

DGS HANDBOOK

2008-2009 EDITION



A Guide to Graduate School Policies and Procedures for
Directors of Graduate Studies and Administrative Assistants

Published: August 2008

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Graduate School Calendar, 2008-2009

SCHEDULE OF DEADLINES Academic Year 2008-2009 and Summer 2009

	Fall 08	Spring 09	Summer 09
Deadline for Teaching Assistants list to Graduate School	Aug. 11	Dec.8	
All class changes	Sept. 3	Jan. 21	
Graduation list to Graduate School			
For January graduation	Sept. 12		
For May graduation		Jan. 16	
For August graduation			May 29
Course discontinuance	Oct. 31	Mar. 20	
Preliminary formatting check of theses and dissertations: one copy to Grad School same time document is given to readers, but no later than:			
For January graduation	Nov. 14		
For May graduation		Mar. 20	
For August graduation			Jun. 26
Last date to add names and any name changes			
For January graduation	Nov. 17		
For May graduation		Mar. 19	
For August graduation			July 6
Master's comprehensive examinations & PhD dissertations defenses completed	Dec. 5	April 9	July 17
All admission to candidacy forms submitted to Graduate School			
For January graduation	Dec. 12		
For May graduation		April 17	
For August graduation			July 24
Theses/dissertations submittted to Graduate School			
For January graduation	Dec. 12		
For May graduation		April 17	
For August graduation			July 24

Graduate School Directory

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1. Recruitment and Admissions Policies and Procedures

Recruitment

- 1.1 During the summer and fall, the Office of Graduate Recruitment and Admissions uses search services, name exchanges, travel to professional association meetings and graduate fairs, campus visits, advertising campaigns, and University membership in various consortia to identify prospective students for the following academic year. We make initial contact with these students by email and mailings. Prospective students are entered into the ApplyYourself (AY) prospect module and are available to the department or program they indicated. Directors of graduate studies/admissions (DGS/A) should ensure that faculty and staff make appropriate follow-up contact to provide specific program information and to encourage prospects to apply.

Later, when applicants have been admitted, we strongly encourage DGS/A to invite students for campus visits (using departmental recruitment and development funds allotted by the Graduate School). We further encourage departments to arrange for prospective students to meet not only with the DGS/A, but also with potential faculty mentors and other graduate students.

To account for the use of recruitment and development funds, we also advise departments to create and maintain a database of recruitment strategies and their results.

Processing Applications

- 1.2 Applications and supporting documents (except for transcripts and standardized test scores) are submitted through the online application system. Transcripts and test scores are submitted to the Graduate School, which then scans and uploads them into the AY application. Departments and programs see the applications and documents submitted online as soon as the prospective students submit their applications — the same time Graduate School sees them.

Departments sometimes ask us to pull their supporting documents and expedite scanning. Since transcripts and test scores constitute the bulk of such documents, we have no way of knowing to which department or program they belong.

Occasionally, because of the large quantity of paper we must handle, a document such as a letter of recommendation or transcript may be uploaded to the wrong application. Should this happen, we ask that you notify Graduate Admissions right away so the document can be uploaded to the correct application.

We are generally able to forward application materials received by February 1 within two or three working days of receipt. Many last-minute applications arrive in the first week of February, and we expect those to be in the departments by the end of the second week. The deadline for fellowship nominations (see Sections 3.7–3.8) is typically near the end of February; results of the selection process are sent back to the departments within a week of that deadline. Of course, both the departments and the Graduate School are still faced with making the rest of the admissions decisions and offers in a timely manner.

University Admission Requirements

1.3 All degree-seeking applicants are required to submit:

- a completed online application
- three letters of recommendation, through the online recommendation system
- a statement of intent, through the online application system
- a curriculum vitae (or resume), through the online application system
- an official transcript from each postsecondary institution attended
- the official report of the general test of the GRE and of the subject test if such is required by your department
- the official Test of English as a Foreign Language Test (TOEFL) score if the applicant's native language is not English
- a \$35 or \$50 application fee (see Section 1.8)

In addition, they must show conferral of the baccalaureate degree by the time of enrollment.

GREs older than five years are not accepted by the Graduate School. TOEFLs older than two years are not accepted.

Notre Dame undergraduates who are applying to the Graduate School also need to request an official transcript from the Registrar's Office and send it to the Graduate Recruitment and Admissions Office.

You will sometimes receive an application from a student who entered another graduate school and was there only for a short period (e.g., a semester or two) without earning a degree. When this occurs, you should ask that one of the student's letters of recommendation be issued by a faculty member from that university. In this way, we have a better chance of discerning the reason for the student's departure and we avoid accusations of "stealing" other institutions' students. This procedure is particularly recommended for international students, some of whom use any US school as an immigration gateway and then seek a transfer after arriving in the US.

Minority Applications

- 1.4 The Graduate School has defined “minority” as any US citizen or permanent resident from the following racial/ethnic groups: African American, Asian American, Hispanic American, or Native American. Multiracial applicants with one or more of these heritages are also considered to be minorities.

You can identify applicants from underrepresented American ethnic groups by examining the ethnicity box on the application itself, where applicants have the option to identify their racial/ethnic group.

Project 1000

- 1.5 The University receives approximately 50 applications each year from Project 1000, an organization, based at Arizona State University, that coordinates and facilitates the graduate application process mainly for Hispanic students. Applicants complete the Project 1000 application, and the organization then sends it out to all the schools to which the students wish to apply. The application includes all the necessary supporting documents such as transcripts and letters of recommendation, along with a copy of the student’s GRE scores. Project 1000 also supplies a table of GRE scores showing the distribution of scores among the Hispanic population. It then highlights where the particular applicant’s score falls within that context. Project 1000 applicants are required to submit our online application and the Project 1000 documents are uploaded into their application.

Project 1000 does not supply financial aid to applicants; it merely distributes the applications.

GEM (The National Consortium for Graduate Degrees for Minorities in Engineering and Science, Inc.)

- 1.6 GEM funds graduate education for American racial/ethnic minorities (African American, Hispanic American, and Native American) in science and engineering. The consortium consists of university and corporate sponsors. Departments receive from GEM written notification of award recipients.

A GEM PhD fellowship in engineering or in the physical and life sciences provides a stipend for the first academic year plus partial tuition. In subsequent years, the total fellowship and tuition cost is borne by the enrolling university. Each student in the MS in engineering fellowship program is provided with practical engineering summer internship experience through an employee sponsor and with an academic-year stipend plus partial tuition. We expect admitting departments to supplement GEM awards to bring them to the same level as assistantship awards.

For current stipend and tuition amounts, as well as additional information regarding support provided by GM fellowships, please see <http://www.gemfellowship.org>.

International Student Admissions

- 1.7 For admissions concerns specific to international students, please see section 4.0. Visas and International Student Issues.

Application Deadlines and Fees

- 1.8 The official deadline for application for financial aid is February 1 except for those departments and programs that specify an earlier deadline. Students not seeking financial aid may apply at any time.

Applications submitted to the Admissions Office prior to December 1 of the year before enrollment require a \$35 application fee. Those submitted after that date require a \$50 application fee. This differential was created in an effort to encourage students to submit their applications early in order to expedite processing.

If a student cannot pay the fee, the department may wish to pick it up, but, except in the case of American racial/ethnic minorities, the Graduate School does not routinely waive application fees.

Other students submitting applications without the fee or a fee waiver are notified that the application will not be processed until the fee is paid. Our experience, and the experience of other universities, has been that once notified, students will pay the fee.

Some departments/programs give their own fee waivers to promising applicants and are billed for the appropriate amount by the Graduate School at the end of the admissions season. Doctoral programs with recruitment and development funds from the Graduate School may use the fund to defray the cost of fee waivers. If you wish to set up a departmental program, please call for the procedures so that we can coordinate actions and identify recipients of waivers. We advise departments with waiver programs to be cautious about how and how widely they advertise their practices.

Nondegree Status

- 1.9 **Unclassified students** are those who seek admission to the University for the purpose of taking a variety of courses in a number of different departments.

Departmental nondegree students are those who seek admission to a particular department, generally for the purpose of preparing themselves for admission to a degree program either here or elsewhere.

Visiting students are those who seek admission to a department for a semester or year and who are enrolled as degree students at other institutions either in the US or abroad.

Auditing students are nondegree students who meet the course prerequisites but who receive no academic credit.

Students in nondegree status are ineligible for University-based financial aid from Graduate School funds, in the form of either tuition scholarships or stipends.

Nondegree students seeking admission to a degree program may not transfer more than 12 credit hours earned as a nondegree student to the degree program. No student initially admitted to a nondegree status will be admitted to degree status until all admission requirements have been satisfied.

Admission to Joint or Multiple Degree Programs

- 1.10 A student who seeks admission to more than one degree program in the Graduate School must submit a separate and complete application for each program, and must be accepted by both departments. In consultation with the appropriate advisers from each unit, the student will select a plan of study acceptable to both departments. No more than 9 credit hours from any one master's degree can count towards any other master's degree. The plan must then be approved by the Graduate School.

Admission Decisions

Number of Offers

- 1.11 The Graduate School has compiled historical data on the acceptance rate of offers in your department. This will help you better determine the number of first-round invitations to send out. If you would like the data for your department, please contact us.

Graduate Admissions Decisions

- 1.12 A Graduate Admissions decision must be entered in the Internal section of the AY application when a final decision has been made on a student's application. If changes are then made in academic status, semester of entrance, or financial aid award, the Graduate School must be notified in writing.

The sample form (see the Appendix) is an electronic form in the Internal section of the Application for Admission.

Important data to be entered is the recommendation (approve/disapprove), name of person making the decision, date of decision, tuition offer, stipend offer (including type such as graduate assistantship/research assistantship), stipend period (9/12 month or other). The comment section is there to add additional admission requirements, or, in the case of rejections, a brief reason the applicant was not accepted.

Departmental Admission Letters

- 1.13 Departments wishing to send out their own admission letters to students should make sure that the letters state only that your department is "recommending to the Graduate School" that the student be admitted. Such wording gives the department the opportunity to reverse its decision if any irregularities (such as lack of BA equivalency or forged documents) are detected in the final review of the file by the Admissions Office. The official letter that comes out of the Admissions Office is the only legal document.

Decisions must be made on all applications. The Graduate Recruitment and Admissions Office will contact you toward the end of July to remind you of which applications are still outstanding, and request that you act on them.

Confirmations and Declines

- 1.14 Once an offer of admission is extended to a student, he or she has until April 15 to respond, by agreement of the Council of Graduate Schools (CGS). We cannot demand that a student reply earlier, although it is not inappropriate for the department to keep in touch with the student.

If a student first confirms his or her intention to enroll, and then declines the offer after April 15, he or she needs to request a written release from us to comply with the CGS agreement. We routinely grant the release since the CGS agreement is not legally binding. Should a student decline a previously accepted offer before April 15, no such release is required.

The Graduate Recruitment and Admissions Office needs to know immediately when a student has accepted or declined an offer, especially when the offer includes a fellowship. In our admission letters, we request that the students notify us in writing, and we enclose an acceptance/decline form (see Appendix) for this purpose. Students sometimes contact the department directly, either by phone or letter. Please forward such information to us as quickly as possible. For students who decline our offer, please send the name of the school that the student has selected. We need this information for recruitment purposes.

Deferral of Admission

- 1.15 Students sometimes request that their initial admission be deferred for a semester or a year. Such requests received by the Graduate Recruitment and Admissions Office are routinely sent to departments for final decisions.

Submit the decision in writing informing our office of whether or not the financial aid award will also be deferred.

Contacts for Questions on Recruitment and Admissions

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1-1892, memmons1@nd.edu

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2. Academic Policies and Procedures

Enrollment

- 2.1 Once admitted, all degree and nondegree graduate students must enroll before each semester at the times and locations specified by the University Registrar.

The graduate student develops a program of studies in collaboration with the director of graduate studies or department chair.

Any admitted student who fails to enroll for one semester or more must apply for readmission upon return (see Section 2.3).

Full-time Status

- 2.2 A full-time student is one who is working full time toward his or her degree objective. The student's department is responsible for determining who is a full-time student and who is otherwise a part-time student. Please report changes to the Graduate School (mcollin5@nd.edu).

A nondegree student, however, must register for at least nine credit hours per semester, or six in the summer session, to claim full-time status.

