny Foss, Director of Student Health Services
  Jeannie Kline, Special Assistant to the Vice Provost, Academic Affairs

1:25 pm – 1:35 pm  2016 – 2017 Graduate Catalog
  Missy Barber, Office of Graduate Studies

1:35 pm – 1:50 pm  Responsible Conduct of Research
  Adam Rubenstein, Assistant Vice President for Research Compliance, Office of Research

1:50 pm – 2:05 pm  Visa & Immigration Service Advising
  Sara Eser, Associate Director, VISA

2:05 pm – 2:20 pm  Office of the University Registrar
  Mary Swartz, University Registrar

2:20 pm – 2:30 pm  Wrap-Up and Evaluation
Graduate Policies and Procedures
Graduate Administrators’ Workshop
8 October 2015

Responsibilities of the Office of Graduate Studies - 1

• Coordinates the administration of graduate education at the University
• Provides leadership in establishing strategic goals and objectives for graduate education
• Convenes the Graduate Administrators’ Council (GAC)
Responsibilities of the Office of Graduate Studies - II

- Approves new graduate-level courses, programs, and certificates
- Updates and publishes the University Graduate Catalog
- Oversees the continuance process (probation, suspension, and reinstatement)
- Organizes and provides training for graduate program directors (GPDs) and staff

Responsibilities of the Office of Graduate Studies - III

- Advises the six academic colleges on the faculty graduate certification process
- Administers the Graduate Teaching Assistant Institute (GTAI), the process for training and certifying graduate teaching assistants
- Coordinates doctoral mentoring and graduate teaching awards
Responsibilities of the Office of Graduate Studies - IV

- Plans and facilitates the New Graduate Student Orientation and the Graduate Research Achievement Day (GRAD)
- Resolves student issues and grievances not resolved at other levels
- Interacts with the Council of Graduate Schools (CGS) and other professional organizations

Current Graduate Organizational Chart
New Initiatives in Spring 2015

- Graduate School Exploratory Committee
  - Recommended creation of expanded graduate unit; to be called "graduate school"
  - Report released via e-mail; also available on the Academic Affairs webpage
- Graduate Enrollment Taskforce
  - Investigated declines in graduate enrollments
  - Recommendations to be implemented in fall 2015

New Graduate Policies and Procedures - Ongoing

- Revision to 2015-2016 Catalog Headings
  - Degree Name and Major
    - Concentrations
      - Options (thesis, non-thesis, etc.)
- Realignment of degree core curricula as required by SCHEV
  - Master's = 50%
  - Doctoral = 25%
New Graduate Policies and Procedures - Normal Course Load

- Every graduate program of study requires prior approval of the graduate program director or the approved faculty advisor.
- The minimum load for full-time graduate students who are not appointed as Graduate Assistants is nine (9) graduate credit hours per fall and spring semesters. No more than twelve (12) credit hours may be carried, except in unusual circumstances and with the permission of the graduate program director. In summer semesters, six (6) credit hours constitute a full load.
- Graduate students who are not appointed as Graduate Assistants and who are registered for fewer than nine (9) credit hours during the fall or spring semesters or fewer than six (6) credit hours in the summer semester are classified as part-time graduate students. During the fall or spring semesters, six (6) credit hours is considered three-fourths time, four (4) credit hours is half-time, and three (3) credit hours is quarter-time. During the summer semester, four (4) credit hours is considered three-fourths time, three (3) credit hours is half-time, and one (1) hour is quarter-time. These requirements do not apply to doctoral students who have advanced to candidacy or to master's students who have completed all required coursework.
- Doctoral students who have successfully advanced to candidacy must register for at least one (1) credit hour (999 or 999) every semester until graduation. Master's students who have completed all course requirements are not required to be registered continuously; however, they must register for at least one (1) credit hour (998) during the semester of their graduation.
- International students must comply with any regulations or conditions associated with their visa status. In addition to the requirements of this enrollment policy. Those international students taking fewer than nine (9) hours in either the fall or spring semesters must file a Reduced Course Load Request Form (RCLR) with the Office of Visa and Immigration Service Advising (VISA). F-1 and J-1 visa holders have no summer enrollment requirement per federal immigration regulations; however, if the summer semester is the first semester of a new academic program, six (6) credits are required to maintain the visa status.
- Students appointed as Graduate Assistants have different minimum enrollment requirements depending on their source of financial support and/or residency status. Please refer to the subheading on Enrollment Requirements under the heading of Graduate Assistantships in the section of the Graduate Catalog titled Financial Awards.

New Graduate Policies and Procedures - Graduate Assistantships - I

- Nature of the Graduate Assistantship
  - A Graduate Assistant (GA) is expected to participate directly in either instructional, research, or administrative duties in support of the ongoing activities of the University’s academic, research, and service units.
  - It is the University’s intention to make the assistantship an integral and valuable part of the student’s graduate education. It should be viewed as an apprenticeship in teaching, research, or administrative service.
- Categories of Graduate Assistants
  1. Graduate Teaching Assistant (GTA) - participates directly in teaching activities, such as the teaching of a course, holds responsibility for a laboratory section, or is assigned to specific instructional support or related activities. The University recognizes two levels of graduate teaching assistant responsibilities and activities: GTA-Instructor and GTA-Assistant.
     - GTA Instructor: directly communicates and interacts with students in a way that leads to the conveyance of knowledge or skills required to successfully complete the course. Included in this category are graduate students who serve as instructors, laboratory supervisors, instruction leaders, and tutors.
     - GTA Assistants do not directly instruct students; instead, they serve as graders and/or classroom or laboratory assistants.
  2. Graduate Research Assistant (GRA) - participates directly in research or support activities conducted by faculty members or administrators. The University recognizes two categories of graduate research assistant responsibilities and activities: GRA-Faculty Assistants and GRA-Project Assistants.
     - GRA-Faculty Assistants assist faculty on non-sponsored research activities.
     - GRA-Project Assistants assist faculty on sponsored research projects funded through external grants and contracts managed by the Old Dominion University Research Foundation, or through funds generated by the Educational Foundation or gift accounts.
  3. Graduate Administrative Assistant (GA) - participates directly in the support of the activities of a University administrative unit (e.g., student services or athletics).
New Graduate Policies and Procedures - Graduate Assistantships - II

- **Graduate Teaching Assistant-Instructor Institute (GTAI Institute) Requirement**
  1. All GTA-instructors will be required to pass the GTA Institute prior to their semester of appointment. GTA-Assistant Instructors are not required to pass the GTA Institute, but they must be approved and supervised by their appropriate faculty instructor.
  2. The Institute is offered twice a year during the week before fall and spring classes begin. All graduate assistants, including those who have research and/or other non-instructional assignments, are encouraged to participate in the Institute in anticipation of future teaching assignments. The Institute is comprised of the University portion and the college portion. Students are required to attend both portions to pass the Institute. Departments are encouraged to develop their own on-campus programs for training graduate teaching assistants. Such programs should be tailored to the specific needs of the discipline and department policies.
  3. International students must pass the TOEFL test prior to registering for the GTA.

