

University of New Hampshire Department of Earth Sciences



Graduate Student Handbook Fall 2017

(Applicable for Academic Year 2017-2018)

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Introduction

This Graduate Student Handbook is a reference guide for degree requirements, policies, procedures, and general information for programs offered by the Department of Earth Sciences (the “Department”) at the University of New Hampshire (UNH). Additional information can be found on the Department webpage (<http://ceps.unh.edu/earth-sciences>). Information in this handbook is for reference only and is for Department-specific issues. Students are referred to the webpage of the UNH graduate school (<http://gradschool.unh.edu/>) and the Graduate School Catalog (<http://www.unh.edu/grad-catalog/info.cfm?id=102>) for general policies and procedures regarding graduate study at UNH, including such topics as academic honesty, thesis formats, affirmative action, deadlines, and the working relationship with your advisor, among others. Some of the more important sections of the Graduate School Catalog are reproduced here for emphasis and clarity. Note that this handbook does not cover requirements or policies of the Doctoral program in Natural Resources and Earth System Science (NRESS) in which the Department also participates (<http://www.unh.edu/nressphd/>).

Please note that graduate students are responsible for making sure that adequate credits are accumulated, that credits classify as graduate-level credits, and that the proper forms have been submitted appropriately to the Department, Graduate Program Coordinator, and/or Graduate School. Do not hesitate to ask your advisor (your primary contact) or the Graduate Program Coordinator about any aspect of the graduate degree requirements.

Programs

Department faculty and graduate students are actively involved in three separate graduate ‘programs.’ Each program has its own degrees and group of affiliated faculty. Many faculty are members of multiple programs:

Natural Resources & Earth System Science PhD Program

PhD Earth & Environmental Sciences

PhD Natural Resources & Environmental Studies

Oceanography Program

MS Oceanography

PhD Oceanography

Earth Sciences Graduate Programs

MS Earth Sciences (Geology Option);

MS Earth Sciences (Ocean Mapping Option);

MS Earth Sciences (Geochemical Systems Specialization);

MS Hydrology; and

Graduate Certificate in Ocean Mapping.

Graduate Program Coordinator

Graduate Program Coordinators are excellent resources regarding specific program policies, procedures, curriculum, and related issues. The Graduate Program Coordinators also spearhead the efforts to review applications for admission and graduate program financial assistance. The current Graduate Program Coordinators are:

Program	Coordinator/Chair	Admin Asst.
Earth Sciences MS Programs:	Rosemarie Came rosemarie.came@unh.edu	Sue Clark sue.clark@unh.edu
Oceanography M.S. & PhD:	Tom Lippmann lippmann@com.unh.edu	Sue Clark sue.clark@unh.edu
Natural Resources & Earth System Science PhDs	Steve Frolking steve.frolking@unh.edu	Lynne Cooper nress@unh.edu

If the Graduate Program Coordinator for your degree is unavailable in the time frame in which you need a response, you may also contact the department Chair, Julie Bryce, 308 James Hall, 862-1718, julie.bryce@unh.edu.

ESCI Teaching Assistant Coordinator

The Department of Earth Sciences has a limited number of Teaching Assistantships that are staffed by graduate students in allied degree programs and help support the teaching mission of the department. The TA Coordinator has responsibilities for managing all aspects of the TA positions including making TA offers during the admission process, assigning TAs to specific classes, and evaluating the TAs based on student and faculty feedback. If you have questions or concerns about a TA position, please contact the ESCI TA Coordinator, Jamie Pringle, 142 Morse Hall, 862-5000, jpringle@unh.edu.

MS Degree Requirements

Students are required to have a Bachelor's degree in Earth sciences or a related scientific discipline for admission into any of these programs. Prior to enrollment, students in all programs are expected to have completed successfully one year of college calculus and the equivalent of four semesters of college chemistry, physics, and/or biology. Program requirements are different for each degree, and you are expected to familiarize yourself with your program's requirements. Students are responsible for meeting Graduate School requirements in addition to their degree program requirements. Students that wish to pursue a degree different than the one to which they were originally admitted must complete the appropriate application for change in degree, available at the Graduate School. Students admitted with a stipulation are responsible for completing the necessary coursework in the stated time frame.

Students in the MS programs are required to complete the core curriculum for their respective areas. Students in the thesis option must complete satisfactorily 30 credits, which include the

credits accumulated in the core curriculum elective courses, and the thesis. Students in this option must complete a Master's thesis (ESCI 899, six credits) and give an oral presentation of the results. Thesis credits are awarded after successful completion of all thesis requirements. Students in the non-thesis option must complete satisfactorily 34 credits, including the core curriculum, a two-credit directed research project (ESCI 898), and a written and oral presentation of that research. The thesis and non-thesis options are discussed below. Students in *all* Earth Science MS degree programs are required to take ESCI 997 (Seminar in Earth Sciences) and ESCI 998 (Proposal Development) as part of the core curriculum during their first year. Course descriptions for graduate courses in the Department can be found on the Department and Graduate School's webpages.

MS Earth Sciences: Geology Option

The core curriculum for the option in Geology normally includes **three courses** from the following list:

- ESCI 826, Igneous and Metamorphic Petrology;
- ESCI 831, Geodynamics;
- ESCI 834, Geophysics;
- ESCI 835, Earthquakes and Faulting;
- ESCI 841, Geochemistry;
- ESCI 845, Isotope Geochemistry;
- ESCI 854, Sedimentology;
- ESCI 856, Geotectonics
- ESCI 859, Geological Oceanography;
- ESCI 862, Glacial Geology, and
- ESCI 866, Volcanology.

MS Earth Sciences: Geochemical Systems Specialization

The core curriculum for the specialization in Geochemical Systems normally includes **three courses** from the following list:

- ESCI 841, Geochemistry;
- ESCI 845, Isotope Geochemistry
- ESCI 847, Aqueous Geochemistry;
- ESCI 852, Chemical Oceanography;
- ESCI 864, Data Analysis in Earth System Science;
- EOS/ESCI 815, Global Atmospheric Chemistry; and
- EOS/NR 844, Biogeochemistry

MS Earth Sciences: Ocean Mapping Option

The core curriculum for the option in ocean mapping normally **includes the following courses**:

- ESCI 858, Introductory Physical Oceanography;
- ESCI 859, Geological Oceanography;
- ESCI 871, Geodesy and Positioning for Ocean Mapping;
- ESCI 872, Research Tools for Ocean Mapping I
- ESCI 874, Fundamentals of Ocean Mapping I
- ESCI 875, Fundamentals of Ocean Mapping II

- MATH 896, Math for Mapping
- ESCI 972, Hydrographic Field Course; and

MS Hydrology

The core curriculum for the MS in Hydrology normally includes ESCI 805, Principles of Hydrology, and ESCI 810, Groundwater Hydrology.

In each of the above degrees, additional electives are to be selected in consultation with student's advisor, from 800- and 900-level courses in the Department and/or from courses numbered 700 and above in related disciplines/fields outside of the Department (e.g., Civil Engineering, Natural Resources, Zoology, Chemistry, and the life sciences).

MS Oceanography

The core curriculum for the option in Oceanography includes at least two of the four core courses:

- ESCI 850, Biological Oceanography;
- ESCI 852, Chemical Oceanography;
- ESCI 858, Introductory Physical Oceanography; and
- ESCI 859, Geological Oceanography.

Thesis Option

The thesis option is appropriate for those with strongly focused research interests. Course work of students who undertake a thesis typically is focused on the broad field related to the planned thesis area. Under the direction of a faculty advisor, the student does an in-depth research project and writes a thesis summarizing that study. The thesis must be formatted and submitted to the Department and Graduate School according to the prevailing regulations. See the Graduate School handbook for these regulations. The thesis defense constitutes the final oral examination for students writing a thesis.

Non-Thesis Option

The non-thesis option is appropriate for those wishing to emphasize breadth of geoscientific or interdisciplinary knowledge; hence, students taking this option are required to have additional course credits. The student does a research project that has a smaller scope than is usually required for a thesis and writes a final report on the research project. The student's advisor ultimately reviews and approves the report, but the report does not need to meet any University requirements, as a thesis would. An oral presentation of the project and its findings is also required; this oral presentation must also be approved by the advisor.

A typical schedule for an MS student with a graduate assistantship is shown in Table 1. However, schedules for individual students will vary significantly depending on mechanism of support, course availability, field work commitments, etc. Generally, the MS students in the Department are enrolled in two courses and one to two seminars per semester during the first year and one to two courses, zero or one seminar, and two to six research credits each semester during the second year. Students should work closely with their advisors to fulfill the remainder of the credit requirements.

Table 1. Typical schedule for a MS student in the Department supported by an assistantship

<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>	<i>Semester 4</i>
Core 1	Core 2	Core 3	Core 4
Elective 1	Elective 2	Thesis Credits (3)	
ESCI 997	ESCI 998	ESCI 993 (or S1)	Thesis Credits (3)
ESCI 993 (or S3)			

Advising

All students in the MS program will have an advisor in the Department who is a member of the UNH Graduate School Faculty. Faculty in the Department may be Tenure-Track Faculty, Research Faculty, or Affiliate Faculty. Research Faculty (Research Assistant Professor, Research Associate Professor, Research Professor) are those who have research as their principal responsibility. Research Faculty typically are supported by a variety of mechanisms (internal and external sources); however, the majority of salary support is derived from grant and contract funds obtained by the research faculty member. Tenure-Track Faculty members have a significant fraction of their salary supported by University funds in exchange for services, including but not limited to teaching. Affiliate Faculty may be either Research or Tenure-Track Faculty, but their primary academic home lies outside of the Department. Department Faculty members, in addition to having an appointment within the Department, are often affiliated with University Institutes or Centers. These may include (but are not limited to) centers such as the Earth Systems Research Center (ESRC), and the Ocean Process Analysis Laboratory (OPAL) within the Institute for the Study of Earth, Oceans and Space (EOS) and the Center for Coastal Ocean Mapping (CCOM).

The advisor will serve as the primary point of faculty contact for the student with respect to curricular choices. For participants in the non-thesis option, the advisor will both serve as the research supervisor and approve the final report and presentation. For participants in the thesis option, the advisor will serve as the research supervisor. However, such students will also have a Thesis Committee, the chair of which will be the advisor.

