

# The University of Akron Graduate School Onboarding Project 2022

Graduate School Policies, Processes and Paperwork  
for Program Directors, Staff and Faculty



# The University of Akron Graduate School Onboarding Project

## Table of Contents

### UA GRADUATE SCHOOL

A Brief History

Current Organizational Structure

### REGARDING STUDENTS

Graduate Student Classifications

English Proficiency

Admissions Process Workflow, At-a-Glance

Academic Performance

Graduate School Forms

#### *Admission and Enrollment Forms (Graduate School)*

Request to Defer Admission Form

Certificate Enrollment Form

Change of Admission Status or Program Form

Enrolling in Less than 9 Hours Forms

Request to be Considered FT with Less than 9 Credit Hours Form

GA FT Enrollment Exception Request Form

Transfer of Credit Form

Cross-Registration Form (for consortiums)

Time frame for Degree Completion and Forms

Matriculation Form

Request for Time Extension for Degree Completion Form

Application for Undergraduates to Take Graduate Courses Form

#### *Admission and Enrollment Forms (Office of the Registrar)*

Add Form

Drop Form

#### *Research Forms*

Dissertation Committee Approval Form

Master's Thesis Defense Report Form

Doctoral Dissertation Defense Report Form

Alternative Email Template

## Table of Contents (cont.)

### *Graduation Forms (Graduate School)*

Applying for Graduation  
Dissertation Titles for Ceremony Program  
Degree Clearance / Milestones

### *Graduation Forms (Graduate School) cont.*

Delay of Publication Form  
Survey of Earned Doctorates

### *Graduation Forms (Office of the Registrar)*

Grade Change Request Form  
Late Graduation Application Form

### *Graduate Student Employment Forms*

Graduate Assistantship Workflow, At-a-Glance  
Instructions for Completing the Assistantship Contract  
Tuition Cost Share Request Form  
Instructions for Completing Student Employment Form  
I-9 Form  
Change PAF  
Termination PAF

### *Separation Forms*

Leave Request Form (Recommended)  
Withdrawal Form (Recommended)

## REGARDING FACULTY

### *Graduate Faculty Applications*

Full-time Graduate Faculty Membership Application  
*Ad hoc* Temporary Graduate Faculty Membership Application

## FORM WORKFLOW, AT-A-GLANCE

## APPENDIX FOR ASSISTANTSHIPS

Nomenclature Utilized throughout Document:

TA – Teaching Assistant

RA – Research Assistant

GA – Graduate Assistant (both TAs and RAs)



# The University of Akron Graduate School

## A Brief History

Since awarding its first master's degree in 1882, The University of Akron has, throughout its history, been at the forefront of graduate education and research. In 1909, Buchtel College began offering the world's first rubber chemistry courses, and later began offering graduate degrees to students sponsored by local rubber companies.

In 1956, it established its first Doctor of Philosophy degree, in polymer science. The University quickly became an international center for polymer research and training, attracting students from around the world. This success led, in 1960, to the formation of the Graduate Division, later named the Graduate School, and to an expansion of graduate programs, including a Ph.D. in Engineering in 1969.

Today, The University of Akron is a public, urban research institution offering strong advanced degrees and tracks that span the fields of health care, science, business, education, liberal arts and various professional fields. Our impressive faculty is dedicated to graduate education and relevant curriculum in state-of-the-art facilities, catering to the needs of the Akron community and industry – and beyond.

UA's graduate programs have a strong and recognized reputation in research education and training that includes graduate degree programs in polymers, engineering, chemistry, biology and psychology. Faculty in these programs boast an impressive array of patents, government grants, industry funding and publications. Also offered are graduate programs in the social sciences and liberal arts. Among the social sciences offerings, the Master of Applied Politics is one of only five politics master's degrees in the US and the only one in the Midwest. The program works in conjunction with UA's prestigious Ray C Bliss Institute of Applied Politics. Among the music and art offerings, the Master of Fine Arts in Creative Writing degree is part of a four-university consortium, and the only consortium of its kind in the nation.

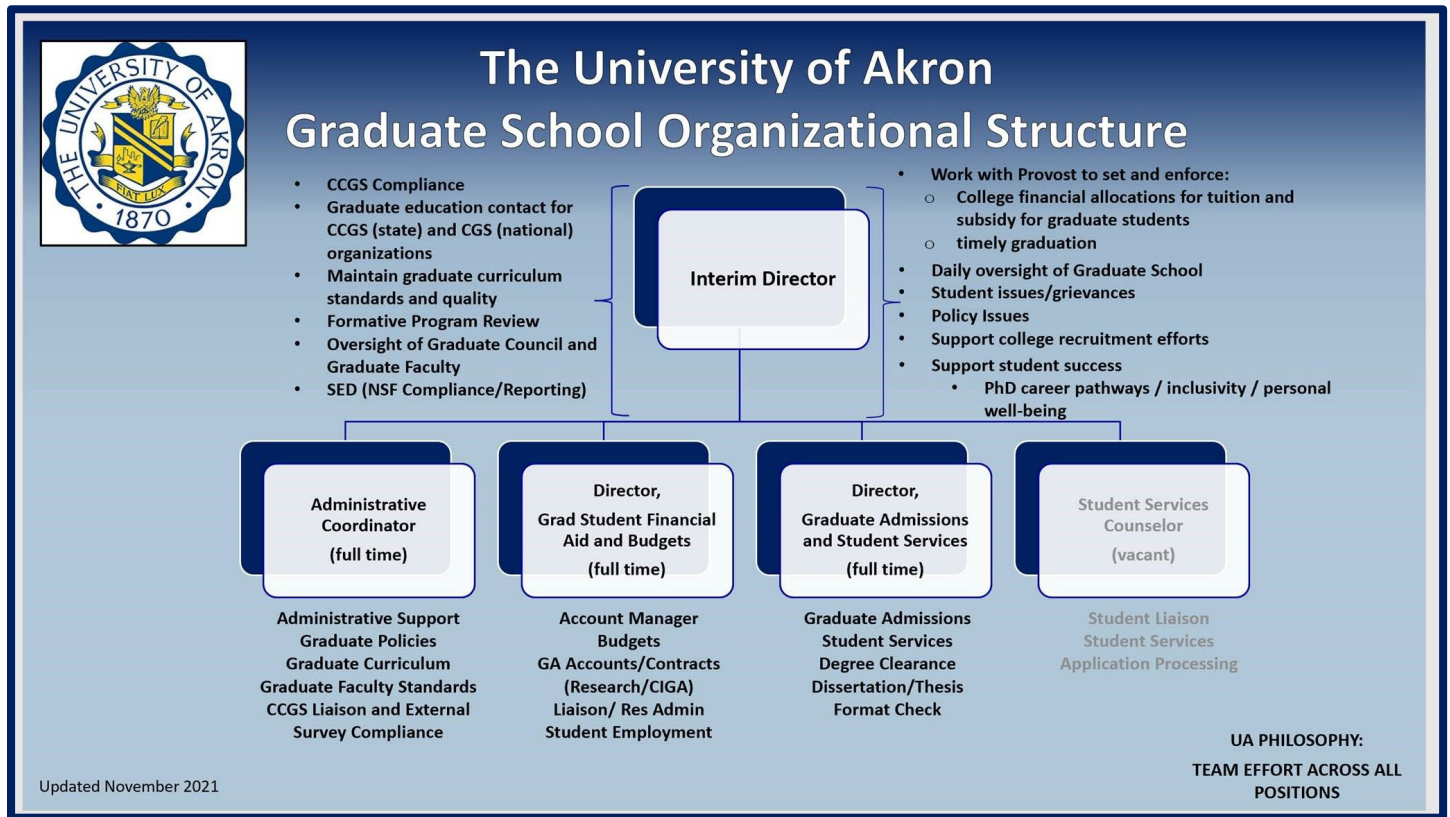


Charles Bulger, who served as the first Dean of Graduate Work from 1933-1950.

Advanced degrees that span the health care fields, education and business are also offered. Health care fields include exercise physiology, counseling, nursing, social work and audiology, with a mental health clinic and an audiology and speech center on the UA campus. Education leadership offerings provide a pathway to an Ohio principalship license and our business programs consistently boast national rankings and prestigious dual accreditation. The College of Business' Master of Business Administration was named a global 'Tier One' program by CEO Magazine in 2019 and one of the best on-campus MBA programs by The Princeton Review 2020.



# Current Organizational Structure of the Graduate School



## Current Staff

Marnie Saunders, PhD – Interim Director

Heather Blake, MS – Administrative Coordinator

Deborah Phillipp, MEd – Director, Graduate Admissions and Student Services

Vivian Campbell, BS – Director, Graduate Student Financial Aid and Budgets

Vacant – Student Services Counselor – in the process of filling

Reporting Structure – The Graduate School staff will report to the VP for Research and Business Engagement/Dean of the Graduate School; Dr Suzanne Bausch will assume this position on 8/1/2022

### NOTE:

Successfully utilizing this document assumes previous experience with and permission for:

- Running DPRs (Academic Advisement Reports)
- Running Transcripts
- Accessing NOLIJ Records
- PeopleSoft (Campus Solutions)

## REGARDING STUDENTS

### Graduate Student Classifications

**Full Admission** – granted to an applicant who desires to pursue a graduate degree and has a baccalaureate degree from an accredited college or university with an overall grade-point average of 2.75 or better or 3.00 for the last two years (64 semester credits or equivalent); or holds an advanced degree from an accredited college or university in or appropriate to the intended field; or holds a baccalaureate or master's degree from a foreign college or university with first-class standing or its equivalent, plus satisfactory evidence of competence in English.

**Provisional Admission** – granted to an applicant who has not met all of the requirements for full admission. This admission status permits a student to take up to 15 semester credits of graduate coursework. *Graduate* courses taken under this admission status may be applied to a graduate degree program, but only when all requirements for full admission have been met.

**Deferred Admission** - granted if the applicant's record does not meet provisional admission standards. After completion of a postbaccalaureate program of study with an appropriate GPA, as prescribed by the department (usually two to five courses), the student may be reconsidered for provisional admission to the Graduate School. A student under the deferred admission status cannot take graduate-level coursework.

**Non-Degree Admission** - granted to a person who wishes to take particular courses but who is not working toward a graduate degree. This admission status permits a student to take unlimited credits of graduate coursework for up to 1 year. Graduate courses taken under this admission status may be applied to a graduate degree program within the year, but only when all requirements for full admission have been met.

**Transient status** – granted to an enrolled graduate student in good standing in a degree program at another accredited university and has written permission to enroll at The University of Akron. Such permission is valid only for the courses and semester specified, with a maximum of 10 semester credits allowable, and is subject to the approval of the instructor, department chair and Graduate School. A transient student is subject to the same rules and regulations as a regularly enrolled student of the University.

**Undergraduate status** (excludes Accelerated programs) – granted to an undergraduate student at the University who is given permission to take one or more graduate-level courses if all the following conditions are met.

- senior standing;
- overall grade-point average of 2.75 or better through preceding term (if a student does not have a 3.00 or better in the major field, special justification will be required); and,
- written approval is given by the instructor of the course and the student's advisor

These courses may later be applied to a degree program if not used to satisfy baccalaureate degree requirements. The maximum number of graduate credits that may be taken by an undergraduate and applied later toward a graduate degree is 12.

#### Full-Time vs Part-Time Enrollment

- To satisfy the definition of full-time enrollment, graduate students must be enrolled in nine (9) hours of graduate credits; this definition holds for fall, spring and summer sessions
- Anything less than nine (9) hours is considered part-time
- A minimum of six (6) hours is required for financial aid for students enrolled in degree-seeking programs

## English Proficiency

### Satisfying the ADMISSIONS requirement:

**International applicants, U.S. citizens, and Permanent Residents whose native language is not English must submit evidence that they have a sufficient level of English to undertake graduate studies at The University of Akron.** After submitting acceptable academic credentials and proof of English proficiency, applicants who are **fully admitted** may enroll in graduate coursework and be eligible for University of Akron-funded assistantships, fellowships, or scholarships.

Applicants to graduate programs can demonstrate their English proficiency in one of the following ways:

- A minimum score of 79 on the internet-based TOEFL. (The following departments require a higher standard of proficiency: English requires an internet-based TOEFL score of 92; Biomedical Engineering requires an internet-based TOEFL score of 96). Scores more than two years old will not be accepted. See <http://www.ets.org/toefl> for more information about the TOEFL.

OR

- A minimum score of 6.5 on the International English Language Testing System (IELTS), which is managed by University of Cambridge ESOL Examinations, British Council, and IDP Education Australia. Scores more than two years old will not be accepted. See <https://www.ielts.org/> for more information about the IELTS.

OR

- Successful completion of 24 credit hours of upper-level undergraduate or 18 credit hours of graduate coursework at a United States college or university in which English is the primary language of instruction. Successful completion is defined as maintaining a 3.0 cumulative grade point average in full-time, continuous studies. Applicants must submit original transcripts of their coursework.

OR

- Successful completion of an undergraduate or graduate program at a college or university outside of the United States in which English is the language of administration and instruction. English must be used for all administrative functions and for all areas of instruction (with the exception of foreign language courses) including course lectures, materials, discussions, readings, and writing assignments. Applicants must submit an original official document from the undergraduate or graduate institution certifying that all of the administrative functions and instruction are conducted in English. The document must be signed by an officer of the institution and carry an official seal. The Associate Dean of the Graduate School at The University of Akron will review the submitted documentation and inform the applicant if he or she has satisfied the English requirement. The decision will be final.

### Satisfying the TEACHING ASSISTANT requirement:

Prospective teaching assistants must also achieve a minimum score of 23 on the Speaking Section of the internet-based TOEFL (see <http://www.ets.org/toefl>), or a minimum score of 7 on the Speaking Section of the IELTS (see <https://www.ielts.org/>), or a passing score on the U-ADEPT (see <http://www.uakron.edu/eli/uadept/index.dot>). The U-ADEPT is currently suspended.

Teaching assistants provide an important contribution to the education of our undergraduates. As such, all teaching assistants are held to a higher English proficiency than that required for admissions. Non-native English-speaking TAs must be vetted based upon testing. **There will be no exemptions.** A copy of the test score must be submitted to the Graduate School before the contract can be processed.