New Graduate Policies and Procedures - Enrollment Requirements - I

- **Graduate students who are supported through graduate assistantships and appointed as Graduate Assistants are required to be enrolled during the semester of their appointment, but their registration requirements may differ based on their funding sources, duties, and/or residency status:**
  - **Graduate Teaching Assistants and Graduate Research Assistants**
    - Graduate Teaching Assistants, including both GTA-instructors and GTA-Assistants, and Graduate Administrative Assistants who are paid from non-restrictive Commonwealth funds must register for and complete a minimum of nine (9) hours of graduate coursework per fall and spring semesters and three (3) hours of graduate coursework per summer semester. Graduate Teaching Assistants and Graduate Administrative Assistants who are paid from restrictive Commonwealth (SS) funds must register for and complete a minimum of nine (9) hours of graduate coursework per fall and spring semesters and six (6) hours of graduate coursework per summer semester.
  - **Graduate Research Assistants**
    - Graduate Research Assistants, including GRA-Project Assistants and GRA-Faculty Assistants, have additional conditions that may affect their registration requirements. GRA-Project Assistants are paid only from external funds managed by the Old Dominion University Research Foundation or the Educational Foundation or from funds generated from gift accounts. They must register for and complete a minimum of six (6) hours of graduate coursework per fall and spring semesters and three (3) hours of graduate coursework per summer semester. GRA-Faculty Assistants are paid from Commonwealth funds. Those who are paid from non-restrictive Commonwealth funds must register for and complete a minimum of nine (9) hours of graduate coursework per fall and spring semesters and three (3) hours of graduate coursework per summer semester. Those who are paid from restrictive Commonwealth (SS) funds must register for and complete a minimum of nine (9) hours of graduate coursework per fall and spring semesters and six (6) hours of graduate coursework per summer semester.
New Graduate Policies and Procedures - Enrollment Requirements - II

- For international students taking fewer than nine (9) hours of graduate coursework in either the fall or spring semester, a Reduced Course Load Request Form (RCL) must be filed with the Office of Visa and Immigration Service Advising (VISA). International students beginning a new academic program during the summer semester must register for and complete a minimum of six (6) credits, regardless of their funding source.
- Students are required to complete all of the credit hours as listed in the individual program sections necessary for the degree. Unenrolled prerequisite courses and courses taken for audit are not normally counted toward the enrollment requirement, except upon the recommendation of the graduate program director, the department/school chair, and the dean of the appropriate academic college. International students must comply with any regulations or conditions associated with their visa status, in addition to the requirements of this enrollment policy.

New Graduate Policies and Procedures - Enrollment Requirements - III

- Exceptions to enrollment requirements:
  - Doctoral students who have successfully advanced to candidacy must register for and complete at least one (1) hour of graduate credit every semester until graduation (see Continuous Enrollment Policy). Such students may be appointed as Graduate Assistants even while registered for a reduced course load. They are eligible for full tuition exemption and are considered to be full-time for financial aid purposes. The graduate form, Doctoral Candidates 1-Hour Full-Time Notification, must be completed and forwarded to the Office of the University Registrar, the Office of Financial Aid, and, for F-1 and J-1 visa holders, the Office of Visa and Immigration Service Advising (VISA). Such students shall not be paid from restrictive Commonwealth (SS) funds.
  - Master's students appointed as Graduate Assistants in their final semester of study may register for a reduced course load, although they will not be considered full-time for financial aid purposes. The graduate form, Master's Student Full-Time Status Notification, must be completed and forwarded to the Office of the University Registrar and, for F-1 and J-1 visa holders, the Office of Visa and Immigration Service Advising (VISA). For F-1 and J-1 visa holders, the Reduced Course Load Request Form (RCL) must also be filed with VISA. Master's students appointed as Graduate Assistants may register for a reduced course load for no more than one semester. Such students shall not be paid from restrictive Commonwealth (SS) funds.
  - Except in certain professional programs, Graduate Assistantship recipients may not enroll for more than nine (9) credit hours per semester. Enrollment above nine (9) credit hours requires the approval of the appropriate graduate program director.
  - The Board of Visitors has authorized the president or his or her designee to consider waivers related to the minimum enrollment requirements specified above.
New Graduate P & P - Graduate Credit for Undergraduates - I

- **Linked Undergraduate to Graduate Degree Programs**
  - Old Dominion University hosts a number of linked undergraduate to graduate programs, including bachelor’s to master’s programs and bachelor’s to doctoral programs, that permit undergraduate students to be admitted provisionally into a graduate program and to begin graduate study as early as the junior year. For linked bachelor’s to master’s programs, students must earn a minimum of 150 credit hours (120 at the undergraduate level, 30 at the graduate level). For linked bachelor’s to doctoral programs, student must earn a minimum of 198 credit hours (120 at the undergraduate level, 78 at the graduate level).

- **Undergraduate Students Enrolled in Linked Undergraduate to Graduate Degree Programs**
  - Undergraduate students enrolled in linked graduate degree programs at Old Dominion University, approved by the provost and listed below, may take up to 21 hours of graduate credit that can be applied toward their undergraduate degrees. Of these 21 hours of graduate credit, up to 12 can be applied toward both the undergraduate and graduate degrees, with this option being available only to those students who have satisfied all admission and continuation requirements of the specific linked programs. All graduate hours applied to the undergraduate degree will be counted in the undergraduate grade point average, will appear on the undergraduate transcript, and will be used to determine graduation with honors. Undergraduate students accepted into linked graduate degree programs will be formally admitted to the graduate program following receipt of the bachelor’s degree.

New Graduate P & P - Graduate Credit for Undergraduates - II

- **Undergraduate Students with Senior Standing but not Enrolled in Programs with a Linked Graduate Degree Option**
  - An Old Dominion University undergraduate degree seeking student with senior standing and a 3.30 or better grade point average in the major field of study may be allowed to take up to 12 hours of graduate course work for graduate credit, upon approval of the instructor of the graduate course, the chair and graduate program director of the department offering the graduate course, and the chair or chief departmental advisor of the student’s undergraduate major department. Up to six hours of graduate credit taken prior to completing the undergraduate degree may be applied toward the undergraduate degree. The graduate credit may be used as a substitution for required undergraduate courses only with the approval of the department chair or chief departmental advisor of the student’s undergraduate program. All graduate hours applied to the undergraduate degree will be counted in the undergraduate grade point average, will appear on the undergraduate transcript, and will be used to determine graduation with honors. The combined undergraduate and graduate hours taken during any semester must not exceed 18. The proper request form, Request of Old Dominion University Undergraduate to Take Graduate Courses, is available in the Office of the University Registrar. This option is not open to undergraduate students with senior standing at institutions other than Old Dominion University.
Questions?
**Electronic Theses & Dissertations (ETD) @ ODU**

- **Rationale**
- **Submission**
- **Issues**

**What is an ETD?**
- A student's thesis or dissertation as an electronic document ("born digital").
- Textual part of the thesis/dissertation is PDF.
- Other file formats (video, audio, image, data, etc.) can be included as supplemental files.
- ETDs (master's and doctoral) are submitted to ProQuest, where they will be archived and accessed by subscription.
- ETDs are deposited in the institutional repository (IR) – ODU Digital Commons – where they will be archived and accessed globally.
- They will also be available via the ODU Online Catalog and WorldCat.

**Why ETD?**

**Benefits to students**:
- Faster and wider access
- Decreases printing costs
- Allows more format options
- More efficient
- Still have option for personal bound copies
- It is required to graduate!