M.S. Thesis Committee

The Thesis Committee shall consist of three holders of Doctoral degrees, one of which is the advisor and at least one other of which is a member of the Department. In some cases, the requirement of a member holding a Doctoral degree will be waived (e.g., if the member has extensive experience in the field of research). The student shall request participation of these individuals in consultation with the advisor. The primary responsibility of the Thesis Committee will be review of the thesis and participation in its oral defense. However, members of the Thesis Committee may also be consulted for input on curriculum; hence, students are encouraged to define their Thesis Committee during their first year of study. The form to be submitted to the Graduate School can be found at http://www.gradschool.unh.edu/pdf/frm_master_comm.pdf. In addition, students are encouraged, when appropriate, to seek informal advising from other members of the Department faculty.

Graduate Certificates in Ocean Mapping Requirements

The program goal is to provide advanced graduate training to working professionals in the area of Ocean Mapping. These professionals will come from a variety of backgrounds ranging from Earth science, geology, and biology to engineering. The graduate certificate in ocean mapping is awarded for completion of the core courses and associated practicum. The graduate certificate program fulfills the Category A International Federation of Surveyors/International Hydrographic Organization/International Cartographic Association (FIG/IHO/ICA) Standards of Competence for Hydrographic Surveyors.

For more information, please visit the ocean mapping website (<http://ccom.unh.edu/graduate-certificate>) or email info@ccom.unh.edu at the Center of Coastal and Ocean Mapping Joint Hydrographic Center.

If students initially enrolled in the Certificate program decide they are interested in pursuing an M.S. instead, they should apply to the M.S. program as soon as possible. University policy states that a maximum of 12 UNH credits taken by a certificate student can be transferred to a degree program.

Core courses for both certificates include the following:

ESCI/OE 871, Geodesy and Positioning for Ocean Mapping;

ESCI/OE 872, Research Tools for Ocean Mapping

MATH 896, Math for Mapping

ESCI/OE 874, Fundamentals of Ocean Mapping I

ESCI/OE 875, Fundamentals of Ocean Mapping II

ESCI/OE 972, Hydrographic Field Course; and

OE 677, Seamanship & Marine Weather

ESCI 896 Coastal Remote Sensing for the optional Remote Sensing Specialty

Ph.D. Degree Requirements

The Department offers the Ph.D. in Oceanography through the OCE program. All other Ph.D. students are matriculated in the NRESS program. *This document addresses only the OCE program.*

OCE students plan a program of study in conjunction with a faculty guidance committee (FGC). Students entering the program without a master's degree are expected to complete a minimum of 36 credit hours. Students with an M.S. degree in oceanography or related field in physical science from UNH or another university should first demonstrate (through accredited transcript or the qualifying examination) acceptable mastery in the basic core areas. Those deficient in any discipline will be required to complete the respective course(s).

All students must complete at least one course from each of the following categories: Natural Sciences, Methods, Ethics/Policy/Law, and Seminar. Additional credit hours are determined by the FGC (typically 15 credit hours). Foreign language requirement is determined by the FGC. Students must complete a Coursework Approval Form, which summarizes all courses to be

taken, and obtain signatures from their adviser, committee members, and the OCE program coordinator once the coursework is completed.

Students wishing to be admitted to doctoral candidacy will undergo a qualifying examination by the guidance committee designed to test the student's in-depth knowledge in their major field and their ability to conduct independent and original research in oceanography. Qualifying students will present to the guidance committee a research proposal in which the soundness, originality, and feasibility of the investigation are clearly stated, and when approved based on a proposal examination by the committee, will form the basis for the doctoral dissertation.

Students are advanced to candidacy after successfully completing the comprehensive exam, proposal exam, and all coursework required by the guidance committee. Students must complete a dissertation, present their results at a public seminar, and pass an oral examination by the thesis committee.

Teaching Requirement

Although not a strict requirement, all graduate students are encouraged to obtain teaching experience, preferably as a teaching assistant.

Field Requirement

All students are required to spend time in the field, even if their research project and interests are primarily based on analytical research, modeling studies, or laboratory experiments. The field requirement could include extended time at sea onboard one of the UNH, UNOLS, NOAA, or similar oceanographic research vessels, or include field experiments at locations in New Hampshire, the U.S., or about the globe, and includes possible nearshore studies, Antarctic expeditions, or other land-based studies related to oceanography. Successful completion of the Field Requirement will be determined by the guidance committee.

Department Faculty and Affiliations

A list of Department Faculty, their rank/title, and any affiliations is shown in Table 2. This list includes those faculty members eligible to be primary advisors of students in the MS programs.

Table 2. Department of Earth Sciences Faculty

<i>Name</i>	<i>Rank/Title</i>	<i>Additional Affiliations/Appointments</i>
Andrew Armstrong	Affiliate Faculty	CCOM
Margaret Boettcher	Associate Professor of Earth Sciences	
Julia Bryce	Professor of Geochemistry	Department Chair
Elizabeth Burakowski	Affiliate Research Assistant Professor	ESRC
Rosemarie Came	Associate Professor of Climate Science	ESCI Graduate Program Coordinator
Erik Chapman	Extension Faculty Affiliate	Cooperative Extension
William Clyde	Professor of Geology	NRESS Executive Committee
Matthew Davis	Associate Professor of Hydrogeology	
Jack Dibb	Research Associate Professor	ESRC
Stephen Frolking	Research Professor	ESRC
James Gardner	Affiliate Research Professor	CCOM
Erik Hobbie	Affiliate Research Professor	ESRC
John Hughes-Clarke	Professor	CCOM/Mechanical Engineering
Joel Johnson	Associate Professor of Geology	CCOM
Jo Laird	Associate Professor of Geology	
Robert Letscher	Assistant Professor Chemical Oceanography	Arriving October 2017/CCOM
Joseph Licciardi	Professor of Earth Sciences	Undergraduate Program Coordinator
Anne Lightbody	Associate Professor of Hydrology	Sabbatical Fall 2017
Thomas Lippmann	Associate Professor	CCOM, OCE Graduate Program Coordinator
Larry Mayer	Professor	CCOM
Moser, David	Professor	CCOM/LOA 2017-18 AY
Palace, Michael	Associate Professor	ESRC
Christopher Parrish	Affiliate Faculty	CCOM/Oregon State University
James Pringle	Professor	OPAL/TA Coordinator
Joe Salisbury	Affiliate Associate Research Professor	OPAL
Kurt Schwehr	Affiliate Associate Professor	CCOM/Google
Mary Stampone	Affiliate Associate Professor	Geography
Douglas Vandemark	Research Professor	OPAL
Ruth Varner	Professor	ESRC
Cameron Wake	Research Professor	ESRC

Larry Ward	Research Associate Professor	CCOM
Rochelle Wigley	Affiliate Faculty	CCOM

Departmental Policies and Procedures

The following policies and procedures apply to the Department of Earth Sciences MS Programs. Again, please refer to the Graduate School catalog (partially reproduced in the previous section) and website for policies and procedures that apply to all graduate students at UNH.

Graduate Student Contact Information

Students enrolled in the MS Programs are expected to inform the Department administrative assistant (Sue Clark, James 214, 862-1718, sue.clark@unh.edu) and the Graduate School of any changes in mailing and other contact information, *especially any changes in their email addresses*. ***Please note: the Graduate School only sends email to your UNH (wildcat) email account. If you plan on using a different account, please be sure to have your UNH email forwarded to the new email.***

Graduate Program Information

Information about special events, research/fellowship/career opportunities, course offerings, and other program-related information will generally be *emailed* to graduate students, typically by the Department assistant. Graduate students also have individual mail boxes for department mail, returned class assignments, etc.

Pre-registration and Registration

Students should meet with their advisor to discuss their course schedule in time to pre-register for courses for the following semester. Course schedules are available each semester in the Time and Room Schedule booklet and on the Registrar's Office webpage (<https://courses.unh.edu/>) Registration may be accomplished online through WEBCAT.

Adding and Dropping Courses

Deadlines for add/drop are published each semester by the Registrar (<http://www.unh.edu/registrar/general-information/important-dates.html>). The course instructor and your advisor must approve adds, drops, and withdrawals, so plan ahead to obtain the signatures by the appropriate deadline.

Seminars and Colloquia

Aside from the two required graduate seminars (ESCI 997 and 998), the department offers a host of other research seminars and colloquia that graduate students should attend. In the Fall semester (typically held on Friday afternoons at 3:10) the NRESS (Natural Resource and Earth System Science) Ph.D. program hosts a series of public presentations by visiting Earth and environmental scientists. The ESCI department also offers a "Brown Bag" seminar (ESCI 993) in the Fall semester (typically held on Thursdays at 12:40) with disciplinary talks led by invited speakers, UNH faculty, and Ph.D. students. The brownbag seminar affords students a chance to learn about research topics presented in an informal setting.

In the Spring semester, the Earth Sciences Department hosts the Chapman Colloquia for presentations by visiting Earth scientists on Thursday afternoons at 3:40. Specific seminar and colloquia schedules can be found on the department web site.

TA Evaluations

Teaching Assistants will be evaluated by students and the ESCI TA Coordinator twice each semester in order to receive feedback about their teaching activities. TAs should read these evaluations carefully and work with the course instructor to address any identified shortcomings.

Environmental Health and Safety Training

For students involved in certain laboratory or field activities, the UNH Office of Environmental Health and Safety requires online training modules that must be completed prior to commencing your work (<http://www.unh.edu/research/ehs-training>). Please consult with your advisor on the appropriated modules to take and complete them during your first semester.

Financial Aid

The department provides financial assistance for graduate students enrolled in the MS programs in numerous ways. Aid is limited and is awarded on a competitive basis. The forms of financial assistance available through the Department are:

- *Graduate Research Assistantship (GRA)*: A GRA includes full tuition waivers and a full stipend for the academic year (and often the summer). GRA availability is determined by Faculty research contracts. The terms of a GRA (including renewal for subsequent years) are defined by the awarding Faculty member. When not taking courses, GRA students are expected to dedicate themselves fully to thesis research.
- *Graduate Teaching Assistantship (GTA)*: A GTA includes full tuition waivers and a full stipend for the academic year. GTAs do not include summer support. In addition to course work and research, students that accept a GTA are expected to help with a Departmental general education course each semester, with responsibilities including laboratory instruction, office hours, and exam/laboratory/homework correction. Upon completion of the first year, GTAs may be renewed for a second year by the Graduate Program Coordinator (in consultation with Department Faculty). GTA support usually does not exceed two academic years. GTAs are provided with teaching evaluations in the middle and at the end of each semester.
- *Tuition Scholarship (TS)*: A TS includes full tuition waivers but no stipend and no summer support. Because there is no stipend associated with a TS, recipients of a TS have no work commitments to the Department. Students that accept a TS are expected to focus on course work and thesis research.