# Admissions Process Workflow, At-a-Glance

To avoid experiencing delays:

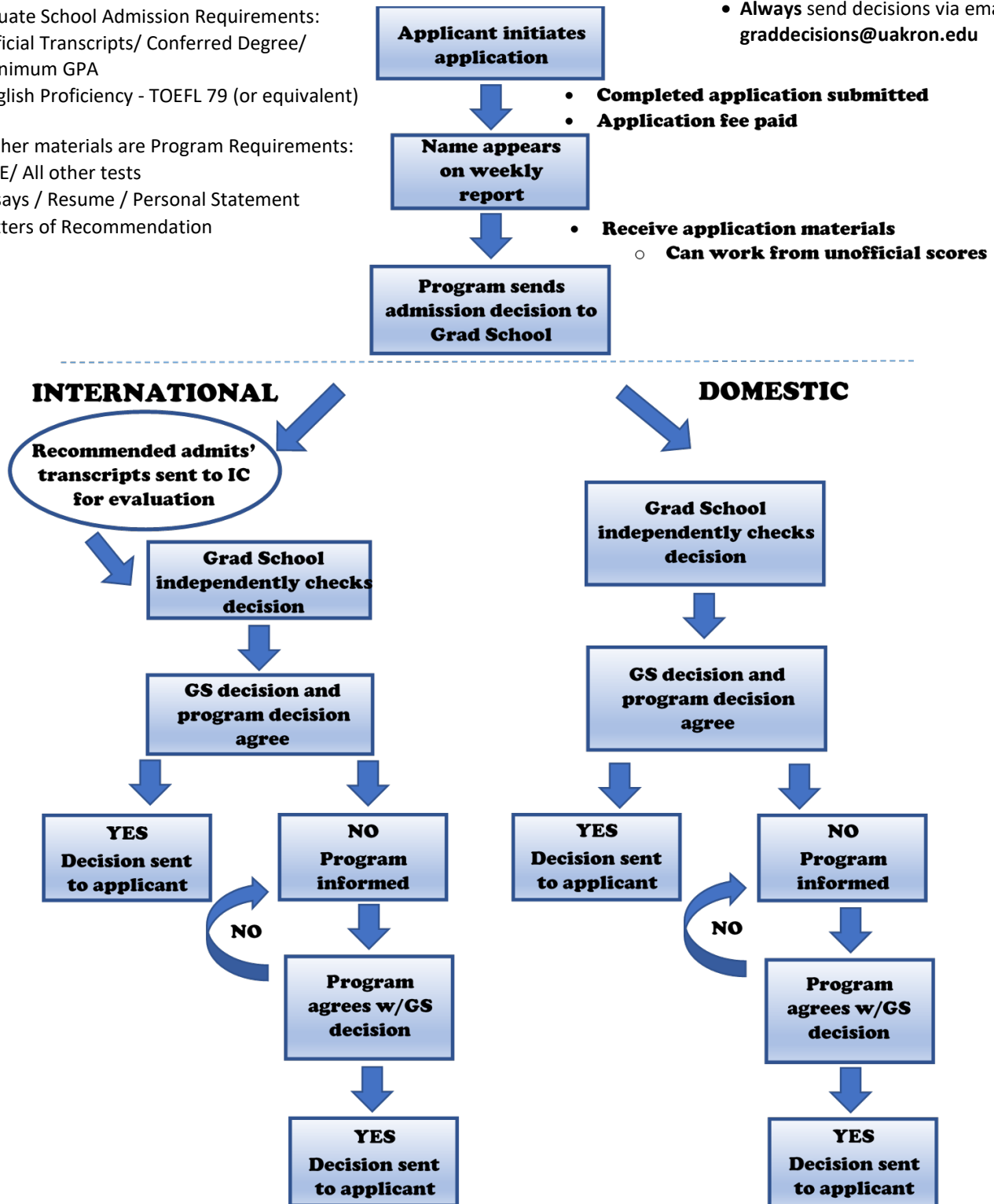
- **Always** use the provided spreadsheet to send decisions to the Grad School
- **Always** send decisions via email - graddecisions@uakron.edu

Graduate School Admission Requirements:

- Official Transcripts/ Conferred Degree/ Minimum GPA
- English Proficiency - TOEFL 79 (or equivalent)

All other materials are Program Requirements:

- GRE/ All other tests
- Essays / Resume / Personal Statement
- Letters of Recommendation



## Weekly Report

- Sent to program contacts, as specified by program
- Sent via email – example shown


RE: Weekly Graduate Applications Report - Nursing

Marnie M Saunders  
To Susan Bradford

Subject: Weekly Graduate Applications Report - Nursing

Good morning Susan,

Attached, please find your weekly Graduate Applications Report. [PLEASE SEND ALL DECISIONS/RECOMMENDATIONS TO graddecisions@uakron.edu.](mailto:graddecisions@uakron.edu)




**Admission Recommendation** The following is a brief explanation of what you should enter in the "Admission Recommendation" column.

- **Full Admit:** This recommendation may be given to any applicant who desires to pursue a graduate degree and has a confirmed baccalaureate degree from an accredited college or university with an overall grade-point average of 2.75 or better or 3.00 for the last two years (64 semester credits or equivalent).
- **Provisional Admit (Academic or Transcript).**
  - **Provisional (Academic):** This recommendation is used to admit a candidate who does not meet all of the admission standards of the department or the Graduate School. Applicants must have a confirmed baccalaureate degree from an accredited college or university with an overall grade-point average of 2.5-2.74 or better.
  - **Provisional (Pending Transcripts):** In accordance with University Rule, to be fully admitted to the Graduate School applicants must provide official transcripts showing degree conferral of the baccalaureate degree from an accredited college or university. Students may be admitted provisionally. The student has one term to submit the official transcript showing degree conferral. Full admission will be granted upon receipt provided the student meets the minimum admission requirements.
- **Deferred Admit:** In rare instances when a department would like to admit a student who does not meet Provisional Admission standards, the department may choose to offer Deferred Admission. This includes applicants below the 2.5 grade point average. In these instances, the student would be required to complete a post-baccalaureate program of study with an appropriate GPA and can

## Spreadsheet

- Contains the names of applicants to start the review process and engagement
- Return admissions decisions to grad school via [graddecisions@uakron.edu](mailto:graddecisions@uakron.edu) and use spreadsheet provided



Student ID	Last Name	First	E-Mail	App Date	Dom/Int	Term	Program Code	Program	College	Dept	Admission Recommendation
20				2021-12-22	GRAD	2022 Fall	82000DNP	Post MSN DNP	College of Health & Human Sci	Nursing	
47				2021-07-20	GRAD	2022 Spring	820102GC	Post-MSN Nurse Anesth (Cert)	College of Health & Human Sci	Nursing	
48				2021-12-16	GRAD	2022 Fall	820300DNP	Nurse Anesthesia DNP	College of Health & Human Sci	Nursing	
47				2021-03-29	GRAD	2022 Spring	820300DNP	Nurse Anesthesia DNP	College of Health & Human Sci	Nursing	
31				2021-03-29	GRAD	2022 Spring	820300DNP	Nurse Anesthesia DNP	College of Health & Human Sci	Nursing	
28				2021-03-29	GRAD	2022 Spring	820300DNP	Nurse Anesthesia DNP	College of Health & Human Sci	Nursing	
47				2021-08-06	GRAD	2022 Spring	820300DNP	Nurse Anesthesia DNP	College of Health & Human Sci	Nursing	
47				2021-06-07	GRAD	2022 Spring	820300DNP	Nurse Anesthesia DNP	College of Health & Human Sci	Nursing	
41				2022-02-22	GRAD	2022 Summer	820300DNP	Nurse Anesthesia DNP	College of Health & Human Sci	Nursing	
48				2022-03-01	GRAD	2022 Summer	820300DNP	Nurse Anesthesia DNP	College of Health & Human Sci	Nursing	
47				2021-07-08	GRIN	2022 Spring	820303MSN	Adult/Gero NP	College of Health & Human Sci	Nursing	
47				2021-07-08	GRIN	2022 Spring	820303MSN	Adult/Gero NP	College of Health & Human Sci	Nursing	
48				2022-01-25	GRIN	2022 Summer	820303MSN	Adult/Gero NP	College of Health & Human Sci	Nursing	
30				2022-03-08	GRAD	2022 Summer	820303MSN	Adult/Gero NP	College of Health & Human Sci	Nursing	
41				2022-02-08	GRAD	2022 Fall	820308MSN	Child/Adolescent Primary/Acute	College of Health & Human Sci	Nursing	
48				2022-03-01	GRAD	2022 Fall	820400MSN	Family Psy/Mental Hlth Nur Pra	College of Health & Human Sci	Nursing	
41				2022-03-01	GRAD	2022 Fall	820400MSN	Family Psy/Mental Hlth Nur Pra	College of Health & Human Sci	Nursing	

## Academic Performance

### Good Standing:

- A cumulative GPA of 3.00 or better in all graduate coursework for each semester the student is enrolled
- A cumulative GPA of 3.00 or better *is required* for graduation
  - Significant digits are employed in enforcing graduating GPA

### Probation:

- Any graduate student whose cumulative GPA falls below a 3.00 is considered to not be in good standing
- The student is placed on probation and notified by the Graduate School
- Getting off probation
  - Full-time students have two consecutive semesters (excludes summer) to return to good standing
  - Part-time students have 15 graduate credit hours to return to good standing

### Graduate Assistant Probation:

- Graduate assistants may retain their assistantships for the two consecutive semesters while returning to good standing; anyone not returning to good academic standing will be subject to dismissal and will not be eligible for Graduate School support (this includes TA-stipend and GA-remission)
- A graduate assistant that is on probation a second time is no longer assistantship-eligible and will lose their assistantship at the end of the semester that qualifies them for probation, a second time. This is regardless of whether or not the student was able to return to good standing within 1 or 2 semesters of funding

### Academic Dismissal:

- Any graduate student will be subject to dismissal for the following reasons:
  - Failing to return to good standing following probation
  - A second probation period
  - Failing to make satisfactory progress toward degree completion
  - Accumulating 6 semester credits of 'C+' or lower
  - Accumulating 6 semester credits of 'F' will result in *mandatory* dismissal: "D+", "D" and "D-" are considered failing grades ("F") at the graduate level

### Readmission:

- Any graduate student dismissed from the Graduate School for academic performance may reapply after one year, provided there is evidence to support an expectation of satisfactory performance
  - No form / generally addressed via email statement

### Repeating Courses:

- Any graduate course may be retaken once for credit
- Grades and credit hours for all repeated courses will remain transcribed and contribute to GPA
- Courses in which a 'D' or lower is earned, must be repeated if required for the degree



## Forms

### **Graduate School Forms** for Current Students

[Current Graduate Students : The University of Akron, Ohio \(uakron.edu\)](#)

Forms (Active Links)

- [Assistantship Application](#)
- [Certificate Enrollment Form](#)
- [Cross Registration Form](#)
- [Delay of Publication Form](#)
- [Doctoral Dissertation Committee Form](#)
- [Doctoral Dissertation Defense Report](#)
- [Graduate Assistantship Full-Time Enrollment Exception Request Form](#)
- [Graduate School Exit Survey](#)
- [Graduate School Matriculation Form](#)
- [Graduate School Withdrawal Form](#)
- [I-9 Form](#)
- [Late Graduation Application](#)
- [Master's Thesis Defense Report](#)
- [Request for Academic Leave](#)
- [Request to be Considered Full-time with Less than Nine Credit Hours](#)
- [Request to Defer Admission Form](#)
- [Request for Time Extension for Completion of Graduate Degree](#)
- [Request for Transfer of Credit](#)
- [Survey of Earned Doctorates](#)

### **Graduate School Forms** for Faculty and Staff

[Graduate school faculty & staff : The University of Akron, Ohio \(uakron.edu\)](#)


Forms (Active Links)

- [Graduate faculty application](#)
- [For a full-time tenure-track appointment](#)
- [For an ad-hoc temporary appointment](#)
- [Admissions](#)
- [Certificate Enrollment Form](#)
- [Request to Change Admission Status or Program](#)
- [Request for Transfer of Credit](#)
- [Request for Transient Graduate Student Status](#)
- [Undergraduate Student to take Graduate Courses](#)
- [For graduate advisees](#)
- [Doctoral Dissertation Committee Membership Form](#)
- [Doctoral Dissertation Defense Report](#)
- [Thesis Defense Report](#)
- [Request for Time Extension for Completion of Graduate Degree](#)
- [Request for Transfer of Credit](#)
- [Milestone Submission](#)
- [Recommendations for Graduate Student/Graduate Assistant Leave](#)
- [Graduate assistantship contracts](#)
- [Graduate assistantship contracts](#)
- [I-9 Form](#)
- [Frequently asked questions about graduate assistantships](#)
- [Assistantship application](#)
- [Graduate Assistant Handbook](#)

## Request to Defer Admission Form

Admission to Graduate School is valid for up to 1 year; students needing to defer admission within that 1-year timeframe, must formally request deferral; the form may be found on the Graduate School website or via the link in the student's admission letter.

- Students must check with the program; not all programs allow for deferral
- Students must inform their program and discuss any effect of deferral on assistantship eligibility
- The Graduate School will work with program and students to accommodate deferral requests outside of the student's control and will consider extending deferral requests beyond the 1 year to accommodate unusual circumstances (such as global pandemics)
- Programs aware of student issues should contact the Graduate School as early as possible to address timely resolutions
- Students failing to request deferral or exceeding the request timeframe will be subject to reapplication to the Graduate School



### Request to Defer Admission

This form should be used only if you have been admitted to the Graduate School but are unable to enroll during your original admission term. Deferred admission is limited up to one (1) full academic year. If more than one (1) year has passed, a new graduate application is required.

**Terms & Deferral Deadline Information**

**Deadline for Requesting Deferral**

Deferral Term (future term you wish to enroll)	Domestic Students	International Students
Fall Term (August – December)	August 1	May 1
Spring Term (January – May)	January 1	October 1
Summer Term (May – August)	May 1	Not permitted

---

Last (Family) Name



---


First Name

# Certificate Enrollment Form

- This form enables current graduate students in degree-seeking programs to add certificate(s) to their active plan of study while bypassing the application process and eliminating the application fee
- If the student is adding a certificate in their home academic unit, only signatures from the academic unit are required; if the student is adding a certificate outside of their home department, signature from both their home academic unit and the academic unit offering the certificate are required
- Students wanting to enroll in a graduate program and a certificate should gain admission to the graduate program using the standard admissions process and completing the application
  - Once admitted, they can add certificates without incurring additional fees
  - Students not following this process will not be eligible for any reimbursement of certificate application fees incurred

Date Received by  
the Graduate School:

**Certificate Enrollment Form**



---

For use by current graduate students enrolled in a graduate degree program seeking to add a graduate certificate to their current plan of study.

---

EmpID#: \_\_\_\_\_
UA E-Mail: \_\_\_\_\_
Date: \_\_\_\_\_

First Name: \_\_\_\_\_
MI: \_\_\_\_\_
Last Name: \_\_\_\_\_

Current Degree Program and Academic Plan Code: \_\_\_\_\_

Certificate To Be Added and Academic Plan Code: \_\_\_\_\_

---

**I. Signatures Required (Degree Program)\***

Student Signature: \_\_\_\_\_

Advisor/Instructor Signature: \_\_\_\_\_

Director/Chair Signature: \_\_\_\_\_

**II. Additional Signature Required ONLY if certificate is outside of Student's Degree Program\***

Director/Chair Signature: \_\_\_\_\_

Notes: \_\_\_\_\_




# Change of Admission Status or Program Form

- A request to change admission status or program form must be submitted to the Graduate School whenever a department seeks to change a student’s admission classification (e.g. provisional to full), change a student’s degree program (e.g. master’s to doctoral), or change a student’s program option or concentration/track (e.g. thesis to non-thesis).
- If the student is changing between departments or colleges, the student must officially apply to the intended program and meet the admission requirements of the new program to be accepted for graduate study. *This form is not used for this situation.*

Date Received by  
the Graduate School:

**Request to Change  
Admission Status or Program**



The University of Akron  
**Graduate School**

---

*Note: This form is not to be used for requests to move students from Non-Degree to Degree Seeking nor is it to be used for students moving from one academic department to another. In both cases, the student must formally reapply and be readmitted.*

---

**STUDENT INFORMATION:**

Last (Family) Name

First Name

Empl ID

**ADMISSION CLASSIFICATION UPDATES**

Deferred to Provisional Admission

Deferred to Full Admission

Provisional to Full Admission

**PROGRAM CHANGES**

Master’s to Doctoral Program

Doctoral to Master’s Program

Establish Doctoral record - *student graduating with Master’s Degree and immediately beginning Doctoral Program*

**INTER-DEPARTMENTAL MAJOR CHANGES**

(i.e. Student is changing from Taxation (620002MT) to International Business (680000MBA))

Current Program:

Program Code:

New Program:

New Program Code:

**REQUIRED QUESTION FOR PROGRAM AND INTER-DEPARTMENTAL CHANGES:**

This question will affect graduation requirements in DARS for this student. Please indicate the term and year this student officially enrolled (or expects to enroll) in the new program/major request noted above:

Term:  Year:

**APPROVALS:**

Department Chair/Graduate Director

Date

## Enrolling in Less than 9 Hours


### Graduate Student Request to be FT with < 9 Hours

Eligible Students: One or more graduate hours constitute full-time enrollment for:

- Doctoral students in their final semester of study having completed all degree requirements except the dissertation (request may be used once), or
- International students (doctoral or master's) participating in curricular practical training (CPT) and/or academic training (AT) opportunities of thirty or more hours per week with approval from the international center, or
- Graduate students (doctoral and master's) participating in accreditation-mandated internships of thirty or more hours per week

Date Received by  
the Graduate School:

**Graduate Student  
FT Enrollment Exception Request  
(with full-time status)**



---

For use by graduate students seeking to be considered a full-time student with less than 9 graduate credit hours.  
**Fill out one section only.**  
It is unlikely that an exception will be granted for more than one semester for students in their final semester.