**Benefits to campus**:
- Saves paper
- More efficient
- Saves shipping costs
- Saves library shelf space
- Reliable archival back ups for long-term preservation
- Student research is more visible

**Proposed Plan**
- Spring 2015 – Pre-Pilot Program
  - Set up ProQuest ETD Administrator for student submission
  - ~15 theses and dissertations were submitted
- Summer/early Fall 2015 – Program Development
  - Determine personnel & funding needs – implement
  - Develop policies and procedures
  - Develop training and information materials
  - Review/Update documentation at college/department level
- Fall 2015/Spring 2016 – Pilot Program – ETD for anyone interested
  - Meet with all graduate program directors
  - Development continues
  - Provide student training
- Fall 2016 – Full Implementation – Everyone submits ETD
**Initial Creation/Revisions**
- Remains at college/department level
  - Student follows ODU Guide for Preparation of Theses and Dissertations for formatting, etc
  - Students are responsible for obtaining any necessary copyright permissions, which need to be submitted to ProQuest.
- When Dean's Office review is complete, student makes final pdf copy of thesis/dissertation.
  - Final pdf includes title page without sigatures.
- All forms required by Office of Graduate Studies must be completed and submitted to OODTDA.
  - OODTDA reviews all required forms submitted by student or grad
  - One copy of committee approved signature page
  - Thesis/Dissertation Acceptance Form
  - Results of comprehensive examination form

**ETD Submission Process**
- Create an account
  - Accept ProQuest and IR Publishing Agreement
  - Enter contact information
  - Enter details of thesis/dissertation
  - Upload PDF
  - Optional:
    - Upload supplemental files
    - File for copyright registration
    - Order bound copies

**Submission Approval**
- ProQuest sends student submission to the ODU Thesis/Dissertation Administrator (OODTDA)—currently Laura Vann in the Registrar’s Office
- OODTDA
  - Reviews submission
  - Reviews all required forms submitted by student or grad
  - One copy of committee approved signature page
  - Thesis/Dissertation Acceptance Form
  - Results of comprehensive examination form
  - Sends approval to ProQuest and files forms with Banner
  - Sends one final copy of thesis/dissertation to department
  - Sends one final copy to Library for IR (unless IR is setup)

**Common Questions**
- Can I use ProQuest's PDF conversion tool?
- Can I submit numerous Word (or PDF) documents for each chapter?
- How do I do numerous Word documents for each chapter?
- How and why do I embed my fonts?
- Do I need to file for official copyright?
- Can I get someone else to bind my thesis?
- What is open access?
- Embargoes
Issues

- Signatures: Final copy does not include signatures. Signed signature page gets filed with Registrar and Office of Graduate Studies.
- Institutional repository:
  - Approval for library to keep electronic copy only (Provost's Council)
  - Approval to require students to deposit in institutional repository (Provost's Council)
  - Need policy statement for repository written and placed in ProQuestovid process
  - Allow students to choose on campus access only rather than embargo?
- Print copies for departments:
  - Still required? Who pays?
- Do we want to charge students anything for electronic submission?
- Obtain ProQuest backfiles of dissertations and digitize backfiles of master's theses: student permission? Funding?
Graduate Assistantships

(Policy Revised for 2015-2016 Graduate Catalog)

A. Nature of the Graduate Assistantship

A Graduate Assistant (GA) is expected to participate directly in either instructional, research, or administrative duties in support of the ongoing activities of the University’s academic, research, and service units.

It is the University’s intention to make the assistantship an integral and valuable part of the student’s graduate education. It should be viewed as an apprenticeship in teaching, research, or administrative service.

B. Categories of Graduate Assistants

1. Graduate Teaching Assistant (GTA) - participates directly in teaching activities, such as the teaching of a course, holds responsibility for a laboratory section, or is assigned to specific instructional support or related activities. The University recognizes two levels of graduate teaching assistant responsibilities and activities: GTA-Instructors and GTA-Assistants.
   - GTA-Instructors directly communicate and interact with students in ways that lead to the conveyance of knowledge or skills required to successfully complete the course. Included in this category are graduate students who serve as instructors, laboratory supervisors, recitation leaders, and tutors.
   - GTA-Assistants do not directly instruct students; instead, they serve as graders and/or classroom or laboratory assistants.

2. Graduate Research Assistant (GRA) - participates directly in research or support activities conducted by faculty members or administrators. The University recognizes two categories of graduate research assistant responsibilities and activities: GRA-Faculty Assistants and GRA-Project Assistants
   - GRA-Faculty Assistants assist faculty on non-sponsored research activities.
   - GRA-Project Assistants assist faculty on sponsored research projects funded through external grants and contracts managed by the Old Dominion University Research Foundation, or through funds generated by the Educational Foundation or gift accounts.

3. Graduate Administrative Assistant (GAA) - participates directly in the support of the activities of a University administrative unit (e.g. student services or athletics).

C. Graduate Teaching Assistant Instructor Institute

(GTAI Institute) Requirement

1. All GTA-Instructors will be required to pass the GTA Institute prior to their semester of appointment. GTA-Assistants are not required to pass the GTA Institute, but they must be approved and supervised by their appropriate faculty instructor.
2. The Institute is offered twice a year during the week before fall and spring classes begin. All graduate assistants, including those who have research and/or other non-instructional assignments, are encouraged to participate in the Institute in anticipation of future teaching assignments. The institute is comprised of the University portion and the college portion. Students are required to attend both portions to pass the Institute. Departments are encouraged to develop their own on-going programs for training graduate teaching assistants. Such programs should be tailored to the specific needs of the discipline and department policies.

3. International students must pass the SPEAK test prior to registering for the GTAI.

D. Application

Application forms for graduate assistantship stipends paid by the University (GTAs, GRAs, and GAAs) are available from the Office of Admissions or from the University’s web page. The completed form, together with a brief essay by the applicant discussing academic interests and career objectives, must be submitted to the appropriate graduate program director or office making the appointment, as soon as possible for fullest consideration. Applications for GRA positions funded through ODURF are made through the faculty member who is the principal investigator, the department chair, or graduate program director.

E. Eligibility

1. Only students admitted to graduate degree programs in regular or provisional status on the basis of complete and fully evaluated credentials and in good academic standing are eligible for appointment to a graduate assistantship. Additional criteria apply for appointment as a graduate teaching assistant (GTA) (see section on appointments).

2. All students appointed to a graduate assistantship are required to verify their identity and employment eligibility and complete an I-9 Form, according to University procedures, prior to commencing their duties. This requirement is established in order to comply with the Immigration Reform and Control Act of 1986. Students are also required to complete the Child Support Disclosure and Authorization Form, the Commonwealth of Virginia’s Policy on Alcohol and Other Drugs Form, ODU Use of Electronic Communications and Social Media Form, the Commonwealth of Virginia Selective Service Form, and the Employee Payroll Direct Deposit Authorization Form.

3. Students who are not in good academic standing are ineligible to hold an assistantship. Assistantship appointments will be terminated for any student whose GPA is less than 3.0.

F. Enrollment Requirements

Graduate students who are supported through graduate assistantships and appointed as Graduate Assistants are required to be enrolled during the semester of their appointment, but their registration requirements may differ based on their funding sources, duties, and/or residency status:

- Graduate Teaching Assistants and Graduate Administrative Assistants
• Graduate Teaching Assistants, including both GTA-Instructors and GTA-Assistants, and Graduate Administrative Assistants who are paid from non-restrictive Commonwealth funds must register for and complete a minimum of **nine (9)** hours of graduate coursework per fall and spring semesters and **three (3)** hours of graduate coursework per summer semester. Graduate Teaching Assistants and Graduate Administrative Assistants who are paid from restrictive Commonwealth (S5) funds must register for and complete a minimum of **nine (9)** hours of graduate coursework per fall and spring semesters and **six (6)** hours of graduate coursework per summer semester.

• Graduate Research Assistants

• Graduate Research Assistants, including GRA-Project Assistants and GRA-Faculty Assistants, have additional conditions that may affect their registration requirements. GRA-Project Assistants are paid only from external funds managed by the Old Dominion University Research Foundation or the Educational Foundation or from funds generated from gift accounts. They must register for and complete a minimum of **six (6)** hours of graduate coursework per fall and spring semesters and **three (3)** hours of graduate coursework per summer semester. GRA-Faculty Assistants are paid from Commonwealth funds. Those who are paid from nonrestrictive Commonwealth funds must register for and complete a minimum of **nine (9)** hours of graduate coursework per fall and spring semesters and **three (3)** hours of graduate coursework per summer semester. Those who are paid from restrictive Commonwealth (S5) funds must register for and complete a minimum of **nine (9)** hours of graduate coursework per fall and spring semesters and **six (6)** hours of graduate coursework per summer semester.