All degree-seeking students are expected to maintain full-time status and to devote full time to graduate study. No degree student may hold a job, on or off campus, without the express permission of his or her department and the Graduate School.

Continuous Enrollment

- 2.3 All students must enroll each semester in the academic year to maintain student status. Continuous enrollment is normally met by enrollment in the University and registration in a graduate-level course relevant to the student's program. Any exception to this rule, including a leave of absence, must be approved by the Graduate School (see Section 2.4).

A student who interrupts his or her program of studies for five years or more will forfeit the credit for all courses.

Degree students who have completed the credit-hour requirement for their degree must register for at least one credit hour per semester, including the final semester or summer session in which they receive their degree. These students are considered full-time students whether or not they are in residence. Students not in residence who take one credit hour pursuant to continuous enrollment requirements are charged a special registration fee.

Leave of Absence

- 2.4 A student who is in academic good standing and wishes to voluntarily interrupt his or her program of study must request a leave of absence or withdrawal. (The "Leave of Absence" form is available on the Registrar's website at: <http://registrar.nd.edu/leaveofabsence.shtml>).

Students who are physically or mentally ill, who must care for ailing relatives, or who have recently given birth should be encouraged to take a leave of absence. *They should not be signed up for nonresident research credit. Only a leave of absence will stop the clock, preventing the student from running out of funding prematurely.*

A student may request a leave of absence for a maximum of two consecutive semesters. A request for a leave of absence must be made *before* the semester in which the leave is taken; otherwise the student must withdraw from the University. All leaves of absence must first be approved by the student's department and then by the Graduate School.

A student on medical leave of absence will require clearance from Student Health Services prior to readmission.

Medical Separation from Academic Duties

- 2.5 Students enrolled in the Notre Dame Graduate School who wish to temporarily interrupt their programs for medical reasons must apply to the Graduate School. Students are eligible under this policy if they have a "serious medical condition." For purposes of this policy, "serious medical condition" means a medical condition that (1) requires multiple-day hospitalization OR (2) renders the student unable to engage in coursework and all other Graduate School-related duties for a period of at least ten (10) calendar days. Certification by a physician that the student has a serious medical condition as defined in this policy must be submitted to the Graduate School no less than three months prior to the separation period (for childbirth and other predictable requests) or as soon as the need is foreseen (for emergency requests). In situations involving childbirth, the separation period will generally begin on the actual date of childbirth; in all cases, regardless of the nature of the medical condition, the duration of the separation will be as certified by the physician up to a maximum of six weeks. Students may utilize this medical separation policy two non-consecutive times during their graduate studies. Should students need more than six weeks at any one time, they must withdraw from the University. Leaves of absence for one semester or more for medical or other reasons are governed by the Graduate School Leave of Absence policy.

Full-time degree-seeking students in their sixth year of study or less who are receiving financial aid from the Graduate School or external funds will receive a stipend equal to their normal stipend during their period of separation, for a maximum of six weeks paid by the Graduate School. Students will retain their tuition scholarships, access to on-campus medical facilities, and all other resources available to students during the entire separation period (up to six weeks). Students also will be deemed "continuously enrolled" at the University during the entire period of separation.

Teaching Assistant and Research Assistant duties will cease at least during the period of separation. Students are responsible for making arrangements, through their departments, to cover their duties. Students taking classes will be required to make arrangements with individual course instructors for completion of any courses in progress during the leave. Students will be granted the option to re-schedule exams, extend candidacy

deadlines or other deadlines not discussed herein. Students are responsible for making arrangements to reschedule exams, extend deadlines and to make up other work not discussed herein. Unlike a regular one-semester leave, time off in conjunction with this policy will count towards the students' degree time limit of eight years and university-sponsored funding cap of six years.

Withdrawal

- 2.6 A student in academic good standing who wishes to voluntarily interrupt his or her program of study must request a leave of absence or withdrawal.

A student who, for some urgent reason, must withdraw from the program after the beginning of the semester must apply for a withdrawal. To do so, the student must obtain the "Separation" form from the Registrar's website and inform his or her department and the Graduate School. (See the appendix for a copy of the form, or access the form itself via the Registrar's website at <http://registrar.nd.edu>.)

Upon approval of the withdrawal, the University enters a grade of "W" for each course in which the student was registered. If a student leaves the University without following the procedure described above, a grade of "F" is recorded for each course.

Maximal Registration

- 2.7 A graduate student in the academic year may not register for more than 15 credit hours of graduate courses, i.e., 60000 courses and higher. In the summer session, a graduate student may not register for more than 10 credit hours.

Course Numbers

- 2.8 No graduate credit is allowed for courses below the 50000-level.

Course and Grade Changes

- 2.9 The "Course and Grade Change" forms (available from the Registrar's Office) are used for:

- dropping a course
- adding a course
- adding a course as an audit
- changing a section
- changing a course from audit to credit
- changing a course from credit to audit
- changing credit hours
- changing grades
- changing course titles
- listing a course on permanent record that wasn't previously listed

Adding/Dropping Courses

- 2.10 A student may use Irishlink to add or drop courses during the first seven days of the semester. A refund of 75 percent of the tuition fee is due to the student who withdraws within this period.

After this period and up to the midsemester point, a student must fill out a course change form and obtain the approval of his or her adviser, the chair of the department offering the course, and the Graduate School.

A reason *must* be given for courses that are either added or discontinued after the midsemester point. *A course may be dropped after the midsemester point only in cases of serious physical or mental illness.* Courses dropped after this date will be posted on the student's permanent record with the grade of "W." A pro-rata refund up to a maximum of 75 percent is made to a student who is forced to withdraw for medical reasons after 10 calendar days of the beginning of the semester.

If a student decides to drop a course and does not fill out the proper paperwork, a grade of "F" is recorded for the course.

When a student enrolls he or she is considered to be an active member of the student body. A student *must* withdraw from the University if he or she drops all of his or her classes.

Grade Changes

- 2.11 A student receives the temporary grade of "I" when, for acceptable reasons, he or she has not completed the requirements for a 60000- or higher level graduate course within the semester or summer session.

The grade of "I" cannot be given to a course below the 60000 level, or to graduating students in the final semester or final summer session of a terminal degree program.

A student must complete the course work for a grade *prior to the beginning of the final examination period of the next semester in which the student is enrolled.* If a student receives an "I" for a summer session course, he or she must complete the course work for a grade before the final examination period begins for the next semester or summer session (whichever comes first) in which the student is enrolled.

The University temporarily computes this grade as the equivalent of an "F" in calculating the GPA. When a student fulfills the above requirements, the "I" is replaced by the new grade. Faculty will be given 30 days from the last day of classes of the following semester to turn in the grade change form to the Graduate School. Should the student not complete the course work as required, the "I" will convert to an "F" on the transcript.

Transfer of Credits

- 2.12 A student may transfer credits earned at another accredited university only if:
- the student is in degree status at Notre Dame
 - the courses taken are graduate courses appropriate to the Notre Dame graduate program and the student had graduate student status when he or she took these courses
 - the courses were completed within a five-year period prior to admission to a graduate degree program at Notre Dame or while enrolled in a graduate degree program at Notre Dame
 - grades of “B” or better were achieved
 - the transfer is recommended by the department chair or the graduate director and approved by the Graduate School

Because of special circumstances in the summer MA program in theology, credits can be transferred if they are no older than 5 years as of the time of admission to nondegree status.

The University considers a request for credit transfer (see “Transfer of Credits” form in the Appendix) only after a student has completed one semester in a Notre Dame graduate degree program and before the semester in which the graduate degree is conferred.

Credits not earned on the semester system, such as trimester and quarter hour credits, will be transferred on the following pro-rata basis:

Trimester credit hours x .88=Semester credit hours

Quarter credit hours x .66=Semester credit hours

A student transferring from an unfinished master’s program may not transfer more than six semester credit hours into either a Notre Dame master’s or PhD program.

If a student has completed a master’s or PhD program, he or she may transfer up to nine credit hours to a Notre Dame master’s program and up to 24 semester credit hours to a Notre Dame PhD program.

The University accepts no correspondence credits toward any degree.

The University requires prior approval of the department and the Graduate School for formal courses taken elsewhere and applied to the degree program after the student’s admission to Notre Dame.

No more than 12 credit hours earned by a student while in nondegree status at Notre Dame may be counted toward a degree program.

No grades of transferred courses are included in the student’s GPA.

Foreign Language Requirement

- 2.13 The Graduate School does not have a language requirement, but many departments do. This requirement varies from department to department, both in the choice of language and degree of proficiency required.

Degree Eligibility

- 2.14 A student in a master's program has five academic years, including summer sessions, to complete the program. A student attending summer sessions only must complete all requirements within seven years. Failure to complete all requirements within the time limit results in forfeiture of degree eligibility.

A PhD student must fulfill all requirements, including the dissertation and its defense, within eight years. The time allowed to complete the requirements varies with each department, but the time from matriculation to graduation cannot exceed eight years. Failure to complete the requirements in the allowed time results in forfeiture of degree eligibility.

Extensions are granted only in cases where genuine progress is being made towards completion of the doctoral dissertation. Only one extension will be granted, for a maximum of two years. (See the "Eligibility Extension" form in the Appendix, or download the form at <http://graduateschool.nd.edu>.)

Master's Degree Requirements

Application for Admission to Master's Degree Candidacy

- 2.15 To qualify for admission to master's degree candidacy, a student must:
- be enrolled, without interruption, in a master's degree program
 - maintain a minimum cumulative GPA of 3.0 in approved course work

A PhD student who wishes to receive a master's degree must also apply for admission to master's degree candidacy.

Admission to degree candidacy is a prerequisite to receiving any graduate degree. It is the responsibility of the student to apply for candidacy admission by submitting the appropriate form to the Graduate School office through the department chair. (See the "Application for Admission to Master's Degree Candidacy" form in the Appendix or download the form at <http://graduateschool.nd.edu>.)

Consult the Graduate School calendar for the appropriate deadline.

Master's Comprehensive Examination

- 2.16 If the master's student is pursuing a non-research degree, he or she must pass a master's comprehensive oral and/or written examination in his or her major field within 60 days of completing the required course work. If a student fails either or both parts of the examination, he or she loses degree eligibility unless the department chair allows a re-take. Only one retake of the final comprehensive examination is allowed by the Graduate School.

If a student wishes to graduate at the next commencement, he or she must pass the examination by the deadline listed in the Graduate School calendar. (See page 3.)

Some departments have an equivalent requirement in lieu of the master's comprehensive examination (e.g., a thesis; see below, section 2.16).

A doctoral student may receive a master's degree without taking the master's comprehensive examination on the recommendation of the department and the completion of:

- all formal courses required for the master's degree
- all written parts of the doctoral candidacy or PhD qualifying examination.

Submission of the Master's Thesis

- 2.17 Before a research master's student can submit his or her thesis to the Graduate School office, two official readers' reports (and notification of the passing of the master's comprehensive examination, if applicable) must reach the Graduate School office. (See the "Reader's Report on Master's Thesis" form in the Appendix, or download the form at <http://graduateschool.nd.edu>.) *The thesis adviser or co-adviser is not one of the two official readers.*

The student must submit a printed or PDF copy of the thesis to the Graduate School for a preliminary formatting check well in advance of the deadline, optimally at the same time he or she delivers copies to the readers. The student must comply with the formatting requirements listed in the ProQuest booklet, "Publishing Your Master's Thesis with UMI Dissertation Publishing," regardless of whether the student intends to purchase microfilming for the thesis. Additional formatting guidelines are available in the Graduate School's "Guide for Formatting and Submitting Dissertations and Theses." Both documents are available online on the Current Students > Forms and Downloads page at <http://graduateschool.nd.edu>.

One print-quality PDF of the thesis or two clean copies printed on acid-free paper must be submitted to the Graduate School office by the date listed on the Graduate School calendar (see page 3). Along with the required submission fees and forms, the student must also submit two printed title pages with his or her adviser's original signature. See the submission checklist in the appendix for the list of required materials. More information regarding submission fees, copyright, and microfilming contracts are also available at the Graduate School office or online at <http://graduateschool.nd.edu>.