---

Doctoral Student in final Semester ONLY

EmplID#: \_\_\_\_\_ UA E-Mail: \_\_\_\_\_ Date: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

International Student   
  Domestic Student   
 ⇨  In-State   
  Out-of-State

Academic Department: \_\_\_\_\_

Doctoral Student   
 SCH Required for Degree: \_\_\_\_\_   
 SCH Accumulated: \_\_\_\_\_   
 Anticipated Graduation: Term \_\_\_\_\_ Year \_\_\_\_\_

I am a doctoral student in my final semester of study and have completed all degree requirements except the dissertation

---

Master's or Doctoral Students participating in CPT, AT, or an accreditation-mandated internship for degree requirements

EMPL ID#: \_\_\_\_\_ UA E-Mail: \_\_\_\_\_ Date: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

International Student   
  Domestic Student   
 ⇨  In-State   
  Out-of-State

Academic Department: \_\_\_\_\_

Master's Student   
  Doctoral Student   
 SCH Required for Degree: \_\_\_\_\_   
 SCH Accumulated: \_\_\_\_\_

I am an international graduate student participating in curricular practical training (CPT) and/or academic training (AT) of thirty or more hours per week with the approval from the International Center.

-OR-

I am a graduate student participating in an accreditation-mandated internship (AMI) of thirty or more hours per week with approval from the academic unit.

Students must complete this form for each semester of participation Semester for which CPT/AT/AMI is to be completed: Term \_\_\_\_\_ Year \_\_\_\_\_

For Graduate School Use Only

- This is a Graduate School form and does not satisfy International requirements; International students must follow up with the International Center

# Graduate Assistant Request for FT Enrollment Exception

## Eligible Students:


- Doctoral GAs in their final semester of study having completed all degree requirements except the dissertation, or
  - Master’s GAs in their final semester of study having completed all degree requirements except the thesis
- **the student may enroll in less than a full-time course of study, but WILL NOT be considered Full-Time**

## NOTE:

If Doctoral GAs need to be considered FT, they must fill out the first form. The second form allows Master’s GAs to enroll in less than FT, but they are not eligible to hold FT status. **It is the responsibility of the student to understand the impact the loss of their full-time enrollment may have on their insurance, financial aid, etc.**

Date Received by  
the Graduate School:

**Graduate Assistant  
FT Enrollment Exception Request  
(without full-time status)**



The University of Akron  
**Graduate School**

---

For use by Graduate Assistants in the final semester of degree completion needing fewer than 9 SCH Fall, 9 SCH Spring, or 6 SCH Summer.  
It is unlikely that an exception will be granted for more than one semester or in any other circumstance.

---

EMPL ID#:

UA E-Mail:

Date:

---

First Name:

MI:

Last Name:

---

Street Address:

---

City:

State:

Zip:

---

International Student

Domestic Student

In-State

Out-of-State

---

Academic Department:

---

Master’s Student

Doctoral Student

SCH Required for Degree:

SCH Accumulated:

---

Anticipated Graduation: Term  Year

---

Department of Service:

GA Semesters Accumulated:

---

Teaching Assistant

Research Assistant

Administrative Assistant

---

Graduate School Funded

Department Funded

Grant Funded  
CIGA (Community/Industrial Graduate Assistantship)

Start-up Funded

---

Tuition Award SCH Requested:

---

Reason for request for exception:  
Please describe with specific detail the circumstance that merits consideration for an exception to the requirement for Graduate Assistants to be enrolled as full time students (9 SCH Fall, 9 SCH Spring, 6 SCH Summer). Additional sheets may be attached if necessary.

---

For Graduate School Use Only  
The exception is granted with the following contingencies or conditions.


## Transfer of Credit Form

### Master's Degree:

- Up to one-third of the total number of graduate credits required for a master's degree may be transferred from an accredited college or university, including The University of Akron. Departments and colleges may set more restrictive limits
- All transfer credit must be at the "A" or "B" level in graduate courses; no "B-" grades. The credits must be relevant to the student's program as determined by the student's academic department and fall within the six-year time limit for degree completion
- A University of Akron student must receive prior approval from their academic department for transfer courses taken elsewhere
- A block transfer of credit may be requested if the student holds a prior graduate degree from an accredited college or university, including The University of Akron. A block transfer of credit does not apply to the student's six-year time limit for degree completion
- A student seeking to transfer credit must have full admission and be in good standing at The University of Akron and at the school at which the credits were earned
- Transfer credit will not be recorded until a student has completed 12 semester credits at The University of Akron with a cumulative grade point average of 3.00 or better

### Doctoral Degree:

- Up to 50% of the total graduate credits above the baccalaureate required in a doctoral program may be transferred from an accredited college or university, including The University of Akron
- All transfer credit must be at the "A" or "B" level in graduate courses; no "B-" grades
- The courses must be relevant to the student's program as determined by the student's academic department and fall within the ten-year limit for degree completion if beyond the master's level
- A student already admitted to The University of Akron must receive prior approval from his or her academic department for transfer courses taken elsewhere
- A student admitted with a master's degree or equivalent will have work evaluated in relation to the student's program to determine transfer credit
- Thirty semester credits are transferable from a master's degree. A block transfer of credit does not apply to the student's ten-year time limit for degree completion
- A student seeking to transfer credits must have full admission and be in good standing at The University of Akron and at the school at which the credits were earned
- Transfer credit will not be recorded until a student has completed 12 semester credits at The University of Akron with a cumulative grade point average of 3.00 or better

**Request for Transfer of Credit**


Date Received by the Graduate School:

---

**TO BE COMPLETED BY GRADUATE ADVISOR:** Date: \_\_\_\_\_

\_\_\_\_\_  
 Print Full Name (Last, First, Middle) \_\_\_\_\_  
 Student ID Number

\_\_\_\_\_  
 Graduate Program \_\_\_\_\_  
 Student's Email Address

\_\_\_\_\_  
 Expected Graduation Term/Year

Term/ Year	Course Number	Semester Hours	Quarter Hours	Grade	Course Title	Name of Institution Where Classes Were Taken

Official Transcripts are in NOLJ

Official Transcripts are attached

**REQUIRED QUESTION:** \*This request is for:  Transfer of Credit OR  Block Transfer of Credit

\_\_\_\_\_  
 Graduate Advisor's Signature \_\_\_\_\_  
 Graduate Advisor's E-Mail Address

\_\_\_\_\_  
 Graduate Advisor's Printed Name \_\_\_\_\_  
 Graduate School \_\_\_\_\_  
 Date

---

GRADUATE SCHOOL USE ONLY

Classified as a Full Admit  Approve  Disapprove


**NOTE:**



- The Graduate School will inform the department when the credit transfer is complete. ***It is the responsibility of the department to then follow-up with the registrar to indicate how the transfer credits will satisfy the program requirements.*** The student's DPR (academic advisement report) will not be satisfied until this is completed
- For International students, this process requires transcript evaluation to verify course grade eligibility
- The majority of applicants with graduate coursework request to transfer credit; this is why ***all official transcripts (including graduate coursework) are required as part of the admission process***



## Cross-Registration Form (for Consortiums)

- This form is to be used by consortium programs, eg NEOMFA, to allow students to complete coursework at consortial partner institutions.
- It may also be used (SPARINGLY) by students *needing* (not preferring) a course to graduate that will not be offered by UA in a timely manner.
  - If abused, this privilege may be pulled at any time by any partnering institution.
- Students *preferring* to take courses offered at other institutions need to do so as transients; GA tuition is not provided for transient coursework.



**APPROVAL FOR ACCEPTANCE OF GRADUATE COURSEWORK AT EAST OHIO UNIVERSITIES (Cross-Registration Form)**

Under specific circumstances, a graduate degree-seeking student from The University of Akron may take one or more graduate courses at Cleveland State University, Kent State University, Northeast Ohio Medical University, or Youngstown State University without registering as a transient student. The course should contribute to the student's program of study and be unavailable at The University of Akron when needed to complete the student's program. The student must be in good standing (GPA >3.0) and be within time limits for completion of the degree program. The graduate program unit at The University of Akron will establish a special topics course with a graduate title that corresponds to the course title at the host university and will incorporate the initials of the host university (CSU, KSU, NEOMED, or YSU). Registration for such a course is controlled by the student's home department and will be permitted only upon receipt of this approved form.

Name: \_\_\_\_\_ ID: \_\_\_\_\_  
 Please print: \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Permanent address: \_\_\_\_\_  
 \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Local Address: \_\_\_\_\_  
 \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Local telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Home Institution: The University of Akron**

Department: \_\_\_\_\_ Major: \_\_\_\_\_ Degree: \_\_\_\_\_

Academic semester/term Fall  Spring  Summer  Specify summer session \_\_\_\_\_ Academic year \_\_\_\_\_

**Host Institution:**

Cleveland State University  Kent State University  Northeast Ohio Medical University  Ohio University  Youngstown State University

Course number: \_\_\_\_\_ Course title: \_\_\_\_\_

Instructor name: \_\_\_\_\_

---

**Approvals**

Home Institution: The University of Akron \_\_\_\_\_ Host Institution: CSU / KSU / NEOMED / OU / YSU \_\_\_\_\_

# Timeframe for Degree Completion

## Master's Degree:

- All master's degree requirements must be completed within six years after beginning graduate-level coursework at The University of Akron or elsewhere


## Doctoral Degree:

- All doctoral degree requirements must be completed within ten years of beginning coursework at The University of Akron or elsewhere. This refers to graduate work after receipt of a master's degree or the completion of thirty semester credits

## Matriculation Form (within degree completion timeframe):

- Students within their timeframe but having separated from the University without completing their degree, may find that they have had their record inactivated by the registrar. To re-activate the academic record, the matriculation form must be completed

Date Received by  
the Graduate School:

**Matriculation Form**


The University of Akron  
Graduate School

---

This form is to be used by students who are requesting to have their admission reactivated to continue enrollment in graduate courses at The University of Akron. Do not use this form if you have not been formally admitted to the Graduate School or have been dismissed. In these cases, application (or reapplication) to the Graduate School at [www.uakron.edu/gradsch](http://www.uakron.edu/gradsch) is necessary.

*Please type or print legibly all requested information and return to the Graduate School for processing. Approval of this form is purely at the discretion of the Graduate School.*

---

**Residency Information:**

Are you a permanent resident of Ohio? <input type="checkbox"/> Yes <input type="checkbox"/> No	*Date Ohio Residency Established (mm/dd/yyyy):	Visa Type (if applicable):
---	--	----------------------------

\*Note: If you have lived in Ohio since birth, please enter your date of birth for 'Date Ohio Residency Established.'

**Personal Information:**

Email Address:				Student Identification #:		
Name (last, first, middle initial):				Social Security # (optional):		
Permanent Address:				Maiden or Former Name(s):		
City:	State:	Zip:	County/Province:	Country:	Telephone #:	
Mailing Address (if different from permanent):			Employer:	State:	Zip:	Telephone #:
Date of Birth (mm/dd/yyyy):						

**Emergency Contact Information:**

Name of Emergency Contact:				Relation:		
Address of Emergency Contact:			City:	State:	Zip:	Telephone #:

**University Information:**


When do you plan to return to The University of Akron?		When did you last attend The University of Akron?		Did you only attend a workshop?	
<input type="checkbox"/> Fall Semester	<input type="checkbox"/> Spring Semester	<input type="checkbox"/> Summer Semester	Year:	<input type="checkbox"/> Fall Semester	<input type="checkbox"/> Spring Semester
<input type="checkbox"/> Summer Semester	Year:	<input type="checkbox"/> Summer Semester	Year:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Request for Time Extension Form (nearing or outside of degree completion timeframe):**

- Students nearing the end of their degree completion timeframe must complete the paperwork, obtain all materials and send the completed packet forward to the Graduate School for consideration
- Students outside of their timeframe must re-apply to the program and complete degree extension paperwork. Requests are granted for one year and require a detailed timeline and milestone completion that supports degree completion within the one year. Approval of the request is also dependent upon recommendation by the adviser, department chair, and college dean
- Master’s students may not request more than one, one-year extension
- It is rare that doctoral students will be granted more than one, one-year extension

Date Received by  
the Graduate School:

**Request for Time Extension for  
Completion of Graduate Degree**



The University of Akron  
**Graduate School**

---

NOTE: Extensions are granted for a **maximum of one year.**

---

**TO BE COMPLETED BY STUDENT:**

Print Full Name (Last, First, Middle)

Address

City, State, Zipcode

Telephone Number

Date:

Student ID Number

Graduate Program

Degree Sought

E-Mail Address

EXTENSION REQUESTED THROUGH THE FOLLOWING TERM:  (not to exceed one year)

I have applied for graduation

I have not applied for graduation

Attached is a **statement of my reason(s)** for the request and any special conditions related to the recommendation  
(attach additional sheets if necessary)

Attached is a **plan of action** of not more than one page

Attached is a letter of support from my Graduate Advisor which includes a time table that lists specific goals to  
be accomplished at various times during the extension period

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Advisor

\_\_\_\_\_  
Date

Approve    Disapprove


\_\_\_\_\_  
Telephone Extension and E-Mail Address

# Application for Undergraduate to take Graduate Courses Form

- With permission of the instructor and program, undergraduates (seniors) in good academic standing are eligible to enroll in graduate courses
- Undergraduates (seniors) can take up to 12 graduate hours as undergraduates
- The courses may count toward a graduate degree *IF* the courses are not used to satisfy the undergraduate degree requirements\* (\*this excludes accelerated degree offerings)
- Students are charged for the course at the graduate tuition rate
- Graduate courses are not undergraduate plateau-eligible; the student will be charged for the course even if it falls within the 12-18 hour tuition plateau

Date Received by  
the Graduate School:

## Application for Undergraduate Students to take Graduate Courses



---

The maximum of 12 credits elected by an undergraduate can be applied toward a graduate degree. Graduate tuition and fees and will be assessed for all graduate coursework taken by an undergraduate.

Completed form must be submitted to the Graduate School with instructor's initials and signature of Advisor or Department Head. The Graduate School will approve an undergraduate to take only that graduate course specified on this form in the identified term. An undergraduate seeking to take graduate courses for more than one term is required to submit an Application for Undergraduate Students to Take Graduate Courses form for each term in which enrollment is requested.

---

### I. To be completed by Student

I request permission to register for graduate course number \_\_\_\_\_:\_\_\_\_\_ (\_\_\_\_ credit hours) during the \_\_\_\_\_ semester, year \_\_\_\_\_. I am an undergraduate student in the Department of \_\_\_\_\_.

I understand that approval does **not** guarantee admission to Graduate School at a later date.

Student ID: \_\_\_\_\_ Student Email Address: \_\_\_\_\_

Graduate coursework should **NOT** apply toward my baccalaureate requirements

**-OR-**  Graduate coursework should apply toward my baccalaureate requirements. I understand that this coursework **MAY NOT** be used toward a graduate degree.

\_\_\_\_\_  
(Student Signature)

Last Name	First	M.I.
Mailing Address		
City	State	Zipcode

Permanent residence location (if you lived in Ohio less than one year call 330-972-7836)

In State Date Ohio Residence Established \_\_\_\_/\_\_\_\_/\_\_\_\_

Out of State \_\_\_\_\_

---

### II. To be completed by Academic Department

The above named student meets the following requirements; therefore it is recommended the student's request be approved.

1. Student has Senior Standing
2. Student has 2.75 overall grade point average and a 3.0 in major field
3. Student has instructor's approval. \_\_\_\_\_ (initial)

Date \_\_\_\_\_

\_\_\_\_\_  
Student's Advisor or Department Head

---

### III. To be completed by Graduate School

Date \_\_\_\_\_

# Registrar

## Academic Dates and Add/Drop Forms (Screenshot)

[Academic dates | Office of the Registrar : The University of Akron, Ohio \(uakron.edu\)](#)

- [Registration](#)
- [Add/Late Registration/Schedule Change](#)
- [Drop/Withdraw](#)
- [Final Exam](#)
- [Final Grades](#)
- [Semester Dates](#)

The Office of the University Registrar posts add/drop deadlines for each term on their website at <https://www.uakron.edu/registrar/dates/>. The calendar for Spring 2022 is shown below.