For international students taking fewer than **nine (9)** hours of graduate coursework in either the fall or spring semester, a Reduced Course Load Request Form (RCL) must be filed with the Office of Visa and Immigration Service Advising (VISA). International students beginning a new academic program during the summer semester must register for and complete a minimum of **six (6)** credits, regardless of their funding source.

Students are required to complete all of the credit hours as listed in the individual program sections necessary for the degree. Undergraduate prerequisite courses and courses taken for audit are not normally counted toward the enrollment requirement, except upon the recommendation of the graduate program director, the department/school chair, and the dean of the appropriate academic college. International students must comply with any regulations or conditions associated with their visa status, in addition to the requirements of this enrollment policy.

Exceptions to enrollment requirements:

1. Doctoral students who have successfully advanced to candidacy must register for and complete at least **one (1)** hour of graduate credit every semester until graduation (see Continuous Enrollment Policy). Such students may be appointed as Graduate Assistants even while registered for a reduced course load. They are eligible for full tuition
exemption and are considered to be full-time for financial aid purposes. The graduate form, Doctoral Candidates 1-Hour Full-Time Notification, must be completed and forwarded to the Office of the University Registrar, the Office of Financial Aid, and, for F-1 and J-1 visa holders, the Office of Visa and Immigration Service Advising (VISA). Such students shall not be paid from restrictive Commonwealth (S5) funds.

2. Master's students appointed as Graduate Assistants in their final semester of study may register for a reduced course load, although they will not be considered full-time for financial aid purposes. The graduate form, Master's Student Full-Time Status Notification, must be completed and forwarded to the Office of the University Registrar and, for F-1 and J-1 visa holders, the Office of Visa and Immigration Service Advising (VISA). For F-1 and J-1 visa holders, the Reduced Course Load Request Form (RCL) must also be filed with VISA. Master's students appointed as Graduate Assistants may register for a reduced course load for no more than one semester. Such students shall not be paid from restrictive Commonwealth (S5) funds.

3. Except in certain professional programs, Graduate Assistants normally may not enroll for more than nine (9) credit hours per semester. Enrollment above nine (9) credit hours requires the approval of the appropriate graduate program director.

4. The Board of Visitors has authorized the president or his or her designee to consider waivers related to the minimum enrollment requirements specified above.

G. Appointment Process

1. Assistantships in Departments/Schools

The dean or other appropriate administrators notifies the individual departments/schools or units of their allocation of assistantships for the coming year.

a. The department/school recommends candidates for the assistantships to the appropriate academic dean. Candidates should be interviewed before final recommendations are made for appointment. Particular care should be taken in the consideration of applicants to determine the adequacy of academic preparation and language skills. A completed E-1S form or ODURF Form 108 for all graduate assistant appointments will accompany the candidate's nomination to the dean or administrator. All completed E-1S forms with award letters, acceptance forms and job descriptions are to be sent to the Office of E1S Processing for processing. ODURF 108 forms are to be sent to the Old Dominion University Research Foundation. Prior to submission of a nomination, the department/school should determine whether the student has been nominated for or accepted another graduate assistantship.

b. Nominations are reviewed and approved by the dean of the academic college or his/her designee to insure that applicants meet the eligibility criteria for appointment, such as admission to a degree program, English language proficiency requirements, good academic standing, and enrollment, and that the appointment is in compliance with applicable University and college policy.

c. Applicants for GTA appointments must demonstrate written and oral fluency in the English language. For international students, a good command of written English will be
evidenced by acceptable TOEFL scores and required entrance essays. Oral proficiency in English will be determined through the SPEAK test administered by Old Dominion University's English Language Center personnel. A passing score on the SPEAK test is 50. Students who marginally fail the SPEAK test with a score of 45 will be offered the opportunity to participate in a re-test as a part of the GTAI Institute to determine if face-to-face communication is sufficient for holding a teaching assistantship.

2. Assistantships in Non-Departmental Units

a. Each non-departmental unit, e.g., Career Development Services, Athletics, Registrar, submits to the Office of Graduate Studies a position description for each Graduate Administrative Assistant (GAA) position available within their unit. Along with the position description the unit will provide a list of those graduate programs in which students have or are proposed to have the interest and skills required. The position must require and provide an academically and programmatically appropriate level of intellectual and professional activity. If the position description is approved, the department chair and graduate program director will coordinate with the non-departmental unit the selection of academically qualified and highly ranked students from their current or to be recruited graduate students. The appointment of the GAA is made jointly by the academic and non-departmental administrative departments.

b. Determination of the number and the availability of funds must be done as early as possible in order to facilitate offering these GAA positions to the top ranked applicants/students in the appropriate graduate programs. As part of the December – January budget submission process, non-departmental units must submit a justification for continued and increased support of GAAs, i.e., stipends and tuition waiver.

c. Each semester, the GAA’s immediate, non-departmental supervisor will evaluate the performance of the student and make recommendations for continuance or termination. This written evaluation will be reviewed by the graduate student and his/her GPD or academic advisor and a final set of recommendations made regarding continued awarding of the assistantship.

H. Appointment Workload

Graduate assistantships require 20 hours per week of service and are generally made for a period of one academic year with a nine-month performance period. For a GTA (instructors and administrative assistants), the work load should include no more than six hours of classroom teaching or nine contact hours of laboratory supervision per semester, plus normal preparation time.

Nominations should be submitted at least 30 days before the semester of employment in order to assure adequate time for processing. A graduate assistant funded through a grant or contract may be appointed for shorter periods if required by the conditions of the grant or contract.

An assistantship workload (20 hours per week) may be divided between teaching and research duties with the approval of the dean of the appropriate academic college. A graduate assistant
appointment may be renewed upon nomination, review of qualifications, and satisfactory previous performance.

I. Additional Employment

Full-time (20 hours per week) graduate assistants are not permitted to accept additional on-campus employment during the period of their assistantship. In particular, graduate assistants (graduate teaching assistants, graduate 48 Financial Awards for Graduate Students research assistants, and graduate administrative assistants) may not be paid for part-time teaching or other campus employment for the University in addition to their normal responsibilities. Exceptions to this policy may only be made under unusual circumstances and only with the approval of the dean of the appropriate college or equivalent administrator upon the written recommendation of the graduate program director and the department/school chair. Any outside employment (i.e., off-campus) should be undertaken with caution and in consultation with the GPD. It should in no way adversely affect academic performance or assistantship duties and responsibilities.

Information on employment guidelines that are specific to international students may be obtained from the Office of Visa and Immigration Service Advising (VISA).

J. Evaluation and Monitoring

All graduate assistants shall be provided with a written job description of their responsibilities, and be evaluated at least once by their supervisor(s) during the period of the award, preferably before the end of the first semester of service is completed. The evaluation shall be discussed with the assistant and a copy forwarded to the appropriate graduate program director, or chair.