In some cases, students are hired on an hourly basis to perform research tasks (by individual Faculty members) or assist in teaching (by the Department). All graduate students are responsible for all fees and other charges as required by the University. Students supported by assistantships receive medical insurance. Please note that all new recipients of support through assistantships are required to attend the Graduate School Assistant Orientation at the start of the semester during which they first enroll (or first receive their assistantship).

The Department administers several competitive scholarships/awards for supporting graduate student research (ESRC-ESCI, Dingman, Herndon and Von Damm Awards). These are often used to support summer research activities. A solicitation for these funding opportunities will be distributed to all graduate students associated with the Department in the spring semester. Proposals are reviewed by a committee of faculty members and award recipients are notified in early May. Financial awards for these programs do not typically exceed \$2000.

The Graduate School and CEPS also have a limited number of scholarships, fellowships, and assistantships, including tuition scholarships for part-time students and summer support. Information can be found in the Graduate School catalog and on the Graduate School, College (www.ceps.unh.edu), and Department webpages. All students who receive financial aid must maintain a high academic record and high performance in fulfilling the required responsibilities and duties. Students are also encouraged to pursue funding on their own (through, for example, NSF or EPA fellowships).

Professional Development

Students are encouraged to take advantage of professional development opportunities through the University and other avenues. The Department Faculty is available to advise students on presenting papers at conferences, applying for fellowships, independent study projects, research projects and initiatives, and becoming active in professional organizations. Several University and Departmental opportunities are listed below.

Travel Funds for Scientific Meetings and Presentations

Graduate students are encouraged to travel to scientific meetings to present their research results. The Graduate School offers travel grants of \$200 for this purpose. The online form to can be found at http://www.gradschool.unh.edu/php/travel_grant.php.

The Earth Sciences Department also has funds available to support graduate student travel and will match up to one travel grant per year provided by the graduate school. To make a request for these funds, please fill out an application you can find on the Earth Sciences Students myCourses site. You may also apply for funds as part of a proposal to the ESRC/ESCI/OPAL/OCE/Von Damm/Dingman Awards that is typically due at the end of the Spring term. Additional research and travel funds are available to students in the NRESS and OCE graduate programs.

Contact Information

MS Program Information

<http://ceps.unh.edu/earth-sciences/graduate-programs>

Earth Sciences Department
214 James Hall
56 College Road
Durham, NH 03824
(603) 862-1718

Students may also contact the Graduate Program Coordinator or Department Chairperson.

Dr. Rosemarie Came
ESCI Graduate Program Coordinator
214A James Hall
56 College Road
Durham, NH 03824
(603) 862-1720
rosemarie.came@unh.edu

Dr. Jamie Pringle
TA Coordinator
142 Morse Hall
39 College Road
Durham, NH 03824-3525
(603) 862-5000
jpringle@unh.edu

Dr. Julie Bryce
Department Chair
308 James Hall
56 College Road
Durham, NH 03824
(603) 862-1718
julie.bryce@unh.edu

Dr. Tom Lippmann
OCE Graduate Program Coordinator
165 Chase Hall
24 Colovos Road
Durham, NH 03824
(603) 862-4450
lippmann@ccom.unh.edu

Graduate Catalog 2016-2017*

(* 2017-2018 catalog not available until September at <https://www.unh.edu/grad-catalog/choosecatalog.cfm>)

Introduction

The University of New Hampshire enrolls 12,000 undergraduate students and 2,200 graduate students in Durham and has a full-time faculty of more than 600. A comprehensive research university, it retains the look and feel of a New England liberal arts college with a faculty dedicated to teaching. The University is ideally located within easy driving distance to the White Mountains, the Seacoast area of New Hampshire, and Boston.

UNH is a land-, sea-, and space-grant research university. It comprises the following academic units: the College of Engineering and Physical Sciences; College of Liberal Arts; College of Life Sciences and Agriculture, which includes the Thompson School of Applied Science; College of Health and Human Services; Peter T. Paul College of Business and Economics; University of New Hampshire at Manchester; University of New Hampshire School of Law in Concord; and the Graduate School.

The University System of New Hampshire, of which UNH is a member, also includes Keene State College, Plymouth State University, and Granite State College.

The University awarded its first Ph.D. in 1896, placing it among the earliest American universities to award that degree. Doctoral programs in their present form began in the 1950s.

Graduate Education

The mission of the Graduate School is to provide innovative, responsive, and accessible master's and doctoral degree programs of the highest quality to graduate students. Our programs foster a close interdependence between research and classroom teaching. The 600 graduate faculty members and more than 2,200 graduate students at UNH work together to develop new theoretical and empirical knowledge, design innovative methods and technologies to discover and disseminate that knowledge, and engage in undergraduate and graduate state-of-the-art teaching. The Graduate School is a source of intellectual capital for the University, the region, and the nation.

UNH is the primary institution within the University System of New Hampshire responsible for providing graduate programs that meet state, regional, and national needs and the only one at which doctoral programs are offered. Other units of the University System do offer some master's degree programs.

The Graduate School is led by the dean, who implements the policies of the graduate faculty. The dean is advised by the Graduate Council, which is composed of elected faculty members and graduate student representatives.

Graduate School

www.gradschool.unh.edu

The Graduate School provides assistance to prospective and current students from the time of their first inquiry about graduate study until completion of their graduate programs. Students are encouraged to contact the Graduate School staff with questions regarding academic policy, financial assistance (scholarships, fellowships, and travel grants), and availability of University services.

Graduate Council

The Graduate Council is comprised of 12 graduate faculty members and four graduate students. The council advises the dean of the Graduate School on policies concerning graduate education and is responsible to the graduate faculty for recommendations concerning new graduate programs. Standing committees of the council include the doctoral program committee, the master's program committee, the student affairs committee, and program review committee.

Master's Programs

The University offers master's degree programs in a wide variety of disciplines, which can serve either as professional terminal degrees or as intermediate degrees for those intending to pursue further graduate study. In many programs, students can elect options that will permit them to study one aspect of a discipline in depth by preparing a thesis or to gain a broader mastery of a discipline by electing to take coursework in lieu of a thesis.

Doctoral Programs

The University offers doctoral programs in those disciplines that have both the faculty and facilities to support high-quality advanced graduate education. Care has also been taken to ensure that the programs will make a significant contribution to the opportunities for doctoral education in the New England region. Doctoral education properly focuses on preparing the student to contribute to the growth of knowledge through research. Most doctoral programs also provide opportunities for students to work as teaching assistants and to participate in seminars on teaching led by experienced faculty members. After receiving a dual grounding in the development and communication of knowledge, graduates from UNH doctoral programs have gone on to find excellent teaching and research positions.

Interdisciplinary Programs

The Graduate School encourages and supports interdisciplinary study within existing programs and in the form of new and innovative graduate curricula. While self-designed courses of study are not available at the University, many of our programs offer a range of electives, cross-disciplinary study, and independent projects that allow students to tailor their work to reflect individual interests. This is especially true at the doctoral level. In addition, the Graduate School

oversees intercollegiate programs that involve faculty and coursework from more than one school or college. Intercollegiate programs offer students the opportunity to pursue new and emerging fields of study that draw upon multiple disciplines, leading to solid disciplinary foundations as well as cross-disciplinary skills useful for solving new social and scientific problems. Opportunities for interdisciplinary research are also available in the institutes and centers at the University.

UNH Graduate School Manchester Campus

www.gradschool.unh.edu/manchester

The University of New Hampshire Graduate School Manchester Campus (UNH GSMC) offers post-baccalaureate programs in applied professional fields. Centrally located in Manchester's historic Millyard in the heart of the I-93 corridor, the Graduate School offers the expertise of University of New Hampshire faculty, contemporary curricula, modern educational facilities, convenient access, flexible schedules, and most important, a graduate degree from the University of New Hampshire, the state's flagship public university.

McNair Graduate Opportunity Program

www.unh.edu/mcnair

The McNair Graduate Opportunity Program provides eligible undergraduate students with ongoing consultation and support from faculty mentors and staff to help ensure their success in making the transition from undergraduate to graduate education. There is both an academic year and a summer component to the program. An application is required.

Graduate Student Senate

The Graduate Student Senate (GSS) provides a collective voice for the more than 2,000 graduate students who form an integral part of the University community. The representative structure of the GSS comprises representatives from each college and on-campus housing unit. GSS representatives advocate for graduate students at the USNH Board of Trustees and on various University boards and committees. The GSS also promotes the graduate student community by sponsoring professional development opportunities and social events.

Communication to Students

University communications are sent to students through the following channels:

Webcat

Students receive billing statements, register, and view grades, student accounts, and financial aid awards through Webcat, available through the UNH portal system (<https://my.unh.edu/>)

University e-mail

Important notifications are sent to students by many departments and offices via a UNH e-mail address that is assigned by the University. Students are responsible for checking this e-mail address on a regular basis.

MyUNH

Course material and University announcements are available through the UNH portal system (<https://my.unh.edu/>)

Mail to permanent address

Some notifications are sent in the student's name to the permanent mailing address.

Academic and Support Services

Library

The UNH Library consists of the main Dimond Library and three branch libraries specializing in chemistry (Parsons Hall), physics (DeMeritt Hall), and computer science, mathematics, and engineering (Kingsbury Hall) and a natural science resource center located on Level Two in Dimond. All science libraries have reserve materials, reference and circulating collections, periodicals, and electronic resources specific to their fields.

The Dimond Library offers seating for 1,200; three grand (quiet study) reading rooms; Zeke's Café; and the Dimond Academic Commons (DAC), a "one-stop" shop for information needs including reference assistance, IT help, rich media equipment (with video and audio equipment to borrow), collaborative work spaces, 149 computers including 125 workstations and 24 laptops that can be borrowed for use in the Library. High-speed Wi-Fi is available throughout the building. Group study rooms can be reserved for groups of four to thirty.