<b>Spring Semester 2022</b>			
<b>Add/Late Registration/Schedule Change</b>			
<b>Undergraduate and Graduate students:</b>			
<b>SESSION</b>	<b>DEADLINE TO ADD WITHOUT SIGNATURES</b>	<b>INSTRUCTOR, ADVISOR, &amp; DEAN SIGNATURES NEEDED</b>	<b>LAST DAY TO ADD</b>
<b>REGULAR SESSION</b>	In person & Online: January 16	In person only: January 17-23	January 23
<b>1ST 8 WEEK</b>	In person & Online: January 12	In person only: January 13-16	January 16
<b>2ND 8 WEEK</b>	In person & Online: March 9	In person only: March 10-13	March 13
<b>1ST 5 WEEK</b>	In person & Online: January 11	In person only: January 12-14	January 14
<b>2ND 5 WEEK</b>	In person & Online: February 15	In person only: February 16-18	February 18
<b>3RD 5 WEEK</b>	In person & Online: March 29	In person only: March 30-April 1	April 1



# Add/Drop Forms (Registrar)

Add/Drop forms are available through the Registrar at My Akron (<https://my.uakron.edu/>)


- My Akron → Faculty/Staff → Forms for Faculty & Staff

## Add:

Students must be enrolled by the University deadline for the given term (eg, see calendar, previous page). Any student who seeks to enroll in a course after the posted deadline must have a documented reason for the request along with the signatures of the instructor, adviser, college dean, and Graduate School. The Graduate School only signs an add form when a student is requesting to enroll in a course after the posted University deadline or is requesting a retroactive enrollment. A retroactive enrollment is defined as a course change after the completion of the semester in which the change is requested. That is, making changes in a given semester after the deadline date does not constitute a retroactive change.


## Graduate Assistants:

Graduate Assistants making schedule changes after the census deadline (2<sup>nd</sup> week of classes), will be responsible for all fees and any course hours added (regardless of whether or not they have remission support).

		Office of the University Registrar Akron, OH 44325-6208 <a href="mailto:registrar@uakron.edu">registrar@uakron.edu</a>		<b>Student Course Add Form</b>		<b>ATTENTION STUDENTS:</b> Students are responsible for any impact these changes may have on <b>financial aid, payment amount due, GPA, eligibility for graduation, etc.</b> Students with questions should consult with their advisor. <b>It is the student's responsibility to process this form with the Office of the University Registrar.</b>	
<b>STUDENT INFORMATION (all fields required):</b> <span style="float: right;">*By signing this form, the student indicates that he/she is responsible for any additional charges caused by a changed schedule.</span>						<b>WHEN TO USE THIS FORM:</b> <b>Section change</b> – Any time during the semester to correct section enrollment. <b>New Course Add</b> – Beginning the 8 <sup>th</sup> day of the term through the end of business on the 14 <sup>th</sup> day of the term (or comparable dates in the summer), the signatures required are (1) Instructor/Dept. Designee, (2) student's Advisor and (3) student's College Dean. All course adds must be processed as of the end of business on the 14 <sup>th</sup> day of the term.	
Student ID #:		First Name:		Last Name:		UA Email:	
Signature:		Phone #:		Current College:		Date:	
<b>SECTION CHANGE ONLY (all fields required):</b>				<b>Term:</b>		<b>Year:</b>	
Subject #	Catalog #	Current Section #	Course Title	New Section #	New Section Class #		
Printed name of New Section instructor:				Signature of New Section instructor:		Date:	
<b>NEW COURSE ADD(S) (all fields required):</b>				<b>Term:</b>		<b>Year:</b>	
Class Number	Course # (Subject Catalog Sec)	Course Title	Units	Grading	Printed name of Instructor/Dept. Designee	Signature of Instructor/Dept. Designee	Date
75201	3400 492 001	Example Course	3	<input checked="" type="checkbox"/> Letter Grade <input type="checkbox"/> CR/NCR <input type="checkbox"/> Audit	Dr. Zippy Instructor	Dr. Zippy Instructor	01/21/2020
				<input type="checkbox"/> Letter Grade <input type="checkbox"/> CR/NCR <input type="checkbox"/> Audit			
				<input type="checkbox"/> Letter Grade <input type="checkbox"/> CR/NCR <input type="checkbox"/> Audit			
				<input type="checkbox"/> Letter Grade <input type="checkbox"/> CR/NCR <input type="checkbox"/> Audit			
				<input type="checkbox"/> Letter Grade <input type="checkbox"/> CR/NCR <input type="checkbox"/> Audit			
<b>New Course Add Approval Signatures</b>				<b>Phone Ext:</b>		<b>Date:</b>	
Student's Advisor:						<input type="checkbox"/> <b>Retroactive Adjustment</b> (check this box if the ending date for the course has passed) - Retroactive Adjustments are only used in extenuating circumstances - Justification should be attached to support the retroactive adjustment - All retroactive adjustments require the approval of the student's Dean - Graduate students must also obtain the approval of the Graduate School	
Student's College Dean:							
Graduate School Dean:							
Comments:						<b>OFFICE USE ONLY</b> Processed by    Date	
						03/24/2020	
This form will only be accepted from @uakron.edu or @zips.uakron.edu email addresses							

Drop:

Students are permitted to drop a course for the given term without signatures and must do so by the posted University deadline. Any student who seeks to drop a course after the posted deadline must have a documented reason for the request along with the signatures of the college dean, and Graduate School. The Graduate School only signs a drop form when a student is requesting to drop a course after the posted University deadline or is requesting a retroactive withdrawal. International students should consult with the International Center before dropping a course to ensure they are able to maintain their visa status.



Office of the University Registrar  
Akron, OH 44325-6208  
[registrar@uakron.edu](mailto:registrar@uakron.edu)

**Student Course Drop /  
Withdraw Form**

**ATTENTION STUDENTS:**  
 It is the responsibility of the student to determine the impact of withdrawing from courses on matters such as financial aid (including scholarships and grants), eligibility for on campus employment and housing, athletic participation, insurance eligibility and academic progress. Student should see his/her adviser for details. The refund policy is separate and distinct from the withdrawal policy. Students should make sure they are aware of the refund policy and how it may impact them financially. See [http://www.uakron.edu/student\\_accounts/refunds/](http://www.uakron.edu/student_accounts/refunds/).  
  
**This form will only be accepted from @uakron.edu or @zips.uakron.edu email addresses.**

**STUDENT INFORMATION (all fields required):** \*By signing this form, the student indicates that he/she is responsible for any additional charges caused by a changed schedule.

Student ID #:	First Name:	Last Name:
UA Email:	Phone #:	Current College:
Signature:	Date:	

Please see <https://www.uakron.edu/registrar/dates> to view the published Drop/Withdraw dates and the Withdrawal Policy

- Students can drop courses through the last published day to drop online via My Akron – no signatures needed – course(s) do not appear on the academic record
- Students can withdraw from courses after the last published day to drop through midnight Sunday of the 7<sup>th</sup> week of the semester online via My Akron – no signatures needed – a WD will appear on the academic record

COURSE DROP/WITHDRAWAL				Term:	Year:	Career: <input type="radio"/> Undergraduate <input type="radio"/> Graduate <input type="radio"/> Law			College where course resides
Class Number	Course # <small>(Subject Catalog Sec)</small>	Course Title	Units	DROP <small>(through 14<sup>th</sup> day)</small>	WITHDRAWAL <small>(after 14<sup>th</sup> day)</small>	WITHDRAWAL <small>already processed</small>	Count in WD totals	DO NOT count in WD totals	
75201	3400 492 001	Example Course	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Z	<input type="checkbox"/>	BCAS
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

<b>Course Withdraw Approval Signature</b> <small>(if needed for complete or late withdrawals)</small>	Phone Ext	Date	<input type="checkbox"/> <b>Retroactive Withdrawal Request</b> <small>(see policy on page 2) (check this box if the ending date for the course has passed)</small>
Student's College Dean:			Retroactive withdrawal recommended: <input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School or Law School Dean:			Approving Dean's Signature:
<b>Date student initiated withdraw request</b> <small>(see page 2 for details):</small>			<b>OFFICE USE ONLY</b> Processed by    Date  03/19/2021
Comments:			

## Refund Policy (Office of Student Accounts)

- The last full-refund day now aligns with the last day to drop a course without “WD” appearing on the transcript
  - If students drop a class on or before the 14<sup>th</sup> day of a semester, they may receive a full refund
  - If students drop a class after the 14<sup>th</sup> day of a semester, they will receive no refund


# Dissertation Committee Approval Form

As part of its responsibilities, the Graduate School is responsible for ensuring that graduate program quality and rigor are maintained on the UA campus. As such, the Graduate School must certify that the composition of every doctoral dissertation committee follows UA guidelines.

- All doctoral dissertation committees must have:
  - A minimum of five committee members, including the member from outside the home department;
  - A majority of the committee membership ***must*** hold the highest graduate faculty status which allows them to direct doctoral dissertations (old Category II / new Category III); and,
  - The outside representative ***must*** also hold the highest graduate faculty status (old Category II / new Category III).
- The dissertation committee membership form must be submitted to the Graduate School for approval ***at least three months prior to the dissertation defense***; this provides time to address any composition issues
- If there are any changes to the committee membership after initial approval by the Graduate School, a revised dissertation committee membership form must be submitted to the Graduate School for approval

Date Received by the Graduate School:

## Doctoral Dissertation Committee Membership



---

Form should be received at least three (3) months prior to defense

---

Date:

To: Graduate School

From: , Dissertation Advisor

Department of

Subject: Doctoral Dissertation Committee Selection/Recommendation

The following committee is hereby recommended as the Doctoral Dissertation Advisory Committee\* for

ID:

(Student's Full Name)

(Department)

	Graduate Faculty Status	
	Category	(GS use)
<input style="width: 100%; height: 20px;" type="text"/> Dissertation Advisor	<input style="width: 30px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/> Committee Member	<input style="width: 30px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/> Committee Member	<input style="width: 30px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/> Committee Member	<input style="width: 30px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/> Committee Member	<input style="width: 30px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/> Committee Member	<input style="width: 30px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/> Committee Member	<input style="width: 30px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/> Committee Member	<input style="width: 30px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/> Committee Member/Outside Rep.	<input style="width: 30px;" type="text"/>	<input type="checkbox"/>


Department

# Master's Thesis Defense Report Form

- This form is completed and sent forward to the Graduate School on successful defense of the Master's Thesis
- Form will be used to clear the 'defense' milestone by the Graduate School
- This form may be substituted with an *email from the advisor* indicating the committee members and attesting to the passing of the defense

Date Received by  
the Graduate School:

**Master's Thesis  
Defense Report**



---

Date:

To: Graduate School

From:   
Thesis Advisor

Subject: Master's Thesis Defense Results

The master's thesis of   
(student's full name)

(Student ID)

was successfully\*/unsuccessfully\*\* defended on   
(date)

The members of the master's thesis committee hereby record and attest to the above:


Pass	Fail	Master's Thesis Committee Signatures
<input type="checkbox"/>	<input type="checkbox"/>	Committee Advisor
<input type="checkbox"/>	<input type="checkbox"/>	Committee Member
<input type="checkbox"/>	<input type="checkbox"/>	Committee Member
<input type="checkbox"/>	<input type="checkbox"/>	Committee Member
<input type="checkbox"/>	<input type="checkbox"/>	Committee Member
<input type="checkbox"/>	<input type="checkbox"/>	Committee Member
<input type="checkbox"/>	<input type="checkbox"/>	Committee Member
<input type="checkbox"/>	<input type="checkbox"/>	Committee Member

# Doctoral Dissertation Defense Report Form

- This form is completed and sent forward to the Graduate School on successful defense of the Doctoral Dissertation
- Form will be used to clear the 'defense' milestone by the Graduate School
  - This form may be substituted with an *email from the advisor* indicating the committee members and attesting to the passing of the defense

Date Received by  
the Graduate School:

**Doctoral Dissertation  
Defense Report**



The University of Akron  
**Graduate School**

---

Date:

To: Graduate School

From:   
Dissertation Advisor

Subject: Doctoral Dissertation Defense Results

The doctoral dissertation of   
(student's full name)

(Student ID)

was successfully\*/unsuccessfully\*\* defended on   
(date)

The members of the doctoral dissertation committee hereby record and attest to the above:

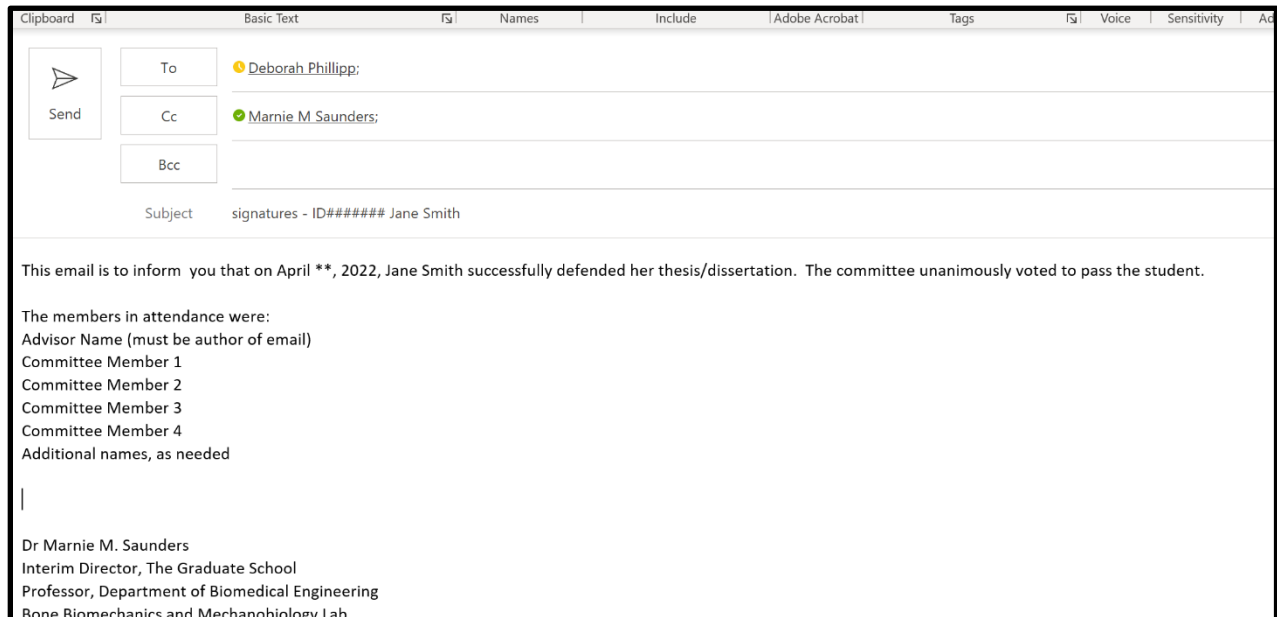
Pass	Fail	Doctoral Dissertation Committee Signatures
<input type="checkbox"/>	<input type="checkbox"/>	Committee Advisor
<input type="checkbox"/>	<input type="checkbox"/>	Committee Member
<input type="checkbox"/>	<input type="checkbox"/>	Committee Member
<input type="checkbox"/>	<input type="checkbox"/>	Committee Member
<input type="checkbox"/>	<input type="checkbox"/>	Committee Member
<input type="checkbox"/>	<input type="checkbox"/>	Committee Member
<input type="checkbox"/>	<input type="checkbox"/>	Committee Member
<input type="checkbox"/>	<input type="checkbox"/>	Committee Member



## Alternative Email

### Email template

- Must be sent by the advisor
- The Graduate School ***does not*** require signed signature pages – this document will also serve as the signature page
  - Only unsigned signature pages are uploaded to OhioLINK
  - The unsigned page serves to document committee composition



The screenshot shows an email composition window with a toolbar at the top containing options like Clipboard, Basic Text, Names, Include, Adobe Acrobat, Tags, Voice, Sensitivity, and Attachments. The email header includes a 'Send' button, a 'To' field with 'Deborah Phillipps', a 'Cc' field with 'Marnie M Saunders', and a 'Bcc' field. The subject line is 'signatures - ID##### Jane Smith'. The main body of the email contains the following text:

This email is to inform you that on April \*\*, 2022, Jane Smith successfully defended her thesis/dissertation. The committee unanimously voted to pass the student.