K. Termination

A graduate assistantship normally ends when the period of appointment is concluded and the terms of the assistantship agreement are fulfilled. Otherwise, a graduate assistant may be terminated for the following reasons:

1. Resignation by the student. Resignation shall be in writing to the supervisor with a copy to the appropriate department chair, program director, and academic dean or equivalent administrator.
2. Failure of the student to perform his or her assigned duties adequately. Termination must be recommended by the student’s supervisor and approved by the department chair, graduate program director, and the appropriate academic dean or equivalent administrator.
3. Failure of the student to remain in good academic standing in accordance with the graduate continuance regulations.
4. Failure of the student to maintain enrollment in the requisite number of graduate credits.
5. Expiration of a grant or contract that funds the student’s stipend.
   a. Any overpayment must be reimbursed to the University by the student as soon as possible after termination. Failure to repay the amount owed may result in legal action against the student for recovery.
b. If a student resigns from an assistantship or is terminated for reasons other than the completion of the appointment or expiration of the funding contract, the department chair or graduate program director should notify the appropriate academic dean or administrator as soon as possible and nominate a replacement if necessary.

c. A student who believes that he or she may have been unjustly terminated may appeal the decision. First, the student should meet with the supervisor, graduate program director, and department chair in an effort to resolve the situation. If this effort fails, the student may make an appeal in writing to the dean or administrator of the appropriate academic college. If the matter is not resolved, it will be referred to the Office of Graduate Studies and then be automatically refer the matter to the Graduate Appeals Committee for review. The decision of the Appeals Committee is final.

I. Grievance Procedure

Should a graduate assistant believe that his/her assigned duties and/or the workload required to fulfill these duties do not conform to university graduate catalog policies, he/she should first attempt to reconcile the grievance with his/her academic/nonacademic immediate supervisor. If the grievance is not resolved, the graduate assistant will ask his/her graduate program director (GPD) to mediate the grievance between him/her and the immediate supervisor. If the GPD is the student’s immediate supervisor, the GPD chair/dean’s designee will attempt to mediate. If the chair is the student’s supervisor, the GPD shall refer the case directly to the dean or the dean’s designee. If this course of action does not resolve the grievance, the GPD/chair/dean’s designee will seek mediation with the supervisor of the student’s immediate supervisor. If a resolution cannot be achieved, the chair/dean’s designee will appoint an ad hoc committee comprised of two senior faculty members from the student’s department and one senior faculty member from another department. If the student’s assistantship is a nonacademic unit, the third member will be a senior level administrator from the nonacademic unit. Should the committee not resolve the grievance, it will be referred to the dean of the student’s college for a final decision. For matters involving sexual harassment and/or discrimination, please see the “Student Complaint Procedure” or the “Discrimination Policy” in this catalog.

M. Recognition of Graduate Teaching Assistant

Performance

Each academic year, two graduate teaching assistants will be recognized for their outstanding performance as a classroom or laboratory instructor. Recipients of the Outstanding Teaching Assistant Awards will receive a $1,000 financial award to be used to support their educational expenses. A request for nominations and criteria is distributed by the Office of Graduate Studies.
Graduate Credit for Old Dominion University Undergraduates

(Policy Revised for 2015-2016 Graduate Catalog)

Undergraduate Students Enrolled in Linked Undergraduate to Graduate Degree Programs

Old Dominion University hosts a number of linked undergraduate to graduate programs, including bachelor’s to master’s programs and bachelor’s to doctoral programs, that permit undergraduate students to begin graduate study as early as the junior year. For linked bachelor’s to master’s programs, students must earn a minimum of 150 credit hours (120 for the undergraduate degree, 30 for the graduate degree). For linked bachelor’s to doctoral programs, students must earn a minimum of 198 credit hours (120 for the undergraduate degree, 78 for the graduate degree).

Undergraduate students enrolled in linked graduate degree programs at Old Dominion University may take up to 21 hours of graduate credit that can be applied toward their undergraduate degrees. Of these 21 hours of graduate credit, up to 12 can be applied toward both the undergraduate and graduate degrees. This option is available only to those students who have satisfied all admission and continuation requirements of the specific linked programs. All graduate hours applied to the undergraduate degree will be counted in the undergraduate grade point average, will appear on the undergraduate transcript, and will be used to determine graduation with honors. Undergraduate students accepted into linked graduate degree programs will be formally admitted to the graduate program following receipt of the bachelor’s degree.

Approved linked bachelor’s to master’s degree programs are as follows:

College of Arts and Letters

- Bachelor of Arts or Bachelor of Science (various majors) to Master of Business Administration
- Bachelor of Arts in Art History to Master of Arts in Humanities
- Bachelor of Arts or Bachelor of Science in Communication to Master of Arts in Humanities
- Bachelor of Arts or Bachelor of Science in Communication to Master of Arts in Lifespan and Digital Communication
- Bachelor of Arts in English to Master of Arts in English
- Bachelor of Arts in English to Master of Arts in Applied Linguistics
- Bachelor of Arts in History to Master of Arts in History
- Bachelor of Arts or Bachelor of Science in Geography to Master of Arts in Humanities
- Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies (Individualized Integrative Studies) to Master of Arts in Humanities
- Bachelor of Science in Interdisciplinary Studies (Teacher Preparation) to Master of Science in Education
- Bachelor of Arts in International Studies to Master of Arts in International Studies
- Bachelor of Arts in Philosophy to Master of Arts in Humanities
- Bachelor of Arts in Studio Art to Master of Arts in Humanities
- Bachelor of Arts in Women’s Studies to Master of Arts in Humanities
- Bachelor of Fine Arts (Art) to Master of Arts in Humanities

Strome College of Business
• Bachelor of Arts in Economics to Master of Business Administration
• Bachelor of Arts or Bachelor of Science (various majors in other colleges) to Master of Business Administration
• Bachelor of Science in Business Administration to Master of Business Administration
• Bachelor of Science (various majors) to Master of Public Administration

**Darden College of Education**

• Bachelor of Science (various majors) to Master of Business Administration
• Bachelor of Science in Interdisciplinary Studies (Teacher Preparation)* to Master of Science in Education

*Undergraduate program in the College of Arts and Letters

**Batten College of Engineering and Technology**

• Bachelor’s in Engineering or Engineering Technology to Master of Engineering, Master of Science, or Master of Engineering Management

**College of Health Sciences**

• Bachelor of Science in Dental Hygiene to Master of Science in Dental Hygiene
• Bachelor of Science in Environmental Health to Master of Science in Community Health
• Bachelor of Science in Environmental Health to Master of Public Health
• Bachelor of Science in Health Sciences to Master of Public Health

**College of Sciences**

• Bachelor of Science (various majors) to Master of Business Administration
• Bachelor of Science (various majors) to Medical Doctor (in cooperation with the Eastern Virginia Medical School)
• Bachelor of Science in Computer Science to Master of Science in Computer Science
• Bachelor of Science in Mathematics to Master of Science in Computational and Applied Mathematics

*Approved Linked bachelor's to doctoral degree programs are as follows:*

**College of Engineering and Technology**

• Bachelor's in Engineering or Engineering Technology to Ph.D. in Engineering

**Undergraduate Students with Senior Standing but not Enrolled in Programs with a Linked Graduate Degree Option**

An Old Dominion University undergraduate degree-seeking student with senior standing and a 3.30 or better grade point average in the major field of study may be allowed to take up to 12 hours of graduate course work for graduate credit, upon approval of the instructor of the graduate course, the chair and graduate program director of the department offering the graduate course, and the chair or chief departmental advisor of the student’s undergraduate major department. Up to six hours of graduate credit taken prior to completing the undergraduate degree may be applied toward the undergraduate degree. The graduate credit may be used as a substitution for required undergraduate courses only with the approval of the department chair or chief departmental advisor of the student's undergraduate program. All graduate hours applied to the
undergraduate degree will be counted in the undergraduate grade point average, will appear on
the undergraduate transcript, and will be used to determine graduation with honors. The
combined undergraduate and graduate hours taken during any semester must not exceed 18. The
proper request form, Request of Old Dominion University Undergraduate to Take Graduate
Courses, is available in the Office of the University Registrar. This option is available only to
degree-seeking undergraduate students at Old Dominion University.
Advancement to Candidacy

(Policy Revised for 2015-2016 Graduate Catalog)

Advancement to candidacy is a formal step that occurs after the student:

- Passes the Ph.D. written and oral candidacy examinations,
- Submits a topic that is approved by the dissertation committee chair, and
- Completes formal course work.

Once these requirements have been met, the graduate program director must file the “Advancement to Candidacy” form with the Office of the University Registrar. Please check with the appropriate graduate program director for further information.
Office of Graduate Studies  
2019 Koch Hall  
Norfolk, VA 23529  
Phone: (757) 683-4885  
Fax: (757) 683-5499

Advancement to Candidacy  
D9

Student's Name: ___________________________  UIN#: ___________________________

College: ___________________________  Degree and Program: ___________________________

The student listed above has successfully completed the following requirements and meets the criteria for advancement to candidacy.

☐ 1. Completion of both the written and oral portions of the candidacy examination with a passing grade:
   Date of Oral Examination: _______________  Date of Written Examination: _______________

☐ 2. Dissertation topic submitted and approved:
   Date of Approval: ___________________

☐ 3. Completion of formal coursework: (At least three-fifths of course work credit hours must be at the 800-level.)
   Semester of Completion: _______________
   Total Course Work Credit Hours Required: _______________  Total Hours Completed: _______________
   Total 800-level Course Work Credit Hours: _______________

Student Declaration:

I confirm that the above requirements have been met.

I understand that as a doctoral candidate: (1) I am expected to uphold the highest level of scholarly integrity, (2) I am responsible for the continued progress of my research and academic goals, (3) I must register for at least one credit hour of research hours or course work in all future semesters, including summer sessions, to meet the requirements of the continuous enrollment policy, and (4) that registration for one credit hour of research credit constitutes a full academic load, subject to filing of appropriate paperwork each semester. (Doctoral Candidates 1-Hour Full-Time Notification, Form D4, is required for all students. International students on an F-1 or J-1 visa must also submit a Reduced Course Load Request (RCL) form to VISA.)

Student’s Signature ___________________________  Date ___________________________

All of the above conditions have been checked and confirmed by:

Dissertation Committee Chair’s Name (Print) ___________________________  Dissertation Committee Chair’s Signature ___________________________  Date ___________________________

Graduate Program Director’s Name (Print) ___________________________  Graduate Program Director’s Signature ___________________________  Date ___________________________

Original: Student File  
Copies: Student  
VISA for F-1 and J-1 Visa Holders  
Dissertation Committee Chair  
Office of the University Registrar

Doctoral Form: D9  
(New 11/14)
Section I: Student Information (Complete for all graduate teaching assistants to be assigned as instructors of record.)

Student’s Name: ___________________________ UIN#: ______________________ College: ______________________

Degree and Program: ___________________________ GTAI Institute Completion Date (Semester/Year): __________

Section II: Teaching Assignment for Semester (A form must be completed for each semester.)

Specify course(s) to be taught: ___________________________ Teaching/Work Supervisor: ______________________

Section III: Education

Highest Degree Held: ☐ Bachelor’s Degree ☐ Master’s Degree ☐ Other _____ Subject/Major: ______________________

Institution: ___________________________ Year Received: ______________________

Section IV: Graduate Level Coursework, Training, and Supervision (Complete when the graduate teaching assistant does not have at least a master’s degree or if the master’s degree is not in the teaching discipline.) Supporting transcript(s) for courses taken outside of Old Dominion University must be in BDMS for verification purposes. *Additional approval required. See below.

The student listed above has completed 18 semester credit hours, at the graduate level, in the area being taught by the student, as shown below:

<table>
<thead>
<tr>
<th>Subject &amp; Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Please describe required in-service training: (attach additional pages, if necessary) __________________________________________

Please describe supervision & periodic evaluation plan: _______________________________________________________________

Section V: Approval

Graduate Program Director (Print) ___________________________ Graduate Program Director (Signature) ___________________________ Date __________

Department/School Chairperson (Print) ___________________________ Department/School Chairperson (Signature) ___________________________ Date __________

*College Dean or Designee (Print) ___________________________ College Dean or Designee (Signature) ___________________________ Date __________

**Associate Vice Provost for Graduate Studies (Print) ___________________________ Associate Vice Provost for Graduate Studies (Signature) ___________________________ Date __________

Original: Dean’s Office
Copy: Department
Electronic Copy: Academic Affairs/Office of Graduate Studies Department to Corey van Vliem at cvanvliem@odu.edu.

**AA/OGS will obtain AVP signature, if needed. Submit electronically without AVP signature. A signed copy will be returned to the Dean’s Office.

REV 10/15
Certification Form for Graduate Teaching Assistant
as Instructor of Record - T1 Form Instructions

This form is to be submitted for review/approval for all graduate assistants assigned to be instructors of record at least one week prior to the E1SG processing deadline each semester.

Section I: Student Information, Section II: Teaching Assignment for Semester, and Section III: Education

Sections I, II, and III should be completed for all graduate teaching assistants to be assigned as instructors of record each semester.

Section IV: Graduate Level Coursework, Training, and Supervision

Graduate Level Coursework

This is required when the graduate teaching assistant does not have at least a master's degree or if the master's degree is not in the teaching discipline. Students with 18 semester credit hours at the graduate level in the subject area may be eligible to teach.

Hiring managers should ensure official transcripts have been submitted to the Office of Admissions and entered into BDMS for all courses taken outside of Old Dominion University. If there is coursework that is not included in BDMS, please attach either the official transcript or a copy that shows the completed coursework. A copy of the transcript is acceptable when the hiring manager has seen the original and can ensure the validity of the copy. All coursework reported on this form must be verifiable.

Training and Supervision

In-service training and supervision are required for graduate students who not have a master's degree in the teaching discipline. If you need assistance identifying what is needed to fulfill these two requirements, contact the Associate Vice Provost for Graduate Studies, Robert Wojtowicz, at rwojtowi@odu.edu.

Submission of Certification Form and AA/OGS Approval

Certification forms and supporting documents (if any) should be submitted electronically to Corey van Vlymen at cvanvym@odu.edu. Certification forms will be reviewed and the department chair and graduate program director will be notified via email when the certification is approved. If the approval of the Associate Vice Provost for Graduate Studies is required, a copy of the completed form will be provided as well. Once approval has been received, the E1SGs can be submitted for processing.
Graduate Student Health Insurance

Overview

Old Dominion University has entered into a contract with UnitedHealthcare StudentResources to offer the 2015 - 2016 Student Injury and Sickness Insurance Plan. The plan, designed specifically for international students and graduate students who meet the eligibility criteria, is intended to provide health insurance at reasonable cost.

Plan Highlights

- This plan complies with the Affordable Care Act (ACA) requirements for student health plans. Health insurance plans are rated on a metal leveling system, with Platinum being the highest and Bronze being the lowest. This plan is rated as Platinum level coverage, which is considered to be very good and designed to pay approximately 90% of the total cost of the policy’s benefits.
- No annual plan maximum.
- Low deductibles - $150 for in-network and $400 annually for out-of-network annually.
- Low out of pocket maximums - $4,000 for in-network and $7,000 for out-of-network annually.
- Deductibles, co-insurance, and co-pays (including prescriptions) all apply to the out-of-pocket maximum.
- To receive the prescription drug benefit, an in-network pharmacy must be used.
- For more information about the plan or to see the lists of in-network doctors and pharmacies, go to www.uhcsr.com/odu.

