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## 2016-2017 Graduate Bulletin Policy Handbook



### Student Responsibility

It is the responsibility of the student to be familiar with the information presented in this bulletin, and to know and observe all regulations and procedures relating to the program he or she is pursuing.

In no case will a regulation be waived or an exception granted because a student pleads ignorance of, or contends that he or she was not informed of, the regulations or procedures. A student planning to graduate should be familiar with the dates relating to application for graduation and other pertinent deadlines.

The University of Nebraska-Lincoln expressly reserves the right to:

- Add or delete courses from its offerings and to change times or locations
- Change academic calendars without notice
- Cancel any course for insufficient registrations
- Modify, consolidate, or delete any program
- Revise or change rules, charges, fees, schedules, courses, requirements for degrees, and any other regulation affecting students including, but not limited to, evaluation standards, whenever considered necessary or desirable

Responsibility for following all policies and meeting all requirements and deadlines for graduate programs rests with the student.

### Related Resources

Related resources outside this policy site:

- [Course Catalog](#) and [Undergraduate Bulletin](#)
- [Graduate Studies](#) (main site), including [Programs Offered](#).

## Conduct, Academic Integrity, and Related Policy

### Student Code of Conduct

It is the responsibility of each student to understand and adhere to the [Student Code of Conduct](#) at all times.

All graduate students are expected to conduct themselves in a professional, respectful manner in all aspects of their graduate education and in all interactions with peers, faculty, staff, and other members of the academic community.

### Academic Integrity

Academic integrity is a universal principle in the scholarly community, fundamental to the work graduate students do as researchers, teachers, and students. The [Student Code of Conduct](#) outlines the University's expectations regarding academic integrity and an [Academic Integrity](#) page provides additional information. Graduate students are expected to know, understand, and comply with the Code and the university's policies on academic integrity, and act at all times with unwavering integrity.

Academic misconduct, when discovered, has serious consequences. In accordance with the established procedures as described in the Code, students who commit acts of academic dishonesty are subject to disciplinary action. These students are granted due process and the right to appeal any decision. Questions regarding procedures for incidents of academic dishonesty may be directed to the Dean for Graduate Studies.

### Professional Conduct

*Approved by the UNL Graduate Council, November 2015.*

Graduate education must take place in an environment in which free expression, free inquiry, intellectual honesty, and respect for the rights and dignity of others can be expected. Ethical standards of conduct should help ensure, not compromise, these features of the university environment.

All graduate students are expected to maintain the highest standards of academic and professional conduct in all aspects of their training and in all interactions with peers, faculty, staff, and other members of the academic community. Any failure to do so may be grounds for being placed on probation and/or dismissal.

Professional conduct violations consist of behavior that is inconsistent with the ethical standards in the professional roles for which the student is being trained that are not covered by policies governing academic integrity. This may include the student's performance in the role of researcher or scholar, teacher or mentor, supervisor, service provider or colleague. Of particular note in this regard are behaviors that make the workplace hostile for colleagues, supervisors or subordinates (e.g., undergraduate students).

Graduate students are expected to adhere to ethical standards in a variety of work settings (e.g., offices, classrooms, clinics, and laboratories) within the explicit standards set by university policies. Being physically or verbally threatening, disruptive, abusive or hostile can make the workplace so unsafe or unpleasant that others cannot do their work.

## **Nondiscrimination**

In accordance with UNL's [Notice of Nondiscrimination](#): UNL is committed to creating a diverse and inclusive work and learning environment free from discrimination and harassment. UNL is dedicated to creating an environment where everyone feels valued, respected and included. UNL does not discriminate on the basis of race, ethnicity, color, national origin, sex (including pregnancy), religion, age, disability, sexual orientation, gender identity, genetic information, veteran's status, marital status, and/or political affiliation in its programs, activities and employment. UNL complies with all local, state and federal laws prohibiting discrimination, including Title IX, which prohibits discrimination on the basis of sex.

The following persons have been designated to handle inquiries regarding non-discrimination policies:

- **Title IX or Discrimination Inquiries:**  
[Institutional Equity and Compliance](#)
- **Disability or Discrimination Inquiries:**  
[Christy Horn](#), ADA/504 Compliance Officer

## **Sexual Harassment**

The University of Nebraska-Lincoln reaffirms that all women and men — administrators, faculty, staff, and students — are to be treated fairly and equally with dignity and respect. Any form of sexual harassment is prohibited.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or academic standing;
- submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working/academic environment.

Sexual harassment will not be condoned during the work or school day, nor will acts of sexual harassment be permitted outside the work or school environment if such acts affect the normal work environment or student/teacher relationship. UNL provides grievance procedures for violations of this policy. For further information, contact [Institutional Equity and Compliance](#).

Appropriate corrective action will be taken in those instances where the foregoing policies have been violated. Any student or employee who is found to have violated any of the aforementioned policies will be subject to disciplinary action.

## **Student Privacy**

The [Office of the University Registrar](#) publishes policies and procedures regarding [Student Information](#).

Directory information will be available to the public upon request and may be included in student directories published electronically and in hard copy. However, students have the right to have directory information withheld from the public. See [Student Information: Directory Information](#) for details.

Beyond public directory information, the [Family Educational Rights and Privacy Act \(FERPA\)](#) governs the release of student information.

The University of Nebraska-Lincoln defines the following student information as **public directory information**: Student name, local address, permanent addresses, telephone numbers, year at the University (i.e. Freshman, Sophomore, etc.), dates of attendance, academic college and major field of study, enrollment status, (e.g. undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, degrees, honors and awards received and most recent education agency or institution attended.

## Guidelines for Good Practice in Graduate Education

### Intro

#### For Faculty and Graduate Students

Graduate programs help to advance human knowledge, educate professionals, and resolve problems to address societal needs. Graduate faculty and graduate students have a joint responsibility to accomplish these goals. Each graduate student should develop an understanding of and capacity for scholarship, independent judgment, academic rigor, and intellectual honesty. Faculty and students must work together to create an atmosphere that ensures freedom of inquiry, fosters mutual respect, and demonstrates professional integrity.

Good practice in graduate education centers on responsible interactions between graduate students and graduate faculty, supported by college and department staff. The following guidelines are based on the collective experience and wisdom of the major research universities. These guidelines are intended to be constructive and instructive to faculty and graduate students; as such, they do not constitute statements of institutional policy or requirements.

Each category below provides information for students and faculty members on their individual roles and responsibilities.

### Professionalism and Ethics

High quality graduate education depends upon the professional and ethical conduct of the participants. Faculty members and graduate students have complementary responsibilities in the maintenance of academic standards and the creation of high quality graduate programs. Excellence in graduate education is achieved when both faculty and students are highly motivated, possess the academic and professional backgrounds necessary to perform at the highest level, and are sincere in their desire to see each other succeed.

#### Graduate student role

- Take primary responsibility to inform themselves of the specific [policies and procedures](#)

[governing their graduate studies](#) at the University of Nebraska-Lincoln.

- Interact with faculty, staff and other students in a mature, professional, and civil manner in accordance with University policies.
- Conduct the whole of one's academic career with unwavering integrity.
- Talk with a trusted faculty member if there are concerns about integrity and ethics.
- Work with diverse faculty and peers regardless of their race, gender, religion, sexual orientation, or national origin.
- Exercise the highest integrity in taking examinations and in collecting, analyzing, and presenting research data.
- Participate in university, departmental, or program governance as a component of professional development.
- Participate in discipline-based activities, such as seminars and conferences, as a component of professional development.
- Manage time effectively for maximum professional development as well as personal health and well being, balancing competing demands such as being a student, a graduate assistant, a parent, a spouse, a caregiver, etc.
- Recognize that faculty and staff have many other professional responsibilities in addition to graduate education.

## Faculty role

- Inform themselves of the specific [policies and procedures governing graduate studies](#) at the University of Nebraska-Lincoln.
- Create an environment of the highest ethical standards and insist that students behave ethically in all their professional activities.
- Interact with students in a professional and civil manner in accordance with the University policies and relevant laws.
- Ensure a reasonable degree of confidentiality in communicating with students, taking care not to discuss a student's performance, research results, or behavior with other students.
- Impartially evaluate student performance regardless of religion, race, gender, sexual orientation, nationality, or other criteria that are not germane to academic evaluation.
- Serve on graduate student committees without regard to the religion, race, gender, sexual orientation, or nationality of the graduate student candidate.
- Prevent personal rivalries with colleagues from interfering with their duties as graduate advisors, committee members, or colleagues.
- Excuse themselves from serving as advisors on graduate committees or supervising assistantship work when there is a familial or other relationship between the faculty member and the student that could result in a conflict of interest.
- Not impede a graduate student's progress and completion of his/her degree in order to benefit from the student's proficiency as a teaching or research assistant.
- Encourage students to learn creatively and independently respect the academic freedom of students to express opinions that may differ from those of faculty.
- Provide oral or written comments and evaluation of students' work in a timely manner.
- Discuss laboratory and/or departmental authorship policy with graduate students before entering into collaborative projects.
- Ensure an absence of coercion with regard to the participation of graduate students as human research subjects in the faculty advisor's research.
- Refrain from requesting students to do tasks unrelated to their academic or professional development for the personal advantage of a faculty member.
- Familiarize themselves with policies that affect their graduate students.

## Teaching

No matter what career a graduate student enters after degree completion, experience in teaching will

be useful; presentations, evaluation and assessment, leading discussions, and the like, are activities that take place not only in the academy, but in a wide range of business, industrial, and government settings. Teaching includes interactions with students about instructional issues, such as holding office hours, reviewing tests or paper scores/evaluations with students, answering questions in special teaching centers in the discipline, tutoring, conducting labs, leading discussions, assisting students to solve problem sets, commenting on studio work, lecturing, or mentoring undergraduate researchers. Graduate students and faculty should work together to enhance student learning and promote the professional development of the graduate teaching assistant.

## **Graduate student role**

- Work cooperatively with supervising faculty and other teaching assistants to accomplish the tasks set out by the TA assignment.
- Give adequate attention to the teaching role by conscientious efforts in planning, preparing, and implementing TA assignments.
- Achieve an appropriate balance between teaching responsibilities and other essential activities
- Take advantage of orientation and training opportunities offered as professional development; use the library and other services provided by Graduate Studies on teaching and learning.
- Proactively seek varied teaching opportunities.
- Engage in reflective evaluation of teaching activities.

## **Faculty role**

- Provide adequate training for teaching assistants appropriate for the responsibilities they will assume; in some cases training may be available through campus-wide or department training programs.
- Provide appropriate communication with and mentorship for teaching assistants to enhance their professional development and to ensure the quality of student learning.
- Develop a clear understanding with graduate students about their specific TA responsibilities, including division of authority and labor, expectations for performance, and the like.
- Observe the student's teaching to provide feedback on, and assistance for, current activities and recommendations for the student's future employment.
- Identify appropriate departmental and campus resources to assist graduate students in their professional development as teaching scholars.
- Foster opportunities for students to attain teaching competence.

## **Research**

A student's academic performance and a faculty member's scholarly interest may coincide during the course of instruction and research/creative activity/performance. As the faculty-graduate student relationship matures and intensifies, direct collaborations may involve the sharing of authorship or rights to intellectual property developed in research or other creative activity. Such collaborations are encouraged and are a desired outcome of the mentoring process.

## **Graduate student role**

- Learn the research methods, ethical dimensions, and historical knowledge bases of the discipline.
- Abide by the University's policy on research misconduct. This policy applies to researchers in all disciplines.
- Recognize that the faculty advisor, in nearly every case, will determine when a body of work is ready for publication and what is an acceptable venue, since the faculty advisor bears responsibility for overseeing students' performance and ensuring the validity of the research.

- Recognize that the faculty advisor provides the intellectual and instructional environment in which the student conducts research, and may, through access to teaching and research funds, also provide the student with financial support.
- Maintain absolute integrity in collecting, analyzing, and presenting research data.
- Preserve the data collected during experiments or noted during research (with precise identification of sources) to avoid future confusion or disputes about access or ownership.
- Acknowledging the contributions of the faculty advisor and other members of the research team to the student's work in all publications and conference presentations. (It is also appropriate to acknowledge the sources of financial support).
- Expect that their research results, with appropriate recognition, may be incorporated into progress reports, summary documents, applications for continuation of funding, and similar documents authored by the faculty advisor, to the extent that the student's research is related to the faculty's research program and the grants which support that research.
- Recognize that the faculty advisor is responsible for monitoring the accuracy, validity, and integrity of the student's research. Careful, well-conceived research reflects favorably on the student, the faculty advisor, and the University of Nebraska.
- Maintain the confidentiality of the faculty advisor's professional activities and research prior to presentation or publication, in accordance with existing practices and policies of the discipline.