Doctoral Degree Requirements

Application for Admission to Doctoral Candidacy

- 2.18 To qualify for admission to doctoral candidacy, a student must:
- be enrolled in a doctoral program
 - have been enrolled in the program without interruption
 - have a cumulative GPA of 3.0 or better, correlated with the approved course credits
 - completed the department's course work and language requirements

- pass the written (if required) and oral parts of the doctoral candidacy examination

A PhD student who wishes to receive a master's degree must also apply for admission to master's degree candidacy.

Admission to candidacy is a prerequisite to receiving any graduate degree. It is the responsibility of the student to apply for candidacy admission by submitting the appropriate form to the Graduate School office through the department chair. (See the "Application for Admission to Doctoral Degree Candidacy" form in the Appendix, or download the form at <http://graduateschool.nd.edu>.)

Consult the Graduate School calendar on page 3 for the appropriate deadline.

PhD Oral Candidacy Examination

- 2.19 It is a policy of the Graduate School that doctoral students pass their oral candidacy exam and have their dissertation topics approved by the end of their eighth semester of enrollment.

For most departments, the candidacy examination consists of two parts: written and oral. If a written examination is also required, it normally precedes the oral part. *The written examination is designed, scheduled, and administered by the department.*

The department is responsible for nominating the board for the oral exam. It must consist of at least three faculty (departments are free to add more) normally chosen from the teaching and research faculty of the student's department; one of these three must be the student's adviser. If the student wishes to invite a professor from another department or university, the request must be approved by the department.

The Graduate School is responsible for inviting a faculty member from a department other than the student's to chair the examination. *The department should send to the Graduate School office the completed and signed "PhD Oral Candidacy Examination" form (see the Appendix or download a copy at <http://graduateschool.nd.edu>). The form should arrive in the Graduate School at least 10 business days before the scheduled examination date. If the form does not arrive on time, the responsibility for finding an outside chair falls on the department.*

Dissertation Proposal

- 2.20 Departments are responsible for informing the Graduate School when a student has had his/her dissertation proposal approved. *(See the "Admission to Doctoral Candidacy" form in the Appendix, or download the form at <http://graduateschool.nd.edu>.)*

Each spring, usually in February, the Graduate School compiles a list of all students in their seventh semester who have not yet passed their candidacy exams and/or had their dissertation proposals approved. It then sends a letter to such students informing them that if they have not completed these objectives by the end of their eighth semester, their funding will be terminated. Copies of such letters are also sent to directors of graduate studies. Ineligible for funding, these students will be unable to accept TA assignments in their ninth semester.

Defense of the Doctoral Dissertation

- 2.21 The department is responsible for scheduling the examination and nominating the three-member board, including the dissertation adviser and at least two official readers. (Departments are free to add more readers.) Neither the adviser nor a co-adviser is considered to be a "reader." If a student wishes to have a co-adviser, his or her board will need *four* members. Board members are normally chosen from the teaching and research faculty of the student's department. The department must approve the inclusion of faculty from outside the department or the University.

The department should send to the Graduate School office the completed and signed "Defense of the Doctoral Dissertation" form (see the Appendix for a sample form) at least 10 business days before the scheduled examination date. Readers' reports must accompany the form. (See "Reader's Report on Doctoral Dissertation" form in the Appendix.) The Graduate School will not appoint a chair until all of the readers' reports reach the Graduate School office.

If a student wishes to graduate at the next commencement, he or she must defend on or before the date listed on the Graduate School calendar. (See page 3.)

Submission of the Doctoral Dissertation

- 2.22 Before a PhD student can submit his or her dissertation to the Graduate School office, he or she must have successfully defended it and made all requested changes to the satisfaction of the adviser.

It is required that the student submit a printed or PDF copy of the dissertation to the Graduate School for a preliminary format check well in advance of the deadline, optimally at the same time he or she delivers copies to the readers. The student must comply with the formatting requirements listed in the ProQuest booklet, "Publishing Your Doctoral Dissertation with UMI Dissertation Publishing" Additional formatting guidelines are available in the Graduate School's "Guide for Formatting and Submitting Dissertations and Theses." Both documents are available online on the Current Students > Forms and Downloads page at <http://graduateschool.nd.edu>.

One print-quality PDF of the dissertation or two clean copies printed on acid-free paper must be submitted to the Graduate School office by the date listed on the Graduate School calendar (see page 3). Along with the required submission fees and forms, the student must also submit two printed title pages with his or her adviser's original signature. See the submission checklist in the Appendix for the list of required materials. More information regarding submission fees, copyright, and microfilming contracts are also available at the Graduate School office or online at <http://graduateschool.nd.edu>.

Appeal Procedure in Matters Concerning Academic Grievances

- 2.23 On all matters concerning academic grievances originated by faculty or students, the initial recourse is through departmental mechanisms. (If a student is believed to have committed a violation of academic integrity, see the section on "Academic Integrity" in the *Graduate School Bulletin*.)

Students should be made aware of the available departmental mechanism for handling such grievances when they enter the department.

When a student who has had recourse to the departmental grievance procedure on academic matters believes that he or she has not received adequate consideration, he or she may appeal to the dean of the Graduate School. See the graduate student appeal procedure in the Appendix.

Graduation

- 2.24 Requests for graduation lists are sent out to the departments three times a year. (See “Department Graduation List” form in the Appendix.)

The Registrar's Office posts the graduation list on its website. Students are expected to check the site to verify that all graduation information (name, hometown, degree, adviser) is correct.

Commencement is held once a year, in May. Students who graduate in August and January may participate in commencement exercises and are included in the commencement program in May.

- 2.25 The following is a list of Graduate School requirements that must be met in order to be eligible for graduation:

- submission of an **original** undergraduate transcript (or diploma for international students) showing conferral of an undergraduate degree;
- enrollment and registration for at least 1 credit hour during the semester of graduation;
- a cumulative GPA of at least 3.0;
- no “I” grades in any course during the final semester of a terminal degree;
- accumulation of the minimum number of courses required for graduation in the department;
- accumulation of the minimum number of credit hours required for graduation in the department;
- passage of the oral candidacy exam (for PhD students);
- submission of two reader's reports for the master's thesis, and at least two for the doctoral dissertation;
- passage of the master's comprehensive exam (if applicable) or the dissertation defense by the deadline posted on the Graduate School calendar;
- submission of an admission to master's or doctoral degree candidacy form;
- submission of one PDF copy or two printed copies of the final version of the thesis or dissertation, along with two original signed title pages, relevant forms and fees, on or before the final submission deadline prior to the graduation date.

3. Financial Aid

University-Based Financial Aid

3.1 This section describes the stipends and tuition scholarships provided by the University for which students in your department may be eligible. There are five general rules for all Graduate School allotted accounts.

- In order to be eligible for University funding (allotted stipends, professional development funds, and/or tuition), students must be seeking a full-time graduate degree at Notre Dame and be in academic good standing (i.e., GPA of 3.0 or higher, a dissertation proposal approved within eight semesters, graduate enrollment at Notre Dame fewer than eight years).
- If a student's stipend is from, and being supplemented by, funds from the Graduate School allotment, the supplement cannot exceed 50% of the base stipend.
- Graduate students are provided stipends so that they can devote full time to obtaining their degrees. Therefore, they are discouraged from taking part-time employment. If students have personal or professional reasons to claim exception, part-time work must be approved by the graduate adviser, primary employer, and the Graduate School.
- The deadline for committing stipends that are allotted for an academic year is January 30. Funds not committed by this date revert back to the Graduate School for redistribution.
- Students may not receive more than six years of stipend support from the Graduate School allotment. If you wish to claim an exception to this rule, contact Barb Turpin in the Graduate School.
- All stipends are taxable.

Graduate Assistant (GA) Stipends

3.2 Stipend offers to prospective students should not be less than the base stipend. Departments may require academic service for GA stipends (e.g., teaching, grading, assisting in laboratories) during the academic year for up to 17.5 hours per week.

Other Fellowships

3.3 One function of the Graduate School is to administer endowed and gift graduate fellowship accounts. The Graduate School is responsible for fielding questions from the Development Office, allotting and managing the spending account, and corresponding with donors. The department is responsible for choosing the student who will be awarded the departmental fellowship, assigning responsibilities associated with the fellowship, and monitoring student progress.

University Fellowships

Two-Year Diversity Fellowships

- 3.4 Talented students from underrepresented groups, including first-generation and low-income students, African Americans, Asian Americans, Hispanics, and Native Americans, may be nominated for a two-year diversity fellowship. Students completing a McNair Program from any U.S. institution automatically satisfy these requirements.

The Graduate School will provide a stipend and a tuition scholarship for master's and PhD candidates in their first two years of graduate school. Departments are expected to provide normal support thereafter.

Departments must send nominations to the director of graduate admissions in February, but late nominations will be considered until funds run out. A departmental admission decision and offer (should the student not receive a fellowship) must accompany the nomination. The department should also indicate the nomination in the comment box in the internal Admission Decision section of the ApplyYourself system. (See Section 1.12) Departments will be notified of awards in early March. Fellows are listed in the revised allotment sheet that is sent to the departments later in the spring semester.

Summer Research Diversity Fellowships

- 3.5 All incoming first-generation, low-income, African American, Asian American, Native American, and Hispanic students admitted to any division of the Graduate School are eligible, as are McNair Scholars. Students admitted to PhD programs will have priority. Students must be on campus for at least eight weeks and be engaged in appropriate academic work. The Graduate School will provide up to three hours of summer session tuition and a \$3,600 stipend during the summer prior to their first academic year of graduate studies. Departments must agree to provide a faculty mentor for orientation and advisement during the summer session.

Departments must send nominations in the form of a letter addressed to the assistant dean for admissions in the Graduate Admissions Office in February, but late nominations will be considered until all funds have been awarded.

Notebaert Premier Fellowships

- 3.6 All applicants for admission to a Notre Dame doctoral program are eligible for these fellowships.

The Notebaert Fellowship will carry a 12-month stipend of \$23,500 for 2008-2009 and a full subsidy of the student's health insurance premium if the student chooses the University's plan for graduate students. The Graduate School will provide a full tuition scholarship. The duration of the Notebaert Fellowship is the shorter of six years (as long as the student remains in academic good standing) and the time the student remains in his/her PhD program. In addition, Notebaert Fellows will have the opportunity to compete for special professional development funds (for example, in support of research/conference travel) from the University during their tenure.

Programs will be required to contribute \$13,000 per year for each Notebaert Fellow, and will therefore save at least \$3,000 from each stipend line for each Notebaert Fellowship they are awarded.

Recipients of the Notebaert Premier Fellowship must be seeking admission to doctoral programs and must meet one or more of the following criteria:

- They have academic profiles that place them in the top 5% of the program's admitted students, or
- They are Catholic, or
- They are in a high-thrust area as defined by the Provost. (Not yet defined.)

Programs may nominate students for the Notebaert Fellowship by sending a letter of nomination to Terry Akai, 502 Main Building. The same letter will serve as a nomination for the Presidential Fellowships.

We will take the student each program ranks as its top Presidential Fellowship nominee (see below) as the Notebaert Fellowship nominee, unless we are specifically asked not to consider any Presidential Fellowship nominee for the Notebaert Fellowship. If that top-ranked student is not Catholic, programs may designate their second- or third- ranked Presidential Fellowship nominee who is Catholic as an additional Notebaert Fellowship nominee. In the event that a program has an exceptionally strong applicant pool, it may nominate one additional candidate for the Notebaert Fellowship.

Nominees who are not awarded a Notebaert Fellowship will be considered automatically for a Presidential Fellowship. Those who receive neither of these prestigious fellowships will then be automatically considered for any other competitive fellowship for which the student is eligible (subject to the program's making the Graduate School aware of the student's eligibility).

Students nominated for competitive fellowships are considered good-faith admits; they must be given at least normal departmental financial support if they are not awarded any of the competitive fellowships.

Presidential Fellowships

University and Voll Fellowships in Arts and Letters

- 3.7 All applicants for admission to doctoral programs in Arts and Letters are eligible for these fellowships.

These are five-year fellowships with a full tuition scholarship and a stipend of \$22,500 per calendar year. The stipend is fully funded by the Graduate School in years one and four. **The fellow's program or department must contribute a base academic-year stipend (corresponding to year of entry) in each of years two, three, and five;** the Graduate School will provide the remainder of the stipend in those years.

If the fellow purchases the University student health insurance plan, the premium will be covered in full.