In addition to more than a million volumes and access to 50,000 periodical subscriptions, the library has extensive collections of government documents, maps, sound recordings, CDs, videos, DVDs, and a Special Collections and Archives section with rare books, manuscripts, and University publications and papers. The UNH Library offers extensive electronic resources including Refworks, e-books, digital collections, indexes in many subject areas, statistical data sets, and databases supplying full-text periodical and newspaper articles. Library faculty and staff provide expert service to people seeking information or research assistance. Graduate students have additional privileges including access to recently renovated graduate carrels in room 441 on Level Four (please visit the Circulation Desk for the code) and extended borrowing. Graduate carrels have soft seating, individual study carrels, lockers, and Wi-Fi.

Through the UNH Library's membership in the Boston Library Consortium (BLC), UNH community members are entitled to visit any of the other 17 research institutions (including MIT, Tufts, Williams, and Wellesley) or request material through a virtual catalog from a combined collection totaling more than 34 million volumes. Requestors will be notified by e-mail when the

material arrives. In addition, journal articles and books not available on site or through the BLC can be delivered from libraries worldwide through interlibrary loan. Most journal articles are received within 24 hours. The UNH Library is a member of the Boston Museum of Fine Arts; free passes are available at the Circulation Desk.

For more information on Dimond and the science libraries, visit www.library.unh.edu.

Information Technology (IT)
Information Technology (IT)
UNH Information Technology (IT)

www.it.unh.edu

Computer Access. UNH has approximately 200 public computers in 4 Student Computing Clusters and throughout Dimond Library. Many department-owned computer labs also exist. The public Clusters provide a suite of productivity and design software, access to the Internet, many course-specific software applications, flat-bed scanners, and personal network storage for documents. Spaces specifically designed for group work are available. Paid printing services allow users to print in both black and color. For information and cluster hours, visit clusters.unh.edu.

Parker Media Lab. The Parker Media Lab in Dimond Library is available for all students to use. The lab includes high-end audio and video editing workstations along with digital editing software and dedicated staff to assist students with course-related and personal projects. The lab also offers a range of camcorders, audio recorders, and associated equipment for students to borrow. Details can be found at parkerlab.unh.edu.

Computer Store. The UNH Computer Store offers UNH students, faculty, and staff access to the highest quality, standardized computer products and services, coupled with expert advice and excellent customer service. The store carries Apple and Dell notebook and desktop computers; iPads and iPods; laser and ink jet printers and cartridges; heavily discounted software, including Microsoft Office and Adobe Creative Suites; and a variety of other supplies and peripherals at educational pricing. Speak to a live staff member at (603) 862-1328 or visit online at computerstore.unh.edu. The UNH Computer Store is conveniently located on Level 2 of the MUB, across from the student mailboxes.

Computer Repair. UNH Computer Repair Services provides UNH students, faculty, and staff warranty service and computer maintenance and repair. A complete list of services is available online at <http://tps.unh.edu/crs>. The Computer Repair Service Center is conveniently located next to the Computer Store at the MUB, Level 2, East, across from the student mailboxes. For more information, call (603) 862-4242.

Computer Training. Each semester, UNH IT courses are offered on a variety of topics. For more information, call (603) 862-4242.

Technology Support. UNH IT provides UNH students, faculty, and staff with support via telephone (862-4242), in person (Academic Technology Support Center, Dimond Library, Third Floor [Main Level]), and chat <https://itsupport.unh.edu/itchat/>. For telephones, network connectivity, computing accounts, supported software applications, exam scanning, and a wide variety of personal computer issues.

By Phone

IT Service Desk
(603) 862-4242
it.unh.edu/helpdesk

In Person

Academic Technology Support Center
Dimond Library, Level 3 (Main Level)
<http://www.library.unh.edu/locations/dimond-library/dimond-academic-commons>

On the Web

Fill out a support request form at: it.unh.edu/contactus.

Web and Mobile Development. Web and Mobile Development designs, develops, and manages websites, mobile applications and web-based applications for centrally or grant funded projects for UNH, USNH, and its partners. We offer ongoing training and support for our web and mobiles services or consulting and project management for new projects. For more information or to fill out a request form please visit our website at <https://unh.edu/it/web-mobile-development>.

Graduate Student Housing

www.unh.edu/housing

Babcock Hall and Forest Park Apartments

Babcock Hall is a community of 180 graduate, international, and nontraditional students. Five-story Babcock Hall combines social, educational, and cultural opportunities with the convenience of on-campus living. All rooms are single occupancy, simply furnished, and are wired for cable television and Internet access. Each floor has a kitchenette and several study and television lounges available for residents' use. The building has table tennis, a piano, a fireplace, laundry facilities, and mail delivery located on the lobby level.

Family housing at the Forest Park Apartment Complex provides campus housing for married students, students with dependent children, single graduate students, and staff and faculty members (when space allows). The community at Forest Park is diverse, with students and faculty members from all over the world. The three-acre complex is located on the southern edge of campus, within close walking distance of UNH academic and administrative buildings and Durham's shopping and business district. The two- and three-story buildings within Forest Park house 97 apartments. These include studio (efficiency), one-bedroom, and two-bedroom apartments.

Following acceptance to the Graduate School, any student interested in on-campus housing should contact the University's Department of Housing.

Summer Housing

Rooms in Babcock Hall are available to graduate students taking courses during the summer. Students interested in summer accommodations should contact the Department of Housing. Off-campus housing is listed on the Web at www.unhmub.com/housinglist.

Dining Services

www.unh.edu/dining

UNH Dining Services is committed to providing the highest level of quality food and service at a great value. Offering fresh and healthy food options at three dining halls and seven retail locations, UNH Dining Services can meet the needs of busy graduate students. UNH Dining hall choices include all-day breakfast, sushi, rotisserie selections, brick oven specialties, and afternoon tapas along with local, sustainable, vegan, vegetarian, and gluten-free items. UNH Dining retail locations offer everything from Starbucks® Coffee to inspired salads made with the freshest local greens grown right on campus. Flexible meal plans and payment options make UNH Dining Services a convenient way to eat while you are here.

Campus Recreation

<http://campusrec.unh.edu>

Campus Recreation provides a variety of opportunities for you to maintain your active, healthy lifestyle. Programs and facilities are available for full-time matriculating students. Memberships are available for non-students.

Programs include group exercise classes such as cycling, yoga, and Zumba; intramural sports with co-rec, men's and women's teams; sport clubs; outdoor adventures; instructional classes; ice skating; and aquatics.

Campus Recreation manages 11 facilities including the new Hamel Recreation Center (HRC) with cardio and weight equipment, multipurpose courts, bouldering wall, saunas, locker rooms, and much more; Swasey Indoor Pool (located at the Field House); Whittemore Center Arena for ice sports and major events; outdoor fields; Outdoor Pool; and a large outdoor recreation facility on Mendum's Pond in Barrington.

Memorial Union Building

www.unhmub.com

The "Heart of Campus" is the Memorial Union Building (MUB). The original building was a gift from UNH alumni and is the official state war memorial. It is the location for lectures, cultural programming, and a large number of free or inexpensive entertainment programs and activities.

The MUB is wireless in all public spaces and meeting rooms. Key areas of the MUB are the Information Center; two state-of-the-art movie theaters, which include 3-D capability; Games Room with both billiards and electronic games; the UNH Bookstore; the UNH Computer Store; the Ticket Office; the ID Office and lounge/study space. On the second floor, student mail delivery is available for free for graduate students at Granite Square Station. Close by, mailing and shipping services are also available at Granite Square Shipping. Computing and Information Services provides a computer cluster. The Union Court offers expanded dining options., Limited drink options, candy, and popcorn are also available at The Notch on the third floor. The Graduate Student Senate has office space in MUB 119E.

Student Activities a division of the Memorial Union, is a resource center for student organizations, leadership programs, Fraternity and Sorority Life, and commuter and non-traditional students There are more than 275 student organizations, most are open to graduate students and several are graduate-student specific. Student organization, involvement, and leadership information and events can be accessed through Wildcatlink.unh.edu. UNH students, staff, and faculty can access all pages by using their UNH IT ID.

Commuter and Non Traditional Student Services

www.unhmub.com/off-campus

Located in the Memorial Union Building, Room 114, UNH Commuter Student Services provides resources, services, and programs for all students living off campus. Resources available include listings for off-campus housing, tenants' rights information, and the UNH Community Guide that has both community and UNH information (available as a PDF on our website). We also host programs such as Commuter and Transfer student Orientation(an orientation program for all new UNH students held before classes begin each semester), Good Morning Commuters, breakfast during Graduate Student Appreciation Week, non-traditional student events, and many other Programs. The Campus Connection, an e-mail containing UNH events, activities, and programs is a great weekly resource; subscribe at www.unhmub.com/off-campus/. In addition, specific programming and support is offered for graduate students, student veterans, and non-traditional students that assists student to become familiar with many resources both on and off campus. Visit our website, e-mail off-campus@unh.edu, or call (603) 862-0303 for additional information or assistance.

The Office of Student Involvement and Leadership

www.unhmub.com/involvement

Located in Memorial Union Building (MUB), Room 114, the Office of Student Involvement and Leadership is the home of student organizations, leadership development programs, Greek life, and Commuter Student Services. We are the place to help you get involved on campus! Find information ranging from student organizations, fraternities and sororities, sample apartment sublet agreements, staying connected to campus, and much more. Student organization, involvement, and leadership information and events can be accessed through

[Wildcatlink.unh.edu](http://wildcatlink.unh.edu). UNH students, staff, and faculty can access all pages by using their UNH IT ID.

Health Services

The University has a nationally accredited health and wellness program. www.unh.edu/health-services

Medical Services

Health Services provides comprehensive, student-focused, primary medical care through a team approach. The clinical staff consists of board-certified physicians, physician assistant, nurse practitioners, nurses, and medical assistants who are committed to prevention and holistic care. Primary medical care is provided for a large variety of common concerns.