## **Faculty role**

- Provide students with knowledge of the current frontiers and opportunities in disciplinary and inter- or cross-disciplinary research.
- Clarify expectations for specific research responsibilities, including time lines for completion of research and the thesis or dissertation.
- Provide appropriate guidelines, including expected timetables, for completion of research projects, and respect students' research interests/goals.
- Acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents
- Openly discuss authorship and intellectual property policies with graduate students.

## **Advising and Mentoring**

The relationship between the graduate student and their graduate faculty supervisor is central to excellent graduate education. Graduate students develop best in a closely monitored environment in which the faculty provide both high expectations and high support.

Graduate student progress toward educational goals at the University of Nebraska is directed and evaluated by a graduate faculty advisor, the relevant graduate committee, and the student's supervisory committee. The advisor and the individuals on the committee provide intellectual guidance in support of the scholarly/creative activities of graduate students. The advisor, the supervisory committee, and the graduate committee also are charged with the responsibility of evaluating a graduate student's performance in scholarly/creative activities. The graduate student, the advisor, the supervisory committee, and the graduate committee comprise the basic unit of graduate education at UNL. It is the quality, breadth, and depth of interaction within this unit that largely determines the outcome of the graduate experience.

## **Graduate student role**

- Devote an appropriate amount of time and energy toward achieving academic excellence and earning the advanced degree.
- Recognize time constraints and other demands imposed on faculty members and program staff.
- Initiate regular communications with faculty advisors, especially in matters related to research



and progress within the graduate program.

## Faculty role

- Provide clear maps of the requirements each student must meet, including course work, languages, research tools, examinations, and thesis or dissertation, and delineate the amount of time expected to complete each step. A graduate student handbook, including written documentation of departmental policies, program requirements and expectations for satisfactory performance can serve this purpose.
- Evaluate student progress and performance in regular and informative ways consistent with the practice of the field; offer fair opportunities for students to correct deficiencies in their work.
- Set aside adequate time to meet with students.
- Help students develop artistic, interpretive, writing, oral, and quantitative skills, in accordance with the expectations of the discipline.
- Assist graduate students in the development of grant writing skills, where appropriate.
- Take reasonable measures to ensure that each graduate student initiates a thesis or dissertation research in a timely manner.
- When appropriate, encourage graduate students to participate in professional meetings or perform or display their work in public settings.
- Create an ethos of collegiality so that learning takes place within a community of scholars.
- Provide a realistic view of the field and the current job market and make use of professional contacts for the benefit of their students, as appropriate.

## Source

This is an updated version of the *Guidelines for Good Practice in Graduate Education* approved for distribution by the UNL Graduate Council in 1997. We gratefully acknowledge the earlier work of the of the following institutions: the Graduate College and Graduate Council at the University of Arizona; the Office of Graduate Studies at the University of California at Davis; the Office of Graduate Studies at the University of Southern California; the Graduate School at North Carolina State University and the Graduate Council at the University of Oregon. These guidelines are intended to be constructive and instructive to faculty and graduate students. They do not constitute a contract with current or prospective students.

## Governance

Graduate studies at UNL are organized and conducted according to the rules and bylaws of the Graduate College of the University of Nebraska. The Dean of Graduate Studies is responsible for coordinating and administering graduate-level programs and policies at the University of Nebraska-Lincoln. The UNL Dean of Graduate Studies also maintains a close liaison relationship with the Executive Dean of the Graduate College of the University of Nebraska. The governance of graduate programs that are principally lodged at UNL is by and through the graduate program committees and the UNL Graduate Council, in accordance with the policies and regulations of the University-wide Graduate College.

The UNL Graduate Council serves as an advisory body to the Dean of Graduate Studies. The Council is composed of eight Graduate Faculty and two graduate students from the University of Nebraska-Lincoln.

# Programs and Courses Offered

## [Programs Offered](#)

See also: [Prospective Students](#) for complete admission information.

## [Course Catalog](#)

See also: [Enrollment Toolbox](#).

Graduate courses are numbered 800 through 999. Numbers below 800 indicate undergraduate and professional courses. Some courses are crosslisted at more than one level (like MATH 415/815) or in more than one subject area (like ENGL 830J / MUSC 830J).

# Academic Policy

## Admission Policy

Prospective students apply for admission using the [Prospective Students](#) section of the main Graduate Studies site; most do so without needing to consult this policy bulletin for details and clarifications.

### Eligibility

The Graduate College (UNL Graduate Studies) is open to graduates of all colleges of this University and to graduates of other universities and colleges of recognized standing whose requirements for graduation are substantially the same as those in the corresponding colleges of this University. Students are selected on the basis of academic preparation, ability, and the availability of space in the desired academic program. *The University of Nebraska is a public university committed to providing a quality education to a diverse student body, and the University's [nondiscrimination policy](#) is applicable to all University activities, including admissions.*

Applicants must hold a **baccalaureate or higher degree** from an institution that is regionally **accredited**, an institution that is accredited by an organization recognized by the Council on Higher Education Accreditation (CHEA), or from an accredited foreign institution that is recognized by Graduate Studies.

Special groups:

- **UNL seniors within 9 hours of graduation** may apply and be granted admission to UNL Graduate Studies. This admission and continued enrollment would be contingent upon receipt

of the baccalaureate within the calendar year and would make one ineligible to continue any undergraduate scholarship or financial aid, but would allow one to apply for any financial support, fellowships, or assistantships open to graduate students.

- [International Students](#)
- [Faculty Seeking Additional Degree](#)

Persons who have been **dismissed** from another institution for academic dishonesty or violations of student codes of conduct are not eligible for admission to UNL Graduate Studies.

## Procedure and Materials

All materials submitted become the **permanent property** of Graduate Studies and will not be photocopied for individual use, returned, or forwarded to other agencies.

**Information given falsely or withheld** will affect the decision on an application and may make the applicant ineligible for admission and/or enrollment.

Most students apply and enroll toward just one graduate degree program at a time. It is possible, however, to **apply to two programs** simultaneously. To do so, treat each application as a completely separate entity, supplying for each an application, application fee, and any departmental materials. If accepted by both programs the applicant must select one program to enter, unless admission is for a [double-major or dual-degree](#) program. When an enrolled student plans to pursue a new program upon completion of another, it is advisable to apply for admission to the new program early in the academic year in which one plans to graduate.

**Change of program:** A graduate student, formerly or currently enrolled, who wishes to pursue a degree objective other than the one originally sought, must initiate a formal application for the new program by filing a new graduate application form, supplementing existing records, and fulfilling any departmental requirements prior to review by the departmental Graduate Committee and the College.

## Admission Decisions

Acceptance for admission to a program leading to a master's degree, a doctoral degree, an educational specialist degree or a certificate is determined by the Graduate Committee within the academic unit and the Dean for Graduate Studies. This decision is based upon the applicant's record, experience, personal qualifications, and proposed area of study.

Departmental or area Graduate Committees make recommendations on all degree applications, but the final admission decision is the responsibility of the Dean for Graduate Studies. Notification of acceptance by a department Graduate Committee or faculty member is advisory only. Admission is granted solely by Graduate Studies and is confirmed by the issuance of a **Certificate of Admission**.

Academic departments will notify applicants concerning awards of financial assistance.

**Negative admission decisions are not appealable.**

## Entry (Initial Enrollment)

Entry into UNL Graduate Studies is valid for the **specific semester indicated on the Certificate of Admission**.

**US Military Veterans:** All men and women who plan to attend the University and will be affected by the educational assistance and vocational rehabilitation laws administered by the Veterans

Administration should inquire at the [Office of the University Registrar](#) before registering for classes. See also: [Veterans Resources](#).

A newly admitted student may **defer enrollment** for a maximum of two terms if he or she meets certain Graduate College requirements and if the department in which graduate study would be pursued consents to the delay. Any funding offered for the original entry term is not guaranteed for the later entry term. Graduate Studies retains the right to revoke the earlier admission on the basis of new information or limited resources. International students who wish to delay their enrollment may be required to provide updated financial information for a new I-20 or DS-2019 immigration form.

Admitted students who neither defer nor enroll must reapply.

## Admission Categories

Graduate students may be admitted into one of the following categories.

### Degree or Graduate Certificate

Admission to the Graduate College as a degree-seeking or graduate-certificate-seeking student requires application to both Graduate Studies and the Graduate Committee within an academic unit. Applicants must submit an application, application fee, and one official transcript from all post-secondary schools attended, and fulfill any additional requirements the department specifies such as statement of goals, test scores, portfolios, etc. Requirements specific to each program are listed in [Programs Offered](#).

A current student who wishes to change to a different program should consult the [Master's Specialist](#) or [Doctoral Specialist](#); in some cases a new application is not necessary.

### Non-Degree

Non-degree, post-baccalaureate admission to the Graduate College is completed through Graduate Studies. Applicants are reviewed for minimum standards upon receipt of an application, application fee and one official transcript showing conferral of a baccalaureate or higher degree.

### Special Categories and Objectives

- Students seeking another undergraduate degree should contact [Undergraduate Admissions](#) for advising and assistance.
- Students seeking a non-degree admission for an initial teacher certification, renewal of a teacher certification, or additional teaching endorsements should refer to the College of Education and Human Sciences' [Teacher Certification and Renewal](#).
- An [Express Admission](#) allows a student to register for classes without waiting for Graduate Studies to receive transcripts. The admission may be extended beyond one term only upon receipt of an official degree transcript. Applicants requesting an Express Admission must be eligible for non-degree, post-baccalaureate admission and have earned a bachelors or higher degree with a cumulative GPA of at least 2.50 on a 4.00 scale.

## Limitations

- Non-degree admission carries no guarantee of future admission to a degree program, nor does it guarantee that coursework completed as a non-degree student can later be applied toward a degree.
- Non-degree admission does not qualify students for assistantships or fellowships. [Financial aid](#) in the form of student loans is limited to those taking only undergraduate hours as prerequisites for admission to a specific graduate or professional program.
- Non-degree admission is not available to international students on F-1 student visas.

## Changing from Non-degree to Degree Status

It is imperative that any non-degree student who expects to later enter a degree program consult that program's academic department about the limitations on credit hours that may be completed prior to entry into the program. To enter a degree program, the student must apply to it through Graduate Studies and be recommended for admission by the degree program's Graduate Committee prior to completing half the hours required by the program. **There is no guarantee that credits earned as a non-degree student will be applied toward a graduate degree.** Some graduate-level hours completed by non-degree students prior to degree program enrollment may be included in a plan of study at the discretion of the major and/or minor department and with the approval of the Dean for Graduate Studies.

## Visiting and Intercampus

### Visiting from outside NU

Admission is available to applicants who are actively pursuing graduate studies at U.S. institutions other than the University of Nebraska campuses, and requires submission of an application, application fee, and letter of good standing from the home institution. Enrollment is limited to two consecutive terms (semesters and/or full summer enrollment).

### Intercampus within NU

Students already attending one NU campus (UNL, UNK, UNMC, or UNO) may take a few courses at another NU campus while retaining their admission at their degree-objective (home) campus by submitting the [Request for Intercampus Enrollment](#), subject to approval by both campuses.

## Admission of International Students

The University of Nebraska-Lincoln welcomes students from all countries as part of the student body and Graduate Studies encourages applications from qualified students throughout the world.

### Eligibility

It is recognized that educational systems in other countries differ from that of the United States. Comparability of international course work and degrees will be determined by departmental Graduate Committees and by Graduate Studies. Generally, a four-year first university degree

from an academic institution outside the U.S. will be accepted as [comparable to the U.S. bachelors degree](#) if the degree grants eligibility for graduate study at institutions within the same country.

## How and When to Apply

Application materials from international students must include uploaded copies of all college- or university-level [transcripts or mark sheets](#) (records of courses and marks earned), with certificates, diplomas, and degrees plus certified English translations. These unofficial documents will be used for application review. Official documents are required from all students who are admitted and enroll. Photocopies of certified records cannot be used. Students enrolled in other U.S. institutions may have certified copies of all foreign records sent directly to Graduate Studies.

It is recommended that applicants outside the U.S. begin applying approximately one year in advance of the desired first enrollment. See [Programs Offered](#) for deadlines for each program.

All international applicants seeking F-1 student visas must apply for degree programs rather than non-degree, post-baccalaureate status.

