

An Outline for Directors of Graduate Study, A&S

1. Rules

- a. The Graduate Catalog is the rule book (available on line at: <http://louisville.edu/graduatecatalog>). Give it a good read!
- b. SIGS Minimum Guidelines are another set of rules that must be followed: [https://graduate.louisville.edu/files/SIGS Bylaws - Minimum Guidelines 07-2008.pdf/](https://graduate.louisville.edu/files/SIGS%20Bylaws%20-%20Minimum%20Guidelines%2007-2008.pdf)
- c. A&S has its own set of Minimum Guidelines for graduate education, which can be found on the A&S Graduate Education page: [http://louisville.edu/artsandsciences/Graduate Education](http://louisville.edu/artsandsciences/Graduate%20Education).
- d. Departments and programs are expected to have their own minimum guidelines, which may mimic the A&S rules or be stiffer still. It is important that these rules be clearly posted on the departmental www site and that they be made known to students.

2. Offices and Contact information

- a. Dr. Pfeffer's office is in Gardiner Hall, basement level, room LL10B. The best phone number for her is 852-0495.
- b. Her support staff is also located in Gardiner Hall, room LL10A. The contact person is Rick VanIttersum, 852.3397, rick.vanittersum@louisville.edu
- c. Dr. Pfeffer receives mail sent to the dean's office (preferred) or her departmental address (CML).
- d. Dr. Pfeffer's email is pfeffer@louisville.edu
- e. There also exists a graduate education email box: asgrad@louisville.edu

3. Degree Programs

- a. Every department in A&S has least one graduate degree. **Graduate students in A&S departments are officially enrolled in the College of Arts & Sciences, not SIGS nor GA.**
- b. Some departments have degrees that combine undergraduate and graduate work.
 - i. Students taking undergraduate courses that will apply also to the graduate degree are expected to complete graduate-level work in those (frequently cross-listed) courses.
 - ii. For students who complete these degree programs, it is strongly recommended that a Transfer of Credit form be completed so that the Registrar can recognize the undergraduate courses as forming part of the graduate degree. It is available on line at: [https://graduate.louisville.edu/forms/Transfer of Graduate Credit Form.pdf](https://graduate.louisville.edu/forms/Transfer%20of%20Graduate%20Credit%20Form.pdf)
- c. Some departments have doctoral degrees.
- d. There also exist a growing number of certificate programs in A&S, some based within a single department; others interdisciplinary.

4. Admissions

- a. Someone from a department must complete the Admission Referral Form available at: <http://uofl.louisville.edu/graduate/grf/>
 - i. A student can be admitted in good standing = application is complete.
 - ii. If student is admitted with provisions (essentially, an incomplete application, missing pieces, such as letters of recommendation, transcripts, test scores if required), the DGS needs to keep track of the missing pieces, confirming that they do arrive.
 - iii. Once "cleared" (=all the missing pieces have arrived), notify Libby Leggett [melegg02@louisville.edu] in SIGS and Mary Sandy Otto [msotto01@louisville.edu] in the Registrar's office.
 - iv. A student can be admitted as a probationary student, under "special conditions" which must be made clear to the student in the letter of admittance. Examples can include a requirement to take certain preparatory course work in the first semester or to complete some other requirement specific to this student. This category can be useful for a student who does not meet all the normal criteria for admission.

- b. **The department sends a letter telling students they've been admitted** (once all processes are completed).
 - i. The acceptance letter must include:
 - (1) Student's ID number
 - (2) Student's residency status for tuition purposes (resident or non-resident)
Note that SIGS determines residency; do not send the letter until that status has been determined!
 - (3) Information regarding admissions status:
 - (a) provisional?
 - (b) probationary?
 - (c) normal?
 - ii. A copy of the letter should stay in the department
 - iii. **An e-copy of this letter should be sent to Rick VanIttersum (rick.vanittersum@louisville.edu) for e-files.**

5. GTAships

- a. Technically separate from admissions
- b. GTA letters of offer have contractual status. Be sure to include:
 - i. Something about the benefits of the GTAship (salary and tuition remission, at a minimum)
 - ii. Details about what the GTA is expected to do
 - iii. **What constitutes failure by the GTA to meet obligations, with specific mention that these actions can lead to loss of GTAship**