Departments must send nominations to the director of graduate admissions in February. A departmental admission decision and offer (should the student not receive a fellowship) must accompany the nomination. The department should also indicate the nomination in the comment box in the internal Admission Decision section of the ApplyYourself system. (See Section 1.12) Departments will be notified of awards in early March. First-year fellows are listed in the revised allotment sheet that is sent to the departments in May.

Recipients of the Presidential Fellowships are guaranteed housing if they confirm their intent to enroll by April 15.

Schmitt and Clare Booth Luce Fellowships in Science and Engineering

- 3.8 **Scmitt Fellowships:** All U.S. citizen or permanent resident applicants for admission to doctoral programs in engineering and science are eligible for these fellowships.

Clare Booth Luce Fellowships: All women U.S. citizen applicants for admission to doctoral programs in science and engineering are eligible for these fellowships.

These are four-year fellowships with a full tuition scholarship and a stipend of \$22,500 per calendar year. The stipend is fully funded by the Graduate School in years three and four. **The fellow's program or department must contribute a base academic-year stipend (corresponding to year of entry) in each of years one and two;** the Graduate School will provide the remainder of the stipend in those years. **The years in which departments provide a stipend are different from past practice; to ease the transition, the department's contribution for 2008-2009 is reduced to half a base stipend.**

If the fellow purchases the University student health insurance plan, the premium will be covered in full.

Departments must send nominations to the director of graduate admissions in February. A departmental admission decision and offer (should the student not receive a fellowship) must accompany the nomination. The department should also indicate the nomination in the comment box in the internal Admission Decision section of the ApplyYourself system. (See Section 1.12) Departments will be notified of awards in early March. First-year fellows are listed in the revised allotment sheet that is sent to the departments in May.

Recipients of the Presidential Fellowships are guaranteed housing if they confirm their intent to enroll by April 15.

Graduate Teaching Fellowships

- 3.9 Graduate students in the College of Arts and Letters who have been admitted to PhD candidacy, who will be in their sixth year or less of enrollment, and who are expected to graduate within 12 months are eligible. The fellows are required to teach one semester of English Composition and one semester of an undergraduate course in the student's home department. The award includes an academic-year stipend funded jointly by the Graduate School and the College of Arts and Letters.

Nominations, which are made by departments, must include a recommendation from the nominee's graduate adviser and a description of the course that the nominee proposes to teach. Applications are submitted to the dean of the College of Arts and Letters.

Sorin Teaching Postdoctoral Fellowships in Arts and Letters

- 3.10 The Graduate School and the College of Arts and Letters jointly sponsor this program for recent Notre Dame PhD recipients. It provides two years of support in order for scholars to develop teaching experience and demonstrate research productivity before they compete in the academic job market. The deadline for applications is the end of September.

General Fellowship Policies

Departmental Service

- 3.11 Fellowship stipends are generally assumed **not** to be contingent upon service (e.g. teaching) to the department. If teaching assistance, however, is an *academic* requirement that must be satisfied during the term of the fellowship, this must be clearly stated in the departmental letter of admission. Furthermore, if the fellowship has a summer stipend, the fellow should be made aware that he or she must be engaged in research and/or classes during the payment period.

Graduate Recruitment and Professional Development Fund

- 3.12 This fund was allotted primarily to help departments pay for campus visits by their best domestic applicants and to support advanced student travel to professional meetings. If departments have other ideas concerning recruitment or professional development, they should discuss them first with Terry Akai.

For travel-related expenses, the traveler needs to fill out the standard travel expense report, attach receipts, and submit them to their departmental administrators.

Tuition Scholarships

Academic-Year Tuition Scholarships

- 3.13 All doctoral students in good standing are eligible for tuition scholarships. Tuition scholarships for masters-only programs are limited to the number allotted to those programs.

The tuition scholarships should cover only courses that are important for the student's academic progress (i.e., most undergraduate courses and courses outside of the discipline are ineligible).

Any student who is registered for nine or more credits per semester will be charged the full tuition. Any student who wishes to take more than 15 credits must receive permission from the department and the Graduate School. Students who have completed course requirements can take fewer than nine credits and still be considered full time.

Unless approved by the Graduate School, this tuition account **cannot** be used to pay for fees, summer session tuition charges, tuition of students who have already had eight academic years of support, nonresident thesis credit, or to support law or MBA students.

Tuition from External Sources

- 3.14 Certain fellowships, fellowship programs (e.g., Mellon, NIH), and grants will pay all or part of the fellow's tuition. The grant manager is responsible for tuition payments.

Employee Tuition Benefits

- 3.15 Employee applications and benefits are handled through Human Resources.

Summer Session Tuition Scholarships

- 3.16 This account is managed by the Graduate School. The scholarship pays for up to three hours of course credit. **General fees and additional hours of credit are the student's responsibility.**

Students submit their application for summer session tuition scholarships to their departments. The department then prepares a Personnel Action Form (PAF, see Section 3.24) and submits both forms to the Graduate School. Departments will be notified if a scholarship application is **not** approved.

Students who are graduating in August with a terminal degree, who are taking multiple-hour summer session courses, who have certain fellowships that require 12 months of classroom enrollment, and/or students who are applying for 12 months of student loans are given first priority. *During the summer, students do not have to enroll in a summer session course just to use the facilities.* Therefore, this group is discouraged from applying. *Only students in academic good standing are eligible.*

Withdrawing Tuition Support

- 3.17 To recover tuition from an enrolled student, a “final out” PAF must be submitted within 10 days of the beginning of the term.

Taxes

- 3.18 Tuition scholarships are *nontaxable*. The employee tuition benefit, however, is taxable.

Travel Grants

Downes Travel Grant

- 3.19 This endowed fund administered by the Graduate School supports graduate student travel to workshops, seminars, and short courses. This fund is not intended to pay for conference attendance.

Zabm Travel Grant

- 3.20 This endowed fund administered by the Graduate School supports graduate student travel to research sites. This fund is not intended to pay for conference attendance.

Robert E. Gordon Travel Grants

- 3.21 This program funds graduate student travel to professional meetings. It is offered and administered by the Graduate Student Union on campus.

Other Travel Grants

- 3.22 Grants are also available from other campus offices and programs including the Kellogg Institute, the Nanovic Institute, and ISLA.

Department Allotment

- 3.23 The budget for the next fiscal year is formulated by the officers of the University during the fall term, given to the Graduate School staff in early January, and disseminated to the departments in late January. The package includes the allotment sheet, a summary of student support and appointment procedures, and descriptions of fellowships and scholarships.

Student Personnel Action Form (PAF)

- 3.24 All graduate student stipends and graduate tuition scholarships are processed using the University's student personnel action form (PAF). To access the student PAF and comprehensive instructions, visit the "Employment Services-Student" channel located on the "Administrative Tools" tab within your insideND, or visit Student Employment's website located at <http://studentemployment.nd.edu>.

Other resources available on this site include hourly and stipend payroll schedules and links to necessary tax and employment documents for new student employees.

For specific questions not covered on the website, please contact Student Employment by calling (574) 631-6454, or via email stdempl@nd.edu.

Fees, with the exception of the student health services access and technology fees, may not be charged to the tuition account. They are the responsibility of the student.

Hire Date to End Date: For stipends using University funds:

Fall: First day of classes to December 31

Spring: January 1 to May 15

Summer: May 16 to August 15

Date of Final Out: To insure that checks are terminated and your budget is not inappropriately charged, make sure this date is completed and highlighted when applicable. Also, if you are returning a check, write "void" across the check and staple it to the "Final Out" PAF.

Routing the PAF

- 3.25 All PAFs must be routed to the Graduate School after departmental signatures are obtained.

Externally Funded Fellowships and Grants

- 3.26 College seniors and/or first year graduate students may apply for multiyear graduate fellowships which pay stipends and sometimes tuition and educational expenses (e.g., NSF, DOD). There are travel grants to libraries or to foreign countries (e.g., Fulbright, Belgian-American, Chateaubriand, DAAD). Dissertation fellowships provide stipends and sometimes funds for field research (e.g., the InterAmerica Foundation and the Institute for World Politics). In addition, there are grants (NSF, Sigma Xi) to support graduate research.

Besides student-initiated awards, there are several programs that fund graduate students for which departments (i.e., the faculty) must apply. Among these are the NIH Training Grants, NSF Traineeships and Department of Education-sponsored National Needs Fellowship Program.

In the final year before graduation, graduate students in all fields should explore the possibility of a postdoctoral fellowship. It allows the student time to do research and publish, the opportunity to meet and interact with important scholars and to compete for prestigious academic positions.

Externally Funded Stipends

- 3.27 These vary according to program. Some fellowships pay the stipends directly to the students (e.g., Mellon, Fulbright, a few foreign fellowships). Other fellowship funds are administered by the Graduate School (e.g., Javits, NSF, Compton) or by the principal investigator of the fellowship program (NIH Training Grant, NAFSA, GAANNP). *Under these circumstances, the department must submit a student PAF in order for the student to receive a stipend.* The account number used on the student PAF for stipends is provided to the administrator of the fellowship program by the Restricted Accounts Office.

Sometimes, funding does not arrive promptly at the beginning of the academic year. If this happens, you should ask the Graduate School for a temporary, alternate source.

Externally Funded Tuition

- 3.28 A few fellowships pay all or part of the tuition as part of the fellowship. Again, payment may be direct between foundation and Accounts Payable or through the University budgetary process.

Externally Funded Cost of Education Allowance

- 3.29 All cost of education allowances must abide by the guidelines set forth in the University's travel and entertainment policy.
- Course books and supplies necessary for coursework taken for credit will be covered by the cost of education allowance. The student is responsible for completing the Expense Report and sending it to the Graduate School along with all original documentation.
 - Health insurance is an eligible expense. The fellow must bring his/her statement from Student Accounts to the Graduate School for a transfer of funds. If the fellow has outside insurance, the paid receipt or statement and cancelled check must be submitted to the Graduate School along with a completed and signed travel and expense report.
 - The purchase of general reference texts, journals and personal equipment, (e.g., computers) necessary for graduate education must be approved by the Graduate School **before the cost of education allowance can be used. A brief written request defining need, cost, and supplier must be submitted. After approval and purchase, bring the receipts along with a completed and signed travel and expense report to the Graduate School.**
 - The cost of attending meetings or workshops within the student's discipline will be supported by the cost of education allowance contingent upon approval by the student's adviser and the Graduate School. Registration fees and travel will be covered in full. Airfare can be charged directly to the allowance account through Anthony Travel. Receipts must be presented along with a travel and expense report in order to receive reimbursement.
 - Costs of short-term trips in order to further the student's research (e.g., a visit to a laboratory to learn a technique or to a library or archive to study primary materials) will be covered by the cost of education allowance upon the approval of the adviser and the Graduate School.

- The remainder of the cost of education allowance is used to pay any unsupported tuition costs incurred by the fellow. The fellow must notify the Graduate School accordingly.

Service

- 3.30 In general, students funded by external means are not obligated to teach or otherwise commit their time to departmental service. If, however, teaching is an *academic* requirement that must be completed by all graduate students, then fellows must perform the assigned duties. Service should not exceed 17.5 hours per week.

Other Employment

- 3.35 Most fellowships do not allow other employment while the student is being funded. The fellow's stipend may be supplemented with departmental or research grant money, but this must be reported for stipends that are based on financial need.

4. Visas and International Student Issues

International Student Admissions

- 4.1 International students are required to submit both original transcripts and official translations of those transcripts. They are also required to take the GRE and the Test of English as a Foreign Language (TOEFL) if English is not their native tongue. An exception to the TOEFL may be made if the student has attended a US institution for an extended period.

GRE and TOEFL

- 4.2 Both the GRE and the TOEFL are readily available in most countries, including China. If the student cannot take the TOEFL, a written evaluation of his or her English skills must be provided. Speaking with the student on the phone would give you a good idea of the student's ability to handle the work in your field. This evaluation is critical not only for the sake of the student's survival, but also because we must testify to the student's language proficiency on the visa application.

A TOEFL score of about 250 is a reasonable indication that the student can speak, read, and understand English. A score of 600 on the old paper-based test is equivalent to a score of 250 on the current computer-based test. If you think a student whom you'd like to admit is deficient in English, the student may be admitted with the proviso that he or she attend an English as a Second Language (ESL) course upon arrival on campus. The new iBT (internet-based test) is being phased in. Preliminary minimum scores are a total of 80 and a 23 on the speaking test.