<http://www.unh.edu/health-services/services>

Office of Health Education and Promotion

The Office of Health Education and Promotion coordinates health promotion activities on campus. Services provided include educational programs/workshops, individual and group health counseling, and support to promote healthy lifestyle choices. <http://www.unh.edu/health-services/ohep>

Student Health Benefits Plan

Health insurance is required as a condition of enrollment for full-time degree students at the University of New Hampshire. Some students have the option of waiving this requirement if they present proof of adequate coverage; alternatively, students can acquire an affordable health benefits plan sponsored by the University. For more information about the University's Student Health Benefits Plan, visit <http://www.unh.edu/shbp>.

Immunization Requirement

Health Services requires proof of two Measles, Mumps and Rubella (MMR) vaccinations prior to attendance. Any student failing to complete this requirement may not be cleared to register for future classes. For more information on the requirement and completion of the on line health form, visit <http://www.unh.edu/health-services/incoming-students>

Counseling Center

www.unhcc.unh.edu

The Counseling Center offers confidential professional consultation, individual and group therapy, online screenings for mental health, outreach and educational workshops for a broad range of emotional, psychological, and interpersonal concerns. Students are seen for a wide variety of concerns including, but not limited to, relationship problems, anxiety, grief and loss, depression, adjustment difficulties, sexuality, trauma, substance abuse, learning disabilities, eating concerns, and self-harm.

Appointments can be made over the phone at (603) 862-2090skypec2c://r/204 (603) 862-2090/TTY 7-1-1 or in person at Smith Hall, Room 306. In addition, emergency services are offered during the week by our staff and through local psychological services after hours. We also have a wide range of emergency call referral services on our website. All information about a student's visits to the Counseling Center is confidential and cannot be released without the written permission of the student.

The staff comprises licensed psychologists, doctoral interns, postdoctoral fellows, and a consulting psychiatrist. The Counseling Center is fully accredited by the International Association of Counseling Services, Inc. and offers a doctoral internship training program that is accredited by the American Psychological Association.

Center for International Education

www.unh.edu/cie

The Center for International Education's mission is to promote and facilitate global learning and responsible world citizenship. The center helps UNH students, faculty, and New Hampshire citizens gain international knowledge and experience in order to better understand the complexities of world affairs and effectively respond to the global issues affecting their lives and livelihood. International knowledge, intercultural competence, and global preparedness are at the core of CIE's mission. CIE achieves its mission through its support of the *Report of the President's Panel on Internationalizing UNH* and through the following programmatic activities:

- **International Affairs Dual Major**
To help students of every major develop critical global understanding, foreign language competency, and international experience
- **Study Abroad**
For a new perspective and valuable first-hand experience in countries around the world
- **Scholarship Opportunities**
To make direct international learning available to students with financial need
- **N.H. International Seminars**
By eminent UNH and visiting scholars to engage the community on important international issue
- **Faculty Development**
To support faculty to explore research and collaborations abroad to enrich classroom teaching and the UNH community

Disability Services for Students

www.unh.edu/disabilityservices

The University of New Hampshire and Disability Services for Students (DSS) take great pride in promoting the development of students and the personal independence necessary to succeed academically and beyond. We seek to create a welcoming, universally accessible environment where all students are able to participate in the myriad aspects of the UNH experience.

DSS is responsible for determining and ensuring academic and housing accommodations. Additionally, we are a source of information and referral, a resource and collaborative partner for the campus community, and a point of support and advocacy regarding access issues in general. Self-identifying with DSS is the first step. You will need to provide documentation, make an appointment to review/discuss it, and identify appropriate accommodations. Creating a faculty accommodation letter is part of that process. Please see the [Documentation Guidelines](#) for direction on what to provide. If you are unsure, submit/bring whatever you may have so we can review and evaluate it.

The office is located in Smith Hall, Room 201. Contact DSS as soon as possible after acceptance to assure accommodation of disability and smooth coordination of available services: 603-862-2607, 7-1-1 (TTY) or 800-735-2964 (Relay NH); or e-mail disability.office@unh.edu. All disability-related documentation is strictly private and remains in the DSS office.

Community, Equity and Diversity

<http://www.unh.edu/ced>

Inclusive Excellence Initiatives

Through educational programming, staff training opportunities, and academic research, our goal is to make the University of New Hampshire a more diverse, respectful community, one that communicates to all of its members that they are respected and that their contributions are valued.

Commitment to Diversity and Inclusive Excellence

Diversity is a community value at the University of New Hampshire. We are committed to supporting and sustaining an educational community that is inclusive, diverse, and equitable. The values of diversity, inclusion, and equity are inextricably linked to our mission of teaching and research excellence, and we embrace these values as being critical to development, learning, and success. We expect nothing less than an accessible, multicultural community in which civility and respect are fostered, and discrimination and harassment are not tolerated. We will ensure that underrepresented groups and those who experience systemic inequity will have equal opportunities and feel welcome on our campus. We accept the responsibility of teaching and learning in a diverse democracy where social justice serves as a bridge between a quality liberal education and civic engagement.

International Students and Scholars

<http://www.unh.edu/global/international-students>

The Office of International Students and Scholars (OISS) promotes international education at UNH by facilitating the enrollment and employment of foreign nationals and by providing them with essential support services. The OISS coordinates programs that encourage interaction between the international, campus, and local communities, thereby fostering awareness and appreciation of other cultures. It is the responsibility of the OISS to ensure University compliance with U.S. immigration and employment regulations and to assist international

students, exchange scholars, faculty, and staff in the achievement of their academic and professional goals.

The OISS staff provides immigration advising, non-academic counseling, information on University policies, administrative support, and referral services. A variety of social and educational programming activities is offered, including orientation for incoming students, faculty and staff, and others.

All international students are encouraged to maintain contact with the OISS and are required by law to report changes of address, academic program, or source of educational funds.

Office of Multicultural Student Affairs (OMSA)

www.unh.edu/omsa

OMSA creates opportunities for people to participate in an inclusive community and to explore and understand diversity, social justice, inclusion, and equity via educational presentations, workshops, professional development opportunities, retreats, brown-bag discussions, etc. We serve all members of the UNH community through these various opportunities and beyond.

Our work is grounded in an understanding of diversity that includes people of all abilities, ages and ethnicities, genders, nationalities, races, religions/spiritual traditions, socioeconomic classes, and sexual orientations.

Providing support, advising, advocacy, and student development opportunities for African American/Black/African/Caribbean, Hispanic/Latino/a, Native American/First Nations, Asian/Asian American/Pacific Islanders, Multiracial/Biracial, Arab/Middle Eastern, and Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning students, and First Generation College Students and Allies is at the heart of our work.

We are located in the Memorial Union Building (MUB), Room 327. We look forward to serving you.

President's Commissions

Community, Equity and Diversity

For information and resources on ways that UNH invites a diversity of experiences to its learning community, visit the [Office of Community, Equity and Diversity's website](#) as well as the four President's Commissions websites as described below. Faculty, staff, and student volunteer commission members are appointed each year by the president to advocate for improvement of UNH policies and practices that create inclusive curricula and welcoming classroom, living, and work environments for all.

In addition, each year, one graduate student is selected to serve on the Community, Equity and Diversity Advisory Council to monitor and assess the progress of the commissions.

President's Commission on the Status of Lesbian, Gay, Bisexual, Transgender, Queer + People

www.unh.edu/glbtc

The UNH President's Commission on the Status of **Lesbian, Gay, Bisexual, Transgender, Queer + People** facilitates the development of a University community that is equitable and inclusive of all sexual orientations, gender identities, and gender expressions.

President's Commission on the Status of People of Color

www.unh.edu/cspc

The UNH President's Commission on the Status of People of Color proposes, recommends, and evaluates programs, policies, and services aimed at fostering diversity on campus and ensuring a campus climate in support of people from under-represented groups.

President's Commission on the Status of People with Disabilities

www.unh.edu/cspd

The President's Commission on the Status of People with Disabilities is to promote empowerment and inclusion of students, faculty, staff, and guests with disabilities and to develop universal access for a diverse group that includes individuals with visible and nonvisible disabilities. The commission provides a forum for discussion of disability-related issues relevant for the campus and larger community.

President's Commission on the Status of Women

www.unh.edu/womens-commission

The UNH President's Commission on the Status of Women creates equal employment and educational opportunities, through policy, advocacy, and education, in its promotion of an environment free of sexism and discrimination.

Sexual Harassment and Rape Prevention Program

www.unh.edu/sharpp

The Sexual Harassment and Rape Prevention Program (SHARPP) is a crisis intervention center dedicated to providing free and confidential services for all members of the University community. SHARPP operates a 24-hour support line as well as in-person and online advocacy services to respond to the needs of survivors of sexual assault, sexual harassment, childhood sexual abuse, relationship abuse, and stalking. SHARPP also provides support and crisis services for those who are impacted by abuse experienced by someone they are close to. Additionally, SHARPP presents a wide range of educational programs to the University community and serves as a campus-wide resource on issues relating to sexual and relationship violence. For more information about SHARPP, please visit www.unh.edu/sharpp.

UNH Transportation Services

www.unh.edu/transportation

UNH Transportation Services administers visitor parking; parking for faculty, staff, and students; and University mass transit. Other services offered by Transportation Services are Cat Courier, Guaranteed Ride Home, Safe Rides, and the Bike Program.

Wildcat Transit

Wildcat Transit Bus Service provides public transportation from Durham to Dover, Portsmouth, Newmarket, and Rochester, with connections to other local and interstate bus service providers.

Campus Connector is the on-campus bus service.

The Campus Connector provides free service for students and visitors throughout the campus and the town of Durham.

Wildcat Access

Wildcat Access provides rides for people with either permanent or temporary disabilities who cannot access Campus Connector around campus.

University Police

www.unh.edu/upd

The nationally accredited University Police Department's mission is to support the University community in creating a safe environment that is conducive to higher education by protecting life and property while supporting the rights and dignity of all persons. Specific educational programs, including drug and alcohol abuse prevention, are provided by professionally trained police officers. Rape Aggression Defense (RAD) is taught to female students, staff, faculty, or community members, and a walking patrol provides escort services for students, faculty, and staff. Sign up for free emergency notifications, crime alerts, and safety bulletins at

<https://alert.unh.edu>.