The members in attendance were:  
Advisor Name (must be author of email)  
Committee Member 1  
Committee Member 2  
Committee Member 3  
Committee Member 4  
Additional names, as needed

|

Dr Marnie M. Saunders  
Interim Director, The Graduate School  
Professor, Department of Biomedical Engineering  
Bone Biomechanics and Mechanobiology Lab

## Graduation

### Applying for Graduation

- All graduate students must apply for graduation online at **My Akron** (<https://my.uakron.edu/>) by the Registrar-posted deadline
  - **My Akron → Student Center → Apply for Graduation**
- Contact the registrar for any Enrollment Verification Letters [graduation@uakron.edu](mailto:graduation@uakron.edu)
- Failure to apply for graduation on or before the posted deadline for a given term will require the completion of a late graduate application to be considered for graduation; completion of the form does not guarantee graduation

### Dissertation Titles for Program (Doctoral applicants only)

- All graduate students must apply for graduation online at **My Akron** (<https://my.uakron.edu/>) by the Registrar-posted deadline
- The Graduate School will contact all doctoral students that have applied for graduation to inquire if they are attending the ceremony and if so, requesting ceremony program information
- To be included in the program, students must reply by the deadline communicated in the email

Congratulations,  
 You are receiving this email because our records indicate you are applying for graduation this summer. As you know, we do not have a summer ceremony, but you are welcome to attend the fall ceremony. If you are attending the fall ceremony, we need to have the information below for the printed ceremony program.

Please return at your earliest convenience. Thank you and enjoy your evening. Marnie

Dissertation	Advisor	Earned Degrees	Attending?
The Title of My Dissertation Will be Exactly Copied as Written	Dr. Firstname Lastname	MA, University of Akron; BS, Miami University	Yes/No

### Degree Clearance Milestones

The Graduate School is responsible for clearing *non-course* degree milestones. This includes milestones such as the candidacy exam, language requirement, continuous enrollment, residency, defense, etc. *It is the responsibility of the program to inform the Graduate School when and which milestones need cleared for a given student.* If this is unclear, minimally, the program should run the student's DPR (academic advisement report) and determine what non-course milestones are associated with the student's program.


Milestones submissions are sent to the Graduate School via the link: [UA Grad School - Milestone Submission \(qualtrics.com\)](https://qualtrics.com). Only individuals designated by the program to submit milestones for clearance to the Graduate School will have access to the password.

## Delay of Publication Form

- Must be submitted with or prior to uploading Thesis/Dissertation to OhioLINK
- Graduate Students may delay the publication of their thesis or dissertation to OhioLINK for purposes of publication, patenting, etc.
- An embargo date of up to 5 years may be requested when completing the paperwork
  - Students will be able to request a 2-year embargo when uploading to OhioLINK
- Simply indicate a request of a 5-year embargo on the paperwork and the Graduate School will approve the 5-year request after the format check is satisfactorily completed
- OhioLink will notify the student directly when the embargo is set to expire, additional embargos can be granted by contacting the Graduate School prior to the expiration date

Date Received by  
the Graduate School:

**Request to Delay Publication of  
Thesis or Dissertation**



The University of Akron  
**Graduate School**

---

Student ID # \_\_\_\_\_

Name \_\_\_\_\_

Program/Department \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**I hereby request a delay in the electronic publication of my thesis or dissertation.**

Title of thesis or dissertation: \_\_\_\_\_

Reason for requesting delay:  Patent Pending (signature of UA patent officer required)

Signature: \_\_\_\_\_

Title \_\_\_\_\_

Publisher Policy or NEOMFA in creative writing  
(policy of journal or publisher must be attached if not NEOMFA)

Desired Delay End Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (no greater than five years)  
(Renewal requests are the responsibility of the student. They will not be made automatically)

**The delay of publication request and the time of the delay period are appropriate.**

Advisor Signature: \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Graduate School Signature: \_\_\_\_\_ Date \_\_\_\_\_

Date manuscript due to be released on OhioLINK: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Survey of Earned Doctorates

<https://sed-ncses.org/login.aspx>

## FAQs

- The Survey of Earned Doctorates is a mandatory requirement of all graduating doctoral students
- Doctoral students will find the link and directions for completing the survey when they run their DPR
- The Graduate School will be automatically informed by the NSF (sent certificate of completion via email) when the student has completed the survey
  - The Graduate School will enter the certificate of completion in the student's NOLIJ file and will clear the PhDsurvey milestone; under no circumstance will this survey be waived
  - Completion is a requirement for degree completion and graduation; failure to complete the survey in a timely manner will delay both and cause the student to incur additional charges (eg, continuous enrollment)

# Grade Change Request Form (Registrar)

Grade change request forms are available through the Registrar at My Akron (<https://my.uakron.edu/>)

- o My Akron → Faculty/Staff → Forms for Faculty & Staff

The only course milestones the Graduate School clears are the thesis and dissertation hours (eg, XXXX:699 and XXXX:899). These are awarded 'IP's' until the end of the student's program when they are changed to 'Cr'. The program will need to send forth the paperwork but clearing these will not occur until after the Graduate School can verify the student has successfully uploaded the thesis or dissertation to OhioLINK and the document has passed the Graduate School format check. At that time, the Graduate School will clear the 'Thesis' or 'Dissertation' milestone, approve the grade change paperwork and forward to the registrar.

If an error in grading has occurred, the Graduate School will need to sign off – Grades may not be changed based upon the evaluation or re-evaluation of new or existing materials. Only errors in grade reporting may be corrected and deadlines must be followed, as noted on the form. All other course grade change request paperwork does not involve the Graduate School. The program will deal directly with the Registrar.

## Grade Change Request

**Send original to:**  
 The University of Akron  
 Office of the University Registrar  
 Akron, OH 44325-6208  
[registrar@uakron.edu](mailto:registrar@uakron.edu)

**Important information regarding changing a posted letter grade:**

A student who wishes to appeal a final grade must initiate the procedure by the end of the fifth week of the spring semester for grades received during the preceding fall semester, and by the fifth week of the fall semester for grades received during the preceding spring or summer semesters. For grades earned during the semester in which a student graduates, grade appeals must be initiated and completed before the degree is posted to the student's permanent record. Students must first review the matter with the instructor. If the matter is not resolved, or if the instructor is not available, the student must submit a written appeal to the department chair or school director.

The change of grade must be completed by the end of the semester in which it was initiated.

This policy does not apply to changes for a posted IP or NGR for 699 or 899 courses or a posted I or IP to PI.

**STUDENT IDENTIFICATION**

Student ID #:	Last Name:	First Name:	Student Email:

**CHANGE A POSTED LETTER GRADE**

Class Number	Course (Subject #) (Catalog #)	Credit Hours	Term / Year	Grade Change	
				FROM	TO
			/		
Course Title: _____					
Reason for change: _____					

**CHANGE A POSTED IP OR NGR FOR THESIS OR DISSERTATION**

Course (Subject #) (Catalog #)	Description	Grade to be assigned to ALL credits

Grade changes for thesis or dissertation only require the Graduate School Dean's signature.

**CHANGE A POSTED I OR IP TO PERMANENT INCOMPLETE**

Class Number	Course (Subject #) (Catalog #)	Hours	Term / Year	Grade Change	
				FROM	TO
			/		PI
Course Title: _____					
Reason for change: _____					

\*\*Do not use this form to change a posted grade of I (Incomplete), IP (In Progress) or NGR (No Grade Reported). A dean's signature is not required. The grade change must be submitted via the applicable grade roster in the My Akron Faculty Center.

Graduate School Signs:

- a) Grade Change (B to A-)
- b) Course/Research (IP to PI)
- c) Thesis/Dissertation (699/899) Research hours (IP to CR) upon successful defense



# Late Graduation Application Form

## FAQs

- The Registrar will post the graduation deadlines at the beginning of the semester ([Graduation Services | The University Akron, Ohio \(uakron.edu\)](#))
- Working from the Registrar’s deadlines, the Graduate School determines deadlines for thesis/dissertation OhioLINK upload dates and will post on our website ([Graduation information for graduate students : The University of Akron, Ohio \(uakron.edu\)](#))
- Late Graduation Application
  - The Registrar has a State reporting obligation
    - As such, the Graduate school will only consider late graduation applications that can fulfill these reporting deadlines
    - For those students with a thesis or dissertation requirement, late graduation applications will only be considered for students who have defended by the posted deadline and need only a few extra days to complete post-defense, thesis/dissertation edits

**LATE GRADUATION APPLICATION**

**The University of Akron**  
Office of the University Registrar

I plan to graduate (check one of the following):

Fall 20\_\_\_\_ (December graduation)

Spring 20\_\_\_\_ (May graduation)

Summer 20\_\_\_\_ (August graduation)

In order to submit a late graduation application, your Degree Progress Report (DPR) must indicate the successful completion or anticipated successful completion of all degree requirements (excluding the IP Grades/Currently Registered Courses requirement) and you must have no past-due financial obligations to UA or outstanding parking or library fines.

*Please type or print legibly all requested information.*

Last Name	First Name	Middle Initial	Student ID Number
Daytime Telephone number:	Email Address:		
Degree/Major Plan Code	Degree/Major Plan Description		

**PLEASE NOTE:**

- ▶ **Multiple Degrees:** A separate graduation application must be submitted for each degree sought.
- ▶ **Correspondence:** All correspondence will be sent to your University of Akron email account.
- ▶ **Commencement Participation:** You must have completed or be currently attending all courses necessary to satisfy the requirements of the degree for which you are applying in order to march in the commencement ceremony that you have indicated.

# Graduate Assistantship Workflow, At-a-Glance

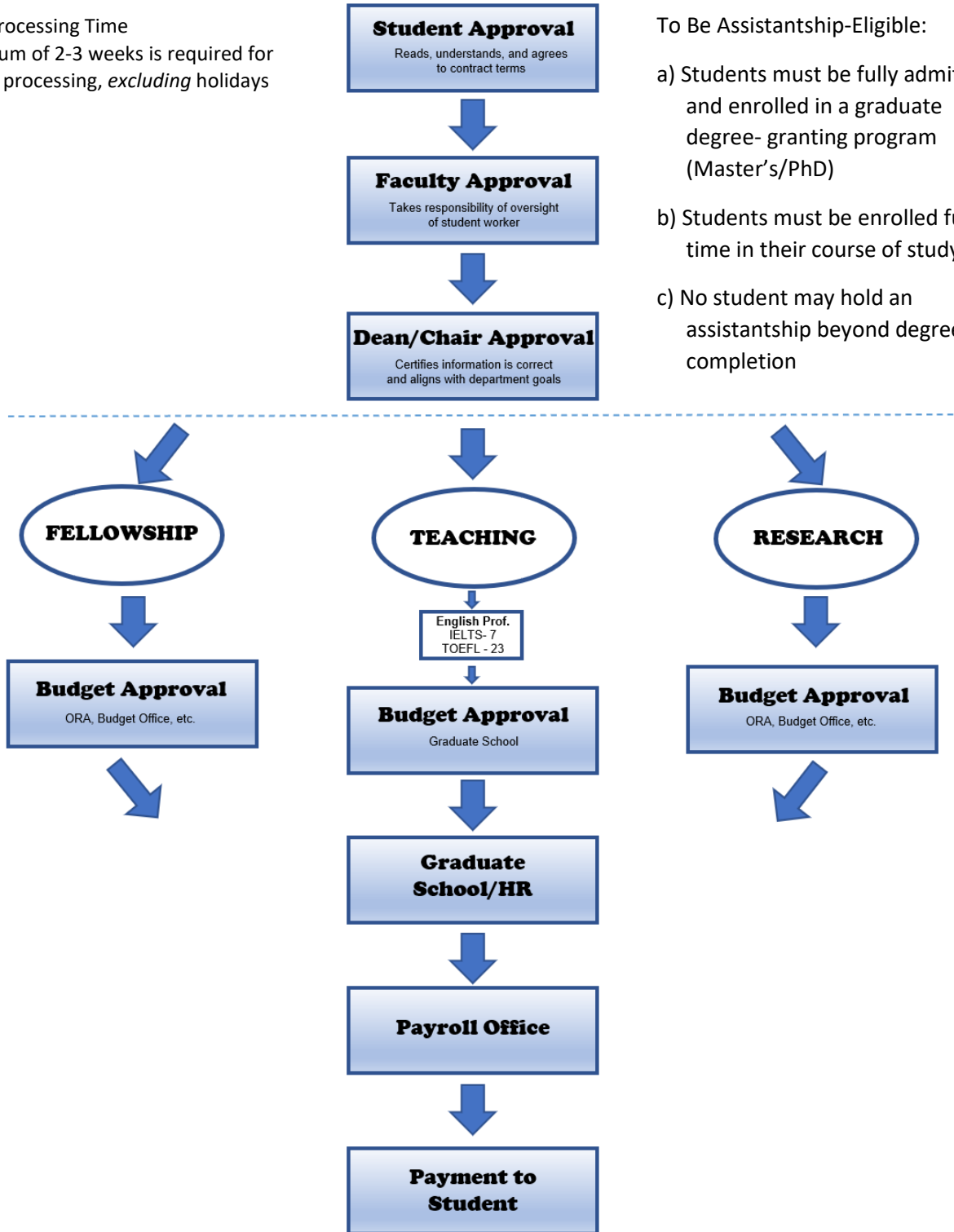
## Life Cycle of Graduate Assistantships

**Contract Processing Time**

- A minimum of 2-3 weeks is required for contract processing, *excluding* holidays

**To Be Assistantship-Eligible:**

- Students must be fully admitted and enrolled in a graduate degree- granting program (Master’s/PhD)
- Students must be enrolled full-time in their course of study
- No student may hold an assistantship beyond degree completion



## Graduate Assistantships

The Graduate School is responsible for OVERSIGHT of the Graduate Assistantship budget. Graduate assistantships can take various forms, but the majority of assistantships include a stipend and tuition remission for 20 hours/week of service to the university. The GA budget is used to support the stipends of teaching assistants and the tuition remission for teaching and research assistants. All teaching assistants must be working in some capacity to support undergraduate education on the UA campus. Tuition remission for research assistants may require partial external funding based upon sponsor eligibility.