Bachelor's Degree Equivalency

- 4.3 International students must have a bachelor's degree or its equivalent. Often, this equivalency is not easily determined. Sometimes, a four-year diploma from a foreign institution is not equivalent to a US bachelor's degree, while three-year degrees from universities in the UK are. If you have any questions about the equivalency of an applicant's degree, please call us.

Applications from Mainland China

- 4.4 In China, the bachelor's degree may take five years. To circumvent Chinese regulations for students who take their degrees, some students abandon their degree program in China prior to graduation and seek to enter US graduate programs without a bachelor's degree. Since degrees are not conferred in China until July, it is difficult for us to discern intentions. In general, we will not issue visa application documents until we have proof of conferral of degree. This generally means that a student slated to graduate in July just prior to the fall entry date is unlikely to be able to acquire a visa — a process that can

take months in China — in time for the fall semester. The general solution is to admit only those students with prior year degrees in the fall, and to offer admission for the spring to those who have yet to complete their baccalaureates.

International Fulbright Awards

- 4.5 LASPAU (Latin American Scholarship Program of American Universities) is an educational services organization that develops and administers academic and professional exchange programs between the US and Latin America and the Caribbean. It administers scholarship programs for agencies including the Fulbright Academic Exchange Program of the US Information Agency (USIA) and the US Agency for International Development (USAID).

LASPAU submits to us the dossiers of its award winners for consideration for admission, along with a statement of financial terms. Normally, it requests only that a (renewable) tuition scholarship be awarded to the applicant.

Institute for International Education

- 4.6 IIE (Institute for International Education) administers a variety of programs involving international student grantees for a range of US and foreign-based sponsoring organizations, including the Fulbright program.

Applications are sent from IIE to us with a request for funding. Typically, the student's living expenses are paid for and IIE requests a tuition scholarship, but IIE frequently asks for an assistantship as well (if the student receives just a travel grant).

Sometimes, the terms are ambiguous. It is often unclear, for example, if the student has actually received the grant, or, if he or she has, for just how long the grant will run. (IIE remains deliberately vague on this because it hopes the student's financial aid will be picked up by the University after the first year.) The terms of the Fulbright awards vary from country to country. Chinese Fulbrights are guaranteed only a year of funding, with little chance for renewal. But other countries provide up to five years of full support.

We ask departments and programs to admit only well-qualified students, regardless of the source of their funding. Nevertheless, to better manage your own resources, it is important to be clear about what external funds are actually available to the student through IIE. If you are uncertain about the terms of a student's award, we will be happy to contact IIE for you.

South African Education Program

- 4.7 IIE also administers the SAEP (South African Education Program), which requests tuition and stipend assistance for black South African students wishing to pursue advanced degrees in the US.

Affidavits of Support

- 4.8 International students who have not been awarded financial aid by the University or an external agency are required to submit "affidavits of support" testifying to their, or a sponsor's, willingness and ability to pay their expenses. Because students whom we've admitted under such circumstances in the past have often experienced difficulties in supporting themselves, *we recommend that no international student be admitted without full financial support either from the University or an outside source.*

A stipend is typically sufficient for the support of the single student, but may not be sufficient to support additional family members. The student's admission packet outlines additional expenses for spouses and children. If the student's stipend is not sufficient to cover these added expenses, an affidavit of support showing ability to support family members must be filed.

An I-20 or DS-2019 form (required University documentation for visa) will not be issued until we receive this document.

Visa Fundamentals

Applying for a Visa

- 4.9 Students arriving from abroad typically apply for their visas at US embassies or consulates (which are housed under the US Department of State). Visa application processing times vary from country to country; it may take several months in China but only a few days in the UK. International students already in the US may deal with United States Citizenship and Immigration Services (USCIS, which is housed under the US Department of Homeland Security). Immigration law is sometimes interpreted differently by members of these two groups and even by people within one of the groups.

International students must typically acquire either an F-1 (student) or J-1 (exchange visitor) visa in order to enroll at ND. In both cases, ND supplies the visa application document (I-20 for the F-1 and DS-2019 for the J-1) if we are sponsoring the student. In general, we must attest to the level of support the student will receive from us, competency in English, length of study, level of expenses, etc. For students sponsored by agencies such as IIE, the agency issues the visa application document with information from ND about our institutional support.

For other immigration applications or requests (e.g., to change from F-2 to F-1 status, to apply for a reinstatement to lawful status, or to obtain work authorization), the student must apply to the USCIS regional office. The backlog of applications is so large that decisions may not be made for three or four months. There is little that we can do to push the USCIS, so students should try to anticipate major changes and plan accordingly by several months.

F-1 Student Visas

- 4.10 By far the most common visa type is the F-1 student visa. F-1 students are allowed to work on campus (e.g., receive stipends, serve as a research/teaching/graduate assistant, and work for other offices on campus that issue a ND paycheck) for no more than 20 hours per week total during the fall and spring terms.

Dependents of F-1 visa holders have F-2 visas and are not permitted to work in the US under any circumstances. These dependents must leave the US when the F-1 visa holder departs. An F-2 spouse cannot engage in full-time study. The spouse can, of course, apply for F-1 status, but cannot begin study until the status is granted.

The amount ND lists as the minimal estimated costs on the I-20 consists of tuition and \$1,250/month for the period of any initial offer we make (typically nine months; summer funding is usually acquired separately). We also estimate additional expenses

of \$550 per month for each dependent (whether spouse or child). If an academic department's offer of financial support does not meet the estimated costs on the I-20, the student is required to submit an affidavit demonstrating his/her ability to meet the remaining costs through personal funding.

For fall admissions, we use the 9-month or 12-month initial offer period. Spring admissions pose a problem for departments that do not provide summer support because many US embassies/consulates will not accept the four-and-a-half month duration of the spring semester as a sufficient period for establishing financial support.

J-1 Exchange Visitor Visas

- 4.11 J-1 Exchange Visitor visas are issued to those coming here for a short period or where mandated by certain types of support (e.g., from the student's or the US government). Some J-1 visa holders are subject to home country residency requirements after completion of studies. One of the major differences between F-1 and J-1 visas is that the J-2 spouse of a J-1 student may work for compensation provided 1) that the spouse obtain and maintain an Employment Authorization Document (EAD) and 2) that the employment is not in support of the J-1 holder's financial obligations.

All J-1 visa holders and all J-2 dependents are required by government regulations to be covered by health insurance, which is quite expensive for families. While immigration regulations do not require F-1 students or F-2 dependents to have health insurance, it is strongly recommended.

A J-1 holder is allowed into the US for specific purposes designated as categories (e.g., student, research scholar, etc.). Requests to change categories while remaining in the US (e.g., from research scholar to student if someone is attempting to move from a research laboratory to a degree program) are almost always denied. The person wishing to become a degree student must invariably leave the US and attempt to acquire a new visa.

J-1 student visa holders can work on-campus for no more than 20 hours per week total during the fall and spring semesters, and only after receiving prior written approval from the campus Immigration Services Office (ISO). Each authorization is valid for 12 months at a time.

Visitor Visas

- 4.12 US immigration regulations prohibit individuals in B-1/B-2 visitor status from enrolling in degree programs. As Notre Dame requires students to be enrolled and registered for the term in which they defend their theses or dissertations, international students must enter the United States in F-1 or J-1 status if they return to the University to complete their defenses. This applies no matter how brief the stay in the US might be.

Change in Degree Level or Status

- 4.13 Under federal regulations, a student visa holder is admitted to the US to complete a specific educational program. If a student decides to complete a different and/or additional program, he or she must comply with certain procedures in order to remain in lawful immigration status. Failure to follow these procedures could result in the student falling out of legal immigration status and being forced to leave the University and the US.

All academic departments must notify the Graduate School when any international graduate student changes his/her degree level or status. A degree level/status change can include a change from a dual degree program (e.g., a Master of Science in Applied Mathematics pursued simultaneously with a PhD in Electrical Engineering) to one or the other degree; a change from a PhD program to an MS program or vice versa; or a change in academic program (e.g., from Biological Sciences to Chemistry and Biochemistry.)

Any such changes should be reported immediately, in writing, preferably by e-mail. Contact Maureen Collins at mcollin5@nd.edu. Include the name of the student, the change and the reason for the change (voluntary or involuntary).

In addition, all academic departments are required to report to the Immigration Services Office within two days of approval when any F-1 or J-1 visa holders:

- Are suspended, dismissed, or terminated from their programs;
- Terminate their programs early for any reason at all (withdrawal, leave of absence, etc.);
- Engage in research or study abroad;
- Engage in research at another location in the United States outside of Notre Dame;
- Will complete their degrees from outside the United States.

The "Departmental Notification Form" can be found on the ISO's website for the reporting of these important events within two days of approval. (See link called "Immigration Information and Request Forms.") The ISO will report these events to the government accordingly.

Employment Authorization Document

- 4.14 Federal immigration regulations do not allow F-1 international students to work on campus under the "on-campus employment" benefit once they have completed all requirements for their degree. Once all degree requirements have been completed, a student must have a valid Employment Authorization Document (EAD), issued by the USCIS, in order to work at ND as an employee under the post-completion Optional Practical Training (OPT) benefit. In this case, students can only work in a position that is "directly related" to their major field of study. Full-time employment is permitted under post-completion OPT.

The Graduate School, in cooperation with the departments, will determine, as it currently does, when all requirements for the degree have been met. Departments which require internship work as part of the degree must inform the Graduate School of this requirement and notify it when that work has been completed by the student. The Graduate School will then notify students and the Office of Immigration Services, in writing, of the specific completion date. Immigration Services must then report this date to the USCIS within 21 days.

Because of the length of time that it takes USCIS to process the EADs, any students who are planning to work on campus beyond their degree completion date should apply for the EAD at least three months in advance of the completion date. Submitting applications as early as possible is critical in avoiding 'gaps' in a student's ability to work.

5. Summer Session

Who Should Take Summer Session Courses

- 5.1 Continuing graduate students (i.e., those enrolled in the spring semester who are eligible to return in the fall) *do not* need to take summer courses to maintain student or visa status in the summer. Students who expect to graduate in August *are* required to register for a minimum of one credit hour.

The only graduate students who should enroll in the summer session are those who actually need academic credits—e.g., for special courses offered only in the summer, or for meeting loan requirements—and those who expect to graduate in August.

Registration and Enrollment for Graduate Students

- 5.2 Registration for all continuing students takes place through Web Registration beginning in March and continuing throughout the summer session. No appointment times are necessary. *No graduate student is allowed to register for more than 10 credit hours during the summer session.*

All summer session students must enroll online or in the Office of the Registrar. Failure to do this will result in cancellation of a student's registration. Students registered for independent study courses may enroll as early as mid-May.

Some students admitted for the fall semester are invited to begin graduate work in the preceding summer. Such students can register and enroll online after they are confirmed for summer.

Schedule Changes/Withdrawal from Summer Session

- 5.3 Schedule changes for all continuing students take place through Web Registration beginning in March and continuing throughout the summer session. "Add" and "drop" dates are published with each lecture course in the summer session bulletin. There are no formal dates for independent study courses.

Continuing students and summer-only degree-seeking students who wish to withdraw from the summer session—i.e., drop all registered courses—for medical or academic reasons at any time during the summer session should obtain permission from Associate Dean Barb Turpin in order to avoid failure in courses (see Sections 2.4 and 2.5) and to receive possible financial adjustment.

Summer Session Financial Aid for Graduate Students

- 5.4 Graduate degree-seeking students in academic good standing who need to take summer courses are eligible for up to three credits of tuition scholarship from the Graduate School. The application form for these scholarships is available on the Graduate School and Summer Session websites.

Summer Session Foreign Language Reading Courses for Graduate Students

- 5.5 Degree-seeking students in the Graduate School are eligible to take any of a series of zero-credit ancient and modern language reading courses with no tuition charge. The list of summer session foreign language reading courses are available online during the spring semester. Although no tuition is charged for foreign language reading courses, students are responsible for the summer session general fee (currently \$50).

6. Appendix: Forms and Policies (Reference Copies)

Forms

The following forms are included for reference only. To obtain the most current version of the Graduate Studies forms, please visit <http://graduateschool.nd.edu> or the appropriate office, as indicated below.