## Funding Requirements

Evidence of adequate [financial resources](#) for tuition and living expenses is required of all international students seeking F-1 or J-1 visas, including those who received their baccalaureate degrees at UNL. Students should not assume funds or work opportunities will be available at a later date, and should be prepared to have their living and educational expenses increase annually. University-wide fellowships may be sought after one year of graduate study in the U.S. More information is available to eligible candidates from Graduate Studies.

## English Proficiency

See [English Proficiency](#) in our Prospective Students section for additional information.

### When Applying: TOEFL or IELTS

Applicants to the Graduate College whose native language is not English are required to submit a Test of English as a Foreign Language (TOEFL) score of at least 550 on the paper-based TOEFL; 79 on the Internet-based TOEFL or an International English Language Testing System (IELTS) overall band score of at least 6.5. Some departments require higher scores for admission.

### Upon Arrival: English Language Test (ELT)

Typically all new international students are required to take the ELT upon arrival in Lincoln if they are not native speakers of English and their scores are:

- A TOEFL iBT writing score below 25 or a TOEFL total below 100
- An IELTS writing score or total IELTS score below 7.0

Each international student's Certificate of Admission will state whether they are required to sit for the ELT. Exemptions from the ELT requirement may be granted based on sufficiently high TOEFL or IELTS writing scores, or for non-native speakers who have received a bachelor's or more advanced degree from a U.S. university or a university outside the U.S. at which English

is the official language of instruction.

## **International Teaching Assistant Institute**

New holders of [teaching assistantships](#) who are non-native speakers of English must attend the [International Teaching Assistant Institute](#).

# **Admission into Concurrent or Combined Programs**

## **Definitions**

In all three cases, work for both programs must be completed at the same time.

- **Double Major:** One degree is conferred, with one diploma; two majors are completed and both are listed on the transcript.
- **Dual Degree:** Two degrees are conferred, with two diplomas. The degrees may be from two different institutions within the University of Nebraska (UNK-UNL, UNO-UNL, or UNMC-UNL).
- **Joint Degree:** One degree from two institutions within the University of Nebraska. There is currently one approved joint degree program offered in Educational Administration (UNL-UNO).

## **Admission to a Double Major**

The professional and scholastic goals of some graduate students may be enhanced substantially by acquiring more knowledge than is provided by earning a minor. They can do this by studying in a second field as a double major. See [Majors, Minors, and More](#) for details.

### **Applying to two majors at once**

New applicants submit one application for each major program and only one application fee, and specify in the form's comment section that they are seeking a double major.

- The applicant completes each program's application requirements, and each program's graduate committee reviews the application.
- A decision by one graduate committee does not affect the decision of the other; criteria for acceptance may differ.
- Acceptance to one or both does not guarantee admission for a double-major degree. Final approval rests with the Dean for Graduate Studies.

### **Adding a second major to a degree in progress**

If a student currently in a degree program decides to pursue a second major, a new application is required for the second major.

- The student declares the intent to add a second major (rather than switch majors) in the form's comment section.
- The new application is subject to approval by the original major's graduate committee prior to review by the second major's committee.

## Completed degrees

After a degree is conferred, a second major cannot be added to it. Instead a student may apply for admission to a second program, and once admitted, complete all requirements of a full independent program.

## Admission to a Dual Degree

To be a degree-seeking graduate student in more than one UNL degree program, a student must apply separately to both programs and receive admission to both programs, with the approval of graduate chairs for both programs and the Dean for Graduate Studies.

When a student has received admission for two master's programs, the same course credit will not be accepted for more than one degree without prior approval of the Graduate Program Committees through which the programs are administratively assigned and the Dean for Graduate Studies.

For more information, refer to [program summaries](#) for application instructions and departmental contacts.

## Dual degree programs

- Architecture (MArch) and business (MBA)
- Architecture (MArch) and community and regional planning (MCRP)
- Civil engineering (MS) and community and regional planning (MCRP)
- Law and accountancy (MPA)
- Law and business administration (MBA)
- Law and community and regional planning (MCRP)
- Law and journalism and mass communications (MA)
- Law and political science (MA)
- Law and psychology (MA)
- Legal Studies (MLS) and Psychology (PhD)
- MArch/MEng with construction emphasis
- *Individualized dual degree programs not listed above may be approved on a case-by-case basis by graduate chairs and the Dean for Graduate Studies.*

## Admission of Faculty and Staff

### Faculty

#### Faculty Seeking Additional Degree

A member of the faculty in an instructional department who holds the rank or equivalent rank of assistant professor or above, or who holds an appointment for a specific term, or a member of the administrative staff holding the rank of assistant professor or above, may pursue a graduate degree at NU only after receiving special permission from the cognizant academic dean or administrative supervisor and from the campus Graduate Council responsible for the program which the faculty member wishes to pursue.



The degree cannot be in the faculty member's own department or in a closely-related department or area. Whether it is **too closely related** shall be determined by the Dean for Graduate Studies of the campus involved, in consultation with the Graduate Committees of the two departments or areas. Permission may be granted to pursue a degree in the equivalent department on another NU campus.

**Graduate Faculty** will have that status suspended upon receiving permission to pursue an advanced degree in the Graduate College.

- With **permission** from the appropriate campus Dean for Graduate Studies and Graduate Committee, they are eligible to continue to teach graduate courses, supervise graduate students at a level commensurate with their former rank in the Graduate Faculty, and serve on graduate supervisory and examining committees.
- Upon completing or withdrawing from an advanced degree program, the original Graduate Faculty status shall be **reinstated** upon recommendation by at least two-thirds of the Graduate Faculty of the department or area if the person returns to the same department in which they held an appointment originally. A change of appointment to another department requires that the person follow the established procedure for obtaining Graduate Faculty status.

### **Faculty Non-degree Admission**

Members of the university community employed on a permanent full-time basis and holding the rank of Assistant Professor or above may be admitted on a non-degree basis to take courses for personal and professional growth by supplying an Application for Graduate Admission and the application fee.

### **Staff**

All other University staff members are eligible for admission to all graduate admission categories and are subject to standard admission requirements.

## **Funding**

### **Assistantships**

#### **Intro**

A graduate assistantship provides financial support for a graduate student for a set period of time during which the student is expected to pursue activities towards the advanced degree.

#### **Time Required**

Work required by an assistantship and not directly related to the student's degree program

cannot exceed **13-19.6 hours per week (.33 to .49 FTE)**.

Although students on graduate assistantships may not have employment exceeding 19.6 hours per week from all sources both on and off campus during the period of the assistantship, there is no limit to time spent on studies and research relating to the advanced degree.

Because of the potential for exploitation of graduate students, any assignment of responsibilities, such as teaching a course, must be associated with a fair and reasonable compensation. Graduate students may not volunteer for any significant service to the department without an appropriate stipend.

## Types of Assistantships

In each case, the student is expected to continue working towards the advanced degree while a graduate assistant.

- A **teaching assistantship** provides a stipend to a student who is typically assisting in an academic department's teaching program, i.e., grading, assisting a professor with a course, etc.
- A **research assistantship** provides a stipend to a student who is typically assisting a professor with a research project, enabling the graduate student to work towards an advanced degree.
- **Other graduate assistantships** provide a stipend to a student who is assisting an academic or nonacademic department with a wide variety of functions.

## Eligibility

To hold a graduate assistantship a student must be admitted for a specific graduate degree objective and enrolled for credit during the tenure of the assistantship.

Individual departments make assistantship appointments. Students who wish to be considered for assistantships in their major should direct inquiries to the graduate chair of their department. All **international** graduate students who are to be teaching assistants at UNL must attend the [Institute for International Teaching Assistants](#).

## Benefits

### Benefits Offered

**Tuition remission** of up to 12 hours per semester is provided as a benefit of eligible assistantships. Students holding eligible assistantships are provided basic individual **student health insurance** coverage with related benefits. The University subsidizes part of the [student health insurance](#) premium for eligible graduate assistants.

Within departments and within each level of differentiation (master's or doctoral, new or experienced, number of work hours), stipends should generally be equivalent. Guidelines used to determine stipend levels should be available to students through the department.

Assistants may be given **@unl.edu email addresses**; those accounts close at the end of the assistantship.

### Eligibility for Benefits

Eligibility for assistantship benefits requires meeting all of the following criteria:

- A continuous appointment for four full months within the semester dates.
- The stipend meets the minimum salary level set by the University.
- The assistantship or combination of assistantships in one or more departments totals at least 13.33 hours per week employment.

## Resignation or Termination

If a graduate assistant resigns or their assistantship is terminated during the semester **before four full months** of consecutive service (e.g., 120 consecutive days within the semester dates, August-December or January-May) **all benefits will be lost** and the student will be responsible for the total tuition payment and health insurance premiums.

## Summer Tuition

If a graduate assistant, while on an appointment during both semesters of the preceding academic year, was paid a stipend meeting the **minimum qualification** for summer tuition, the student is not charged tuition for the first 6 hours during the summer sessions. If such a stipend met the **next level of qualification**, the student is not charged tuition for the first 12 hours during the summer sessions. (Specific dollar amounts are available each year in the [Guidelines for Graduate Assistantships](#).)

## Non-Benefits-Eligible Assistantships

A student on a non-benefits-eligible graduate assistantship is charged tuition at resident rates if the stipend received is equal to, or greater than, the total of the amount set by the University for the relative summer session.

## Hiring and Renewal

The responsibilities of the graduate assistant and the method by which the student will be evaluated should be provided in writing to the student by the immediate supervisor at the beginning of the assistantship.

## General Responsibilities

Each department or unit shall establish its own documented procedures for recruitment, selection, retention and dismissal of graduate assistants in accordance with UNL graduate policy and Affirmative Action/Equal Opportunity guidelines. These procedures shall be made available to each graduate student and posted in the department. Individual departments may establish a required [minimum course load](#) for funded students.

Departments must provide students with an [official signed offer letter](#), informing them of assistantship expectations, responsibilities, and compensation. A graduate assistant's duties are assigned by the departmental chair/head, graduate committee chair, administrative supervisor, or others.

Graduate assistants are expected to be assigned relevant professional work that may include, among other tasks:

- teaching or assisting in a course (under the supervision of a director or mentor)
- grading for a course
- working in a department-sponsored laboratory or instructional center

- assisting a professor on a research project, professional conference development, tutoring, or development of administrative skills

No graduate assistant should be assigned to a project which is primarily clerical or housekeeping. A portion of any project may have clerical elements, but all projects should incorporate decision-making, judgment, analysis and evaluation skills. All projects must be supervised by a member of the graduate faculty or administrative staff.

## **Renewal and Performance Evaluation**

Assistantships without a fixed term specified in the initial letter of offer may, at the discretion of the department, be renewed if the following criteria are met:

1. Funding is available.
2. The student is making satisfactory academic progress.
3. The student's assistantship performance is judged to be satisfactory by his or her supervisor.

Where the number of years of funding is within those specified in the initial letter of offer, an assistantship must be renewed if these three criteria are met.

The faculty member or staff person who supervises the assistant's work should conduct a timely written [evaluation of the student's performance](#) and provide a copy of that evaluation to the student and to the chair/director for placement in the student's file.

Evaluations of performance shall not be influenced on the basis of sex, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation, nor shall they be influenced by students' exercise of their First Amendment freedoms of expression and association.

## **Academic Freedom of GTAs**

The academic freedom of graduate teaching assistants (GTAs) is not necessarily coextensive with that of faculty. All GTAs are engaged in supervised teaching or instruction. Supervisors are responsible for defining the nature, scope and manner of instruction to be used for each course. Supervisors should communicate the extent to which GTAs have discretion to introduce additional material. Graduate teaching assistants should follow the instructions of the supervisor. Graduate teaching assistants may not be penalized for expressing their own views on matters within the scope of the course, provided they adequately represent these views as their own.

In interpreting teaching evaluations, supervisors shall make every effort to distinguish legitimate critiques of the course from negative evaluations due to a) prejudice against the GTA on the basis of race, sex, sexual orientation, religion or other protected status, or b) disagreement with viewpoints expressed by the GTA or by students in the class.

## **Fellowships**

Fellowships are awarded on a competitive basis in recognition of a student's demonstrated scholarship, scholastic and creative promise, and/or financial need. There is no service or work requirement associated with fellowship awards. A student holding a fellowship or a traineeship

must be a full-time student during the period of appointment.

See also: [UNL fellowships for current UNL graduate students](#) and [externally-funded fellowships](#).

## Eligibility

To be eligible for a fellowship a student must be admitted to a department or area with a specific graduate degree objective and enrolled in graduate academic coursework.

