

GRADUATE PROGRAM HANDBOOK TEMPLATE

The purpose of this document is to support departments in developing their own handbooks. Feel free to use this particular format, or some other format; these are the topics and policies we recommend you include. Departments should consider archiving handbooks for students if there are changes to program requirements while

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INTRODUCTION

Your department's graduate handbook should be provided to all entering graduate students, either as a hard copy or on a website. Students should be notified as to where they can access the online copy. It may be useful to have new students sign a statement that they have read and understood the handbook. If on a website, the handbook does not need to be public-facing, but we encourage it. We also encourage departments to give all entering graduate students an orientation session(s) organized by the department. Students entering off-cycle should be given the handbook at the time of entry, and should attend the next scheduled orientation. The manual should say who is advising entering students who have not yet affiliated with a faculty advisor. Usually, it's the Graduate Director. Departments should annually review their handbook to ensure the accuracy of information provided to new students.

Graduate program handbooks must be consistent with University, Graduate School and school/college policies. Departments should consult current versions of the following documents and may incorporate them in the different sections of the handbook; or reference them in an appendix with links to the appropriate documents or websites.

This template contains sections that address fundamental topics and concerns about graduate education. Each section starts with a brief description of the intent of the section and includes a list of what to include, as well as policy recommendations that are endorsed by The Graduate School and by the Graduate Council. The majority of the policy recommendations are from the Graduate School's Graduate Manual posted on the Graduate School's web site.

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I. PROGRAM OVERVIEW

Describe any options for specializations or certificates. Specializations (or concentrations or tracks) and certificates must be registered with SUNY and NYSED.

III. DEGREE/PROGRAM REQUIREMENTS

Intent: Once the components of the degree program have been explained, the requirements necessary for successful completion of those components should be specified. It is important to distinguish between these two categories, and to keep all of the requirements in one location so that there are no hidden requirements.

What to include:

Explain what is meant by conditional or provisional acceptance to the program, and identify any deadlines for completion of any required work referred to in the conditional/provisional acceptance. See the Graduate School definitions here: <https://www.binghamton.edu/grad-school/resources/policies-procedures/manual/admissions.html>

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Explain what is meant by (l)-2 0.333 0.8 rg0 Tw 1sl ac-1 1 (n)-20 (ye)4 (a)-6 (e)4 (.)-6 (eue)

Prepare a table that outlines the degree program requirements and their due dates and time limits. Provide a year-by-year synopsis of the degree program(s).

Explain if gaining a master's degree along the way to the PhD is a

Suggested duties for both advisor and advisee. Including how often meetings should occur.

<https://www.binghamton.edu/grad-school/resources/policies-procedures/manual/policies-doctoral.html#205>

Include final project/clinical doctorate requirements, if necessary

What to include:

Define the nature and scope of the thesis and dissertation/final project.

Minimum time necessary for committee review of thesis/dissertation.

Make explicit any requirements and/or expectations concerning the publication or submission of research that constitutes or is part of a thesis or dissertation.

If chapters of the thesis or dissertation may be published articles or submitted manuscripts, describe the format required.

If chapters may be co-authored, describe how that should be reported in the thesis or dissertation.

Provide a list of recent theses and dissertations accepted by the department and/or provide the location where they can be found.

Indicate that a University requirement is publication of the thesis or dissertation, via ProQuest. Link to:

<https://www.binghamton.edu/grad-school/resources/graduation/submitting-thesis-dissertation.html>

VII. DEPARTMENTAL POLICIES:

deficiencies, including research misconduct, dishonesty with respect to grades or academic records and scholarship, and violations of professional standards.

Policy Recommendations:

The academic department will develop as part of its academic program a mechanism for communicating and discussing standards of professional integrity appropriate for the discipline.

The academic unit will emphasize Binghamton policy on academic dishonesty (4 (e acad)-6 (c)4 (

The academic department will establish grievance procedures for the resolution of conflicts between a graduate student and a faculty member and will communicate these procedures to each graduate student. The initial task of conflict resolution may rest with the chair/director of the academic department, the graduate director, or an ad hoc or standing committee. No faculty who are involved in the grievance should be included in the grievance process.

The academic department will establish procedures for the timely change of the faculty advisor when such a change would best serve the progress of the graduate student in his or her program.

Check with the Ombudsman's office and/or the Graduate School to ensure that the policies conform to Binghamton policy.

What to include:

Provide guidelines for dealing with conflicts of interest between students and faculty and between students.

Provide expectations for graduate students' professional behavior and explicit criteria for dismissal for failure to display professionally accepted behavior.

Provide and explain the departmental/school policy for handling grievances and appeals. For example, the department should form a committee to review the grievance. That committee should exclude anyone who is a subject of the grievance. The department may wish to have a student representative on the grievance committee. The department may also wish to follow their undergraduate grievance procedure, if one exists.

X. EMPLOYMENT-RELATED POLICIES

Intent: This section should explain the department's expectations concerning graduate student's effort and work related to all fellowships, internships and assistantships (teaching assistantships, graduate assistantships, research assistantships). All policies must be consistent with University and Graduate School policy. For graduate assistants appointed as teaching assistants, the policy also must conform to the specifications of the current GSEU contract.

Policy Recommendations:

Inform teaching assistants about the expectations of them professionally and in terms of quality and quantity of work.

Inform teaching assistants/graduate assistants employed by the state of mandatory annual training.

Provide a mechanism to inform teaching assistants about their contractual rights under the current version of the GSEU contract.

Inform students on fellowships and tuition scholarships about the expectations of them professionally and in terms of quality and quantity of their progress to degree. While these students are not required to perform services such as teaching, they are required to work full-time on their research and degree program. If the fellowship covers summer, then that requirement is also applicable to summer.

Provide a mechanism to inform all graduate students about their health insurance options.

What to include:

Explain the criteria for awarding, renewing and terminating graduate assistantships, including length of eligibility, and the process used to evaluate the students' performance.

Explain the policy for graduate assistant leave and expectations about vacations and leave to attend professional meetings.

Explain any policies related to outside work for pay. For international students this may include language about consultation with the ISSS office.

Explain any policies concerning the use of departmental resources such as computers, offices, copy-machines, office supplies, mailboxes and telephones.

Explain the English-language proficiency level (e.g., minimum score in TOEFL/IELTS/ESL tests) expected of international teaching assistants

Note that for teaching assistants, the file must include an evaluation by the instructor of record or teaching supervisor for each semester that student is a teaching assistant.

XII. UNIVERSITY RESOURCES

Intent: This section should include a list of university resources available to all graduate students with particular attention to those that apply to the discipline/mission of the unit.

Include suggestions here with links:

GS Forms

Directory exclusion forms

MRC

VARCC

SSD

Dean of Students

Application for Leave of Absence

Application for Semester Withdrawal

Application for Transfer Credit

Directory Exclusion Authorization Form

Directory Exclusion Removal Form

Federal Graduate Work Study

Graduate School Travel Grant Application Independent Study Approval Form

International Students and Scholar Services (ISSS) Release of Student Records

Request for Late Add / Withdraw / Delete / Change