Veterans Information

UNH Military and Veterans Services, located in room 301 Thompson Hall, provides counseling on all aspects of veteran's benefits and assistance in procuring and completing the required forms and certifications for veteran's benefits. The office maintains a comprehensive directory to assist veterans in contacting state, local, and University resources. The staff in Military and Veteran Services can also provide information about networking with other veterans, campus and community resources as well as events and programs happening that might be of interest to veterans and military connected students. Please stop by Thompson Hall and check out the new veterans lounge. If you have questions please call (603) 862-0643, or email

UNH.Veterans@unh.edu.

See the [UNH Veterans webpage](#) to request benefits, stay up to date on benefits changes, and find out about events.

Fees and Financial Support

There are many opportunities for financial aid. To ensure that you will benefit, contact us either at the Graduate School or at the Financial Aid Office to talk about what opportunities may be available to you. You can find more details at <http://financialaid.unh.edu>.

Residency

Each graduate student is classified as a resident or nonresident for tuition purposes at the time of admission to the University. The decision, made by the Graduate School, is based upon information furnished by the student's application and any other relevant information.

Nonresident undergraduates continuing directly to the Graduate School will be classified as nonresidents.

All applicants claiming New Hampshire residency are required to have been legally domiciled in New Hampshire continuously for at least twelve months immediately prior to registering for the term for which in-state status is claimed.

Students admitted from states other than New Hampshire or from foreign countries are considered nonresident throughout their entire attendance at the University unless they shall have acquired bona fide domicile in New Hampshire. Changes in residency for enrolled students as well as appeals are reviewed by the Registrar's Office and will only occur if the student can clearly establish that his or her residence in New Hampshire is for some purpose other than the temporary one of obtaining an education at the University.

The burden of proof in all cases is upon the applicant. In all cases, the University reserves the right to make the final decision as to resident status for tuition purposes. The University rules governing tuition rates are fully set forth in the application for admission package; all students are bound by them.

New England Regional Student Program

The University of New Hampshire participates in the New England Regional Student Program administered by the New England Board of Higher Education. Under this program, admitted graduate students from New England may qualify for regional tuition rates (New Hampshire resident tuition, plus 50 percent) if the program to which they are admitted is one that is not available at any of their home state/public institutions. Inquiries and requests for further information may be directed to the Graduate School or to the New England Board of Higher Education, <http://www.nebhe.org>. This tuition rate does not apply to students who are eligible for New Hampshire resident tuition rates.

Tuition and Fees

Tuition and fees are established by a vote of the Board of Trustees. Approval normally occurs between April and July. The current academic year rates are published annually on the

[University's website](#). Mandatory fees for all students include a Memorial Union fee, which funds the personnel, programs, and maintenance of the building; a health and counseling fee, which funds University Health Services and the Counseling Center; a recreation fee, which funds recreational sports facilities; a technology fee, which funds technology services and support for students and faculty; and a transportation fee, which funds transportation services on the Durham campus. The services and facilities are available to all, and students are required to pay all mandatory fees charged regardless of actual usage of the programs and services. Mandatory fee charges are based on registration status: full- or part-time fees, depending on number of credit hours. Students enrolled in predesignated evening-only programs do not pay the health and counseling fee. Students enrolled in 4 credits or less pay the technology fee only. Please see the [Student Rights, Rules, & Responsibilities Handbook](#) section 11.2 for more information about Mandatory Fees.

Tuition and fees are due by the published deadline, and students are not considered registered until they have paid. UNH no longer sends bills through the mail; students receive bills through Webcat, the student portal. E-mails are sent to students' UNH-assigned e-mail address when new bills are posted. Payment may be made online or mailed; check, credit card, cash, or wire is accepted. A 2.75 percent service charge will be added to credit card transactions. Late fees may be assessed on balances remaining unpaid by published due dates.

Graduate tuition and fees apply to admitted graduate students enrolling for courses, graduate or undergraduate, at the University during the academic year. Admitted graduate students planning to enroll for UNH courses through weekend or executive programs during the summer session, or through the Graduate School Manchester campus should consult the relevant publications for information regarding tuition and fees.

Mandatory Fees

The University of New Hampshire assesses mandatory fees to support expenses associated with the participation in an academic community. Mandatory fees are defined as fees that all students are assessed as a prerequisite for registration unless specifically exempt. Mandatory fees are assessed because the services made available through such fees benefit the overall educational experience of the students, including academic, co-curricular, health-related, and recreational programs. It is recognized that not all students will use the benefits and privileges made available by fee-supported activities to an equal extent. The services and facilities supported by fees are available to all. The special circumstances of part-time and graduate students are reflected in the University's fee structure.

Fee Structure

Full mandatory fees are assessed to graduate students (registered for 9 or more credits), national student exchange students, doctoral research, and master's continuing research students. Graduate students registered for 5 to 8 credits are assessed one-half of the cost. Students registered for 1 to 4 credits are assessed only the technology fee. Students enrolled in Manchester campus programs pay Manchester mandatory fees. Students enrolled in the UNH School of Law pay the fees associated with that campus. Students enrolled as non-degree full-

time special students (12 or more undergraduate credits or 9 or more graduate credits) pay full mandatory fees.

The graduate-student mandatory fees include:

- Memorial Union fee for the use and administration of the student union
- Recreational fee for support of recreational facilities
- Health and counseling fee to provide general health care through University Health Services
- Technology fee to provide electronic tools to students both on and off campus
- Transportation fee to provide student transportation services, including select infrastructure improvements, transit service, pedestrian and bicycle facilities, and ride services
- SHARPP fee to support the University's efforts to address issues of sexual and domestic violence

Students who withdraw or drop to part-time status after classes begin are eligible for a partial refund of fees. (One hundred percent will be refunded until the 2nd Friday of the semester, 50 percent after that date and within 30 days, and none thereafter.)

Exceptions

Students enrolled as majors in the Graduate School Manchester campus are assessed the Manchester mandatory fees.

Students participating in a UNH Study Abroad Program or internship outside the immediate geographic area (50-mile radius) for a semester may petition for a waiver of mandatory fees, with the exception of the technology fee. Students taking online courses only and who reside outside the immediate geographic area (50-mile radius) may petition for a waiver of mandatory fees, with the exception of the technology fee. All graduate students are exempt from the student activity fee and athletic fee. Graduate students enrolled in weekend/executive programs on the Durham campus are exempt from mandatory fees except the technology fee.

Graduate students enrolled in predesignated evening-only programs, as approved by the provost and vice president for academic affairs or his/her designee, are exempt from the health services and counseling fees.

Doctoral students who have achieved candidacy may petition for a waiver of the mandatory student fees. A waiver will be granted under the following circumstances:

- The student must be advanced to candidacy and enrolled only in 999 prior to the beginning of classes.
- The student cannot be on an assistantship or fellowship, unless such support covers research that is being conducted out of the geographic area (50 miles).
- The student has recently relocated and/or permanently resides out of the immediate geographic area (50 miles) prior to the beginning of classes. The 50-mile radius may be

waived if the student is not receiving University support, has met the one-year residency requirement, is working full time and will only be on campus sporadically to meet with his or her adviser, or if the student has completed all requirements for the degree prior to the end of the drop/add period (end of the second week).

- The student is temporarily out of the region (50 miles) for at least one semester, conducting research related to his or her dissertation.
- The student has a family emergency, illness, or has provided the dean of the Graduate School other information to warrant an exception. (Information will be provided with the petition as appropriate.)
- Students who meet the above conditions and are within the immediate geographic area must confirm in writing that they will not be using the campus services covered by mandatory fees.
- Students must submit petitions each semester to waive fees.

Authority

Any conflicts resulting from this procedure will be adjudicated by the provost and vice president for academic affairs and the vice president for finance and administration or his/her designee.

Special Fees

Differential Tuition

Students majoring in accounting, computer science, economics, and engineering will be charged a tuition differential. Students in these programs who are registered for Doctoral Research (999) or Masters-Continuing Research (GRAD 900) are considered full time and pay the full tuition differential. The current academic year rates are published annually.

Continuing Enrollment Fee

Students registered for Continuing Enrollment (GRAD 800) will pay a continuing enrollment fee. This fee will be waived for students who subsequently register for course credits or research within the semester.

Master's Continuing Research Fee

Master's students registered for Master's Continuing Research (GRAD 900) will pay a continuing research fee plus full mandatory fees.

Doctoral Research Fee

Doctoral students in residence and registered for Doctoral Research (999) will pay a doctoral research fee plus full mandatory fees. Students who register for coursework in addition to Doctoral Research will pay the appropriate additional tuition charges up to the appropriate maximum tuition rate for full-time students. Doctoral candidates not in residence who are conducting their research away from the Durham campus may petition for a waiver of the mandatory fees.

Other Charges and Fees

Overload

Graduate students are charged full tuition plus the appropriate course charge for each credit beyond 16, if registered for more than 16 credits thirty days after the semester has begun. (No refund will be made if a student subsequently drops a course, reducing his or her course load to 16 or fewer credits.) Tuition waivers awarded with assistantships and scholarships do not cover charges for overload.

Zero-Credit Seminars

Seminars for 0 credit are billed as if they were for 1 credit.

Audit

Charges for auditing a course are the same as those for taking it for credit.

Late Fees

A \$25 late registration fee is charged to students who register after the last day scheduled for graduate registration. Late fees are also charged on accounts remaining unpaid by published due dates.

Reinstatement Fee

A reinstatement fee is charged to any student who has his or her degree status discontinued and subsequently petitions to be reinstated during the same semester when the action to discontinue the degree status was taken. This fee will not be waived.

Registration Fee

Part-time students (i.e., those registering for 1 to 8 credits) pay a nonrefundable registration fee.

Student Health Benefits Plan

Health insurance is required as a condition of enrollment for full-time degree students at the University of New Hampshire. Students will have the option of waiving this requirement if they present proof of adequate coverage; alternatively, students can acquire an affordable health benefits plan sponsored by the University. The Health Services website has information about the University's Student Health Benefits Plan <http://www.unh.edu/health-services/shbp>. Students with F-1 or J-1 visas are required to enroll in the UNH Student Health Benefits plan. They are not eligible to waive coverage.

Refunds

Tuition and mandatory fees are refundable during the academic year in accordance with the calendar published by the Registrar's Office (UNH Academic Calendar). Students receiving federal financial aid will have their refund calculated in accordance with the U.S. Department of Education regulations in effect at the time of their withdrawal. Specific details regarding the regulations are available in the UNH Financial Aid Office.