- Students enrolled in certificate-only programs with no degree objective are ineligible.
- International students must have completed one year of study at a US institution of higher education to be eligible.
- Employees of the University of Nebraska, other than graduate assistants, are ineligible.

## Types of fellowships

**Tuition Fellowships** remit tuition for the full or partial cost of graduate courses according to the specific fellowship guidelines for the term of the award. Recipients of tuition fellowships are responsible for university program and facilities fees unless specifically included in the award announcement. Recipients must be admitted to a graduate program with a specific graduate degree objective.

**Full Support Fellowships from Graduate Studies (Presidential and Fling Fellowships)** provide stipend payments for recipients of these awards. Fellowship recipients are required to be full-time students (at least 9 credit hours or full-time certification) during the period of appointment and may hold another major fellowship. They may not engage in remunerative employment, including a graduate assistantship or traineeship.

**Partial Support Fellowships** allow students to hold other fellowships and assistantships.

**External Fellowships** such as those from NSF-GRFP, AAUW, or the Smithsonian are not awarded by UNL but recipients should notify the Fellowship Specialist in Graduate Studies.

## Continuation

Continuation of graduate fellowships may be denied to recipients under any of the following conditions:

- Failure to satisfy [Scholastic Grade Requirements](#) as specified in this Bulletin.
- Violations of the [Code of Conduct](#) as specified in this Bulletin.
- Failure in qualifying examinations, preliminary examinations, comprehensive examinations or failure to make satisfactory progress as defined by the graduate program.

## Assistantship impact

Fellowship awards cannot have any impact on the amount of a graduate assistantship stipend unless there is an accompanying decrease in the teaching or research assignment and the corresponding FTE.

# Loans and Need-Based Funding

The [Office of Scholarships and Financial Aid \(OSFA\)](#) does not participate in the granting of fellowships or assistantships but does maintain current information on **other forms of financial support** available to students.

## FAFSA

To apply for Federal Work-Study, Federal Perkins Loans, Federal Stafford Loans, or Unsubsidized Federal Stafford Loans, students submit a Free Application for Federal Student Aid (FAFSA) as **early** as possible.

Federal Perkins Loans and Federal Work-Study are awarded on a **first-come, first-serve** basis to **domestic students** with a completed financial aid file as long as funds are available. *International students are ineligible to apply for federal loans.*

To have a completed file, a student must:

1. Submit a FAFSA.
2. Be admitted to a degree program (contact OSFA for exceptions).
3. If coming to UNL as a transfer student or after attending another postsecondary school as an undergraduate, submit a financial aid transcript to OSFA from all schools attended. A financial aid transcript is required even if you did not receive financial aid.
4. Submit all documentation requested by OSFA as required for verification.

## Satisfactory progress

Satisfactory progress toward a degree is a requirement for receiving financial aid. Maintaining satisfactory progress requires (1) successful completion of a minimum number of hours and (2) completion of the degree prior to reaching the maximum credit hour limit. For details refer to the Office of Scholarships and Financial Aid: [Satisfactory Academic Progress](#).

# Registration

## General

Procedures and dates pertaining to registration are provided by the [Office of the University Registrar](#) and the [Academic Calendar](#). Additional questions concerning graduate-level registration may be referred to Graduate Studies.

Enrollment eligibility closes after three consecutive terms without enrollment. Formerly-enrolled graduate students who have not attended classes for one year or more may request reactivation by emailing [graduate@unl.edu](mailto:graduate@unl.edu).

## Drop and Add

Students may drop or add classes from the beginning of priority registration through the last day on which classes may be added for a term, as published in the [Academic Calendar](#).

- Students who do not register for classes until after the beginning of the term will be charged a late registration fee.
- After the end of the add period, a course may be added to a student's record only with permission from the instructor and Graduate Studies.
- Tuition liability for a course begins after the add period for a term.

## Impacts of Withdrawal

Before withdrawing from courses, some students should seek information on the ramifications of withdrawal:

- **Graduate assistants** should contact their department Graduate Chair.
- Students withdrawing **after the term's last day to add classes** should contact the [Office of Scholarships and Financial Aid](#) about potential impacts on eligibility for aid or loan deferral.
- **International students** should consult the [International Student and Scholar Office](#).

All courses dropped after the **second week** of the term are noted on the student's academic record (transcript) with a grade of "W" (withdrawn).

## Timing of Withdrawal

**Before the 3/4 point of the term**, students may withdraw from classes regardless of circumstance. A course drop becomes effective for tuition and grade purposes on the date the transaction is processed by the student.

**After the 3/4 point of the term**, any withdrawal from classes must be for extraordinary circumstances and will be granted only **by petition** through Graduate Studies, based on the following documentation:

1. A written request from the student within 60 days of the end of the term.
2. Written permission from the instructor.
3. Documentation for illness, death in the family or abrupt change in work schedule.

## Correction of Registration Errors

A graduate student who has registered in error (for example, for the undergraduate level of a 400/800 course) should correct the error through the **normal drop and add process** during the term in which the error occurred.

In the event the error is not recognized until a grade is posted, the student may request correction of registration within **sixty days** of the posting of the grade to the [Office of the University Registrar](#). Changes to a student registration record will not be made more than sixty days after grades are posted.

## Auditing a Course

Auditing gives a student the privilege of attending class, but **credit is not earned** and a grade of AU is assigned when auditing a class. All persons wishing to audit a course must be admitted and eligible to enroll in classes for the term in which they audit. Tuition and fees for audited courses are the same as for graded courses. Audited courses cannot be applied toward a graduate degree or certificate.

To audit a course:

1. Register for the class online.
2. Pick up a Permit to Audit Card at the [Office of the University Registrar](#).
3. Obtain the instructor's permission to audit the course by having him or her sign the Permit to Audit Card.
4. Turn in the signed Permit to Audit Card at the Office of the University Registrar no later than the last day to add a class for the term.

## Registration Requirements

### Summary

Minimum enrollment requirements for certain statuses or outcomes are as follows. [Full-Time Certification](#) is abbreviated here as FTC.

Status or Result	Min Enr: Fall or Spring	Min Enr: Summer
Full-time status	9 cr, 1 cr if FTC	6 cr, 1 cr if FTC
Eligibility for typical <a href="#">assistantship</a> <i>This is the overall Graduate Studies requirement; some depts. require full-time registration.</i>	1 cr	0 cr
Exemption from FICA/Medicare withholding on assistantship	4 cr, 1 cr if FTC	4 cr, 1 cr if FTC
Access to UNL student services <i>Libraries, Rec Center, Health Center. Reduced-cost UHC access requires UHC fee as described below.</i>	1 cr	1 cr

### Access to Services

Registration is required for services such as door access, the Recreation Center, the University Health Center, and some Library resources.

Students who pay the University Health Center (UHC) fee are able to access reduced-cost healthcare services at the UHC. Students enrolled in less than 7 cr per term pay a reduced University Program and Facilities Fee (UPFF) that does not include the UHC fee; to use the UHC they may pay the UHC fee or procure UHC services on a fee-for-service basis.

### Doctoral Candidacy

Doctoral students who have advanced to candidacy status must be registered every fall and spring semester until they graduate, in accordance with the [Guidelines for Registration During Doctoral Candidacy](#). Failure to maintain registration may result in the termination of the student's program.



# Full-Time Status

## Hour Requirements

Graduate students are considered full time when registered for 9 credit hours during an academic semester or at least 6 credit hours during the summer.

Status	Academic Year	Summer
Full-time (F)	9 cr	6 cr
3/4-time (T)	6-8 cr	4-5 cr
1/2-time (H)	4-5 cr	3 cr
Less than 1/2-time (L)	1-3 cr	1-2 cr

## Full-Time Certification

[Thesis-option master's students \(Option I\)](#) and doctoral students in candidacy may request [full-time certification](#) each semester they are under-enrolled, for the time allowed for their degree.

- Eligibility: The student must be currently registered for at least one credit hour and have been registered at least half time (i.e., at least 4 credits) in the fall and spring terms prior to the initiation of the full-time certification status.
- Limitations: Master's students may use full-time certification no longer than 3 consecutive terms; doctoral candidates may use it no longer than 24 consecutive months.

## Summer Assistantship

Graduate assistants are not required to register for courses during the summer term. Graduate assistants employed in the summer but who are not registered for 4 credit hours or certified full-time during the summer term are subject to FICA and Medicare taxes.

## Financial Aid

Status	Academic Year	Summer
Full-time (F)	9 or more cr	8 or more cr
3/4-time (T)	6-8 cr	6-7 cr
1/2-time (H)	4-5 cr	4-5 cr

Summer minimum registration for financial aid is 4 credit hours. These credits may be in different summer sessions; aid is disbursed in the session the student reaches half-time enrollment.

## Employment

Graduate students holding any **fellowship(s)** are required to be enrolled as a **full-time** student as defined above. Students with external or departmental fellowships must follow the specific granting agency requirements.

Graduate students holding a **traineeship** are required to be enrolled **full-time** or be full-time

certified during the tenure of their traineeship. Other remunerative employment must follow the granting agency requirements.

**Graduate assistants** may not work more than **19.6 hours per week**, all jobs considered, including assistantship(s) and paid internships. Internships are considered work in a training environment related to the student's educational career for which they receive pay; an assistantship and an internship may not be held by a student simultaneously if the total hours between the two equal more than 19.6 hours per week. This applies to fall and spring terms only.

Graduate students **not employed**, or graduate research assistants performing duties that are **100% thesis related**, may register for a maximum of 15 credit hours during an academic year semester, 6 credit hours during one five-week summer session, 9 credit hours during one eight-week summer session, or 3 credit hours during the pre-session.

## Maximum Registration Guidelines

Graduate students who are employed are advised not to exceed the following registration guidelines established by the Graduate Council.

Hours Employed per week	Fall or Spring	Summer 8-week	Summer 5-week	Summer *3-week
0 hrs	15 cr	9 cr	6 cr	3 cr
8-16 hrs	12 cr	8 cr	5 cr	2 cr
17-20 hrs	10 cr	6 cr	4 cr	2 cr
Full-time	6 cr	4 cr	3 cr	1 cr

*\*One course permitted for a maximum of 3 credit hours.*

These guidelines reflect the fact that graduate-level course work serves mainly as a guide for independent, scholarly study. Graduate students are expected to master subjects and to devote substantial time in independent library and laboratory investigation beyond minimum credit hour requirements.

For courses offered within a summer session, a general guideline is a maximum registration of 1 credit hour per week of instruction.

## Tuition and Fees

### Rates

Tuition and fee rates are published by [Student Accounts](#) and subject to change at the direction of the Board of Regents.

Regulations pertaining to **Nebraska resident status for tuition purposes** are established by the Board of Regents. Initial determination of resident status is made at the time of admission and is noted on the Certificate of Admission. If a non-resident student wishes to change status, it is necessary to file a residency application with Graduate Studies. Requirements for resident status are included with the [Application for Residency Classification for Tuition Purposes \(PDF\)](#).

## Refunds

Students who withdraw from the University within the first four weeks of a semester, or within the first two weeks of a summer session, may be entitled to a fractional refund of tuition, as listed in the [Academic Calendar](#). The conditions of eligibility for refunds are subject to change.

## Graduate Assistants

Students holding a [benefits-eligible graduate assistantship](#) may receive tuition remission of up to 12 hours per semester during the fall and/or spring semesters plus a portion of the student's health insurance premium.

- Payment of the student's portion of the health insurance premium, University program and facilities fees, library fees, technology fees, registration fees, special course fees, are the student's responsibility.
- If a graduate assistant resigns or terminates the assistantship during the semester before four full months of service, all benefits will be lost. The student then is responsible for the total tuition payment and health insurance premiums.

## University Staff Scholarship

Members of the academic-administrative, managerial-professional, and office-service staffs employed full time are eligible for the [Employee and Dependent Scholarship Program](#).

## Academic Leave of Absence

### Purpose

Graduate students are expected to maintain active status through continuous registration from the time they matriculate until they graduate. In the event that a student is unable to continue active participation, the student must complete an Academic Leave of Absence to temporarily suspend his or her graduate studies and the pursuit of a degree.

### Policy

An Academic Leave of Absence may be granted to students for illness or injury, to provide care or assistance for family and dependents, to meet military service obligations, or for other personal reasons.

A leave can be used to suspend study for **one semester or more (up to a full academic year)** during which the student is not expected to make progress toward their degree.

- The one-year time limit can be **extended** for military service or in other cases subject to approval by Graduate Studies.
- A leave can be granted for **current and/or future** semesters only, not for prior semesters.

Students granted a leave are **not required to register for any credit hours** for the period covered by the leave.