### FAQs

- The Provost approves the yearly GA investment for each College (fall)
- The Deans determine the allocations to their schools/departments
- The schools/departments determine the types and amounts of awards provided
  - The schools/departments set the stipend levels
  - The schools/departments may offer stipend and/or tuition awards
  - The schools/departments may offer full-time (20hours/wk) or part-time awards
- Additional employment
  - International GAs
    - Full-time GAs are not eligible to hold additional employment on campus
    - Full-time GAs may work up to 8 hours/wk off campus with department approval and CPT authorization
    - Part-time GAs may hold additional employment on campus, up to a total of 20 hours/wk
  - Domestic GAs
    - Full-time GAs are not eligible to hold additional employment on campus
    - Full-time GAs may work up to 8 hours/wk off campus with prior department approval
    - Part-time GAs may hold additional employment on campus, up to a total of 20 hours/wk
- Eligibility
  - Only fully-admitted graduate students are eligible for GAs – this includes TAs and RAs
    - Provisionally-admitted students are not eligible for GAs
    - Conditionally-admitted students are not eligible for GAs
  - Once provisional and conditional students satisfy full admission requirements, they are eligible for GA consideration in the next semester
- Process
  - STUDENTS MUST READ AND UNDERSTAND THE TERMS OF THEIR CONTRACTS
  - Assistantships must align with the start of the semester and run its duration
  - Full tuition will not be provided if the stipend does not run the duration of the semester
  - Internationals – if the student will be relying solely on their assistantship for proof of funding to obtain their I-20, assistantship contract(s) must provide one full academic year of support that sufficiently covers estimated cost of tuition, fees, living expenses, books and health insurance for at least one academic year. Students starting during the summer will need to show additional funding to cover summer expenses, including 9 credits of tuition for the summer
  - Offers spanning two fiscal years must be submitted as two, separate contracts
    - Eg, 1/15/20## - 6/30/20##; and, 7/1/20## - 12/15/20##
- Forfeiture
  - If the student forfeits a GA mid-term – the contract is immediately cancelled

- GAs must notify the advisor, program director/chair and Graduate School if withdrawing
- Program must initiate the PAF to terminate the GA's contract
  - The student is not charged a pro-rated remission if they withdraw from classes
  - The student is charged a pro-rated remission if they do not withdraw from classes
  - It is the student's responsibility to withdraw from classes
- If program wants to hire a replacement GA
  - The remainder of the stipend may be offered to another, eligible student
  - All tuition has been spent if the student withdraws *after* census
    - There is 1 tuition award per stipend per semester
- Census
  - Census is the 14<sup>th</sup> day of the term
    - After census, any course changes will show up on the student's transcript
    - Enrollment at census is used to determine state subsidy
    - **NO tuition remission will be provided to any GA after census**
  - After census, any course changes will be charged to the student
    - E.g., If a student drops a 3-hour class and replaces it with 3 hours of research
  - They will be charged for three hours and all additional fees
- Limits
  - Masters' students are provided up to 2 years (total) of GA support from the Graduate School
  - Doctoral students are provided up to 5 years (total) of GA support from the Graduate School
  - Masters/Doctoral students are provided up to 5 years (total) of GA support from the Graduate School
  - Graduate School support is defined as stipend *and/or* tuition remission
  - If doctoral students are stipend-funded for a 6<sup>th</sup> year on a research award, the Graduate School will provide tuition remission for the 6<sup>th</sup> year
- Enrollment
  - By University definition, full-time enrollment in any term for graduate students is defined as a minimum of 9 hours (fall/spring/summer)
  - To hold a GA contract (full-time or part-time), students must be enrolled 'full-time' in any semester in which they hold the contract
    - 'Full-time' enrollment to hold the GA contract (FT or PT) is a minimum of 9 hours during the fall and spring terms and 6 hours during the summer term
      - 6 hours in the summer does not satisfy the university's definition of full-time enrollment; 6 hours is the minimum required to hold a summer GA contract and satisfies the 'full-time' enrollment for summer
    - International student GAs must enroll in 9 hours in their first semester of study; International student GAs should defer to fall and spring semesters where the remission provided satisfies the full-time definition requirement
  - The most remission any GA is provided by the Graduate School is 12 hours during the fall and spring terms and 6 hours during the summer term – provided the program has sufficient allocations to cover these amounts
    - Tuition remission cannot be banked; it must be used in the term it is provided
    - Tuition remission is provided for courses in the student's plan of study only
    - Tuition remission may not be used for undergraduate courses

# Graduate Assistantship Contract Data Entry Instructions

## Support and Security Access

The Graduate Assistantship panel is in PeopleSoft Campus Solutions. To request access:

1. Request access using PeopleSoft Access Form: <https://www.uakron.edu/helpdesk/forms>
2. On webpage, click on the link entitled under the PeopleSoft Security and Nolij Requests: [New Application Security Request \(Page 1 of 16\) \(office.com\)](#)
3. Answer NO for all questions from 10-18, on question 19, Enter this request:
  - i. "PeopleSoft GA Panel Access" including the complete path: UA Campus Solutions > UA Campus Community Processes > Graduate School Processes > Graduate Assistantship

## Navigate to the PeopleSoft Graduate Assistantship Panel

1. Log into PeopleSoft and navigate to the Graduate Assistantship panel.
  - a. Once logged into PeopleSoft, follow this path:  
**UA Campus Solutions > UA Campus Community Processes > Graduate School Processes > Graduate Assistantship**
2. Be sure to select the Graduate Assistantship link.
3. The Enter Grad Assistantships panel appears. To begin entering a new contract, click **Add New Value**

### Enter Grad Assistantships

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Search by: Empl ID begins with



Include History  Correct History

Search Advanced Search

## Start a New Contract


The Add a New Value panel displays.

## Enter Grad Assistantships

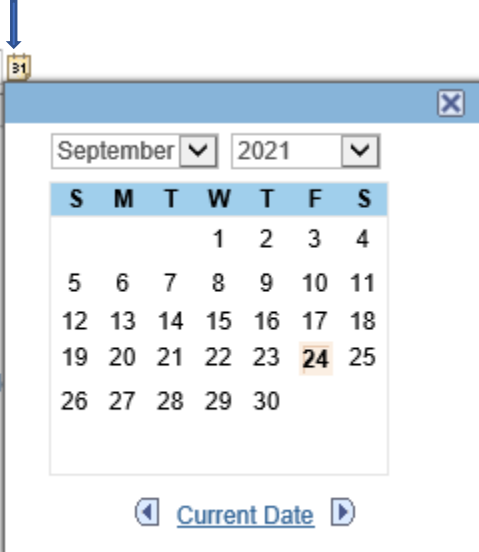
Empl ID   
 Offer Date    
 Department  

To prevent duplicate entries, a contract for a Graduate Assistantship must be unique within PeopleSoft. Uniqueness is ensured by combining three fields: Empl ID, Offer Date, and Department.

1. Enter the student EMPL ID
2. Enter the contract Offer Date. Use the calendar picker or type the date, your choice.



Offer Date    
 Department

[Find an Existing Value](#) | [Add a New Value](#)



S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3. Enter the Department ID number.
  - a. Use the Look Up tool to access the Department listing.
 

Department   
  - b. In the Look up Department popup window, click on Description column header to sort the departments alphabetically.



Search by: Department  =

[Advanced Lookup](#)

### Search Results

Only the first 300 results can be displayed.

View 100 First 1-30 of 300 Last

Department	Description
<a href="#">00ACA</a>	00ACA Reporting
<a href="#">009100</a>	AAUP
<a href="#">003801</a>	AD001 - Biomimicry
<a href="#">003802</a>	AD002-Innovation Practice Ctr
<a href="#">009070</a>	Acad. Achievement Programs
<a href="#">00Z027</a>	Academic Advising - CAST
<a href="#">014708</a>	Academic Affairs - Wayne
<a href="#">000410</a>	Accountancy
<a href="#">010410</a>	Accounting-Wayne
<a href="#">004650</a>	Admissions Office

- c. Click on the Department ID hyperlink associated with the department you want. The department number will be entered into the Department field on the Add a New Value panel.
- d. Click Add to accept the Empl ID, Offer Date, and Department number.

### Enter Grad Assistantships

Empl ID   
 Offer Date    
 Department



- e. The UA Graduate Assistantship panel displays.

Ua Grad Asst

---

Empl ID [Redacted] Middle Name [Redacted] \*Offer 09/24/2021 Accepted Decline Fiscal Year

First Name [Redacted] Last Name Banerjee PAF

Address [Redacted] Address Line 2

City Akron State OH Zip Code 44304

Academic Plan Description

Citizenship: International Student Domestic Student

Residency: In State Out of State

### Notes Regarding Duplication

**Contract Already Exists in PeopleSoft:** If you have entered an Empl ID, Offer Date, and Department combination that already exists, then that record will appear instead of a new record.

**Resolution:** edit the contract that appears **if applicable**, do not enter a new contract.

**Two Contracts for One Student:** Occasionally, you may have two contracts for one student to enter. However, recall that PeopleSoft required that combination of the Empl ID, Contract Date, and Department Fields be unique.

**Resolution:** Change the offer date by one day for the second contract.

### Below is the full Graduate Assistantship Panel

Ua Grad Asst

---

Empl ID [Redacted] Middle Name [Redacted] \*Offer 09/24/2021 Accepted Decline Fiscal Year

First Name [Redacted] Last Name Banerjee PAF

Address [Redacted] Address Line 2

City Akron State OH Zip Code 44304

Academic Plan Description

Citizenship: International Student Domestic Student

Residency: In State Out of State

Formal Description Academic Department

Masters Student:  Doctoral Student:  SCH Required for Degree

SCH Accumulated 23.00 SCH In Progress 81.000

---

Department ID Department of Service \*Supervisor

First Appointment:  Reappointment:  Teaching Asst:  Research Asst:  Administrative Asst:  Fellow (non-service):

---

Oral English Proficiency Assessment

Department Evaluation:  Internet- base TOEFL:  U\_ADEPT:  IELTS:

English is native language (23 or higher on the speaking section) (pass or higher) (7 or higher, score attached)

---

Graduate School Funded:  Department Funded:  Grant Funded:  Start-up Funded:  CIGA (Community/Industrial Graduate Assistantship):  GRIP(Graduate Rotation Internship):

Terms of Appointment

Fall:  Spring:  Summer:  ACAD Year:  12 Months:  Other:

Account Code1 Account #1 % Account Code2 Account #2 %

Bi-Weekly Stipend Start Date End Date Full Stipend Amount Weekly Hours of Service

Supplemental Funding/One-Time Payment

Bi-Weekly Stipend Start Date End Date Full Stipend Amount

One-Time Payment Start Date End Date Full Stipend Amount

This payment is for hours associated with contract:  The payment not for hours associated with contract:

(This option cannot be used if funded my a grant) Total Hours

Scholarship/Fellowship - tuition remission

Remission Awarded:  Department  Grant Funded:  Grant Account

Grad School Charged Full Tuition:  Grant and Grad School to cost share Grant %  Grant Account #  Graduate School %

Payment of graduate instruction fees:

Leading Summer: <input type="checkbox"/>	Year: <input type="text"/>	Credit Hours*: <input type="text"/>	which equals Tuition Dollars*: <input type="text"/>	* Number of credits cannot exceed 30 a year (Fall + Spring + Summer). Recipients should meet with their advisors to determine a plan of registration.
Fall Semester: <input type="checkbox"/>	Year: <input type="text"/>	Credit Hours*: <input type="text"/>	which equals Tuition Dollars*: <input type="text"/>	
Spring Semester: <input type="checkbox"/>	Year: <input type="text"/>	Credit Hours*: <input type="text"/>	which equals Tuition Dollars*: <input type="text"/>	
Summer: <input type="checkbox"/>	Year: <input type="text"/>	Credit Hours*: <input type="text"/>	which equals Tuition Dollars*: <input type="text"/>	

---

Graduate Assist. and/or Tuition Awd Extension Request

Grad Assit. Extension Request:  GA Semesters Accumulated  Department of Service

Teaching Asst:  Research Asst:  Administrative Asst:  Tuition Award Ext Request:  Approved by Grad School

Notes

View Appointment Report View Award Report Print Grad Assistant Page

Save Notify Add Update/Display Include History Correct History

Enter the Detail for a Contract

Step by Step

1. Offer Date is carried over from the Add New Value page. Offer date is a required field. The following fields will be auto populated:

First Name, Middle Name, Last Name, Address, City, State, Zip Code, Citizenship, and Residency.

2. Use the Look Up tool to select the student’s Academic Plan number.

Academic Plan

**Look Up Academic Plan**

Search by: Academic Plan =

Look Up Cancel [Advanced Lookup](#)

**Search Results**

View 100 First 1 of 1 Last

<b>Academic Plan</b>
<a href="#">987010PHD</a>

3. Click on the Academic Plan number. If the student has multiple active academic plan codes, choose the one associated with the contract.

Once you select the academic plan, the following fields will be auto populated:

Description, Academic Department, master's or doctoral student, SCH Required for Degree, SCH Accumulated, and SCH In Progress.

4. Use the Look Up tool to find the Department ID. The Department of Service will auto populate.



Department ID   Department of Service School of Polymer Sci & Engr \*Supervisor

5. Use the drop down arrow to find the supervisor. Only the people assigned to the Department of Service will appear in the Supervisor drop down menu. This field pulls from HR once a person is hired into that department.

6. Select **either** First Appointment or Reappointment.

**First Appointment:**       **Reappointment:**

7. Select one:

**Teaching Asst:**       **Research Asst:**       **Administrative Asst:**       **Fellow (non-service):**

8. If Teaching Asst is selected, then Oral English Proficiency must be completed. Select one:

Oral English Proficiency Assessment

**Department Evaluation:**

English is native language

**Internet- base TOEFL:**

(23 or higher on the speaking section)

**U\_ADEPT:**

(pass or higher)

**IELTS:**

(7 or higher, score attached)

9. Enter Stipend funding source detail:

- a. Graduate School Funded
- b. Department Funded
- c. Grant Funded
- d. Start-up Funded
- e. CIGA (Community/Industrial Graduate Assistantship)
- f. GRIP (Graduate Rotation Internship)

Funding can come from two departments or accounts. If entering Stipend account detail for two departments or accounts, check the box for each source and enter the percentage contribution.

Graduate School Funded:     Department Funded:     Grant Funded:     Start-up Funded:     CIGA (Community/Industrial Graduate Assistantship):     GRIP(Graduate Rotation Internship):

10. Enter the Terms of Appointment. Select one:

Terms of Appointment

**Fall:**

**Spring:**

**Summer:**

**ACAD Year:**

**12 Months:**

**Other:**

11. Enter the Funding Source Account Code and the percentage from that account code. Two values can be entered.

Account Code1  Account #1 %  Account Code2  Account #2 %

12. Enter a Bi-Weekly Stipend amount, the Start Date and the End Date of the contract. The Full Stipend Amount will be automatically calculated based on the values entered in the Bi-Weekly Stipend amount, the Start Date, and the End Date.

Bi-Weekly Stipend  Start Date   End Date   Full Stipend Amount


13. Enter the Weekly Hours of Service.

Weekly Hours of Service

14. For Supplemental Funding/One-Time Payment you do not need to enter anything. Once I receive the contract from the department, I will enter this as you cannot print the contract directly from this panel.

15. Scholarship/Fellowship – tuition remission  
If remission is to be awarded, check the Remission Awarded box.

Scholarship/Fellowship - tuition remission

Remission Awarded:  Department   Grant Funded:  Grant Account

Grad School Charged Full Tuition:  Grant and Grad School to cost share Grant %  Grant Account #  Graduate School %

Payment of graduate instruction fees:

Leading Summer: <input type="checkbox"/>	Year: <input type="text"/>	Credit Hours*: <input type="text"/>	which equals Tuition Dollars*: <input type="text"/>	* Number of credits cannot exceed 30 a year (Fall + Spring + Summer). Recipients should meet with their advisors to determine a plan of registration.
Fall Semester: <input type="checkbox"/>	Year: <input type="text"/>	Credit Hours*: <input type="text"/>	which equals Tuition Dollars*: <input type="text"/>	
Spring Semester: <input type="checkbox"/>	Year: <input type="text"/>	Credit Hours*: <input type="text"/>	which equals Tuition Dollars*: <input type="text"/>	
Summer: <input type="checkbox"/>	Year: <input type="text"/>	Credit Hours*: <input type="text"/>	which equals Tuition Dollars*: <input type="text"/>	

16. Use the look up tool to find the department.

Department  



17. Check how the tuition is to be paid. If it is to be paid by a grant, enter the grant number. If it is to be cost shared between a grant and the Graduate School enter the Grant percent and the Grant Account number and the Graduate School percent.


18. In the section, Payment of Graduate Instruction Fees check which semesters the student is to receive fee remission. Complete the year, the credit hours and the tuition dollar amount for each semester that they are to receive fee remission. NOTE: the total number of credits cannot exceed 30 for a year (Fall + Spring + Summer).

Graduate Assistant and/or Tuition Award Extension Request section is for the Graduate School use only. Do not enter anything into this section.