Financial Assistance

Several forms of financial assistance are available to graduate students through the Graduate

School and individual departments, most of which are awarded for an academic year commencing in the fall. To be eligible for any assistance, the student must first be admitted to the Graduate School. In most cases, the application for admission with supporting documents serves as the application for new graduate students for the scholarship and assistantship programs available to them. In other cases, individual departments have their own application forms. Students are advised to contact individual programs for more information about assistantships and scholarships, and any departmental application forms.

Scholarships and Fellowships

Graduate Scholarships for Merit

The Graduate School awards six scholarships annually to recognize the outstanding contributions of both master's and doctoral students for their teaching and scholarship. Availability and criteria for award of these scholarships are announced annually by the Graduate School.

Scholarships for Full-Time Students

Students who are full-time may be granted full- or half-tuition scholarships for the academic year or semester. These awards provide for waiver of tuition and are subject to the maintenance of a high scholastic record in the Graduate School. Application is made to the student's department or program.

Graduate Fellowships

The Graduate School offers a number of fellowships to entering students to assist programs in recruiting a high-quality and diverse student body. Availability and criteria for these fellowships are announced annually by the Graduate School. Students are nominated by their respective program coordinators.

Dissertation Fellowships

Dissertation fellowships for a maximum tenure of one academic year are available on a competitive basis to doctoral students who have been advanced to candidacy. These awards include a stipend and a waiver of the doctoral research and mandatory fees for the period of the award. Application is made to the dean of the Graduate School.

Summer Fellowships for Teaching Assistants

A limited number of summer fellowships are awarded to students who have held graduate assistantships involving teaching during a previous academic year. Application is made to the dean of the Graduate School.

Graduate Appointments 2016-17

Information for the 2017-18 academic year can be found in the [Graduate Appointments 2017-18 document](#).

The university offers a variety of forms of financial assistance to graduate students in support of their efforts to obtain a graduate degree. Graduate appointments are made to post-baccalaureate students who have been regularly or provisionally admitted to the Graduate School and who have

been recommended by the appropriate department or program and approved for appointment by the Graduate School. Appointments are normally for one academic year and may be renewed provided that funds are available and that the student's academic performance, as well as performance in carrying out the responsibilities of the appointment, is satisfactory.

Graduate Assistants: Graduate assistants are students who provide instructional or administrative support as specified by the appointing department and are normally supported by university funds.

Graduate Part-time Lecturers: Graduate part-time lecturers are students who because of their specific expertise are appointed to teach one or two courses per semester and are normally supported by university funds.

Graduate Interns/Trainees: Graduate interns/trainees are students who are assigned to a specific project or subject area to acquire additional learning experiences and are normally supported by external funds.

Graduate Fellows: Graduate fellows are students who have been awarded a fellowship normally through an external grant to the University of New Hampshire or directly to the student. Appointment will normally not exceed one fiscal year and may be renewed in accordance with the terms of the fellowship program.

Graduate Research Assistants: Graduate research assistants are students who are appointed to conduct research on grants supported by the Agricultural Experiment Station, or external grants and contracts.

Graduate Supplemental Appointments: U.S. and permanent resident graduate students on appointment in one of the above categories may **petition*** to supplement their regular appointment for up to an average of 10 hours per week when school is in session unless precluded from doing so by the terms of their appointment. **F-1 and J-1 students on full assistantships may not accept additional appointments while school is in session.** All students, including F-1 and J-1, may supplement their regular appointments for up to 20 hours per week when school is not in session (December-January Semester Break and March Spring Break). Such appointments may be processed as stipends or hourly. Assistants who serve as TA's during the J-term receive a supplemental appointment if the workload exceeds the 20 hours they are normally expected to work.

***Petition process:** All petitions are reviewed by the Dean of the Graduate School. Petitions must provide an explanation of the work associated with the supplemental appointment and a rationale that explains how the additional work will have a positive impact on the student's graduate program and will not negatively impact time to degree. The petition requires input from the student's advisor and Graduate Program Coordinator.

Graduate Stipend Only Appointments: Graduate stipend only appointments may be made to students during the academic year under one of the above categories. Students on such appointments have **responsibilities of less** than those of students on regular graduate

appointments; have a **workload of less** than those of students on regular graduate appointments, and **receive a lower stipend** than students on regular graduate appointments.

Graduate Hourly Appointments: Graduate hourly appointments are appointments made to students in support of the instructional, administrative or research activities of the university. Students on such appointments have responsibilities of less than those of students on regular graduate appointments.

Graduate Summer Appointments: Graduate summer appointments are appointments made to students during the summer in one of the above categories. Students on summer appointments may work for up to forty hours per week. Graduate students working full time on research or combined teaching and research for the entire summer earn 2/3 of their prior academic year stipend. Appointments for less than the maximum time are prorated.

International students (F-1 and J-1) must consult the Office of International Students & Scholars to confirm employment eligibility.

Stipends: Level 1 - \$16,640 all masters' students and PhD students with a bachelor's degree who have less than 2 years experience as a GA or RA at UNH; **Level 2 - \$17,760** PhD students with a master's degree or PhD students with a bachelor's degree who have 2 years experience as a GA or RA @ UNH; **Level 3 - \$19,060** PhD students @ candidacy. Departments may pay a higher base stipend for assistants to meet the recruitment needs of the program. Graduate assistants on a semester appointment receive 1/2 of the AY year rate. Graduate part-time lecturers receive a stipend of no less than the adjunct rate appropriate to their program. Graduate fellows, trainees and interns receive a stipend in accordance with the terms of their award.

Academic Year Dates: The **academic year payment dates for 16-17** are August 22, 2016 to May 19, 2017. The corresponding semester dates are August 22, 2016 to January 4, 2017; and January 5, 2017 to May 19, 2017. **Assistants who are appointed for the full academic year should check with their hiring unit to determine the expectations for working during the semester break.**

Workload: Students on full assistantships are involved in **assistantship** activities for **twenty hours a week** during the academic year. The workload for students on stipend only and hourly appointments is specified at the time of appointment. The workload for students in both of these categories is less than 20 hours per week.

Registration: All graduate students holding appointments **must be enrolled** as students in order to hold an appointment during the academic year. Assistants, fellows or graduate part-time lecturers must register for a minimum of 6 course/thesis credits, Master's Continuing Research or Doctoral Research during each semester in which they hold their appointments. Interns/trainees must register according to terms specified in their contracts. Students holding a stipend only or hourly appointment must register for course/thesis credits (no minimum), Master's Continuing Research, or Doctoral Research. **Students registered for Continuing Enrollment (GRAD 800) are not eligible to hold an appointment.** Students holding summer appointments have no required enrollment unless specified by their appointment.

Tuition Waivers: Students appointed as assistants, fellows and graduate part-time lecturers receive **tuition waivers** in addition to their stipends during the period of their appointment. Waivers will be prorated for students who hold less than a full appointment. Assistants and fellows on AY or spring only appointments receive **tuition waivers for the January term**. Graduate part-time lecturers receive tuition waivers for the January term only if they are teaching during that term. Students on stipend only and hourly appointments do not receive a waiver. Such students may be eligible for tuition scholarships. Graduate assistants, research assistants and fellows receive **tuition waivers for summer courses** offered through the Graduate School (GRAD) related to academic programs in College Teaching, Research Ethics and Grant Writing. Summer waivers are prorated for students who had less than a full academic year appointment. Such waivers are provided through the Graduate School. Graduate assistants, research assistants and fellows may receive tuition waivers for summer courses offered outside of the Graduate School if approved by their funding source. Such waivers are provided by the hiring unit. **Waivers cover only course work that is directly related to a student's academic program.**

Student Health Benefits Plan (SHBP): Students appointed as assistants, fellows and graduate part-time lecturers for the full academic year receive a waiver for the university's **Student Health Benefits Plan (SHBP)** during the period of their appointment. Students on a **fall only** appointment and continuing in the graduate school for the spring semester full time receive a waiver for the **SHBP** for the fall and will be responsible for the spring portion of the plan costs. Students on a **fall only** appointment and continuing in the graduate school for the spring semester on a part time basis receive a waiver for the **SHBP** for the fall, have the option of continuing on the plan for the spring, and will be responsible for the spring portion of the plan costs. Students on a **spring only** appointment will receive a waiver for the **SHBP** for the spring.

Mandatory Fees: Students appointed as assistants, fellows and lecturers receive a fee waiver for the technology fee during the period of their appointment. Course fees are also covered by the waiver. The Health Services and Counseling fee, the Memorial Union fee, the Student Recreation fee and the Transportation fee **are not** covered by waivers, although scholarships may be awarded to individual students to cover these fees.

FICA taxes will generally be withheld from wages paid to any graduate student registered for less than 1/2 time (less than 5 credits per semester during the academic year; or less than 3 credits per session in the summer). Note: Students registered for Doctoral Research (999) or Master's Continuing Research (GRAD 900) are full-time and will not have FICA taxes withheld. In summer students enrolled for 3 or more credits of "899" or "independent study" will generally not have FICA withheld.

Federal income taxes will be withheld from wages paid to graduate students based on information supplied to USNH Payroll on IRS Form W-4. The value of the SHBP waiver is considered a scholarship and may be reportable to the IRS and subject to tax withholding for foreign students. Both wages and scholarships may be exempt from withholding if the student is from a foreign country with tax treaty provisions that exempt these payments. The appropriate IRS Form 8233 or W-8BEN must be on file in USNH Payroll in order for a foreign student to claim these exemptions.

Criminal background checks are conducted for all graduate students appointed as a teaching assistant (TA), research assistant (RA), graduate assistant (GA) or graduate part time lecturer, graduate fellow or graduate intern/trainee. Graduate students on stipend only or hourly appointments may also be required to undergo a background check depending on the nature of their appointment. These investigations are mandated by University policy requiring a pre-employment background review for all appointees who commence their duties after July 1, 2008. A standard background review consists of a criminal history review, sex and violent offender registry review, social security trace and verification; and, if required by the nature of the appointment, a Department of Motor Vehicle record search. International students whose visas and/or authorization to work in the United States were obtained after the Patriot Act was implemented on October 12, 2001, are exempt from a criminal history check.