- With no enrollment, no tuition and fee costs are accrued during the leave.
- The time limit for reaching candidacy or for completing the Ph.D. is extended only by the number of semesters the student is on leave.
- For Ph.D. students in candidacy, an approved leave satisfies the [continuous enrollment requirement](#).

Students **returning** from an approved leave do not need to be readmitted.

## Eligibility

- Be a graduate student in good standing (3.0 or above), with at least one semester of prior graduate enrollment at UNL.
- Get approval from their graduate program.
- Have no course enrollments for the duration of the leave. If already enrolled during the leave, students must officially withdraw from those courses.
- If international, get approval from the International Student and Scholars Office (ISSO). SEVIS updates may be needed and immigration regulations may restrict eligibility; ISSO can help to identify other possible courses of action.

## Implications

Students should expect to make **no academic progress** during a leave. A student on leave cannot:

- Take qualifying examinations for advancement to candidacy or final examinations for the degree (although language competency examinations are allowed)
- File a thesis or dissertation
- Make extensive use of faculty/staff time or resources (except for planning a return from leave)
- Receive academic credit for work done during the leave at another institution (unless approved in advance by the faculty advisor and Graduate Studies)

It is the responsibility of any student with **federal financial aid or loans** to consult the Office of Scholarships and Financial Aid and/or their loan agency before applying for a leave, to determine how a leave could affect aid, eligibility to defer loan repayment, and loan status.

A student on leave is not registered for classes and **does not receive the benefits, services, and eligibility** associated with registered-student status, including:

- Graduate assistantships or other student work titles and their benefits (e.g., tuition remission, student insurance, @unl.edu email address)
- UNL Libraries (unless applying for a "community member" library card)
- University Health Center and student health insurance
- UNL Campus Recreation Centers
- UNL fellowship support and research grants
- UNL graduate awards
- Most forms of University financial support
- Access to laboratories, equipment, and other controlled-access campus facilities

Students considering a leave are strongly encouraged to explore alternatives, discuss the impact on their plan of study with the graduate chair and their faculty advisor, and develop a strategy for completing the degree program.

In many cases students are better served by **alternatives that maintain enrollment and**

**eligibility for student services**, for example:

- Modifying program expectations
- Reducing coursework, research, teaching or other educational responsibilities
- Working at a slower pace
- Delaying milestone deadlines
- Taking incompletes in the current semester with a plan to address them at a later time

## Procedures

### Requesting a Leave

1. Students consult their faculty advisor and their department's graduate chair to determine whether a leave is the most appropriate course of action.
2. The student submits a completed [Academic Leave of Absence form](#) to Graduate Studies with the required signatures.
3. Upon approval by Graduate Studies, an email notification with a copy of the signed form is sent to the student, graduate chair, and faculty advisor.

### Extending a Leave

To extend an approved leave, students must notify the graduate program chair and their advisor at least four weeks prior to the end of the semester in which the leave terminates. An extension requires approval of the department and (if international) ISSO.

### Returning from Leave

Students on academic leave must notify Graduate Studies of their intent to return: in writing, to [graduate@unl.edu](mailto:graduate@unl.edu), at least four weeks prior to the end of the leave. The Master's or Doctoral Specialist will notify the graduate chair and the faculty advisor of the student's intent to return.

## Credit, Grades, and Progress

### Graduate Credit

#### Course Levels

Courses by number level:

- 800s and 900s: These are graduate courses. 800-level courses without counterpart 400-level or lower numbers, as well as 900-level courses, are open exclusively to graduate students except by permission of the Dean for Graduate Studies.
- 500s, 600s, and 700s: These are professional courses in law, dentistry, and architecture. Law courses carry graduate credit only if the letter "G" follows the course number.

- 400 or lower: These are undergraduate courses and cannot be applied toward a graduate degree.

A student who enrolls in a course must have completed the general prerequisite, including any specific prerequisite indicated for the course. In graduate-level courses there is a required differentiation of faculty expectation regarding student performance and grading criteria.

## Credit by Examination

Credit by examination cannot be earned in graduate level courses or applied to graduate degree programs.

## Transfer Credit

At least 50 percent of the course work (excluding thesis/dissertation) of the minimum number of graduate credits required for any graduate degree must be completed at the University of Nebraska.

To be accepted as transfer credits, graduate credits must be:

- Earned at an institution fully accredited to offer graduate work in the field of the student's major.
- For graduate coursework, not professional coursework.
- *To be accepted toward a master's degree:* Not older than 10 years or applied toward any previous graduate degree.
- *To be accepted toward a doctoral degree:* Not applied toward any previously completed doctoral degree.
- Approved by the graduate committee for quality, suitability, and being equal to or superior to offerings available at UNL.
- Approved by Graduate Studies.

It is the responsibility of the student to ensure that official transcripts of graduate work taken elsewhere are received by Graduate Studies well before the student plans to complete all other requirements for the UNL degree.

## Graduate Credit for Undergraduates

Seniors at UNL may be permitted up to 12 hours of credit for graduate courses taken in addition to the courses necessary for their undergraduate degree, provided that these credits are earned the calendar year prior to receipt of the baccalaureate. **Holding graduate credit keeps a senior in an undergraduate college and allows continuation of any undergraduate scholarships or financial aid.**

- Before registering for graduate courses, seniors must obtain approval from Graduate Studies using the [Grad Credit for Undergraduate Students form](#).
- Courses taken prior to completion of a bachelor's degree do not always transfer as graduate credit to other institutions, nor can there be a guarantee from Graduate Studies that these courses will apply toward a particular graduate program.
- The general prerequisite for taking 800-level courses as an undergraduate is at least 12 hours of work in the same department or area of study. The general prerequisite for 900-level courses is at least 18 hours in the same department or area of study.
- Intercampus enrollment allows undergraduates at other University of Nebraska campuses to take graduate-level coursework at UNL. Any arrangement to hold for graduate credit

must be made at the student's bachelor's-degree campus; UNL can certify graduate credit only for those students graduating from UNL. Students from outside the University of Nebraska must wait until they qualify as graduate students to receive graduate credit.

## **Double-Counting**

"Double-counting" refers to the use of a limited number of credit hours toward the requirements of two separate degrees or programs. This allows the student to earn two degrees for fewer total credit hours than would normally be required if both programs were taken independently.

At the departmental level, graduate committees may stipulate that credits for core-requirement courses cannot be double-counted in their programs.

## **Two Master's Degrees**

In general, no more than nine credits may be double-counted. Both degrees must be completed within the time allowed and awarded at the same commencement. *If awarded at separate commencements, double-counting is not allowed.*

## **Master's and Doctorate (distinct disciplines)**

In general, no more than nine credits may be double-counted. Both degrees are completed within the time allowed. The master's degree must be awarded before the doctoral degree.

## **Master's En Route to Doctorate (same discipline)**

Upon recommendation by the graduate program, a doctoral candidate may earn a master's degree in the same discipline, upon completion of the master's degree requirements or upon successful passing of the comprehensive exam. The degree may not be awarded retroactively.

## **Established Dual Degrees**

Generally, there can be no more than a 30% credit overlap between degrees based on the lower credit requirements. Policy is specific to the dual degree programs at UNL.

## **Graduate and Professional (e.g., JD, AuD, DPH)**

Generally, there can be no more than a 30% credit overlap between degrees based on the lower credit requirements. Both degrees must be completed within the time allowed.

## **Graduate Degree and Graduate Certificate**

Not more than one-sixth of the credits required for any given master's may be double-counted between a certificate and a master's program. Double-counted credits must not exceed one-half of the certificate credit hour requirement. Contact the graduate chair for more information.

## **Two Graduate Certificates**

Double-counting is not allowed.

## **Accelerated Master's**

In general, no more than 12 credits may be double-counted between the bachelor's and master's programs.

## Grades (Including In Progress and Incomplete)

### Grading System

The University uses an A through F grading system.

- Letter grades with point value:
  - A+ (4.0), A (4.0), A- (3.67)
  - B+ (3.33), B (3.0), B- (2.67)
  - C+ (2.33), C (2.0), C- (1.67)
  - D+ (1.33), D (1.0), D- (0.67)
  - F (0)
- Grades without point value:
  - W (dropped/withdrew)
  - I (incomplete), IP (in progress), XP (no progress)
  - P (pass/C or better), N (no pass)

Graduate students taking undergraduate classes for deficiencies generally have a grade requirement set by the department. However, if no specific standard has been set, the graduate student is required to meet the same standard an undergraduate would be held to. That is, if the class is taken Pass/No pass, pass is the equivalent of a C or better.

### Scholastic Grade Requirements

Credit in graduate-level courses is attained as follows:

- Within the student's major department or area, for 800-level courses with 400 or lower counterparts:
  - Minimum grade of B required.
  - Courses graded B- or lower, or pass/no-pass (P/N), cannot be used on a Memorandum of Courses (master's) or Program of Study (doctoral).
- Otherwise: For 900-level courses, 800-level courses without 400 or lower counterparts, or courses in minor, collateral, or supporting areas of work:
  - Minimum grade of C or P (pass) required.
  - Courses graded C- cannot be used on a Memorandum or Program.
  - The comprehensive exam for the minor may be waived only if all grades in the minor are at least a B or P (pass).

Graduate students who do not maintain satisfactory progress may be placed on probation, terminated from a degree program, and/or denied permission to continue graduate studies in the University.

### In Progress vs. Incomplete

**IP and XP: For research, thesis, and dissertation hours**



- **In Progress (IP)** indicates satisfactory work in progress. The student is making progress or effort as determined by the faculty supervisor (research effort, literature review, draft chapters, etc.).
  - The IP stands until successful defense and acceptance of the research project, thesis, or dissertation, when a **P or letter grade** is submitted.
- **No Progress (XP)** indicates lack of adequate progress.
  - Because XP is not used in GPA calculation, no direct academic sanction (such as academic dismissal from the University) will be imposed for earning one or more XP grades. However, graduate programs may use a series of XP grades as a **basis for terminating a student** from the program. Graduate committees should define these criteria, document them in graduate student handbooks, and discuss the process with their students.

On a transcript IP and XP count toward attempted hours, but for Financial Aid they count differently. Any IP or XP grades remaining at graduation will convert to I, if not graded as P or with a letter grade.

*Use of IP and XP instead of I for graduate research, thesis, and dissertation hours is recommended by the UNL Graduate Council as of October 9, 2014. The I grade impacts satisfactory academic progress (SAP) assessments in ways that can result in a student's federal financial aid being suspended, while IP and XP differentiate whether progress is being made, enabling more appropriate assessment and avoiding unnecessary aid suspensions and appeals.*

## **I: For any other courses/hours**

The grade of **Incomplete (I)** should be used only for courses that are **not** graduate research, thesis, or dissertation hours.

For any I grade in a graduate course, the instructor of the course determines the requirements and deadlines for completing it. It is helpful to have these expectations in writing to prevent miscommunication.

- A student with a grade of I **should not re-register for that course** within the time frame for the removal of the I. Re-registration will incur new tuition charges.
- **If the instructor leaves the University** prior to the date set for the completion of a course, the chair of the academic department of the course will assume the role of the instructor.

When requirements are satisfied, the instructor replaces the I with a grade indicating completion. Some courses must become graded (not I).

- All Incomplete **courses on the Memorandum of Courses or Program of Study** must become graded prior to graduation.
- Graduate courses **not on the Memorandum or Program** and not to be used to complete the degree may remain I. The grade of I will be on the transcript but will not affect the GPA.
- **Undergraduate courses** receiving an I will lapse into the grade of F after one calendar year.

## **Grade Appeals**

*Approved by UNL Graduate Council, March 9, 1993.*

Appeal of grades in graduate-level courses shall be made through the graduate student grade appeal procedures for the campus through which the grade was awarded.

1. Students who believe their evaluation in a course has been prejudiced or capricious must first attempt to resolve the matter with the **course instructor**.
2. If unsuccessful, the student may then file a written appeal to the **Graduate Chair** for consideration by the **Graduate Committee** responsible for the administration of the course. This appeal must be filed within sixty days of the posting of the grade report by the [Office of the University Registrar](#). If the department does not have a graduate program, the standing grade appeal committee of the department would consider the appeal. A written determination of the appeal shall be presented to the student and instructor.
3. If the matter is unduly delayed or not resolved, the student may present the original appeal documentation to the **UNL Dean for Graduate Studies** who shall request a review by a **subcommittee of the UNL Graduate Council**. A final appeal may be made to the **full UNL Graduate Council**, if it agrees to hear the case. Since awarding grades in courses occurs at the individual campus level, the decision of the UNL Graduate Council shall be final and is not subject to further appeal beyond the campus.
4. If the instructor's grade is overturned, the instructor of record has the right of appeal, in writing, at the same successive levels of review.