Graduate Assist. and/or Tuition Awd Extension Request

Grad Assit. Extension Request:       GA Semesters Accumulated:       Department of Service:

Teaching Asst:       Research Asst:       Administrative Asst:       Tuition Award Ext Request:       Approved by Grad School:



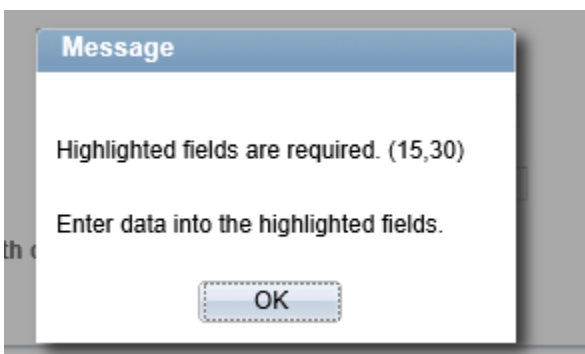
The field Approved by Grad School will be completed by the Graduate School when the contract has been approved.

19. Notes – If you enter anything in this section, it will print on the contract in the Notes: section of the GA stipend contract. This would be where you would enter any contingencies or other notes.

Notes

Once all of the fields are entered – hit the save button in the left hand corner at the bottom of the page. Once the page is saved, you can then print the contracts directly from this page.

If you have not completed all the necessary fields, it will indicate an error message. You will need to go back and complete the fields before you can save the entry.

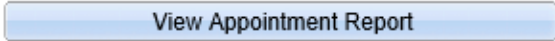




### Printing the contracts for signatures

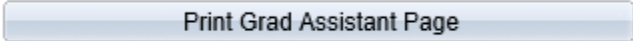
The contracts can be created, saved and printed directly from this page. Click on the View Appointment Report. This will create the Graduate Assistant Appointment & Acceptance Agreement form (Stipend portion). You can save the form or print it for the signatures. Click on the View Award Report and this will create the Award of Scholarship/Fellowship form (Tuition portion). You can save the form or print it for the signatures.

---

A rectangular button with a light blue gradient and a thin border, containing the text "View Appointment Report".A rectangular button with a light blue gradient and a thin border, containing the text "View Award Report".

If you wish to print the PeopleSoft entry page, click on the button Print Grad Assistant Page. This will print the PeopleSoft screen with the entries.

---

A rectangular button with a light blue gradient and a thin border, containing the text "Print Grad Assistant Page".

Once the contracts are printed, obtain the necessary signatures. Once the signatures are obtained – the completed, signed contracts should be sent to the Graduate School for processing.


- GAs must notify the advisor, program director/chair and Graduate School if withdrawing
  - Program must initiate the PAF to terminate the GA's contract
- If program wants to hire a replacement GA
  - The remainder of the stipend may be offered to another, eligible student
  - All tuition has been spent, if the student withdrawals *after* census

# Tuition Cost Share Request Form (Research Faculty)

- Grants or other funding agencies require the University to provide cost sharing. This 'cost' is sometimes required to be reported to the agency as actual dollars the University puts forth against the general fund to support the research/endowments/grant.
- When required by grant terms, departments must submit form with proper approvals. This is used for any tuition supported outside of the Research Policy

\*Note- Research policy, owned by the Office of Research Administration, ORA-00-08.04 "All submitted proposals must include at least \$5,000 of tuition and fees per year for each graduate and undergraduate student who will be paid a stipend from the project - when charging for tuition and fees are permitted by the funding organization..."

**Graduate School**  
**Tuition Cost Share Request Form**



---

For use by Departments seeking to use tuition dollars supported by the Graduate School for Cost Sharing on grants or reporting. Must be completed before submission of grant.

---

**Grant Information:**

Grant Title: \_\_\_\_\_

PI: \_\_\_\_\_

Funding Agency: \_\_\_\_\_

**Cost Share Information:**

Amount of Tuition Cost Share Request: ([\$/year] and/or [\$ total]) \_\_\_\_\_

If tuition cost share request is multi-year, how many years are requested: \_\_\_\_\_

**Tuition Remission Information:**

Does the grant support \$5000/student per year of tuition: YES  or NO

If NO,

Was prior approval received to submit the proposal without the remission: YES  or NO

If YES,

Name of Approver: \_\_\_\_\_

(MUST be approved by either VP for Research or Provost)

If NO,

Provide BRIEF Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Approval:** To be completed by the Graduate School

# Student Employees

- Graduate Students are eligible to work on campus, without an assistantship award. This work includes but not limited any position, other than research, outside of the classroom done on campus.
- Student employment can be hired via the Student Employment Office/Career.
  - Forms and requirements can be found via Student Employment – Student Employment Forms for Students – Hire/Rehire Form

Note:

A Graduate Student currently on a full-time assistantship is not eligible to retain other employment opportunities. A part time Graduate Student on a partial award is eligible to work up to 20 hours and could also hold a partial employment position.

**The University of Akron Career Services - Student Employment**  
 Student Union 211 Akron, OH 44325-4306 Email: studentemployment@uakron.edu Phone: 330-972-7747

**Student Employment Hire/Rehire**

SECTION 1: TO BE COMPLETED BY STUDENT									
Student ID		Student Last Name			Student First Name			Middle Initial	
Mailing Address				City	State	Zip Code	County		
University of Akron Email Address			Phone Number		I certify that I am:				
_____@uakron.edu					<input type="checkbox"/> A U.S. citizen or national <input type="checkbox"/> A permanent resident <input type="checkbox"/> An alien authorized to work in the U.S.				
I understand that to be employed as a student employee at The University of Akron, I must be enrolled and certified as a student. I understand that I may be terminated if I no longer meet the eligibility requirements. I certify that I meet the minimum age requirement of 18 years to be eligible to work on campus as a student employee. Eligibility requirements are _____ in the Student Employment Manual.									
Signature of Student Employee					Date				

SECTION 2: TO BE COMPLETED BY HIRING DEPARTMENT - ALL FIELDS ARE REQUIRED										
ACTION: <input type="checkbox"/> Hire		<input type="checkbox"/> Rehire at same pay rate		Job Code:						
<input type="checkbox"/> Rehire with account code change		<input type="checkbox"/> Rehire with pay rate change		<input type="checkbox"/> Non-Federal Work Study Student Employee (5401) <input type="checkbox"/> Federal Work Study Student Employee (5408)						
Requested start date		Account Code(s) <small>(Speedtype)</small>	Dept. Code	Department	Student Status:					
					<input type="checkbox"/> Undergraduate student <input type="checkbox"/> Graduate student *requires signature <input type="checkbox"/> Professional student					
Job title and description							Pay rate			
							\$ _____ /hour			
Supervisor Name:			Supervisor ID number:		Supervisor Email:		Zip + 4:			
_____			_____		_____@uakron.edu		_____			
Signature of Supervisor				Date		Signature of Department Head				Date
_____				_____		_____				_____
Signature of Graduate School for all grad. students					Date		Grant Approval signature (if needed)			Date
_____					_____		_____			_____

SECTION 3: TO BE COMPLETED BY CAREER SERVICES STUDENT EMPLOYMENT										
FWS period of eligibility to work					FWS award: * The award may be modified due to future changes in eligibility or due to available funding			Form I-9		
TO					\$			<input type="checkbox"/> Received <input type="checkbox"/> On file		
					Max. 29 hours/week					
Fall	Spring	Inter	Sum I	Sum 8 week	Sum II	Credit Hrs.	Rank	GPA check	Reviewer Initials	Eligible start date
								<input type="checkbox"/>		
Signature of Career Services Student Employment					Date		Signature of Student (pay rate change only)		Date	Record #
_____					_____		_____		_____	_____

Incomplete Forms (missing information or signatures) will be returned to the department and may delay the eligible start date and eventual payment for student employee.

Revised 8-25-2021

# Graduate Assistants and Student Employees – I-9 Form

## Student Employees:

- Should contact Career Services in addressing the I-9 for campus employment

## Domestic Graduate Assistants

- Departments are responsible for completing the I-9 and sending it to the Graduate School

## International Graduate Assistants

- International Center is responsible for completing the I-9 and sending it to the Graduate School

## FAQs

- I-9 must be completed in person and is proof that the student is physically on campus
- I-9 renewal is required whenever a student separates for at least one year from the university (domestics) or the I-9 expires (internationals)
- Failure to complete the I-9 will delay contract processing and timely payment

	<b>Employment Eligibility Verification</b> Department of Homeland Security U.S. Citizenship and Immigration Services	<b>USCIS</b> <b>Form I-9</b> OMB No. 1615-0047 Expires 10/31/2022				
<p>▶ <b>START HERE:</b> Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.</p> <p><b>ANTI-DISCRIMINATION NOTICE:</b> It is illegal to discriminate against work-authorized individuals. Employers <b>CANNOT</b> specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.</p>						
<b>Section 1. Employee Information and Attestation</b> <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>						
Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State
Date of Birth (mm/dd/yyyy)		U.S. Social Security Number		Employee's E-mail Address		Employee's Telephone Number
		[ ][ ] - [ ][ ] - [ ][ ][ ][ ]				
<p>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</p> <p>I attest, under penalty of perjury, that I am (check one of the following boxes):</p>						
<input type="checkbox"/> 1. A citizen of the United States						
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)						
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____						
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See instructions)						
Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.						QR Code - Section 1 Do Not Write in This Space
1. Alien Registration Number/USCIS Number: _____ <b>OR</b> 2. Form I-94 Admission Number: _____ <b>OR</b> 3. Foreign Passport Number: _____ Country of Issuance: _____						
Signature of Employee					Today's Date (mm/dd/yyyy)	

## Change PAF


- Grad School → Faculty & Staff → Graduate Assistantships → Change PAF Request Template

Departments must submit a Change PAF anytime a GA's contract is changed. Examples of changes include the biweekly stipend, the account code distribution, the hours associated with the contract.

- A Change PAF *cannot* be used when extending an original contract date; e.g. current contract is for 7/1/20xx-5/8/20xx, changing end date to 6/30/20xx. A new contract and tuition waiver will need to be submitted from 5/9/20xx to 6/30/20xx with a tuition waiver if applicable
- A Change PAF cannot be used when terminating a contract; a Termination PAF is required
- The form may be cut and pasted into an email and submitted to the Graduate School
  - Fill out the Student's name and EmplID associated with the contract that needs to be changed.
  - In Section A, fill all information from the original contract awarded
  - If the change is only for a smaller time within the current contract, indicate all original information.
  - In Section B, indicate *only* the information that is changing
  - The change might be for the entire length of the contract for an increase biweekly stipend, therefore 2. *\$New biweekly rate* and is changing and indicated with the wanted information
  - The change might be for two months during the contract for an account distribution. Then the change would be indicated in 1. *Effective month/day/year* and the 3. *New account code(s)*
  - Notes with the change are incurred, indicating them in the **Submitted By** section along with the name of submitter
  - Fill in Date Submitted

Date Received by the Graduate School:

**Change PAF Request  
Graduate Assistantships**



The University of Akron  
Graduate School

---

All departments are required to use this template for all PAF change requests sent to the Graduate School and/or the Office of Research Administration.  
Note: This form cannot be used to extend current contracts. All extension requests must be submitted via a new contract.

---

Last name, First name (EMPLID)

**A) List current contract details:**

1. Effective month/day/year – month/day/year
2. \$ Biweekly stipend
3. Account code(s) \*\*include 100% or percentage distribution between accounts
4. Hours per/week
5. Job title (TA, RA, AA, or Fellow)

**B) List all items that are changing:**


1. Effective month/day/year – month/day/year
2. \$ New biweekly rate
3. New account code(s) \*\*include 100% or new percentage distribution between accounts
4. Change to hours worked
5. Change of job title (TA, RA, AA or Fellow)

# Termination PAF

○ Grad School → Faculty & Staff → Graduate Assistantships → Termination PAF Request Template

- Departments must submit a termination PAF anytime a graduate assistant’s contract is terminated (voluntarily or with cause)
- The form may be cut and pasted into an email and submitted to the Graduate School

Date Received by  
the Graduate School:

**Termination PAF Request  
Graduate Assistantships**  **The University of Akron  
Graduate School**

---

All departments are required to use this template for **all PAF termination requests** that are sent to the Graduate School.

---

**Last name, First name (EMPLID)**

1. Month/day/year contract is being terminated

2. Check one of the follow:

The last day worked is:

NO days worked - cancel entire contract

Submitted by:

Date Submitted:

Notes:

Note:

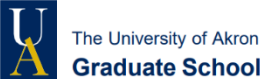
Any time a student’s contract is to be deferred, terminated or resigned, please inform the Graduate School to ensure the Graduate School is aware of this, preferably ***before the paperwork is submitted.***

## Leave Request Form (Recommended)

Students wanting a leave request at Akron are strongly encouraged to complete the Leave Request form

### FAQs

- Short-term leave is defined as up to 3 weeks; Long-term leave is defined as 4 or more weeks
- All parties must read and understand guideline recommendations for leave approved by Graduate Council; these may be found at:
  - <https://www.uakron.edu/graduate/docs/Graduate%20Student%20Leave%20Policy.pdf>
  - Guidelines thoroughly outline student responsibilities
- Graduate students serving as RAs must have the support of their advisor as funding requirements may dictate leave eligibility
- Granting of the leave request does not extend the time to degree completion requirements
- Granting of the leave request does not eliminate the doctoral continuous enrollment requirement

Date Received by the Graduate School:	<b>Graduate Student Leave Request Form</b>	
<p><b>I. Academic Leave</b> – This section is to be filled out by degree-seeking graduate students requesting either short- or long-term leave from a graduate program</p> <p>Graduate Student Name: _____ ID#: _____</p> <p>Email Address: _____ Graduate Program: _____</p> <p>Leave Request (Check one): <input type="checkbox"/> SHORT (&lt;3 wks.) <input type="checkbox"/> LONG (&gt;3 wks.)</p> <p>Briefly describe reason for request:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p>Leave Period: Starting Date _____ Ending Date _____</p> <p>Dept Chair Signature: _____</p> <p>College Dean Signature: _____</p> <p>Graduate School Dean Signature: _____</p>		
<p><b>II. Graduate Assistant Leave</b> – This section is to be filled out by degree-seeking graduate assistants requesting either short- or long-term leave from assistantship duties</p> <p>Faculty Instructor Signature (if TA): _____ OR</p> <p>Faculty Advisor Signature (if RA): _____</p> <p>Dept Chair Signature: _____</p> <p>College Dean Signature: _____</p> <p>Graduate School Dean Signature: _____</p> <p>(If student is requesting an academic and assistantship leave, chairs and deans need only sign once.)</p> <p>Student Signature: _____ Date: _____</p> <p>By signing this, the student acknowledges that they have considered the impact of leave on issues pertaining to financial, medical, international, housing, and program time limit (as applicable).</p>		




## Withdrawal Form (Recommended)

Students wanting to terminate their study at Akron are strongly encouraged to complete the Withdrawal form

### FAQs

- This is part of the process in closing their record
  - Re-application provides an option for those wishing to return, at a later date
- It is the student's responsibility to withdraw from courses, inform instructors/advisors/program
- Form does not cancel any outstanding financial obligations
- Form will officially close the student record; otherwise, it will timeout after 1 year of inactivity
- GAs must notify the advisor, program director/chair and Graduate School if withdrawing
  - Program must initiate the PAF to terminate the GA's contract
- If program wants to hire a replacement GA
  - The remainder of the stipend may be offered to another, eligible student
  - All tuition has been spent, if the student withdrawals *after* census

Date Received by the Graduate School:	<b>Withdrawal Form</b>  The University of Akron <b>Graduate School</b>				
<p>This form is to be used as notification of your intent to terminate enrollment in graduate studies at The University of Akron. Completion of this form does not withdraw you from coursework. If you need to withdraw from classes, you must also complete the Course Add/Drop form located at: <a href="http://www.uakron.edu/registrar/docs/RegSchedAdjForm.doc">http://www.uakron.edu/registrar/docs/RegSchedAdjForm.doc</a></p>					
<p><i>Please type or print legibly <u>all</u> requested information and return to the Graduate School for processing.</i></p>					
<b>Personal Information:</b>					
Student Identification #:	Social Security # (optional):				
Name (last, first, middle initial):	Maiden or Former Name(s):				
Mailing Address Line #1:	Mailing Address Line #2:				
City:	State:	Zip:	Country (non-US):	Date of Birth (mm/dd/yyyy):	Email Address:
<b>Educational Information:</b>					
Name of Graduate Program:	Level of Study: <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral <input type="checkbox"/> Certificate <input type="checkbox"/> Non-Degree				
My last semester/year of enrollment at The University of Akron: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Indicate the effective date for withdrawal (mm/dd/yyyy): Year: _____				
<p>I hereby certify that the information herein is complete and accurate. Furthermore, I certify that I understand the terms and conditions of this withdrawal as stated in below items numbered (1-5):</p> <ol style="list-style-type: none"> <li>1) By completion of this form, I understand that I am formally withdrawing from The University of Akron.</li> <li>2) It is my responsibility to follow the University course add/drop policies as set forth at: <a href="http://www.uakron.edu/registrar/AddDrop.php">http://www.uakron.edu/registrar/AddDrop.php</a>.</li> <li>3) I understand that this withdrawal does not relinquish my outstanding financial obligations to The University of Akron.</li> <li>4) I am aware that it is in my best interests to consult with Student Accounts, Financial Aid (where applicable), and International Programs (international students only) to discuss the implications of my withdrawal. Likewise, if I am the holder of an Assistantship, I should contact the Graduate School to discuss the impact of this withdrawal.</li> <li>5) I understand that if I wish to return to The University of Akron Graduate School, I must reapply and follow all necessary procedures as stated in the <i>Graduate Bulletin</i> to be readmitted.</li> </ol>					
Signature: _____			Date: _____		

# REGARDING FACULTY

## Graduate Faculty Applications

### Full-time Graduate Faculty Membership Application

Assistant, associate, and full professors apply for full-time graduate faculty membership. These faculty may apply for Category I, II, or III membership and must meet the minimum criteria for the category requested.