Eligibility & Enrollment

International Students

- International students with F-1 and J-1 visas are enrolled in the Student Injury and Sickness insurance plan upon registration for coursework. J-1 Scholars and F-1s on OPT are eligible to enroll. Costs associated with enrollment will be added to the tuition statement. International students that have questions regarding this process or wish to waive coverage or must contact VISA at intlstu@odu.edu for assistance.

Domestic Graduate Students

- All degree-seeking students enrolled in courses at Old Dominion University’s main campus or one of the regional higher education centers are eligible to enroll themselves and eligible dependents. Enrollment is done online at www.uhcsr.com/odu. Look for the “Enroll Online Now!” link. Payment in full is required when you enroll.
Graduate Assistants

- All graduate assistants earning more than $5,000 a semester from ODU, Research Foundation, or a combination of both are eligible to enroll in a subsidized plan. The subsidized plan provides coverage at a reduced premium and an additional taxable monetary subsidy paid to the amount of the subsidy for the 2015-2016 academic year is $1,000. The subsidy is paid by semester, $450 for Fall 2015 and $550 for Spring 2016. Eligible graduate assistants will receive an email with a link to enroll during the open enrollment period. Requests for enrollment will be reviewed. Students will be notified of their eligibility and, if approved, will be given a link to the UnitedHealth StudentResources to complete the enrollment process and to pay for coverage.

Questions regarding eligibility for coverage should be directed as follows:

- Domestic graduate students and graduate assistants should email gradhealth@odu.edu.
- International graduate students should email intistu@odu.edu.

2015 - 2016 Rates

<table>
<thead>
<tr>
<th></th>
<th>Fall Premium 8/1/2015 - 12/31/2015</th>
<th>Spring/Summer Premium 1/1/2016 - 7/31/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>$709.00</td>
<td>$986.00</td>
</tr>
<tr>
<td>Spouse</td>
<td>$709.00</td>
<td>$986.00</td>
</tr>
<tr>
<td>One Child</td>
<td>$709.00</td>
<td>$986.00</td>
</tr>
<tr>
<td>Two or more Children</td>
<td>$1,418.00</td>
<td>$1,972.00</td>
</tr>
<tr>
<td>Spouse and two or more Children</td>
<td>$2,127.00</td>
<td>$2,958.00</td>
</tr>
</tbody>
</table>

Showing 1 to 5 of 5 entries

Additional Resources

The Student Health Center has information on additional resources for health insurance coverage available on their https://www.odu.edu/life/health-safety/health/monarch-wellness/physical-wellness/student-health-center/billing/insurance.

Old Dominion University does not offer legal advice or recommendations regarding health insurance options for students. Students with general questions about health insurance may contact Jenny Foss, Director, Student Health Services at 757-683-3132.
The Catalog Cycle & CourseLeaf

Missy Barber
Thursday, October 8, 2015

The Catalog Cycle

- Early Fall Semester: Catalog Process Begins
  - Spring Semester: Catalog Contents Finalized & New Catalog Published
  - February: Deadline for all Catalog Changes
  - Early December: Deadline for Submission of Curricular Change Forms
  - Late November: Deadline for New Course Proposals & Course Changes to be submitted
Early Fall Semester- Catalog Process Begins

- CourseLeaf is used to handle requests for new courses, course changes and course deactivations electronically using the Course Inventory Management (CIM) module.
- Academic Affairs and Graduate Studies will work with Colleges and Departments to update CIM and Catalog electronic workflows prior to starting the new catalog process.
- Associate Deans, Department Chairs, and Graduate Program Directors will be advised when CourseLeaf is open for editing.
- CourseLeaf is OPEN for editing.
- Training for CIM will be provided.
- Access CIM at https://nextcatalog.odu.edu/courseadmin/.

CourseLeaf Dates & Deadlines

- Actual dates will vary slightly, but will always be scheduled as follows:
  - The Catalog is open for editing mid to late September.
  - CIM/Course requests will always be due on the third Friday in November.
  - Program requests will always be due on the second Friday in December.
  - Catalog updates/changes will always be due on the third Friday in February.
  - Catalog publication date is approximately May 16.
  - From the catalog publication date through the end of August, the catalog is in “administrative mode.” During this time, we finalize the catalog PDFs, archive the old catalog, process software updates, work with Academic Affairs and the Registrar’s Office to ensure consistency and accuracy, and make other updates or improvements that cannot be made while the catalog is in “edit mode.”
Late November - Deadline for New Course Proposals & Course Changes to be submitted.

- For the 2016 - 2017 Catalog, the deadline is Friday, November 20, 2015.
- This deadline is especially important for course change requests so that the change can be made for the fall schedule of classes. Course change requests include any changes for the upcoming academic year.
- For example, in fall of 2015, new proposals and changes should be submitted for fall 2016, spring 2017, and summer 2017.
- Course changes will not be approved once the fall 2016 schedule is finalized.

Early December - Deadline for submission of Curricular Change Forms

- The deadline for submitting curricular change forms for the 2016 - 2017 Catalog is Friday, December 11, 2015.
- The Curricular Change Form is located on the Academic Affairs website. Here is a direct link. http://www.odu.edu/content/dam/odu/offices/academic-affairs/docs/curricular-change-form-2013-web.pdf
- Curricular change requests are handled manually. The form with all of the signatures should be submitted to the Office of Graduate Studies.
- New courses or course revisions for new or updated curricula should be entered into CourseLeaf by the November deadline.
- Once notification has been received that a Curricular Change has been approved, the Catalog content will need to be updated in CourseLeaf by the page owner for the department.
- Approvers should be looking for emails from Catalog Editor and approving pages as they start to come through workflow.
February - Deadline for all Catalog Changes

- Catalog Content Training is scheduled in January.
- Catalog changes are made at https://nextcatalog.odu.edu.
- Associate Deans should be following up with departments to make sure departmental pages are being updated and submitted timely.
- Late January/Early February - Graduate Studies will begin auditing the catalog to see where pages are in the workflow.
- Departments and Colleges must have completed all updates to their sections in the Graduate Catalog and must have submitted the updates through workflow in CourseLeaf by the February deadline.
- For the 2016 - 2017 Catalog, the deadline is Friday, February 19, 2015.

Spring Semester - Catalog Content Finalized & New Catalog Published

- During this period, the Office of Graduate Studies, Academic Affairs, and the Office of the University Registrar work together to ensure the Undergraduate and Graduate Catalogs are accurate and formatted consistently.
- When the process is complete, Theresa Mathews & Missy Barber work with the staff at Leepfrog to produce the PDF version of the catalogs and to upload the new version of the catalogs to the website.
- When the new version is uploaded, the previous version is archived and accessible on the website.
Once the Catalog is Published..

- If your department would like to have printed copies, they can be ordered through Colley Avenue Copies. Typically, the cost is less than $20 per book.
- The current Undergraduate and Graduate Catalogs can be accessed at https://catalog.odu.edu.

If you have questions...

- Curricular Changes and New Curricular Proposals (Degree, Concentration, or Certificate)
  - Robert Wojtowicz, rwojitowi@odu.edu or 757-683-3085

- CourseLeaf Questions - ClM or Catalog
  - Missy Barber, mbarber@odu.edu or 757-683-6406
CATALOG CYCLE AND COURSELEAF

Early September 2015
- Associate Dean’s Offices provide changes to the workflow processes for CIM.
- Departments provide page owner and approver changes to workflow processes for Catalog.
- Department and college-level Curriculum Committee meetings should be scheduled for the academic year. Department and college-level curriculum committees should be coordinated to ensure proposals and changes can be reviewed/approved by the designated deadlines.
- Academic Affairs/Office of Graduate Studies notifies users when CIM and Catalog are open for the next catalog cycle.