## Probation and Termination

### Grounds

For all graduate students at UNL, probation or termination recommendations may be made under the following conditions:

- Failure to make academic progress as defined in the program's graduate student handbook
- Violations of the [Student Code of Conduct](#)
- Failure to satisfy [Scholastic Grade Requirements](#)
- Failure in qualifying examinations, preliminary examinations, comprehensive examinations or final degree examinations
- Failure to master the methodology and content of one's field in a manner that is sufficient to complete a successful thesis or dissertation
- In fields leading to licensure or certification, ethical misconduct or lack of professional promise in the professional field
- Failure to satisfy conditions required for removal of probationary status or provisional admission

Graduate Committees employing additional conditions for probation or termination must specify these conditions in writing and inform all students affected by these conditions.

### Process

#### How it happens

Graduate students who do not maintain satisfactory progress may be placed on probation, terminated from a degree program, and/or denied permission to continue graduate studies in the University.

1. Probation or termination is initiated when the student's advisor or supervisory committee

- submits a recommendation to the departmental Graduate Committee.
2. If the Graduate Committee approves a recommendation for termination, the graduate chair must communicate it in writing to the Dean for Graduate Studies and the student.

## After termination or dismissal

Students **dismissed from the University** due to violations of the Student Code of Conduct are ineligible to reapply for graduate study at UNL.

Students whose UNL **graduate program has been terminated** may apply for admission to another degree program or admission as a non-degree seeking student only with the approval of the Dean for Graduate Studies.

## Termination Appeals

### Standard appeal procedure

In all cases, appeals are made **in writing** to the appropriate advisor, committee, or council.

1. The initial appeal is to the student's **advisor**.
2. *Doctoral students with an established supervisory committee*: If denied, the appeal may be submitted to the student's **supervisory committee**.
3. If denied, the appeal may be submitted to the departmental or interdepartmental area **Graduate Committee** administratively responsible for the student's graduate program.
4. If denied, an appeal may be made to the campus **Graduate Council** as described below. Normally this is the final appeals body; for exceptions see NU Executive Graduate Council section below.

When the appeal concerns graduate-level **qualifying examinations, comprehensive examinations, or final examinations**, the student is responsible for making reasonable efforts to ascertain the results of the examination within **30 days** after its completion, and the student's written initiation of the appeal must be filed within **30 days** following the student's receipt of notification of the evaluation.

When the appeal concerns a **termination of program**, the student's written initiation of the appeal must be filed within **30 days** following the student's receipt of the official written notification by Graduate Studies.

### Graduate Council as appeal board

- A. When a student's graduate program consists of registration **essentially or entirely on one campus**, the Graduate Council of the campus administratively responsible for the program will constitute the appeal board.
- B. When a student's graduate program includes substantial registrations **on a campus other than the one administratively responsible** for the program, three members of the Graduate Council for the other campus will be designated by the Dean for Graduate Studies on that campus to augment the Graduate Council on the campus administratively responsible for the program. In this case, the augmented Council will constitute the appeal board. The decision concerning augmentation of a campus Graduate Council for a specific appeal involving registrations on a campus other than the one administratively responsible for the student's program will be made by the Deans for Graduate Studies on the campuses involved.

## Appeal to the NU Executive Graduate Council

1. There is no absolute right of appeal to the Executive Graduate Council. The Executive Graduate Council will accept appeals only in those cases where in the exercise of its sole discretion it shall first find that one or more of the following grounds for accepting the appeal exist:
  - a. That the campus Graduate Council has violated some element of fair procedure (i.e., has failed to allow the parties concerned to present their cases fully to their campus Graduate Council);
  - b. That the campus Graduate Council has failed to examine or give adequate weight to important evidence relevant to one party's position;
  - c. That the campus Graduate Council has given undue weight to evidence not pertinent to the case; or
  - d. That some gross miscarriage of justice would be perpetrated if the decision of the campus Graduate Council is allowed to stand.

A decision by the Executive Graduate Council not to accept jurisdiction of an appeal shall be final and is not subject to further appeal.

2. Appeals to the Executive Graduate Council must be made in writing and must specifically outline the grounds for the appeal. Such appeal must be made within 20 working days of the day the decision of the campus Graduate Council is received (working days shall not include those days the University is not in session).
3. The Executive Graduate Council must make a decision to hear the appeal or not to hear the appeal within 30 working days after receipt of the appeal. Acceptance or denial of jurisdiction over the appeal will be made in writing.
4. The decision of the Executive Graduate Council on the merits of the case will be made and transmitted to the concerned parties within 40 working days after the decision to hear the appeal.
5. No person who was a member of the department or campus Graduate Council involved in the case will be eligible to participate in the decisions of the Executive Graduate Council either to decide whether the case should be heard or to decide the merits of the case. However, the Dean for Graduate Studies may replace members of the Executive Graduate Council not eligible for participation in the decision to hear the appeal or in the appeal itself.

## Degrees and Certificates

The University of Nebraska-Lincoln offers over 160 different graduate programs: master's degrees, doctoral degrees, Educational Specialist degrees, and graduate certificates.

See [Programs Offered](#) for current counts and offerings.

## Majors, Minors, and More

# Majors and Degrees

Approved major-degree programs are listed in [Programs Offered](#). Degree level determines the Graduate Studies requirements for completing a program, as described in [master's](#), [doctoral](#), or [Ed.S.](#) overviews.

## Master's Degree with Double Major

After earning [Admission to a Double Major](#), students must meet minimum requirements for each of the majors. A minimum of **half the hours** must come from each major; the number of credits may vary based on the total required hours for each major. For each of the two majors, students must take [a minimum number of credits, as specified for their Option](#), in courses open only to graduate students.

The student must satisfy the **comprehensive examination** requirements for each major.

- The examining committee shall consist of two graduate faculty members from each of the major departments/areas; it shall be co-chaired by one from each.
- All committee members must be resident Graduate Faculty, Graduate Faculty Associates, or courtesy members. At least one of the two members from each department must be Graduate Faculty or Graduate Faculty Associates.

## Doctoral Degree with Double Major

At the doctoral level, five double majors are approved:

- Statistics & Agricultural Economics
- Statistics & Agronomy
- Statistics & Animal Science
- Statistics & Economics
- Statistics & Natural Resource Sciences

Any other major pairings are subject to approval by the departmental graduate committees and the Dean for Graduate Studies.

## Second Master's Degree

Students who have earned a previous graduate degree at any institution may pursue additional degrees at the master's level. The subsequent master's degree(s) may be in the same discipline as the previously earned degree, or in a different discipline.

As described in [Double-Counting](#) policy:

- No graduate credits **from a graduate degree previously awarded** at any institution, including UNL, will be accepted toward a subsequent master's program.
- Graduate credits **not previously applied** toward a degree may be considered for transfer to a subsequent master's if the graduate credits were earned within 10 years prior to completing the master's degree at UNL.

## Minors

A minor is a course of study in addition to the major, effectively an abbreviated second major.

- For [any major approved to offer a master's degree](#), a minor of the same name is offered.
  - For example, an MA in History exists so a minor in History is available.
- A few additional minors have been established without a corresponding master's-level major.
  - Beef Cattle Nutrition
  - College STEM Education
  - Construction Management
  - Medieval and Renaissance Studies
  - Quantitative, Qualitative, and Psychometric Methods (also available as a specialization)
  - Water Resources Planning and Management (also available as a specialization)
  - Women's and Gender Studies (also available as a specialization)

## Master's

A master's student may declare a minor on the Memorandum of Courses.

- A minor under any Option must consist of at least 9 credit hours.
- Depending on the [Option](#), a minor may be optional, required, or unavailable.
- A faculty member from the minor department must sign the Memorandum of Courses and the Final Examination Report.

## Doctoral

A doctoral student may declare a minor in their Program of Studies.

- The minor's credit hours are included in the total for the doctoral program and must include at least 15 hours, with 6 hours in courses open exclusively to graduate students (900 level, or 800 level without 400 level or lower counterparts).
- A graduate faculty member from the minor program must be a member of the student's Supervisory Committee.

## Specializations

A specialization is a well-defined focus within a particular major or set of majors, typically 9 to 12 hours, established by approval of the UNL Graduate Council.

A student may choose a specialization while applying for admission or later when filing a plan of study. Once added to a student's program, the specialization is listed with the major on official records and transcripts.

## Areas of Study

Areas — also known as concentrations or emphases — are informal and do not appear in official records.

# Master's Degrees

## Master's Programs Offered

See [Programs Offered](#) for a current list of degrees and majors, [Majors, Minors, and More](#) for related policy, and the [Graduate School Glossary](#) for a better understanding of the different degrees.

*UNL's professional master's programs — e.g., MArch, LLM — are not overseen by Graduate Studies or covered by this Graduate Bulletin.*

## Core Requirements

A student progresses toward a master's degree by completing the sequence of [Master's Degree Milestones](#) before their posted deadlines and while following these policies:

### For All Master's Degrees

The **Memorandum of Courses** is filed **before the halfway point** — before grades (letter grades, no reports, or Incompletes) have been received in more than one half of the courses listed on the Memorandum — and on recommendation of the major and minor departments and approval of Graduate Studies.

- A student may NOT file a Memorandum and graduate in the same term.
- Students have **ten years** from the oldest course listed on the Memorandum to complete the degree. Courses exceeding this limit may not be used toward a master's degree.

A student is admitted to **Candidacy** for the master's degree when **admission deficiencies** have been removed and the Memorandum of Courses has been filed.

The student must **apply to graduate**.

The **Final Examination Report** is due in Graduate Studies at least four weeks (three weeks in summer) before the final exam, if required, but in no case later than four weeks before the final date for oral exams. The report will be accepted after all courses on the Memorandum have been completed or are in progress, and any Incompletes have been removed.

- **Written examinations** in major and minor fields, if required, must be passed at least one week prior to the oral exam.
- An **oral examination**, if required, is administered by the examining committee.
- See [Examinations for the Master's Degree](#) for full policy.

### Additional for Option I (Thesis)

The **subject** of the thesis must be approved by the departmental Graduate Committee, and the thesis must conform in **style and form** to the guidelines in [Preparing a Thesis or Dissertation](#).

The **preliminary thesis and abstract** must be approved prior to the oral exam.

- A Candidate is eligible to apply for the final oral exam or its waiver only after the completed thesis is **approved by the advisor**.
- An electronic copy of the thesis is due in **Graduate Studies** at least two weeks (one week in summer) prior to the oral exam, or if the oral exam is waived, no later than two weeks before the final date for oral exams.
- The thesis must be presented to the **examining committee** at least two weeks prior to the oral exam.

After successful completion of the oral exam, the **finalized thesis** is due in Graduate Studies for **final approval** prior to **upload and deposit**.

# Research Responsibility

All research involving human or animal subjects must receive approval from the Institutional Review Board (IRB) and/or the Institutional Animal Care and Use Committee (IACUC). The IRB New Protocol Submission form is completed online via [NUGrant](#); the Application to Use Animals is available from the [Office of Research Responsibility](#).

Approval must be secured prior to the initiation of the research; the IRB and IACUC will not review projects already in progress. Evidence of IRB/IACUC approval must be submitted at the time the final thesis is filed.

## Examinations for the Master's Degree

### Examination Requirement

All master's students are required to complete a **comprehensive examination — written and/or oral** as required by the appropriate academic departments.

#### Written Exam

The written exam, if required, must be completed within **24 months** prior to the date of graduation.

#### Oral Exam

When an oral examination is required, the **examining committee** will consist of at least **three members** representing the major department and the minor department (if applicable), recommended by the major department and approved by Graduate Studies.

- All professors on the examining committee must have Graduate Faculty status — full or Associate.
- If a committee member **leaves the employ of the University or retires**, a replacement should be appointed. When continuing expertise is needed and the faculty member is willing to continue serving, the departing faculty member may remain as a member or co-chair of the committee, with approval of the department Graduate Committee and Graduate Studies.

#### Option I

For an Option I student's oral examination to be waived, the student must have completed a written examination within the 24 month time requirement, and the thesis must be approved in writing by a Graduate Faculty member in addition to the major advisor.

#### Minor

When the program includes a minor, the comprehensive examination in the minor field(s) (written and/or oral) may be waived subject to the approval of the minor department(s) provided all grades in the minor are at least a B or pass.



# Examination Results

## Pass

Upon **successful completion** of the examination(s), the student proceeds with steps outlined in the [Master's Degree Milestones](#).

- When the examining committee's "pass" decision is not unanimous but **only one examiner dissents**, the student is to be approved for the degree. The dissenting member files a letter of explanation in Graduate Studies.

## Fail

If a student **fails to pass** the final oral or written examination, the committee files a report on the failure in Graduate Studies and indicates what the student must do before taking another examination. Another examination may not be held during the same term.

# Thesis Options

## Options I, II, and III

The NU Graduate College offers master's degrees under **three Options**, except in a few departments where such a choice is not feasible.

### For all options

- No courses older than **10 years** will apply toward master's degree requirements at UNL.
- A written or oral **comprehensive examination** is required.

### Option I

- Minimum **30 cr**, including 20-24 cr of regular coursework.
- **Thesis required**, equivalent to 6-10 cr. At least half of the required work, including thesis, must be in one major subject.
- Minor optional, at least 9 cr.
- 8 cr, in addition to the thesis, must be in graduate-only\* courses.

### Option II

- Minimum **36 cr**, a major and one or two minors.
- **No thesis** required.
- Minor required, at least 9 cr.
- At least 12 of the 36 cr must be in graduate-only\* courses.

*MEd is only available as Option II.*

### Option III

- Minimum **36 cr.**
- **No thesis** required.
- **No minor** available.
- At least 18 of the 36 cr must be in graduate-only\* courses.

*Accountancy MPA is only available as Option III; its students must earn at least 20 cr in graduate-only\* courses and at least 15 cr of those must be in Accountancy.*

\*Courses open only to graduate students are those numbered at the 900 level, or at the 800 level without counterparts at the 400 level or below.

## Change of Option

Students may change their declared Option at any time during the program of study with written approval from the advisor, the Chair of the Graduate Committee in the student's major, and the Dean for Graduate Studies. **The only exception to this policy is that students may not change from Option I to any other Option if certification of full-time status has been utilized.**

# Doctoral Degrees

## Doctoral Programs Offered

UNL Graduate Studies oversees four doctoral degrees:

- Doctor of Philosophy (PhD)
- Doctor of Education (EdD)
- Doctor of Musical Arts (DMA)
- Doctor of Audiology (AuD) *As of October 1, 2016, the AuD is administered by Graduate Studies; however, this bulletin has not yet been revised to cover the AuD.*

See [Programs Offered](#) for a current list of degrees and majors, [Majors, Minors, and More](#) for related policy, and the [Graduate School Glossary](#) for a better understanding of the different degrees.

*UNL also offers additional professional doctoral programs — e.g., JD, DPH, DVM — which are not overseen by Graduate Studies or covered by this Graduate Bulletin.*

## Requirement Overview

To qualify for a doctoral degree, it is the student's responsibility to meet the following requirements as part of the [Doctoral Degree Milestones](#):

1. Establish a [Supervisory Committee](#) prior to completion of one half of the doctoral coursework.
2. Complete a [Program of Studies](#), approved by the Supervisory Committee and filed in Graduate Studies prior to completion of one half of the doctoral coursework.
  - PhD: At least 90 credit hours, including 12 to 55 hours of dissertation research.
  - EdD: At least 96 credit hours, including 6 hours of research tools and 12 to 55 hours of dissertation research.
  - DMA: At least 90 credit hours, including a minimum of 3 hours doctoral document

research.

3. Achieve [academic residency](#).
4. Pass a [comprehensive examination](#) — written and potentially also oral — in the major and minor fields of study.
5. Achieve [candidacy](#) and satisfy requirements for registration during candidacy.
6. Prepare a dissertation (for PhD or EdD) or doctoral document (for DMA), pass a [final examination](#) (defense), and submit the approved final version to the University.
7. Complete all work for the doctoral degree within eight years of filing the Program of Studies in Graduate Studies.

## Research Responsibility

All research involving human or animal subjects must receive approval from the Institutional Review Board (IRB) and/or the Institutional Animal Care and Use Committee (IACUC). The IRB New Protocol Submission form is completed online via [NUGrant](#); the Application to Use Animals is available from the [Office of Research Responsibility](#).

Approval must be secured prior to the initiation of the research; the IRB and IACUC will not review projects already in progress. Evidence of IRB/IACUC approval must be submitted at the time the final dissertation is filed.

## Supervisory Committee

### Committee Requirements

A Supervisory Committee is established **before a doctoral student has accumulated 45 credit hours**, including any transfer hours but excluding research or language tools, to assure that students are under careful advisement and mentoring throughout their careers.

The Supervisory Committee is appointed by the Dean for Graduate Studies based on a recommendation of the departmental Graduate Committee in the student's major, prior to the approval of the program of study.

The Supervisory Committee consists of at least four resident [Graduate Faculty](#) members.

- All committee members must be either Graduate Faculty or Graduate Faculty Associates approved to perform specified Graduate Faculty duties.
- The committee must include at least one Graduate Faculty member external to the academic department or program in which the degree is to be granted but within the University of Nebraska system. If the student is pursuing a minor, the Graduate Faculty member from the minor department may serve as the outside representative.

### Member Roles

Once the committee has been formed, an [Appointment of Supervisory Committee form](#), signed by the Graduate Committee Chair, should be filed with Graduate Studies.

- **Chair:** The Chair of a doctoral student's committee serves as the advisor and mentor of

the student. The Chair may not serve as the Outside Representative or a designated reader.

- **Member:** All members of the committee vote to allow the student into candidacy, request an extension and determine the outcome of the student's dissertation defense. Members may serve as the reader or outside representative.
- **Reader:** Two members of the committee are designated as readers. They and the Chair read the draft(s) of the dissertation to determine whether the student is ready to defend. They sign the *Application for Final Oral* if the student is approved to move forward with the defense. Courtesy members may serve as readers.
- **Outside Representative:** One member must be external to the student's major program but within the University of Nebraska system. If the student is seeking a minor, the faculty member representing the student's minor may serve as the Outside Representative. He or she may serve as a reader on the student's committee.
- **Courtesy Member:** Faculty external to the University of Nebraska system may serve as a fifth committee member on the student's committee. Courtesy members may serve as readers and have voting rights for the student's committee. Only one courtesy member may serve per committee. A courtesy member may not serve as outside representative.

## Changes to the Committee

Changes may be made to a Supervisory Committee any time prior to the submission of the Application for Final Oral Exam using the [Change of Committee form](#).

If the Supervisory Committee **chair** leaves the employ of the University, or retires or is otherwise unable to serve on the Committee, Graduate Studies must be notified immediately and a change in the Committee made as follows:

- If the student has achieved Candidacy, the former chair who has left may continue to serve as co-chair of the Supervisory Committee, with approval of the departmental Graduate Committee and the Dean for Graduate Studies. A second co-chair must be appointed who is a resident Graduate Faculty member.
- If the student has not achieved Candidacy, a new chair of the Supervisory Committee who is a resident Graduate Faculty member must be appointed immediately, with the agreement of the departmental/school Graduate Program Committee and the Dean for Graduate Studies.

If a **member other than the chair** leaves the employ of the University or retires, a replacement should be appointed who is a resident graduate faculty member. When continuing expertise is needed and the faculty member is willing to continue serving, he/she may continue as a member of the Supervisory Committee, with the approval of the Supervisory Committee Chair and the concurrence of the Dean for Graduate Studies.

Graduate faculty with **emeritus status** may co-chair the supervisory committees of doctoral students with a resident graduate faculty member and may continue to serve as members of committees, with approval of the graduate committee chair.

## Program of Studies

### Program Requirements

The Program of Studies must be filed in Graduate Studies prior to completion of half the coursework for the doctoral program.

- At least half of the graduate work, including the dissertation, will be completed in the student's major.
- It must contain at least 90 credit hours including 12 to 55 hours of dissertation research.
- It must include any departmental language or research tool requirements.
- It must be filed within the same semester as the appointment of the Supervisory Committee.
- The time limit on granting the doctoral degree is eight years from the time of filing the student's Program of Studies in Graduate Studies.

Any subsequent change in the program is approved by the Supervisory Committee and the action reported to Graduate Studies in writing.

The Supervisory Committee will determine what course work taken prior to filing of a Program of Studies, including hours earned toward the master's degree(s), will be accepted as part of the 90-hour program.

- The Supervisory Committee is not obligated to reduce the doctoral Program of Studies by applying course work completed prior to its appointment.
- Prior course work is assessed in relation to its contribution to framing a research foundation for the degree. Each course accepted must be current and relevant in relation to the desired degree.
- No graduate credit will be accepted from a previously awarded doctoral degree at any institution, including UNL.

## Language and Tools

There is no uniform language or research tool requirement for UNL Graduate Studies. Students should contact their Graduate Chair for specific departmental requirements.

All required language or research tools requirements for the student's program should be listed on the Program of Studies by the Supervisory Committee and be satisfied prior to filing the Application for Admission to Candidacy, which is due at least seven months before the scheduled final oral examination.

## Interdisciplinary Program

An Individualized Interdisciplinary Doctoral (IID) program of studies is designed for students who wish to tailor a program to meet their professional interests and research endeavors across programs. A student in an IID program may select a field of study that integrates material offered in two or more departments without meeting the specific major requirements of one program.

Although an IID program allows a high degree of flexibility, it requires the approval of Graduate Studies as well as the participating academic units. It is not an alternative for students who cannot gain admission to other programs. Also, it is not a mechanism for offering the PhD degree within units which do not have their own authorized PhD programs; an IID program may be developed only with programs which offer a doctoral degree.

For information on developing an IID Program of Studies, contact the [Doctoral Specialist](#) in Graduate Studies.

## Academic Residency

Academic residency requires the doctoral student to enroll in a specified number of hours related to the degree within a specific timeframe. This ensures that each doctoral program is reasonably compact, continuous, and cohesive, and that a substantial portion is done under close supervision by the University. No additional hours over and above those for the required program of studies will be needed to fulfill academic residency.

For a student beginning a doctoral program:

- With a **bachelor's degree**: The requirement is 27 hours of graduate work within a consecutive 18-month period, and 15 of these 27 hours must be taken after receiving a master's along the way or completing 30 hours.
- With a **master's degree**: The requirement is 27 hours of graduate work within a consecutive 18-month period.
- As **University staff or a person employed full-time in their major field**: The requirement is 24 credit hours of graduate work within a consecutive two-year period, and 12 of these 24 hours must be taken after receiving a master's along the way or completing 30 hours. For registration restrictions, refer to [University Staff Exemption](#).

The academic residency requirement must be met **prior to the scheduling of the final oral exam**.

In exceptional circumstances, where it is clear that the purpose of residency will be fulfilled although the above formal conditions are not met, the student's Supervisory Committee may, with the approval of the Dean for Graduate Studies, designate an alternative procedure for satisfying the residency requirements.

## Comprehensive Examination

When a student has substantially completed studies in the doctoral program, the student must pass a written comprehensive examination in the major and minor fields of study.

### Requirement and Scheduling

The Supervisory Committee arranges for comprehensive examinations — written and potentially also oral — at least seven months prior to the final oral examination (defense).

- The **written** comprehensive examination is an investigation of the student's breadth of understanding of the field of knowledge of which his/her special subject is a part. It is not a repetition of course examinations.
- An **oral** comprehensive examination may be required at the discretion of the Supervisory Committee. The oral exam may include the minor or related fields in addition to the major field of study. If an oral exam is required, it is part of the comprehensive exam requirements to be met before candidacy.

### Results

#### Success

Upon successful completion of comprehensive exams, an [Application for Candidacy](#) should be filed.

## Unsuccessful Attempts

If the Supervisory Committee determines that the student has failed the comprehensive examination:

1. A letter is submitted by the chair of the Supervisory Committee to the Dean for Graduate Studies stating the conditions under which the student may attempt another examination.
2. Only one attempt may be made per academic term. Only two attempts overall are permitted, unless additional attempts are approved by the Supervisory Committee.

# Candidacy

## Becoming a Candidate

### Application

The Supervisory Committee files the [Application for Admission to Candidacy](#) once the student has:

- Met any provisional admission requirements
- Satisfied language and research tool requirements
- Passed the comprehensive examination(s)

This form must be filed in Graduate Studies at least seven months prior to the final oral examination (defense).

### Continuous registration

Once candidacy is achieved, the student must register for **at least one credit hour each fall and spring** until they graduate, even after meeting the total dissertation hours on their Program.

- **Failure to register will result in termination of candidacy and program.**
- [Academic Leave](#) can, for eligible students, provide an exception to the continuous registration requirement.
- Candidates do not need to register for **summer** unless required by their department during an assistantship, for a student visa, to defer student loans, or for Health Center access.