6. Other Important Forms

- a. SIGS has a forms page (<https://graduate.louisville.edu/forms/faculty-staff.html>) with these forms available:
 - GA Waiver Request
 - Listserv Removal Request
 - Nomination Form for Graduate Student Award or Honors
 - Ph.D. Qualifying Comps Exam
 - Results of Ph.D. Qualifying Comps Exam
 - Recruitment Visit Evaluation Form
 - Request to Schedule Thesis/Dissertation Final Oral Examination
 - Transfer Credit Form
 - Thesis/Dissertation Advisory Committee Appointment
 - Tuition Remission Form
- b. Thesis/Dissertation Advisory Committee Appointment
 - i. The Principal Advisor must have mentor status in A&S
 - (1) Master list of mentors is maintained by Dr. Pfeiffer and Dr. Buchanan--either one can answer questions about who is on the list.
 - ii. All committee members must be members of Graduate faculty in A&S
 - (1) **Committee members not in A&S need ad hoc appointments to graduate status in A&S**
 - (a) The chair of the department should write a letter to Dr. Buchanan requesting an ad hoc graduate appointment for these faculty. Attach a current CV to the memo.
 - (b) UofL faculty, if they are NOT A&S faculty members, need ad hoc appointments within A&S if they are to serve on a thesis committee.
 - 1. Medical School faculty, for example, may hold graduate status in that School, but this does not grant them that status within A&S.

- (2) **An up-to-date list of A&S Graduate faculty is located on the A&S Graduate Education Page under Faculty/DGS information, [http://louisville.edu/artsandsciences/Graduate Education](http://louisville.edu/artsandsciences/Graduate%20Education).**
 - (3) Send the committee form to Dr. Pfeffer for college signature
- c. Thesis/Dissertation Final Oral Examination Schedule
 - i. Confirm that the principal advisor holds mentor status
 - ii. Note that SIGS is supposed to be notified 2 weeks before the oral defense.
 - iii. Complete the online form including all committee members:
<https://graduate.louisville.edu/forms/request-to-schedule-thesis-dissertation-final-oral-examination>
 - iv. It has been noted that a student is capable of completing this form without any departmental signature. **SIGS has been notified of this concern; we can hope they will address it.**
- d. Independent Study forms
 - i. Complete the upper part of form
 - ii. Get signatures in department or program
 - iii. **Be sure to assign a title to the course. Remember that titles can have no more than 24 characters (spaces count).**
 - iv. Send the completed form to Dr. Pfeffer for college signatures.
- e. Change of grade
 - i. Please remember to indicate why the grade change is requested, e.g. completion of work, recalculation of grade by faculty member
 - ii. Send the form to Dr. Pfeffer for college signature
 - iii. **Grade change forms cannot be used to change incomplete (I) or deferred (X) grades into withdrawals (W). Please see next section on late withdrawal.**
- f. Late withdrawal/add petitions
 - i. Students who request late withdrawals need good advising. If these students are receiving funding, it is important that their status (full vs. part-time) not change as a result of the schedule change.
 - ii. Graduate students should NOT complete the same forms for late drop/add as undergraduate students.
 - (1) Petition forms are available on the A&S Graduate Education page, <http://louisville.edu/artsandsciences/academics/graduate-education/online-forms-and-resources.html>
 - (2) Graduate students should write an explanation for the request, with written support from a faculty member or DGS (if appropriate), and/or 3rd party documentation from physicians, counselors, or other individuals as needed
 - (3) Send the form and supporting documentation to Dr. Pfeffer for review.
- g. Variances
 - i. SIGS has posted on line the form for requesting variances:
[https://graduate.louisville.edu/forms/Variance Request Form.pdf](https://graduate.louisville.edu/forms/Variance%20Request%20Form.pdf)
 - ii. The student or DGS can begin the form on line (much depends on what the variance is for), but it will need to be printed for subsequent signatures and approvals.
 - iii. Please include a brief statement of support/objection as appropriate
 - iv. Please include additional information as needed, including transcripts, statements, course syllabi, or 3rd party documentation.
- h. Transfer of Credit for Graduate Coursework
 - i. There is a SIGS-imposed time limit on transfer of credit, intended to assure currency of previous course work.
 - ii. In the case of students transferring into A&S, the DGS should request the transfer of credit after completion of the first semester of UofL course work.

- iii. The Transfer of Credit form is available on line at:
<https://graduate.louisville.edu/forms/Transfer of Graduate Credit Form.pdf>
- i. Note that all forms that come to Dr. Pfeffer are forwarded to the next office. Some forms can be hand-carried by students to next office (independent study and drop/add forms).