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GRADUATE ADMISSIONS

6.1 Acceptance/Declination of Offer



ACCEPTANCE/DECLINATION OF OFFER FORM

Please complete form and return to: Office of Graduate Recruitment and Admissions, University of Notre Dame, 502 Main Building, Notre Dame IN 46556-5602

NONDEGREE STUDENTS ONLY

☐ I hereby accept the offer of admission as a nondegree student.

☐ I hereby decline the offer of admission as a nondegree student.

DEGREE STUDENTS ONLY

☐ I hereby accept the offer of admission as a degree-seeking student in the Department of _____ . (No financial aid given.)

☐ I hereby accept the offer of admission and financial aid in the Department of _____ .

☐ I hereby decline the offer of admission and financial aid in the Department of _____ .

I decline the offer because (*check all that apply*):

☐ I've decided not to attend graduate school at this time.

☐ I was not offered financial aid.

☐ Notre Dame's program does not meet my needs.

☐ Notre Dame's financial aid package was not competitive.

☐ Other (*please specify: geographical location, personal, etc.*) _____

☐ I am accepting an offer from _____

Did you visit the Notre Dame campus before making your decision? ☐ Yes ☐ No

Please print name _____

Signature _____ Date _____

INTERNATIONAL STUDENTS:
PLEASE COMPLETE INFORMATION ON THE REVERSE SIDE OF THIS SHEET.

INFORMATION FOR VISA DOCUMENTS (INTERNATIONAL STUDENTS ONLY)

THIS INFORMATION IS REQUIRED IF YOU WILL BE SPONSORED AS A STUDENT (F-1 VISA) OR AN EXCHANGE VISITOR (J-1 VISA) BY THE UNIVERSITY OF NOTRE DAME. PLEASE PROVIDE INFORMATION REQUESTED FOR YOURSELF AS WELL AS ANY DEPENDENTS WHO WILL ACCOMPANY YOU.

Please check one or both boxes below and provide information for visa documents.

☐ I will be bringing my spouse.

☐ I will be bringing my child(ren).

LAST NAME IN CAPITALS (AS IN PASSPORT)	First Name in Lower Case	Date of Birth (mm/dd/yyyy)	City & Country of Birth	Country of Citizenship	Relationship to You (spouse, son, daughter)

SAMPLE

IF DEPENDENTS WILL ACCOMPANY YOU, PLEASE PROVIDE PROOF OF ABILITY TO SUPPORT DEPENDENTS FINANCIALLY.

You must be able to show assets of \$550 per month for each dependent for the initial period of stipend support (if applicable) or otherwise for nine (9) months. You must also show evidence of ability to support dependents beyond the initial period. Examples of acceptable proof are statements from financial institutions, or a letter of sponsorship and the sponsor's financial statements.

6.2 Graduate Admissions Decision

View Full Application

close window

save

Internal

Admission Decision

Recommendation

Please select

Decision

Party making decision

Date

mm/dd/yyyy

Comment

Text area for comment with a character count indicator.

Characters left in your response 200

GA Tuition amount

GA stipend amount

RA tuition amount

RA stipend amount

Fellowship tuition amount

Fellowship stipend amount

Graduate School Office Use

Reviewed

☐ Yes ☐ No

Letter Created

☐ Yes ☐ No

Banner Decision

Please select

Banner ID

Final Transcript

☐ Yes

☐ No

save

GRADUATE STUDIES

6.3 Application for Admission to Doctoral Degree Candidacy



UNIVERSITY OF NOTRE DAME
THE GRADUATE SCHOOL

APPLICATION FOR ADMISSION TO DOCTORAL DEGREE CANDIDACY

This form should be submitted once the dissertation proposal has been approved.

I hereby apply for admission to candidacy for the degree of Doctor of Philosophy. I have been fully informed of the requirements for the degree.

Name _____ ID# _____
Last First MI

Department _____

Signature: _____ Date _____
Applicant

TO BE COMPLETED BY THE DEPARTMENT

Proposed dissertation title

_____ Date proposal approved

_____ Date candidacy exam passed

_____ Date (mo/yr) residency completed*

_____ Course credits required

_____ Current cumulative GPA

_____ Course credits completed

_____ Enrolled and registered (Y/N)

_____ Credit hours required for degree**

_____ Transcript showing conferral of
undergraduate degree (Y/N)

_____ Current semester credit hours

_____ Language requirement met
(Y/N or N/A)

_____ Credit hours completed***

* The minimum residency requirement for the doctoral degree is full-time status for four consecutive semesters (may include the summer session).

** Students in the Department of English who wish to earn the MA, MFA and PhD must accumulate at least 75 non-audited, non-thesis credit hours.

*** No more than 10 credit hours of 400-level courses may count toward the degree.

I CERTIFY THAT the applicant has satisfied all departmental requirements for the PhD with the exception of the dissertation and its defense.

Signature: _____ Date: _____
Adviser

Signature: _____ Date: _____
Department Chair or Director of Graduate Studies

Signature: _____ Date: _____
Associate Dean of the Graduate School (or other authorized officer)

THIS FORM MUST BE TYPED

Available as a PDF at <http://graduateschool.nd.edu/html/faculty.staff/forms.staff.html>

Return to: Maureen Collins, 502 Main Bldg.

Last updated: August 2006

6.4 Application for Admission to Master's Degree Candidacy

The Graduate School at the University of Notre Dame

APPLICATION FOR ADMISSION TO MASTER'S DEGREE CANDIDACY

This form must be submitted to the Graduate School by the last day of exams in the semester of graduation.

Name _____ ID# _____
Last First MI

Department _____

Semester of Admission _____ Specific Degree Expected _____
(MSAM, MMS, etc.)

Signature _____ Returning? ☐ Yes ☐ No
Applicant

TO BE COMPLETED BY THE DEPARTMENT

This student has completed the requirements for the master's degree as follows:

Residence and Courses*

_____ Current cumulative GPA _____ Current semester credit hours
_____ Date (mo/yr) residency completed _____ / _____ Course credits completed/required
_____ Undergraduate transcript showing _____ / _____ Credit hours completed/required
conferral of degree (Y/N)
_____ Enrolled and Registered (Y/N) _____ Language requirement met
(Y/N or N/A)

**The minimum residency requirement for the master's degree is full-time status for one semester (may include summer session).*

Date final comprehensive examination passed (if not required, please write N/A) _____

Signatures of Examination Committee:

_____ Chair of the Examination Committee (required)

Date thesis or project approved (if not required, please write N/A) _____

Subject to satisfactory completion of courses (if any) in which student is now enrolled, I CERTIFY THAT the above master's candidate has completed all departmental requirements for the degree shown.

Signature: _____ Date: _____
Department Chair or Director of Graduate Studies

Signature: _____ Date: _____
Associate Dean of the Graduate School (or other authorized officer)

Please return to: Maureen Collins, 502 Main Building

Last updated: August 2006

6.5 Defense of the Doctoral Dissertation



UNIVERSITY OF NOTRE DAME
THE GRADUATE SCHOOL

PHD ORAL CANDIDACY EXAMINATION

Name of Candidate _____
(Last) (First) (Middle)

Student 900# or NetID: _____

Department _____ Examination Place _____

Written Candidacy Examination completed (if required) _____

Date of the Oral Candidacy _____ Examination Time _____

Major field of concentration

Examination Board

1. _____ Dept. _____
(Adviser)

2. _____ Dept. _____

3. _____ Dept. _____

4. _____ Dept. _____

5. _____ Dept. _____

Outside Chair _____ Dept. _____
(invited by the Graduate School)

Signature _____
(Department Chair or Director of Graduate Studies) (Date)

THIS FORM MUST BE TYPED.

Please return to: Exam Coordinator, 502 Main Building

Last updated: December 2007

DEPARTMENT GRADUATION LIST

Please return to:
Linda Chism
502 Main Building

Check here if no one will be graduating: ☐

Graduation Date: _____

Signature: _____
(Department Chair or Director of Graduate Studies)

Student Names
in Alphabetical Order

#900#

Research
Masters

onresearch
Masters

Exact Degree*

US
Citizen?

Returning Student?

Director/Codirectors

*Specify exact degree (i.e., MA, MS, MFA, MSCE, MSAE, MARCH, etc.)

Last updated: January 2007

INSTRUCTIONS: Complete via ACROBAT and return the printed and signed copy to Linda Chism. Incomplete/handwritten forms will be returned to the department.

6.7 Eligibility Extension

University of Notre Dame/The Graduate School

ELIGIBILITY EXTENSION

Name of Student: _____
(Last) (First) (Middle)

Department: _____ 900 # _____

☒ Doctoral degree ☐ Master's degree ☐ Department nondegree

Eligibility Extension

Extend eligibility to: _____
(Please give reason below)

Additional Information

Explain the reason for extension here.

(Department Chair or Director of Graduate Studies)

(Date)

(Associate Dean of the Graduate School)

(Date)

THIS FORM MUST BE TYPED.

Please return to: Maureen Collins, 502 Main Building.

Last updated: August 2005

6.8 Oral Candidacy Examination, Ph.D.



**UNIVERSITY OF NOTRE DAME
THE GRADUATE SCHOOL**

PHD ORAL CANDIDACY EXAMINATION

Name of Candidate _____
(Last) (First) (Middle)

Student 900# or NetID: _____

Department _____ Examination Place _____

Written Candidacy Examination completed (if required) _____

Date of the Oral Candidacy _____ Examination Time _____

Major field of concentration

Examination Board

1. _____ Dept. _____
(Adviser)
2. _____ Dept. _____
3. _____ Dept. _____
4. _____ Dept. _____
5. _____ Dept. _____

Outside Chair _____ Dept. _____
(invited by the Graduate School)

Signature _____
(Department Chair or Director of Graduate Studies) (Date)

THIS FORM MUST BE TYPED.

Please return to: Exam Coordinator, 502 Main Building

Last updated: December 2007

6.9 Oral Candidacy Exams and Dissertation Defenses Results Report



FORM FOR REPORTING RESULTS OF ORAL CANDIDACY EXAMS
AND DISSERTATION DEFENSES

Please return to the Exam Coordinator, 502 Main Bldg.

Name of candidate: _____

Department/program: _____

Number of committee members present: _____

Vote (Pass or Fail): _____ Vote Tally: _____

Did any faculty members participate via teleconference or speaker phone? Y/N _____
If so, how many? _____

If faculty participated at a distance, did this have any noticeable effect on the conduct of the exam?
(Y/N) _____ If so, please explain.

Was the examination of appropriate length (between 1-1/2 and 2-1/2 hours)? Y/N _____

Did the vote reflect the performance of the candidate? (Y/N) _____ If not, please explain.

In your opinion, was the examination conducted in a professional manner? (Y/N) _____
If not, please explain

Signature of Outside Chair

Date

Outside Chair's Home Department

Email

Last updated: 06/08

6.10 Reader's Report on Doctoral Dissertation



READER'S REPORT ON DOCTORAL DISSERTATION

Please return to the Exam Coordinator, 502 Main Bldg.

Readers normally have two to four weeks to read and approve or reject a doctoral dissertation. They may refuse to read it if they are not given sufficient time.

Each reader must read the dissertation and promptly report the results to the Graduate School on this form. If the reader is not satisfied with any part of the dissertation, he or she shall not sign this form, but rather notify the candidate and his or her adviser of this decision.

Reader approval does not imply reader agreement with, or support for, the thesis. It implies only reader acknowledgement that the dissertation is an academically sound and defensible scholarly product. Only a dissertation that is considered to be defensible by all the readers may be defended.

Even though the dissertation has reader approval, revisions may be required at the time of the final defense of the dissertation. If defects in the dissertation come to light at that time, the candidate may be asked to revise the dissertation before it is accepted by the Graduate School and the degree is conferred. In such a case, it will be the responsibility of the candidate's director to report to the Graduate School that such revisions have been completed satisfactorily. This information is conveyed to the Graduate School by the adviser's signature on the title page of the dissertation.

Name of Candidate: _____
(Last) (First) (Middle)

Dept./Program: _____ **900# or NetID:** _____

Title of Dissertation:

I have read this dissertation and determined that it is defensible.

Name of Official Reader (please print): _____

Signature of Official Reader: _____ **Date:** _____

6.11 Reader's Report on Master's Thesis



READER'S REPORT ON MASTER'S THESIS

Master's theses require the approval of two official readers *in addition to* the thesis director.

The thesis director indicates his or her final approval of the thesis and its readiness for the readers when he or she signs the thesis. Copies are then distributed to the two official readers, who are appointed from among the regular teaching and research faculty of the student's department. The appointment of a reader from outside the student's department must have the Graduate School's prior approval.

Each reader must read the thesis and promptly report the results to the Graduate School on this form. *If the reader is not satisfied with any part of the thesis, he or she shall not sign this form*, but rather notify the candidate and his or her advisor of this decision.

Approval of the thesis by each reader must be unconditional and must be reported on this form to the Graduate School through the department chair or director of graduate studies.

Name of Candidate: _____
(Last) (First) (Middle)

Dept./Program: _____ 900# or NetID: _____

Title of Title:

I have read and approved this thesis.

Name of Official Reader (please print): _____

Signature of Official Reader: _____ Date: _____

THIS FORM MUST BE TYPED.

Available as a PDF at <http://graduateschool.nd.edu/html/faculty.staff/forms.staff.html>.

Please return to: Maureen Collins, 502 Main Building

Last updated: August 2006

6.12 Teaching Assistants List

UNIVERSITY OF NOTRE DAME
DEPARTMENT OF _____
TEACHING ASSISTANTS – FALL 2008

Please type form in alphabetical order and return to:

**Maureen Collins
502 Main Building**

Name	900 Number	Course No.	Instructional Duties*		
			(a)	(b)	(c)
1. EXAMPLE: Smith, John					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

*Definition of Instructional Duties

- a. lectures on a regular basis with responsibility for examinations and grading
- b. conducts discussions on a regular basis with responsibility for examinations and grading

6.13 Transfer of Credits

University of Notre Dame/The Graduate School

TRANSFER OF CREDITS

Name of Student: _____
(Last) (First) (Middle)

Department of _____ 900 # or NetID _____

☐ Doctoral degree

☐ Master's degree

Name of Institution where credits were earned:

Location of Institution: _____

An original transcript must be submitted with this request, unless the Graduate School already has one.

Course Number	Course Title	Semester Cr/Hr	Grade	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total number of credit hours to be transferred: _____

☐ Transfer up to 6 credit hours from an uncompleted master's program (listing of courses required)

☐ Transfer up to 9 credit hours from a completed master's program (listing of courses required)
(Master's students only)

☐ Transfer up to 24 credit hours from a completed master's program (listing of courses required if
less than 24 credit hours are to be transferred) (Ph.D. students only)

Additional Information _____

Department Chair or Director of Graduate Studies Date

Associate Dean of the Graduate School (or other authorized officer) Date

THIS FORM MUST BE TYPED.

Please return to: Maureen Collins, 502 Main Building.

Last updated: August 2006

6.15 Personnel Action Form, Student

Available on the Student Employment website



Student Personnel Action Form

Student Name: _____			Student Academic Dept: _____ <small>(Graduate Students Only)</small>	
Last _____	First _____	Middle _____	Level: U-Grad _____	Grad _____
Net ID or ndID: _____			Account Type: Restricted _____ Unrestricted _____	
Position Number ¹ : _____			Employing Org #: _____	
Employing Dept Name: _____			Dept Contact Telephone: _____	
Dept Contact Name: _____			For Student Employment Use Only Suffix: _____	

FEDERAL LAW REQUIRES COMPLETION OF "I-9", EMPLOYMENT VERIFICATION FORM, WITHIN 3 WORKING DAYS OR PERSON IS PROHIBITED FROM WORKING!

Hire Action		Job Changes	
Rehire Student Hourly Job _____ Add Student Hourly Job _____	Rehire Student Stipend Job _____ Add Student Stipend Job _____	Hourly Job Changes* _____ Stipend Job Changes* _____ Terminate Job* _____ * Effective Date: _____	
Hourly	Stipend	Graduate Tuition Scholarship	
Hourly Job Title: - Please choose from approved list - Hourly Rate: _____ Hire Date: _____ <input type="checkbox"/> Check if non-U.S. Citizen/non-Perm. Resident? Hours per two week Pay Period: _____ <small>Total hours of campus employment may not exceed 20/week while enrolled</small> Supervisor Name: _____ Supervisor Net ID: _____	Salary: _____ <small>(Total amount to be paid over employment period)</small> Hire Date: _____ End Date: _____ <input type="checkbox"/> Check if non-U.S. Citizen/non-Perm. Resident? Hours per two week Pay Period: _____ <small>Total hours of campus employment may not exceed 20/week while enrolled</small>	Summer Amount: _____ Fall Amount: _____ Spring Amount: _____ TOTAL Amount: _____ \$- If applicable: Above information supersedes form dated: _____ <small>* Notify the Office of Student Accounts at stdacct@nd.edu if not using the standard Graduate Tuition Scholarship account.</small>	

LABOR DISTRIBUTION INFORMATION									
Fund	Organization	Account	Program	Activity (optional)	Location (optional)	Hourly Rate or Salary	Percent (2 decimal places)	For Dept Use Only	Payroll
Totals						\$ -			

If Labor Distribution includes a restricted account (a fund number starting with a "2" or a "3"):
 RSPA Accountant assigned to above restricted account(s): _____

Time Card Signatures: _____

 Comments: _____

Approvals:			
Signature:			
Name:			
Title:	Employing Supervisor/Department Head	Dean/Academic Department Head	Graduate School
Date:			
Phone Number:			

After securing applicable signatures, route to Student Employment, 115 Main Building.

Footnotes:

(1) Position number is found on position inventory reports or by contacting the Office of Budget & Planning.

v. 1.2

Form dated: 8/18/2008

OFFICE OF THE REGISTRAR

6.16 Leave of Absence Request

Available at: http://registrar.nd.edu/LOA_Request.htm

	University of Notre Dame Office of the Registrar	Registrar :: Staff Mission Site Index Home
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Student Personal Information - All Fields Required

Last Name: First Name: Student ID:

Student Academic Information - Recommended

Student College: Student Major:

Student Leave Information - All Fields Required

☒ Personal Leave

☐ Medical Leave

☐ Military Leave

☐ Study Leave – Country: University:

Leave Term: (Term) (Year) & Return Term: (Term) (Year)

Class prior to Leave: Class upon return:

Notes/Reasons for Leave: (optional for undergraduates, required for graduates)

Student Address Information - Recommended

Permanent Home Address (or address where the student can be reached at during their leave):

Address:
City: State: Zip: Country:

Please print this form, sign and submit it to the Office of the Registrar (105 Main) or fax to 631-5872.

DEPARTMENT SIGNATURE: (graduate only) _____ DATE: _____

IMMIGRATION SERVICES SIGNATURE: (F1 or J1 visa holders only) _____ DATE: _____

DEAN SIGNATURE: _____ DATE: _____

CC: Student Accounts, Student Residence Life, Student Affairs, Financial Aid, Student's Personal Folder in Dean's Office, Student's Department(s), Office of the Provost

Reset Form

Registrar Office Use Only

Date Received: ___/___/___ Date Processed: ___/___/___ Processed By: _____

Actions: Dropped Courses ___ Coded Leave ___ Deleted e-term ___ Ltr. To Stu. ___ Future Term Created ___

6.17 Separation from the University (Withdrawal) Available at: http://registrar.nd.edu/Separation_Form/

SEPARATION FROM THE UNIVERSITY

This “Separation from the University” form must be completed for students who are withdrawing from the University and for students who are suspended or dismissed for disciplinary reasons. The “Separation from the University” form is only required once the semester has begun and the student has enrolled. If a student wishes to leave the University and has not yet enrolled for the semester, please contact enroll.1@nd.edu. Completion of this form is not required for Leaves of Absence. The student is responsible for initiating the form when they are seeking to withdraw from the University. In all other instances, this form will be initiated by the department mandating the separation.

For the Dean or Department

If a student is dismissed for disciplinary reasons, suspended from the University, or separated for other reasons, please fill out the top part of the form (Dean section), and send to the Student Affairs Office, 316 Main Building.

For the Student

The official “Withdrawal from the University” Policy may be found in *du Lac: A Guide to Student Life*. The following information is provided to assist students who are considering withdrawing from the University of Notre Dame.

- If you are considering withdrawing from Notre Dame, you should consult widely with campus resources to determine whether a withdrawal is appropriate. Discuss your options with your academic advisor, counselor, an assistant dean within your college, your rector, and your parents or other family members, to determine whether a withdrawal is the appropriate course of action.
- Withdrawals require the approval of two University officials:
 - The **Dean or Assistant Dean of the College** (or First Year of Studies) in which you are enrolled.
 - First, schedule an appointment with the dean or assistant dean of your college and obtain the dean’s approval as indicated by a signature on the separation form.
 - The **Associate Vice President for Residence Life**.
 - Second, schedule an appointment with the Associate Vice President for Residence Life (316 Main Building, 1-6144), but only *after* the dean or assistant dean of your college has signed your separation form.
 - You must obtain these approvals to avoid receiving failing grades in your classes and to ensure appropriate adjustment to your student account. Accordingly, do not make plans to depart from campus until you have scheduled and attended these appointments.
- If you hold an F-1 or J-1 visa, you are required to visit the Immigration Services Office prior to submitting the form to the Office of the Registrar.
- It is also recommend that you visit Student Accounts (100 Main Building) and Financial Aid (115 Main Building) to review with them the financial impact of withdrawing.
- As described in the withdrawal policy, students who have been granted a withdrawal must apply for readmission to the University. Normally, you will be required to remain away from the University for two semesters before you will be eligible for readmission. Withdrawals are recorded on a student’s academic transcript.
 - In most cases, this means that if you withdraw any time during the Spring semester, the earliest you will be considered eligible for readmission to Notre Dame is the Spring semester of the following academic year. Similarly, if you withdraw any time during the Fall semester, the earliest you will be considered eligible for readmission is the Fall semester of the following academic year.
 - An application for readmission will be sent to students who have been granted a withdrawal, along with a letter from the Associate Vice President for Residence Life confirming that a withdrawal has been granted.
- If you have fully completed a semester and do not plan on returning the following semester but plan on returning to the University, you should request a Leave of Absence, not a withdrawal. The academic colleges grant Leaves of Absence. Information on Leaves may be obtained from the dean of your college.

Continue

Separation Form

Student Personal and Academic Information (to be completed by student or a proxy for the student)			
Name:	<input style="width: 90%;" type="text"/>	ID Number:	<input style="width: 90%;" type="text"/>
College:	<input style="width: 20%;" type="text" value="Arts & Letters"/>	Level:	<input style="width: 30%;" type="text" value="First Year - Undergraduate"/>
		Major:	<input style="width: 40%;" type="text"/>
Local Address:	<input style="width: 95%;" type="text"/>		
City:	<input style="width: 30%;" type="text"/>	State:	<input style="width: 10%;" type="text"/> Zip: <input style="width: 20%;" type="text"/>
Home Address:	<input style="width: 95%;" type="text"/>		
City:	<input style="width: 30%;" type="text"/>	State:	<input style="width: 10%;" type="text"/> Zip: <input style="width: 20%;" type="text"/> Country: <input style="width: 20%;" type="text"/>

Reason for Separation (must be approved by Student Academic Dean):

- ☐ Voluntary Withdrawal
 ☐ Health Withdrawal
 ☐ Suspension
 ☐ Honor Code Violation
☐ Disciplinary Dismissal
 ☐ Other (only with Dean permission)
 ☐ Academic Dismissal
 ☐ Update to Status

STUDENT SIGNATURE: _____ **DATE:** _____

RECTOR SIGNATURE: _____ **DATE:** _____
 (Notification to Rector if student lives on campus)

Academic Dean Approval and Comments (REQUIRED)

DEAN:

DEAN'S SIGNATURE: _____ **DATE:** _____

COMMENTS: _____

RECOMMENDED DATE OF WITHDRAWAL: _____ **ELIGIBLE FOR READMISSION IN:** _____

Office of Student Affairs Approval (REQUIRED)

OSA SIGNATURE: _____ **DATE:** _____

COMMENTS: _____

Immigration Services Office (REQUIRED for F1 and J1 Students)

ISO SIGNATURE: _____ **DATE:** _____

Financial Status Review (RECOMMENDED)

FINANCIAL AID SIGNATURE: _____ **DATE:** _____

STUDENT ACCOUNTS SIGNATURE: _____ **DATE:** _____

Office of the Registrar (REQUIRED)

This signature should be the last obtained. The form will be signed upon processing. The separation process is not complete until this form, and all required signatures, has been returned to the Office of the Registrar (105 Main Building).