Graduate School Use Only		Graduate Faculty Application		 The University of Akron Graduate School
Date rev'd in Grad Sch	_____	(for full-time, tenure track faculty)		
Membership Comm	_____			
Graduate Council	_____			
DB/Ltr	_____			

---

Name: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Rank: \_\_\_\_\_  
 Category requested: \_\_\_\_\_

Graduate Degree	Mo/Yr Conferred	Major Field	Institution

1. Received terminal degree within one year of the application date: \_\_\_\_\_

2. Previous graduate faculty category at The University of Akron (list category and dates): \_\_\_\_\_

**Quality** is the primary factor in awarding membership on the Graduate Faculty. Those closest to the discipline are in the best position to provide a quality assessment of a candidate's research, scholarly and/or creative accomplishments. The role of the department's graduate faculty, the department chair/school director, and the collegiate dean in evaluating the candidate's credentials for graduate faculty membership is to provide the crucial quality assessment.

All applications forwarded for graduate faculty membership must contain written assessments of the quality of the candidate's research, scholarly, and/or creative activities. The primary role of the Graduate Council is to determine whether or not applicants have met the minimum Graduate School requirements for the categories below.

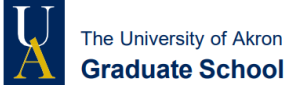
**Category I**  
 Qualifies the faculty member to teach masters' and doctoral courses, and to serve on masters' and doctoral committees. To be nominated and recommended for Category I, candidates must possess terminal degrees appropriate to their fields. Category I appointments may be for the duration of the faculty member's appointment to the university and do not require renewal.

Current Graduate Faculty: Upon completion of current term, Category I will be automatically awarded, unless the faculty member seeks either Category II or III status.

- Category I qualifies a faculty member to teach master's and doctoral courses and to serve on master's and doctoral committees. For Category I faculty member must possess the terminal degree appropriate to his/her field. A Category I appointment may be for the duration of the faculty member's appointment at the University and does not require renewal.
- Category II qualifies a faculty member for all Category I responsibilities as well as directing masters' theses. For Category II a faculty member must possess the terminal degree appropriate to his/her field and be actively engaged in scholarly or creative activities. A minimum of one refereed publication within the last five calendar years is required. For non-publication-oriented disciplines reviewed creative work or activity in a recognized forum is required.
- Category III qualifies a faculty member for all Category II responsibilities as well as directing doctoral dissertations. For Category III a faculty member must possess the terminal degree appropriate to his/her field and be actively engaged in scholarly or creative activities. A minimum of four refereed scholarly publications within the last five calendar years or the equivalent (two of these must be refereed journal articles or chapters in scholarly books) is required.

# Ad hoc Temporary Graduate Faculty Membership Application

Adjunct, part-time, visiting, non-tenure track, and other faculty members (*e.g.* faculty from other institutions) may be eligible for *Ad Hoc* Temporary graduate faculty membership, approving them to teach a graduate-level course or serve as a member of a thesis or dissertation committee. An *Ad Hoc* Temporary graduate faculty member cannot serve as the outside representative on a dissertation committee. One may request an *Ad Hoc* Temporary graduate faculty appointment of up to five years.

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; font-size: small;">Graduate School Use Only</th> </tr> <tr> <td style="font-size: x-small;">Action _____</td> <td style="font-size: x-small;">Graduate Dean's signature _____</td> </tr> <tr> <td style="font-size: x-small;">Date _____</td> <td></td> </tr> </table>	Graduate School Use Only		Action _____	Graduate Dean's signature _____	Date _____		<b>Graduate Faculty Application</b> (for <i>Ad Hoc</i> Temporary Appointments)	
Graduate School Use Only								
Action _____	Graduate Dean's signature _____							
Date _____								

---

**Name:**   
**Department:**   
**Rank:**   
**Category requested:**

Graduate Degree	Mo/Yr Conferred	Major Field	Institution

The *Bylaws of the Graduate Faculty* provide for an **Ad Hoc Temporary** category (see, **IV. MEMBERSHIP**, Section 6):

Adjunct, part-time, visiting, non-tenure track, and other faculty members shall be eligible for *ad hoc* temporary appointments to **Category I** of the Graduate Faculty. Such appointments shall be given for the performance of specific graduate faculty functions (e.g., for teaching specific masters' or doctoral level courses, and serving on specific masters' or doctoral committees), excluding 1) the directing of doctoral dissertations or masters' theses and 2) service as the representative of the Graduate School on dissertation committees. The Dean of the Graduate School shall make such appointments for a specified period of time to fulfill specified function(s), normally for period of up to five academic years. Faculty shall be nominated for such appointments by the full-time Graduate Faculty in their departments/schools, their department chairs/school directors, and the collegiate dean, and must possess the appropriate terminal degree, documented experience, and other credentials relevant to performance of the specified Graduate Faculty function(s), as defined by departmental/school guidelines.

Please answer the following questions and insert the relevant information directly into this document. Hand written applications will not be accepted. There is no page limit to the application. Please fill in this form, print, and sign.

1. Previous graduate faculty category at The University of Akron (list category and dates):
2. Time period requested:

Purpose of appointment (specify exact graduate faculty function(s) to be performed):

## FAQs

- FT Graduate Faculty Membership Criteria by program are available in the Graduate School
- FT faculty are not eligible to apply for *ad hoc* temporary graduate faculty status
- *Ad hoc* temporary applicants without the terminal degree, are expected to have a minimum of three years of **relevant** experience; documentation attesting to relevant experience is required

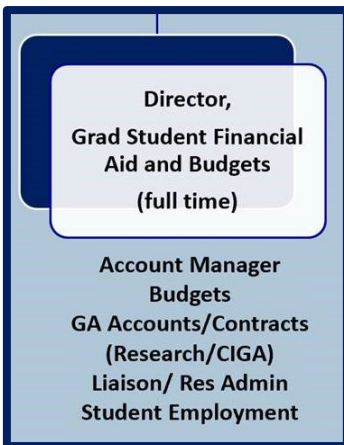
## Form Workflow, At-a-Glance

- Please work directly with the appropriate Graduate School staff member by content area, shown below
- Copying all Graduate School staff and/or sending to the [gradsch@uakron.edu](mailto:gradsch@uakron.edu) email will only delay our ability to address the matter/paperwork
- The [gradsch@uakron.edu](mailto:gradsch@uakron.edu) email is for external queries and submission of admission materials



### Heather Blake

- Cross-Registration
- Transient Registration (outbound, ie, UA students participating)
- Doctoral Dissertation Committee
- Grade Change Request
- Request for Academic Leave (send to Marnie Saunders)
- Request for Transfer of Credit
- Request for Time Extension for Completion of Graduate Degree
- Add/Drop Forms
- Graduate Faculty Applications (send Ad hocs to Marnie Saunders)



### Vivian Campbell

- Assistantship Contracts
- Tuition Cost Share Request
- I-9 Form
- Graduate Student Employment Verification (w/Career Services)
- Graduate Assistant Full-Time Enrollment Exception Request
- Request to be Considered Full-Time with Less than 9 Credit Hours
- Change PAF
- Termination PAF



### Deborah Phillipp

- Request to Defer Admission
- Change of Admission Status / Program
- Certificate Enrollment Form
- Transient Registration (inbound, ie, other universities' students)
- Matriculation
- Doctoral / Thesis Defense Report
- Delay of Publication
- Late Graduation Request
- Undergraduate to Enroll in Graduate Course
- Graduate School Withdrawal Form

# Appendix for Assistantships

This is tool to support the Graduate School Onboarding document. Utilizing the steps found in the packet to generate assistantships, however outlined are some instances that *could* be found when preparing contracts.

Please note the following:

- All contracts must end on or before June 30<sup>th</sup>, 20xx, and start on or after July 1<sup>st</sup>, 20xx.
  - A contract cannot span the fiscal year in any case
- All contracts may be less than 20 hours (starting at full time).
- All contracts must be signed by all approving parties who understand the terms and conditions

## Two Accounts - same timeframe

Scenario: the student is doing research on *two* grants or for one grant and on a department account. Must be for the same semester and the same appointment (all research).

Note:

1. Only **one** contract needed
2. MUST be the same appointment (only all research duties or all teaching duties)

Next Steps:

- Prepare contract per the guide, however utilizing the account codes.
  - Overall % must = 100, however distribution on Grant one is 60% and on grant two is 40%

*\*if there are more than two accounts, contact Dir. Grad Stu Fin Aid for assistance*

Terms of Appointment					
Fall: <input type="checkbox"/>	Spring: <input type="checkbox"/>	Summer: <input type="checkbox"/>	ACAD Year: <input checked="" type="checkbox"/>	12 Months: <input type="checkbox"/>	Other: <input type="checkbox"/>
Account Code1 <input type="text" value="542180"/>	Account #1 % <input type="text" value="60.00"/>	Account Code2 <input type="text" value="543587"/>	Account #2 % <input type="text" value="40.00"/>	*	
Bi-Weekly Stipend <input type="text" value="500.00"/>	Start Date <input type="text" value="08/22/2022"/>	End Date <input type="text" value="05/07/2023"/>	Full Stipend Amount <input type="text" value="9250.00"/>	Weekly Hours of Service <input type="text" value="20.00"/>	

## Two Half Appointments – same timeframe

Scenario: the student is doing *research* part time for a grant on a 10-hour appointment AND doing *teaching* on another 10-hour appointment. Must be for the same semester.

Note:

1. **Two** separate contracts are needed- you cannot place a TA and a RA on the same contract.
2. The desired biweekly stipend for each account will need to be indicated. In the example below, the student would receive \$1,000 biweekly, \$500 from RA and \$500 from TA. You can adjust as needed, however Account distribution is 100% always.

Next Steps:

- Prepare contracts per the guide, however, indicate accordingly the appointment and hours of service.
  - Hours can be less than or combined equal to 20

#1 RA-

First Appointment: <input type="checkbox"/>	Reappointment: <input checked="" type="checkbox"/>	Teaching Asst: <input type="checkbox"/>	Research Asst: <input checked="" type="checkbox"/>	Administrative Asst: <input type="checkbox"/>	Fellow (non-service): <input type="checkbox"/>
Oral English Proficiency Assessment					
Department Evaluation: <input checked="" type="checkbox"/>	Internet-base TOEFL: <input type="checkbox"/>	U_ADEPT: <input type="checkbox"/>	IELTS: <input type="checkbox"/>		
English is native language	(23 or higher on the speaking section)	(pass or higher)	(7 or higher, score attached)		
Graduate School Funded: <input type="checkbox"/>	Department Funded: <input type="checkbox"/>	Grant Funded: <input checked="" type="checkbox"/>	Start-up Funded: <input type="checkbox"/>	CIGA (Community/Industrial Graduate Assistantship): <input type="checkbox"/>	GRIP(Graduate Rotation Internship): <input type="checkbox"/>
Terms of Appointment					
Fall: <input type="checkbox"/>	Spring: <input type="checkbox"/>	Summer: <input type="checkbox"/>	ACAD Year: <input checked="" type="checkbox"/>	12 Months: <input type="checkbox"/>	Other: <input type="checkbox"/>
Account Code1 <input type="text" value="542180"/>	Account #1 % <input type="text" value="100"/>	Account Code2 <input type="text"/>	Account #2 % <input type="text"/>	*	
Bi-Weekly Stipend <input type="text" value="500.00"/>	Start Date <input type="text" value="08/22/2022"/>	End Date <input type="text" value="05/07/2023"/>	Full Stipend Amount <input type="text" value="9250.00"/>	Weekly Hours of Service <input type="text" value="10"/>	

#2 TA-

\* If tuition is awarded, then only indicate on one contract

First Appointment:   
  Reappointment:   
  Teaching Asst:   
  Research Asst:   
  Administrative Asst:   
  Fellow (non-service):

---

Oral English Proficiency Assessment  
 Department Evaluation:    
 Internet- base TOEFL:    
 U\_ADEPT:    
 IELTS:   
English is native language    (23 or higher on the speaking section)    (pass or higher)    (7 or higher, score attached)

---

Graduate School Funded:   
  Department Funded:   
  Grant Funded:   
  Start-up Funded:   
  CIGA (Community/Industrial Graduate Assistantship):   
  GRIP(Graduate Rotation Internship):

Terms of Appointment  
 Fall:     Spring:     Summer:     ACAD Year:     12 Months:     Other:

Account Code1 [202301]    Account #1 % [100]    Account Code2 [ ]    Account #2 % [ ]

Bi-Weekly Stipend [500.00]    Start Date [08/22/2022]    End Date [05/07/2023]    Full Stipend Amount [9250.00]    Weekly Hours of Service [10]

### CIGA/GRIP

Scenario: the student is doing research however on a CIGA contract (Community/Industry Graduate Assistantship) or off a GRIP contract (Graduate Rotation Internship Program).

Note:

- While the CIGA/GRIP is for a year (usually from August 20x1-20x2), the graduate assistantship contract cannot cross the fiscal year. Thus, two contracts will need to be generated, one from August 20x1-June 20x2 & one from July 20x2-August 20x2.

Next Steps:

- Prepare contract per the guide, however, when indicating on the appointment, both the Grant funded box & *either* CIGA or GRIP box is also checked

First Appointment:   
  Reappointment:   
  Teaching Asst:   
  Research Asst:   
  Administrative Asst:   
  Fellow (non-service):

---

Oral English Proficiency Assessment  
 Department Evaluation:    
 Internet- base TOEFL:    
 U\_ADEPT:    
 IELTS:

---

Graduate School Funded:   
  Department Funded:   
  Grant Funded:   
  Start-up Funded:   
  CIGA (Community/Industrial Graduate Assistantship):   
  GRIP(Graduate Rotation Internship):

### Tuition Rates

If the unit has allocations provided from their Dean, they could award tuition from the contract if the stipend is paid via a teaching assistantship or a research assistantship. Tuition will only be waived if indicated on the contract and only for the semester of which the stipend was paid.

Note:

- Part-time appointments will only receive part-time remission
- If the student is unable to work for the entire length of the semester, then the remission will be billed directly to the student when not supported off an assistantship if they cancel/terminate the contract.
- Tuition can be charged per credit hour or at a flat rate. Below is a chart for 2022\* rates effective 1.1.2022

In-State rate per hour	\$	442.10
Out-of-State rate per hour	\$	747.98
Credit hour	In-State	Out-of-State
6	\$2,652.60	\$ 4,487.88
9	\$3,978.90	\$ 6,731.82
12	\$5,305.20	\$ 8,975.76

\*For most units, the above rates apply but are subject to change. Use your department's rates based on need.

Notes: