



August 2025
Graduate
Directors Training

- August 14 1:00-3:00 PM



Agenda

- 1. Welcome and Introductions**
- 2. Program Director Expectations**
- 3. Recruiting and Admissions**
 - i. Admission Types
 - ii. The Enrollment Funnel
 - iii. Recruitment opportunities
 - iv. Communication Flows
 - v. Using Slate
- 4. Program Administration and Student Support**
 - i. Managing your GA budget
 - ii. GA Policies and Procedures
 - iii. Graduate Petitions
 - iv. Thesis & Dissertation Policies and Procedures



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Introductions – COGS Team

- Bill Kosteas – Dean
- Jacqueline Jenkins – Associate Dean
- Shandra O'Dell – Office Coordinator
- Chris Pokorny – IT Support Manager (shared with Office of Research)

Introductions – COGS Team

- **Student and Faculty Services**

- Veronica Hill – Director of Graduate Student and Faculty Services
- Marquita Rodgers – Graduate Student and Faculty Services Coordinator
- Kyle Reynolds – Graduate Student Success Coordinator

- **Admissions & Recruiting**

- Michael Hollenbaugh – Director of Graduate Admissions
- Kaitlyn Carmel – Graduate Recruitment Coordinator

Program Director Expectations

- Provide academic leadership by overseeing the program curriculum
- Coordinate student support and advising
- Coordinate admissions and recruitment
- Facilitate regular communication with students in your program and represent the program at college & university level meetings
- Some programs have staff and/or vendor support for some of these functions. Make sure you are working within the framework of these arrangements.

Recruiting and Admissions

- **Admission types**
 - Admit
 - Admit with Prerequisites
 - Provisional Admit
 - Deny
 - Waitlist

Recruiting and Admissions

- **Graduate Networking Social**

- Bi-annual – Homecoming Week and end of spring semester

- **College Events**

- Support provided for recruitment and registration by College of Graduate Studies
- May be virtual or in person

- **Program Events**

- Support provided for recruitment and registration by College of Graduate Studies
- May be virtual or in person



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Recruiting and Admissions

- Prospect
- Inquiry
- Application not submitted
- Application submitted, awaiting materials
- Application complete, program coordinator review
- Decided
- Decision Released

Recruiting and Admissions

- **Communication Flow**

- Inquiry to applied
 - Templates Provided
- Missing documents
 - Managed by Enrollment Services
 - Additional automated emails can be sent at the program directors request
- Admitted to enrolled
 - Templates Provided

Recruiting and Admissions

- **Utilizing Slate**
 - go.csuohio.edu/manage
 - Single sign on
 - App for phone and tablets available
- **Additional training, support, and access**
 - Contact:
 - Michael Hollenbaugh m.Hollenbaugh@csuohio.edu
 - Kaitlyn Carmel k.carmel@csuohio.edu

GA Budgeting

- **The GA allocation serves two roles**
 - Recruit highly qualified students to our graduate programs
 - Support the university's academic mission to provide quality educational opportunities
- **Providing a full assistantship covering all tuition to students already in your program, who shown a willingness and ability to pay may not be the best use of those funds.**

GA Budgeting

- **Some recommendations**
 - Consider the use of stipend-only GA positions.
 - You can cover the in-state portion of tuition and ask the GA to cover the non-resident portion.
 - If students take more than 9 credit hours, the contract might cover the 9 hours of tuition with the GA paying the rest.
- **These recommendations may not work for every program. You know your students and market best.**

Graduate Assistant Policies & Procedures

- Must be a degree-seeking graduate student
- Minimum GPA: 3.0
- Two types: With Scholarship and Stipend only
- Must maintain minimum credit hours based on assistantship type
 - 6 credit hours for stipend only or part time GA contract (limited to 10 hours & 6 tuition)
 - 9 credit hours for full time contract (20 to 15 service hours)
- Tuition support applies only to 500 level coursework and above

Graduate Assistant Policies & Procedures

- Must have valid I-9 before first day of work
- Maximum GA Contracts: Master's - 5; Doctoral – 18
- Primary focus should be instructional support
 - International students must meet language requirements for student-facing roles
- All Research duties must be externally funded
- All contracts go through 3-5 levels of approval depending on funding source
 - If designated as an approver and need access how to instructions are posted

Petitions

A **petition** is a formal request for an exception to university rules or policies. Students may submit a petition when they believe there are **special circumstances** that justify a deviation from standard academic regulations. **Petitions need to be initiated by the student.**

- Petition form
- Narrative – explanation of request and why it should be approved
- Supporting documentation
- **Students submits documents to grad@csuohio.edu**
- **Graduate Studies will review to ensure completeness.**

Petitions



Grade Dispute

- **Student Identifies Issue**

- Student believes a grading error or non-uniform standard was applied.
- **Burden of proof** is on the student.

- **Initial Discussion**

- Student must meet with the instructor **within 45 days** of semester completion.

- **Formal Written Complaint**

- If unresolved, student submits a written statement to the **department chairperson**.
- Chairperson shares the complaint and documents with the instructor.
- Instructor responds in writing; student receives a copy.
- Chairperson may collect further documentation.

Grade Dispute

- **Chairperson Meeting**

- Chairperson meets with student (and instructor, if possible) to resolve the issue.

- **Escalation to Grade Dispute Committee**

- If unresolved, student petitions the **College of Graduate Studies Grade Dispute Committee**.
- Chairperson forwards all documents and their recommendation to the Committee.

- **Committee Actions**

- Notify both parties of Committee membership.
- Share all documents and additional materials with both parties.
- Allow written responses to new materials.
- Schedule a hearing with both student and instructor present.



Grade Dispute

- **Final Review**

- Committee forwards recommendation and full file to the **University Admissions and Standards Committee**.
- This Committee reviews for **due process only**.
- Final decision is sent in writing to both student and instructor.
- **No further appeal** is available within the University.



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Degree Completion – Thesis/Dissertation

Before a student enrolls in thesis or dissertation credits, the **Proposal Form** must be completed and signed by all committee members. This form should list the committee members involved.

Departments and faculty should submit the following documents to the corresponding email addresses: **Proposal Form, Notice of Completion, Signature Page**

Email Addresses:

For Master's Thesis: Masterthesis@csuohio.edu

For PhD Dissertation: PhDdissertation@csuohio.edu

Degree Completion – Thesis/Dissertation

Defense Deadline: Fall/Spring: By Week 10, Summer: By Week 7

After Defense:

- Student needs to submit document to corresponding email address
- Schedule format review meeting via Starfish

Reminders

- Must be continuously enrolled in thesis/dissertation credits during Fall & Spring
- Must be enrolled in the term of defense
- Degree is not awarded until the document is published

Degree Completion – Degree Audit

Students should submit their **graduation application at least one semester** before their expected completion term. This starts the **advisor review process** early, helping ensure everything is completed on time.

Why It Matters

- Helps avoid **surprises** with unmet degree requirements
- Provides **important info** that affects **GA contracts**
- Supports **commencement planning**

Degree Completion – Degree Audit

Course Repeat – How does it impact

- Students may repeat **up to two graduate courses**, each **up to two times**
- Only **letter-graded courses** are eligible; **S/U** and **S/F** grades excluded
- Not applicable to courses with an alternative repeat policy (**i.e. Special Topics**)
- **Most recent grade** counts in GPA—even if lower

Degree Completion – Degree Audit

Graduate Credits Earned as an Undergraduate

- **Accelerated Master's (4+1):** Max **9 credits** can be double-counted; **partial credit not allowed**
- **Non-Accelerated Path:** Up to **9 graduate credits at 500-level** may count toward a future master's if **not used** for the undergraduate degree

University Requirements

- Max **8 credits of 400-level coursework** may count toward graduation; must be **outside the degree program's department**
- Max **8 credits of C-level work** (400–800 level) may apply

Degree Completion – Doctoral Ceremony

Planning for Defense & Commencement

- Students should have already applied for graduation; if not, they need to do so immediately
- Discuss defense plans early in the term; students should defend by **Oct. 31, 25** for a Fall conferral. Students should update graduation date in CampusNet if postponing.
- **Identify doctoral students** participating in commencement early to confirm **eligibility** and ensure **accurate program details**



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Questions

Email Bill @ b.kosteas@csuohio.edu
or Shandra @ s.l.odell@csuohio.edu