7. Graduate Orientation

- a. A&S assigns to departments the responsibility to provide discipline-specific appropriate orientation for new and continuing students.
- b. SIGS provides new student and new GTA training before the beginning of the Fall semester.
- c. It is recommended that departmental orientation occur no later than the week immediately before the beginning of the Fall semester.
- d. Departments may wish to consider the need for another orientation session before the beginning of the Spring semester. If not needed, such orientation need not occur.

8. Dismissals and Probation--official notification comes from the Dean of A&S.

- a. **Probation**
 - i. If a department seeks to place a student on probation, make the case with Dr. Pfeffer (e-mail will work).
 - ii. Be sure to provide a mechanism by which the student can come off probation, e.g.
 - (1) Raising GPA
 - (2) Passing exams
 - iii. If the dean supports the request (the usual case), the dean will write a letter to the student, incorporating both the rationale for probation and the mechanism for coming off probation.
- b. **Dismissal:** Only the dean can dismiss a student.
 - i. Provide Dr. Pfeffer with reasons why a department seeks to dismiss a student. Some examples of reasons:
 - (1) Poor grades
 - (2) Dangerous lab activities
 - (3) Failure to pass comprehensive exams
 - ii. The dean's office will draft the dismissal letter and send it to the student.

9. Academic Dishonesty

- a. Procedures for dealing with academic dishonesty vary from faculty member to faculty member and from department to department. Regardless, plagiarism and other forms of academic dishonesty should be discouraged at all times. UofL policy is stated in the Code of Student Rights and Responsibilities (Sections 5. and 6.). This document is available online at:
<http://louisville.edu/dos/policies-and-procedures/code-of-student-rights-and-responsibilities.html>

10. Grievance Procedures

- a. Graduate students in A&S work through departmental and college processes before taking their case to SIGS and its grievance committee. Information on the procedure can be found at:
<https://graduate.louisville.edu/gen/graduate-council/bylaws.pdf> (Section 2.4.1)
- b. The University's student grievance officer is Brenda Hart (brenda@louisville.edu).
- c. In A&S, the Admissions and Appeals Committee is the review body.
 - i. Andy Williams (alwill01@louisville.edu) is the point person for this committee.

11. College Print Materials

- a. The College prepares an A&S Graduate Student Handbook for all new students, which will be posted online on the Graduate Education page, <http://louisville.edu/artsandsciences/Graduate Education>.

- i. The College will publish a bookmark with useful A&S graduate e-addresses, including the address for the Graduate Student Handbook.
- b. The College has prepared a flyer promoting combined degree programs for those departments with such degrees.
- c. If your department has printed materials promoting your graduate degree programs, please send hard copies to Rick or digital copies to rick.vanittersum@louisville.edu

12. College www Site

- a. A&S graduate education has its own home page: <http://louisville.edu/artsandsciences/graduate-education> or <http://uofl.me/as-grad>.
- b. A&S also has an email account for graduate education: asgrad@louisville.edu
 - i. The account is checked regularly by Rick VanIttersum and Dr. Pfeffer

13. Graduate Student Union (GSU)

- a. Graduate students in A&S have their own RSO, the GSU
 - i. The GSU holds regular meetings; representatives from every program are invited to attend and participate.
- b. GSU Research Grants. With funding from Dean Hudson, the GSU distributes grant money to A&S graduate students twice a year.
 - i. Application process
 - (1) **Active departmental participation in GSU meetings is one requirement for eligibility for these funds.**
 - (2) Applications for these competitive funds are posted online at: <http://louisville.edu/artsandsciences/academics/graduate-education/graduate-student-union.html> or <http://www.uofl.me/as-gsu>.
 - ii. Post-award process
 - (1) Students are notified of a successful application. Departmental UBMs will also be notified.
 - (2) Jeanie McCabe transfers the funding to the student's department general fund.
 - (3) It is assumed students will follow normal departmental and university policies regarding these funds, i.e. filing necessary paperwork before, during and after.
 - (4) The department distributes the funds (usually via purchase order or travel reimbursement)
 - (5) Students are asked to complete all paperwork and processes before June 15 to avoid complications as the fiscal year ends.

14. Feedback

- a. Dr. Pfeffer is open to feedback on any and all matters
 - i. What information needs to be available and/or posted?
 - ii. What can the college do to help graduate students?
 - iii. What can the college do to help Directors of Graduate Study?
 - iv. What can the college do to help graduate programs?