REGISTRAR'S OFFICE SIGNATURE: _____ **DATE:** _____

Copies to: Foreign Student Visa Office, Student Affairs, Student Financial Services, Student Accounts, Academic

6.18 Graduate School Policies and Procedures Concerning Candidacy and Defense Exams

Graduate School Policies and Procedures Concerning Candidacy and Defense Exams

Updated 9/2007

Expectations of students on the oral candidacy exam vary from department to department. For some departments, the oral is a test of breadth and depth of knowledge. For others, it is a defense of the dissertation proposal. And for still others, it is a combination of both of these elements. *You are responsible for knowing your departmental expectations with regard to the candidacy and defense exams.* What follows concerns Graduate School policies and procedures.

- The form to set up the oral candidacy exam can be found at http://graduateschool.nd.edu/pdf/forms_faculty_report.oral.phd.pdf. The form to set up the defense can be found at http://graduateschool.nd.edu/html/faculty_staff/forms.staff.html). These forms must be filled out (typed) by your departmental assistant, signed, and sent to the Graduate School, 502 Main Building.
- Your exam committees (for both the candidacy and defense) must consist of at least three teaching and research (T&R) faculty, one of whom is your adviser. Refer to your departmental guide to determine what the standard is in your department. Normally, committee members are chosen from your departmental faculty. If you would like someone from outside your department or the University to sit on your committee, you must first obtain the permission of your department. At least two committee members must be physically present at the examination.
- If you would like the Graduate School to find the outside chair for you, the form must be received by us *at least 10 business days* prior to the exam. If you plan to obtain your own outside chair, please return the form *at least 48 hours before the exam*. Even though you plan to obtain your own chair, the Graduate School still must formally notify the members of your committee and the outside chair of the date/time/location of the exam.
- The outside chair will probably not be familiar with how exams are conducted in your department. He/she will discuss departmental procedure with the members of your committee prior to the exam.
- *The duties of the chair of the oral candidacy exam*, as a representative of the Graduate School (who does not vote), are to ensure that:
 - The examination is conducted in an orderly fashion;
 - It is conducted over a period of not less than one and one-half hours and not more than two and one-half hours (the distribution of time among the examiners and all other details being settled *before* you are admitted to the room);

- The subject matter is well covered; and
 - Examiners do not answer their own questions or guide you in answering those questions. The purpose of the examination is to find out how much you know and to determine whether this knowledge is sufficient for a Ph.D. candidate.
-
- *The duties of the chair of the dissertation defense*, as the representative of the Graduate School, are to see that the examination is conducted in an orderly fashion over a period of not less than one hour. The subject matter of this examination is your dissertation and the general field in which the dissertation falls. Although the chair does not vote, he or she may ask questions of you.
 - On a committee of three, two votes are required to pass. On a committee of four, three votes are required to pass, and on a committee of five, four are required. In the event that one committee member is absent, *the vote to pass must be unanimous*.
 - The outside chair then writes a report to Barbara Turpin, Associate Dean of the Graduate School, describing the conduct of the exam and providing the vote of the committee on your performance. You can find this form at http://graduateschool.nd.edu/pdf/forms.faculty_report.defense.pdf.
 - If you feel that your exam was not conducted fairly, contact your outside chair immediately so that your concerns can be incorporated in the report to Dean Turpin.

6.19 Graduate Student Appeal Procedure

GRADUATE STUDENT APPEAL PROCEDURE

(Approved by the Graduate Council, Nov. 16, 2005)

1. Preamble

The purpose of this procedure is to afford graduate students at Notre Dame the opportunity to resolve complaints dealing with academic issues such as dismissal from graduate standing, placement on probationary status, denial of readmission to the same program (if the student was previously in good standing), and other departmental decisions that terminate or impede progress toward the degree.

This procedure is not to be used to address issues of sexual or discriminatory harassment (see Graduate and Professional Student Handbook), of academic fraud (see 'Academic Integrity' section of the Graduate School Bulletin), or for disability-related grievances (see the grievance procedure for students with disabilities in the Graduate and Professional Student Handbook).

This procedure is provided for continuing and returning graduate students in the Graduate School. It is not to be used by applicants for admission or by students in the Law School or the Business School.

2. Departmental Resolution Process

Conflicts should be resolved at the lowest level, i.e., within the student's department, according to departmental grievance procedures specified in the department's graduate student guide. (Departments may develop a formal grievance procedure or designate an individual (e.g., the chair or the DGS) who will handle complaints on an *ad hoc* basis. If the student's grievance concerns this designated individual, the department must specify an alternate process.)

For complaints originating in the student's department, the student must first attempt resolution within the department by following the department's grievance procedure. If a mutually satisfactory resolution cannot be reached at the department level, the complaint may be brought to the Graduate School according to the following procedure.

3. Formal Appeal Procedure to the Dean of the Graduate School

Complaints must be initiated by a written statement from the student to the associate dean of the Graduate School responsible for academic policy, indicating the nature of the problem, the date(s) the problem occurred, the grounds upon which the appeal is based, background information that the student considers important and the relief requested. The associate dean will request from the department chair (or chair of the departmental appeal committee) a description of the results of the departmental resolution process.

Grounds for formal appeal include procedural error, violation of official policy by academic or administrative personnel, or special mitigating circumstances beyond the student's control that were not properly taken into account in a decision affecting the student's academic progress.

The complaint should be sent to the Graduate School's associate dean for academic policy within 30 days of the department's resolution. The associate dean will then convene a meeting of an *ad hoc* academic appeals committee, composed of three faculty members chosen by the associate dean, two of whom will be current members of the Graduate Council (one from the student's college and one from outside the student's college) and one of whom will be from the student's college but not a member of the Graduate Council. The committee will also include one non-voting graduate student. This student may either be one of the current GSU representatives to the Graduate Council or a substitute from the student's college selected by the associate dean from a pool of students identified by the GSU. The committee will be chaired by the associate dean, who does not vote. At the student's request or by request of the committee, the appeals committee will also meet with the student. The committee may also meet with other individuals involved.

The appeals committee will make a written recommendation to the dean of the Graduate School within 30 working days of receipt of the appeal. The dean may or may not accept this recommendation, but in either case, he or she will respond to the appeal in writing within 30 working days of receipt of the committee's recommendation. (All deadlines set forth here may be extended in extenuating circumstances.) The dean will send a copy of this letter to the department chair. The judgment of the dean of the Graduate School is final.

BMT Nov. 17, 2005

6.20 Submission Checklist: Doctoral Dissertations

Submitting Your Dissertation to the University of Notre Dame Graduate School

In order to meet Graduate School requirements, your dissertation and all accompanying materials must be submitted by 5 PM on the deadline date. If an adviser cannot provide an original signature by the due date or if there will be any other problems meeting the deadline, your adviser must contact Dr. Barbara Turpin at (574) 631-5778 or bturpin@nd.edu before the deadline.

This checklist assumes your manuscript's formatting has been approved by the dissertation editor. If you haven't had the formatting checked, please submit a PDF or paper copy to the editor before proceeding. If the formatting of your formal submission does not match the Graduate School's requirements, your dissertation may not be accepted. For more information regarding the formatting and submission of your dissertation, please visit the Current Students section of the Graduate School website: <http://graduateschool.nd.edu>. Direct links to any forms below are available at <http://tinyurl.com/b36dg>.

Dissertation submission checklist:

- ❑ **Online submission "order" and payment.** Payment for every official submission, regardless of the dissertation's submission method, must be placed through our online payment cart. Begin the formal submission by visiting <http://tinyurl.com/9xqlp>. Choose your submission type and follow the prompts to complete the online "order." Payment can be made through cash, check, money order, Visa, or MasterCard. Please note: only formal submission registrations are available through this system.
- ❑ **ETD: One clear, print-quality PDF**, uploaded to the electronic submission website: <http://etd.nd.edu>. Use the following alpha-numeric naming convention: SmithB052003.pdf (Last name + First/middle initial(s) + Two-digit submission month + Four-digit submission year + .pdf). If you are submitting multiple PDF files due to file size or access restrictions, begin each file name with a number to indicate the file order, and upload the files in numerical order. **Two printed title pages with the adviser's original signature must be submitted with the rest of the submission forms.**
or
Print: Two printed copies of the dissertation on 20-lb. or better archival-quality, acid-free paper, with your adviser's original signatures on both title pages.
- ❑ **The Placement form.** A typed PDF is preferred, but we will accept neatly printed copies, as well.
- ❑ **The Survey of Earned Doctorates.** If you choose not to answer a question in the survey, you must write "REFUSED" across that field or you will be contacted for the missing information.
- ❑ **The UMI/ProQuest Microfilming and Copyright Agreement, with an extra title page and abstract attached.** All doctoral students **must** complete and submit pages 3 and 4 of the booklet. Page 5 (copyright registration) is optional and requires an additional fee.

The binding, cataloging and microfilming processes take time, so it may be several months before your dissertation becomes available in the University library system or on the UMI/ProQuest website. If you have any concerns or questions about the status of your submission, please contact the dissertation editor.

Submit materials to:

Dissertation editor: Shari Hill
Location: The Graduate School, 502 Main Building, Notre Dame, Indiana 46556
Phone: (574) 631-7545
E-mail: sharihill@nd.edu

6.21 Submission Checklist: Master's Theses

Revised 1/31/07

Submitting Your Thesis to the University of Notre Dame Graduate School

In order to meet Graduate School requirements, your thesis and all accompanying materials must be submitted by 5 PM on the deadline date. If an adviser cannot provide an original signature by the due date or if there will be any other problems meeting the deadline, your adviser must contact Dr. Barbara Turpin at (574) 631-5778 or bturpin@nd.edu before the deadline.

This checklist assumes that your manuscript's formatting has been approved by the thesis editor. If you haven't had the formatting checked, please submit a PDF or paper copy to the editor before proceeding. If the formatting of your formal submission does not match the Graduate School's requirements, your thesis might not be accepted.

For more information regarding the formatting and submission of your dissertation, please visit the Current Students section of the Graduate School website: <http://graduateschool.nd.edu>. Direct links to any forms below are available at <http://tinyurl.com/b36dg>.

Thesis submission checklist:

- ❑ **Online submission "order" and payment.** Payment for every official submission, regardless of the dissertation's submission method, must be placed through our online payment cart. Begin the formal submission by visiting <http://tinyurl.com/9xqlp>. Choose your submission type and follow the prompts to complete the online "order." Payment can be made through cash, check, money order, Visa, or MasterCard. Please note: only formal submission payments are accepted through this system.
- ❑ **Microfilming is optional for master's theses.** Master's students are not required to order microfilming, but the option is available and can be purchased through the submission payment cart. If you wish to order microfilming, you must include a 150-word or fewer abstract in your thesis, complete a ProQuest microfilming agreement form, and purchase microfilming via the online cart mentioned above. Copyright registration is optional, but cannot be purchased without the microfilming service.
- ❑ **ETD: One clear, print-quality PDF**, uploaded to the electronic submission website: <http://etd.nd.edu>. Use the following alpha-numeric naming convention: SmithB052003.pdf (Last name + First/middle initial(s) + Two-digit submission month + Four-digit submission year + .pdf). If you are submitting multiple PDF files due to file size or access restrictions, begin each file name with a number to indicate the file order, and upload the files in numerical order. **Two printed title pages with the adviser's original signature must be submitted with your payment and forms.**
or
Print: Two copies of the thesis on 20-lb. or better archival-quality, acid-free paper, with original signatures on both title pages.
- ❑ **The Placement form.** A typed PDF is preferred, but we will accept printed copies, as well.

Please note: due to book quality and delivery time, we recommend contacting an independent bindery for personal copies rather than ordering through ProQuest. A PDF with additional information is available in the Current Students > Forms and Downloads section of our website: <http://tinyurl.com/b36dg>.

The binding, cataloging and microfilming processes take time, so it may be several months before your thesis becomes available in the University library system or on the ProQuest website. If you have any concerns or questions about the status of your submission, please contact the dissertation editor.

Submit materials to:

Thesis editor: Shari Hill
Location: The Graduate School, 502 Main Building, Notre Dame, Indiana 46556
Phone: (574) 631-7545
E-mail: sharihill@nd.edu