October 2015
- CIM training is scheduled.
- It is recommended that departments review all of their existing courses and outstanding course requests. Some requests have been pending for more than a year. This should be coordinated by the department chair or graduate program director.

November 2015
- **November 20, 2015** – DEADLINE FOR **ALL** COURSE PROPOSALS AND CHANGES TO BE MADE IN nextcatalog.odu.edu/courseadmin AND APPROVED THROUGH WORKFLOW.

December 2015
- Approval notifications will be sent for curricular requests via email. Departmental page owners should be notified so that the catalog page can be updated.
- **December 11, 2015** – DEADLINE FOR **ALL** CURRICULAR PROPOSALS AND CHANGES TO BE SUBMITTED TO THE OFFICE OF GRADUATE STUDIES.

January 2016
- Catalog training is scheduled.

February 2016
- **February 19, 2016** – DEADLINE FOR **ALL** CATALOG CHANGES TO BE MADE IN nextcatalog.odu.edu AND APPROVED THROUGH WORKFLOW. Note: Catalog pages can only be submitted into workflow one time. Please make sure to coordinate your submission when there are multiple page owners.
Processing Course Changes and New Course Requests
Frequently Asked Questions

Q. How is the effective date of a course proposal determined?
A. New courses can start at the beginning of any semester. Course changes must be effective with the start of the catalog cycle.

Q. We are changing a course from a 600 level to a 700 level. How is that done in CourseLeaf?
A. Two requests would need to be submitted. The first request would be to delete the 600 level course and then a subsequent request to establish a new 700 level course would need to be submitted.

Q. We are establishing a new 500 level course. Is a 400 level course required?
A. Yes. Every 500 level course must have a 400 level counterpart. You will need to create two new courses in CourseLeaf. They cannot be created as one action, i.e., 401/501 Chemistry.

Q. Is every 700 level course required to have an 800 level counterpart?
A. No, but please be mindful when assigning course numbers to ensure that if there is a course at the 700 level that the same course number at the 800 level is not assigned to something different or vice versa.

Q. Our department is creating a new program and along with it we are creating a course prefix. How do we create a new course prefix in CourseLeaf?
A. If you need a course prefix to be established, send an email to Missy Barber at mbarber@odu.edu or Theresa Mathews at tmathews@odu.edu as soon as you are aware a new prefix is needed. Please provide the name of the prefix and the suggested prefix letters, i.e., Public Procurement and Contract Management with the suggested prefix of PPCM.

Q. Where can we get copies of the old course change form?
A. The old course change form is no longer available. However, the course request can be entered in CourseLeaf and saved. Once the course request has been entered, it can be printed or saved as a PDF and distributed to reviewers as needed.

Q. We want to make a modification to the title of a course. It is currently Accounting for Managers and we want to change it to Accounting for Supervisors. Is that considered a minor change?
A. No. It is not considered a minor change. Minor changes are minor modifications to course descriptions only.
Q. I entered a course request in error, what do I do?
A. For graduate course requests, contact Missy Barber at mbarber@odu.edu. For undergraduate course requests, contact Theresa Mathews and provide the course prefix and number. We will let you know what can be done.

Q. Is a syllabus required for every course request?
A. The decision to require a syllabus for course requests is made by each college. It is not required. However, CourseLeaf does maintain a history of course requests for every course. It might be helpful to document how the course changes over time.

Q. Who is responsible for editing/proofing course requests?
A. EVERYONE. The initiator and each person in the workflow should review the entire request. Please do not assume the person before you reviewed the request thoroughly and caught every mistake. What is submitted through CourseLeaf is what is in the catalog. We want to make sure what is presented is our best work.
Processing CIM and Catalog Updates in CourseLeaf
What Everyone Needs to Know
(What is NOT Covered in CourseLeaf Training!)*

1. Catalog content should be edited, reviewed, and proofed by each page owner and the first level approver. This includes checking the following:
   a. Verification of web addresses, addresses, and telephone numbers.
   b. Check to make sure all sentences have appropriate punctuation. Sentences with a web site link at the end should have a period after the link.
   c. Check to make sure all course prefixes and numbers are set up as hyperlinks when they are within a paragraph or in a footnote box.
   d. Check for consistent use of headings, bullets, and numeric lists.
   e. Make sure your curriculum requirements are clear. Do not add new curriculum information without a course list. If you have your curriculum listed without a course list, it needs to be updated.
   f. Catalog pages should not refer students to your website for curriculum information. The catalog should have all of the curriculum requirements for every program.

2. Course content should be edited, reviewed, and proofed in the same manner as the catalog.
   a. Does the description provide the learning outcomes for the course?
   b. Is the format correct, appropriately punctuated?
   c. Also, make sure the request is accurate and complete. For example, issues have arisen with prerequisites and enforcement in Banner and consistency with the definition of "Other" hours.

3. Approvers at all levels in CIM and CAT should review for accuracy and clarity of content.

4. The Catalog is official resource we use to communicate policies, procedures, and degree requirements. It is also a MARKETING tool. Make sure your content sends the right message.

5. For assistance with reformatting or redesign that is more complex than what is covered in training, please contact us. Also, we are happy to meet with departments or colleges if needed.
Training in Responsible Conduct of Research (RCR)

"The responsible conduct of research means the functioning of the research process meets the professional obligations of scientists and contributes to the perpetuation of science as a social institution held in high regard." – Lawrence Rhodes, Office of Research Integrity

**Core Elements**

- Human subjects
- Animal subjects
- Data acquisition, management, sharing, ownership
- Publication practices/responsible authorship
- Peer review
- Mentor/trainee responsibilities
- Conflict of interest/commitment
- Collaborative science
- Research misconduct

**ODU Training Requirement**

All graduate students who were admitted or readmitted to a degree or graduate licensure program as of fall 2010 must complete the Collaborative Institutional Training Initiative (CITI) RCR course

The RCR modules must be completed prior to completion of 12 semester hours.

Discipline-specific courses are available:

- Biomedical; Social/Behavioral; Physical Science; Humanities; Engineers; Administrators

Registration information is available on the Office of Research webpage: http://www.odu.edu/research/responsible-conduct-of-training

Graduate students are the only population at ODU that have a mandatory RCR training requirement that is degree related. However, anyone at ODU can register for a CITI account and take the RCR course.
Please complete evaluation and return at the end of the workshop. Thank you!

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Unsure</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I was informed about the workshop early enough to build my plans around it.</td>
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<td>2. Overall, I feel that the workshop was worthwhile.</td>
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<td>3. The length of the workshop was appropriate.</td>
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<tr>
<th>High Value</th>
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<th>2</th>
<th>3</th>
<th>4</th>
<th>Low Value</th>
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<tbody>
<tr>
<td>4. Welcome/Overview</td>
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<td>5. Update on Graduate Policies and Procedures</td>
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<td>6. Certificate of GTAs as Instructors of Record</td>
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<td>7. Graduate Health Care</td>
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<td>8. 2016-2017 Graduate Catalog</td>
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<td>9. Responsible Conduct of Research</td>
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<td>10. VISA &amp; Immigration Services Advising</td>
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<td>11. Office of the University Registrar</td>
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</table>

Please answer the remaining questions on the back of the page. Thank you!
10. Comments on the program.


11. Would you be interested in a follow-up brown bag lunch meeting? Y___ N___

12. Suggestions for improvement and/or topics to be covered in a follow-up brown bag lunch meeting or a future graduate administration workshop.


Thank you for completing the Graduate Administration Workshop Evaluation.

We appreciate your feedback!