### Credit hours

Doctoral candidates must register for at least 1 credit hour each fall and spring; they may need additional hours due to the following factors.

- To be exempted from withholding for FICA (Social Security) and Medicare, candidates being paid as graduate assistants must either have full-time status or register for 4 cr each term.

- Campus Services/Facilities: Graduate students registered for at least 1 cr per term are able to access the [University Health Center](#), [University Libraries](#), and [Campus Recreation Center](#). Additional charges may be incurred based on use.
- [Health Insurance](#): All UNL students enrolled in at least 3 cr or full-time certified are eligible to purchase this plan. Graduate assistants and international students are automatically enrolled in health insurance.
- [Eligibility for financial aid](#) typically requires enrollment of 4 cr per fall or spring. It also involves the fraction of [attempted credit hours completed successfully](#) and whether the student has exceeded a maximum number of credit hours allowed for a degree objective.

## Full-time status

Full-time status normally requires 9 cr each fall and spring. However, Candidates enrolling in at least 1 credit hour per term can be classified as full-time if they request and are approved for [Certification of Full-Time Status](#) before each term.

Doctoral students may use full-time certification for a maximum of two consecutive years. To maintain full-time status beyond that, a candidate must again register for at least 9 cr each fall/spring.

## Tuition and fees

### Retaining resident rate

Candidates who were classified as Nebraska residents for tuition purposes and relocate out of the state while maintaining continuous enrollment remain eligible for resident tuition.

### All but dissertation (ABD)

Students who have completed all courses on the Program and who are registering for dissertation (999) hours in excess of the requirements of the Program to maintain continuous registration are eligible for a waiver of the non-resident portion of tuition. To qualify for this benefit, students must:

- Have grades for all courses on the Program of Studies except for dissertation (999) hours.
- Send email to the [Doctoral Specialist](#) requesting this benefit. (Once approved, this status remains in effect until the student graduates.)

## Dissertation and Final Oral Exam

### Dissertation Requirements

The **dissertation** is of no fixed length. Students work with their advisor and/or Supervisory Committee to determine the subject of the dissertation.

The **dissertation abstract** may not exceed 350 words in length.

See [Preparing a Dissertation](#) for formatting required by Graduate Studies. Style guidelines are determined by the student's specific discipline.



# Reading Committee

Following approval by the major advisor, the dissertation and abstract should be presented to the Reading Committee for review at least four weeks prior to the oral examination. The Reading Committee consists of two members from the Supervisory Committee, excluding the Chair or Co-chair.

An [Application for Final Oral Exam](#) is due in Graduate Studies at least two weeks prior to the scheduled defense, indicating that the committee chair(s) and the readers have read the dissertation, find it suitable for a defense, and grant permission for the defense to be held. All committee members should be given sufficient time to read the dissertation prior to the defense.

If only one member of the Reading Committee dissents, the dissertation defense or oral exam may proceed upon written recommendation by the supervisory committee, accompanying the Application for Final Oral Exam.

## Final Oral Examination

### Preparation

Once the candidate's dissertation has been reviewed and approved by the Reading Committee and Supervisory Committee Chair(s), a final oral examination may be scheduled.

The final oral examination must be scheduled for a date when a majority of the Supervisory Committee, including the Chair(s), are available for the examination. Exceptions may be made only by permission of the Dean for Graduate Studies.

### Examination

The final examination for the doctoral degree is oral and open to the University community and the public.

- The Supervisory Committee determines the defense's character and length. The examination may be devoted to the special field of the dissertation or to the Candidate's general knowledge, or it may be designed to test judgment and critical powers.
- All persons may be present during the dissertation presentation and general questioning. However, this is followed by a closed questioning portion of the examination for which all persons except the Candidate, Supervisory Committee, and invited faculty must be excused.
- The final oral examination over the dissertation may be waived only with the consent of the Dean for Graduate Studies.

### Results

The Supervisory Committee reports the results of the final oral examination to Graduate Studies.

- A. If the committee agrees unanimously that the student has passed: A [Report of Completion](#) is signed by all committee members present for the defense.
- B. If only one member dissents: The dissenting member files a letter of explanation in Graduate Studies, but the student is approved for the degree and a Report of Completion is signed accordingly.
- C. If more than one member dissents: The student fails to pass the final oral exam. The committee files a report on the failure in Graduate Studies, indicating what the student

must do before attempting another examination. A student may attempt a final oral exam only once per term.

## Depositing

Following the successful completion of the oral examination, the student should complete the remaining [Doctoral Milestones](#).

Only abstracts and dissertations that meet all published requirements can be approved and stamped for depositing.

Depositing also involves payment of a processing fee and, if applicable, a fee to register a copyright.

## Educational Specialist Degree

A student progresses toward the Ed.S. degree by completing the sequence of [Ed.S. Milestones](#) before their posted deadlines and while following these policies:

The **Supervisory Committee** is established prior to completion of 42 credit hours of the Ed.S. program's required coursework. A Supervisory Committee consisting of three graduate faculty is appointed with approval by the department's Graduate Committee Chair.

The **Program of Studies** is filed prior to completion of 42 credit hours of the Ed.S. program's required coursework.

- A minimum of **66 credit hours** beyond the baccalaureate degree is required for the Ed.S. The student must complete **at least 24 credit hours after approval of the Program**.
- While specific requirements are determined by departments, in general 40 to 50 hours will be in core courses within the unit or closely related units, 3 hours or more will be research, 6 hours or more will be practicum, and 6 or more hours will be electives.
- The time limit on granting the Ed.S. degree is **six years** from the time of filing the Program in Graduate Studies.

A written **Comprehensive Examination**, developed by the Supervisory Committee, is administered when the program is substantially complete. The committee determines the nature and duration of the examinations.

Once the student has met all requirements for the Ed.S. degree, a **Final Report Form** is signed by all Supervisory Committee members and submitted to Graduate Studies.

## Certificate Programs

### Graduate Certificates

Graduate certificate programs are designed for post-baccalaureate, graduate, or post-graduate students. See [Programs Offered](#) for current offerings, including application instructions and course requirements.

A graduate certificate typically requires at least 12-15 credit hours of work past the bachelor's degree, but no more than 20 hours.

After completing the prescribed set of coursework, students receive a graduate certificate rather than a degree. Completion of the certificate is indicated on the UNL graduate transcript.

Graduate certificate programs may function independently of degree programs. Hours earned in certificate programs may be [applied to a degree program](#).

## State Certifications for Educators

Educator certifications — in particular, the Teaching Certificate (initial or renewal), Administrative Certificate (initial or renewal), and various endorsements — are granted by the State of Nebraska's [Department of Education](#) rather than by UNL.

For more information consult [UNL's certification officer](#).

## Educational Administration and Supervision

The Department of Educational Administration offers a graduate-level administrator preparation program leading to a Certificate of Specialization in Educational Administration and Supervision (EDAS-SXCT). The minimum requirement is 66 semester credit hours, in a Program of Studies specified by the Department.

Requirements for the student:

1. Apply for admission as indicated for [Educational Administration](#), get and accept an offer of admission to the program, and enroll.
2. Complete certificate requirements within six consecutive calendar years of acceptance into the program. At the time of completion, none of the credit hours approved may be more than ten years old, except for hours earned in a previous degree program.
3. Apply for graduation via MyRED. Once all requirements are complete, the department will notify Graduate Studies so the student may receive the certificate through Graduation Services.

# Faculty

## Graduate Faculty and Associates

### Graduate Faculty

#### What they do

Graduate Faculty may vote on any matter presented to the graduate faculty, including the election of the Graduate Council for their specific campus. They may also hold any elected office in the Graduate College. Graduate Faculty may teach graduate courses, serve on final examining committees, and serve on supervisory committees. Graduate Faculty have the additional responsibility of voting on certain nominations of graduate faculty in their department/school or interdepartmental program.

Graduate Faculty status lasts for the duration of the faculty member's appointment with the University.

### **How one gets graduate faculty status**

- A. Faculty hired into tenure-leading positions are automatically granted Graduate Faculty status.
- B. Staff or faculty hired in non-tenure leading faculty positions may be nominated for Graduate Faculty Status.

Nominees must have:

- the rank of Assistant Professor of Practice or Research, or equivalent or above;
- the terminal degree accepted for academic employment in the discipline or its clear equivalent as determined by the Graduate Committee of the nominee's department/school or interdepartmental area;
- clear evidence of continuing scholarly activity at the national level and potential beyond teaching; and
- active involvement in scholarly/creative activity and/or graduate teaching as part of his or her regular duties.

After obtaining a majority vote of the department's entire graduate faculty, the nominating department completes the nomination form and submits it to Graduate Studies with signatures from the nominee, nominator, graduate committee chair, department chair, and college dean. Graduate Studies then submits the form to UNL's Central Administration for consideration.

## **Graduate Faculty Associates**

### **What associates do**

Graduate Faculty Associates may teach graduate courses, direct master's theses, serve on or chair master's degree examining committees, and serve on, but not chair or co-chair, doctoral supervisory committees.

Graduate Faculty Associates **do not** have a vote on the Graduate Faculty, nor can they hold any elected office in the Graduate College.

Graduate Faculty Associate status is effective only for the approved period (up to four years), but may be renewed upon request.

### **How one gets associate status**

Nominations must be recommended with a majority approval of the appropriate departmental or interdepartmental area graduate committee and approved by the Dean for Graduate Studies.

The nominee must hold the terminal degree, as well as the rank of Assistant Professor of Practice, Research Assistant Professor, or corresponding adjunct faculty rank or Adjunct Assistant Professor or above.

# Emeriti

## What they do

Graduate Faculty appointed to emeritus status may retain the rights and privileges associated with their Graduate Faculty status. This includes permission to:

- teach graduate courses;
- serve as members of graduate programs; and
- co-chair the supervisory committees of doctoral students with a resident member of the Graduate Faculty.

## How one gets emeritus status

Emeritus Graduate Faculty status is determined by the faculty member's program at the time of their retirement from the University.

# Courtesy Committee Members

## Who they are and what they do

Each student's committee must be comprised of faculty with Graduate Faculty status. Courtesy status enables the inclusion of uniquely qualified individuals from other institutions, industry, or the community.

Each external expert is approved for courtesy status on a **per-student-committee** basis, rather than as a blanket status.

- They become voting members of the student's committee and must be willing to participate in the student's program in a manner consistent with this role.
- On a doctoral committee they may serve as one of the two appointed readers but not as chair, co-chair, or outside representative.

## How one gets courtesy status

The student and committee chair submit to Graduate Studies a **current CV** from the proposed courtesy member, accompanied by either:

- [Doctoral Milestones](#): the completed, signed Courtesy Committee Member form
- [Master's Milestones](#): the Final Examination Report form

The courtesy member must hold a terminal degree appropriate to the discipline and have academic accomplishments comparable to the criteria for UNL Graduate Faculty.

Each student's committee may include a maximum of one courtesy member, in addition to the required minimum number of NU Graduate Faculty members.

# Graduate Lecturers

The departmental chair/head may recommend the approval of a lecturer for a graduate level course. Such approval is needed for a staff member who does not qualify as a graduate member or graduate associate, but

- holds the terminal degree normally accepted for employment in the discipline; or
- has achieved some extraordinary accomplishments as determined by the Graduate Committee of the nominating department.

The lecturer appointment is only valid for the semester for which it was approved. The Request for Approval of Graduate Lecturer form should be submitted with the proposed lecturer's vita to Graduate Studies.

## Previous Bulletins

The following are available in PDF format:

- [Graduate Bulletin 2015-2016 \(1MB\)](#)
  - [Graduate Bulletin 2014-2015 \(1MB\)](#)
  - [Graduate Bulletin 2013-2014 \(328kb\)](#)
  - [Graduate Bulletin 2012-2013 \(12MB\)](#)
  - [Graduate Bulletin 2011-2012 \(5.6MB\)](#)
  - [Graduate Bulletin 2010-2011 \(6.1MB\)](#)
  - [Graduate Bulletin 2009-2010 \(6.1MB\)](#)
  - [Graduate Bulletin 2008-2009 \(2.8MB\)](#) — first web-based bulletin year
  - [Graduate Bulletin 2007-2008 \(1.2MB\)](#) — final year for paper-based bulletin
  - [Graduate Bulletin 2005-2007 \(1.5MB\)](#)
  - [Graduate Bulletin 2002-2004 \(22MB\)](#)
  - [Graduate Bulletin 2000-2002 \(16MB\)](#)
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