REAPPOINTMENT, NON-REAPPOINTMENT AND TERMINATION

Reappointment: A graduate student who holds a working appointment directly connected with his/her graduate studies may be reappointed for an additional period, provided that funds are available and that the student's academic performance, as well as performance in carrying out the responsibilities of the appointment is satisfactory, and the student's status as a graduate student is maintained.

Non-reappointment: The University, for any reason, may elect not to renew a graduate student's working appointment at the end of the appointment period. No advance notice nor any reason need be given to the graduate student in the case of non-reappointment, and the appeal procedure is not available.

Termination: A hiring unit may recommend to the Graduate School that a graduate student be terminated from a working appointment prior to the end of the appointment. The Associate Dean of the Graduate School will act on this recommendation. A student who is terminated is entitled to a written statement of the reasons for the termination from the hiring unit. A student who is terminated may initiate an appeal except when the termination is due to the loss of funding for the position; or the termination is due to either a voluntary or involuntary loss of graduate student status. If the graduate student is eligible, and does initiate an appeal using the following procedure, s/he may be placed on leave of absence without pay during the period of time involved in processing the appeal. If the case is found in favor of the student, "back pay" will be awarded.

Step 1: The student should request that the hiring unit making the original recommendation reconsider the decision. The student's request should be written and should contain any information that the student feels warrants a reconsideration of the decision. A copy of the request should be sent to the Graduate Dean. As soon as possible after receiving this request, the hiring unit will reconsider the decision and notify the student and the Graduate Dean of the results of the deliberations in writing.

Step 2: If the student is not satisfied with the decision reached in Step 1, s/he may request that the Graduate Dean review the decision. The student's request should be in writing and must stipulate the reasons for his/her dissatisfaction with the decision reached in Step 1. The Step 2

appeal will be heard by the Student Affairs Committee of the Graduate Council, unless the student requests that the Dean or the Dean's designee hear the appeal. When the appeal is heard by the Dean's designee or the Student Affairs Committee, a recommendation is made to the Dean, who will render a decision. The Dean's decision will be communicated in writing to the student, the hiring unit and the hiring unit's College Dean, Director or Vice-President.

Federal Financial Aid

Graduate students who are enrolled in a degree program at least half time (5 or more credits per semester) and are a U.S citizen or an eligible non-citizen may be considered for federal financial aid. Graduate students are reviewed for loans and work study. There are no federal or University grants or scholarships awarded to graduate students by the UNH Financial Aid Office.

To apply for federal financial aid you must complete the Free Application for Federal Student Aid (FAFSA). You can complete the application on-line at www.fafsa.ed.gov. The UNH priority deadline for applying for financial aid is March 1. This is the date by which the FAFSA must be received by the federal processor. However, students applying after March 1 will still be considered for the Federal Direct Loan, which is not subject to the priority deadline.

Be aware that the Financial Aid Office will make their offer of aid based on your full-time enrollment. If you will be enrolled for less than 9 credits or pay reduced tuition in either semester, your aid package may be adjusted. If you are not planning to be full time, you should notify the Financial Aid Office as soon as you can. Any time you change your enrollment status, receive a scholarship, tuition waiver or other resource, or correct and/or change the information on the FAFSA, an aid adjustment may result.

Types of aid available:

Federal College Work Study utilizes federal funds to provide employment opportunities to graduate students who file on-time and demonstrate financial need.

The *Federal Unsubsidized Direct Loan* is available to graduate students regardless of financial need.

Federal Direct Graduate PLUS Loan is a loan in the student's name for graduate and professional studies. In order for a graduate or professional student to receive a Federal Direct PLUS Loan they must first file the Free Application for Federal Student Aid (FAFSA). Students apply for the Federal Direct PLUS Loan at www.studentloans.gov. Approval for the Direct PLUS Loan is based on good credit and the student being enrolled at least half-time in a graduate or professional degree program.

Please feel free to visit the UNH Financial Aid website (<http://www.unh.edu/financialaid/>) for further information.

Veterans Benefits

Military servicepersons, veterans, and their dependents should investigate their eligibility for veteran's benefit payments. Questions may be addressed to any local Veterans Administration office; the VA Education Benefits toll-free number, 888-442-4551 (888-GIBill1); the VA website at www.gibill.va.gov; or the UNH veterans coordinator, Registrar's Office at (603) 862-1595, or via email UNH.Veterans@unh.edu.

Satisfactory Academic Progress

Satisfactory progress in a course of study must be maintained by all students who receive federal financial aid. The current standards for satisfactory academic progress are available upon request from the [UNH Financial Aid Office](#).

Admission and Registration

« [Admission and Registration](#)

In this section, you'll find details regarding the University's admission and course registration process. Please contact us at the Graduate School or at the Registrar's Office if you need further clarification. We will be happy to answer your questions regarding University procedures and policy.

Applying for Admission

Persons holding a baccalaureate degree from an accredited college or university may apply for admission to the Graduate School. Admission is both limited and competitive and is based solely upon academic qualifications and potential of the individual.

All application materials become part of the permanent records of the University of New Hampshire and will not be returned. Access to this material is limited under the Family Rights and Privacy Act of 1974. Applicants who are not admitted, or who are admitted and do not register in the Graduate School, do not have access to their application files. Materials received as part of the application process will not be duplicated for personal use by the applicant or forwarded to a third party. Materials received from applicants who do not complete their application, who are not admitted, or who are admitted and do not register are held for two years before being destroyed.

Application procedures, including deadlines and program-specific requirements, are available at the Graduate School website, <http://www.gradschool.unh.edu>.

Applicants from Foreign Countries

All applicants from non-English-speaking countries must, in addition to all of the above, provide Test of English as a Foreign Language (TOEFL) scores. A minimum TOEFL score of 550 paper-based or 80 Internet-based is required for admission. TOEFL scores are valid for only two years. The International English Language Testing System (IELTS) may be accepted on a case-by-case basis. A financial declaration on official University forms is also required should you be admitted. A four-year baccalaureate degree is normally the minimum academic certification required for admission.

Applications from residents of foreign countries will be considered only for regular full-time admission.

Application Deadlines

Application deadlines for admission and financial aid vary by program. These are updated on an annual basis and may be found on the Graduate School website.

International applicants who are not currently residing in the United States will be considered for admission for the fall session only and must have their applications completed by April 1. International applicants currently residing in the United States should have their applications completed at least four months prior to the session for which they are applying.

Incomplete Applications

Applications that remain incomplete after the first day of classes of the term for which admission was desired will be placed in an inactive status. A written request is required to reactivate an application.

Application Review

Once an application is complete, it is reviewed by an admissions committee of graduate faculty members, which makes recommendations to the Graduate School. The Graduate School will review these recommendations and make the final decision. While applicants with bachelor's degrees may apply directly to certain doctoral programs, the Graduate School also reserves the right to offer applicants admission at the master's degree level in its place.

Admission Categories

Official offers of admission from the Graduate School are made for a specific term and year in one of the following categories: regular, provisional, or conditional. Applicants who are in the final year of an undergraduate or, in some cases, a graduate degree program are contingent upon the successful completion of that degree program. An official final transcript showing grades and the awarding of the degree must be received by the Graduate School before the student may enroll for the graduate program.

Regular Admission

Regular admission may be offered to applicants whose academic records and supporting documents indicate that they are fully qualified to undertake graduate study in their chosen fields.

Provisional Admission

Provisional admission may be offered to applicants whose academic records and supporting documents indicate that they are qualified to undertake graduate study, but whose undergraduate preparation was not in the intended field of graduate study. Applicants offered provisional admission must meet the specific criteria, usually undergraduate coursework, stated at the time of their admission, before being changed to regular graduate student status.

Conditional Admission

Conditional admission may be offered to applicants whose academic records indicate deficiencies but suggest some promise of success in graduate study. Students offered conditional admission must meet the specific requirements stated at the time of their admission in order to remain in the Graduate School. Conditionally admitted students are not eligible for assistantships and scholarships offered through the Graduate School until the conditional status is removed.

Deferred Admission

Applicants who cannot enroll in the term for which admission was offered may request to have their admission deferred for up to one year. Such requests must be in writing and will be considered only once. Because enrollments are limited and competition for admission may vary from year to year, such requests may not be granted. Applicants who have received approved deferment of their admission cannot register for graduate coursework at the University during the period of deferment.

Accelerated Master's--University of New Hampshire Seniors

Qualified senior students at the University of New Hampshire may be admitted to the Graduate School provided they have followed normal application procedures; they must have been admitted for the semester in which they wish to enroll in courses for graduate credit. A 3.20 cumulative grade-point average is normally required to be considered for admission to the accelerated master's program.

Such seniors are normally admitted prior to the start of their last undergraduate semester, but may be eligible to apply for admission to the first semester of their senior year. Seniors who have been admitted under early admission may register for a maximum of 12 credits of graduate-level courses prior to completing their bachelor's degree. Such courses may upon recommendation of the department and approval of the Graduate School count toward both a bachelor's and master's degree.

When seniors admitted to the accelerated master's program have registered for graduate courses, they must maintain a grade-point average of 3.20, complete their undergraduate degree as planned, and pass graduate courses taken for credit with a grade of B- or better. If these conditions are not met, admission is withdrawn.

Not all graduate programs participate; each program's faculty retain discretion regarding whether their program admits students under the accelerated master's program, as well as the maximum number of graduate credits permitted (not exceeding 12; e.g., some programs will accept one course, others two). Applicants are strongly encouraged to meet with the graduate coordinator in the program's faculty to discuss specifics.

Dual-credit forms must be completed and approved by the dean of the Graduate School at the beginning of the semester for which dual credit is sought.

Additional Information

Non Degree Students

Individuals holding baccalaureate degrees may register for graduate courses through Continuing Education, or through the Center for Graduate and Professional Studies at the University of New Hampshire in Manchester. These individuals are designated as "non degree students." Non degree students are not required to file an application for admission to the Graduate School and are not candidates for a graduate degree. Non degree students are not normally permitted to register as full-time students (i.e., 9 or more credits). Please note the policy on transfer of credits (internal and external) in academic regulations and degree requirements.

Applicants Not Admitted

Applicants who are denied admission may have their applications reconsidered only if they furnish significant additional material that was not available at the time of the original decision, such as evidence of further academic achievement or more recent and significantly improved GRE or GMAT scores. Reapplication is not encouraged.

Registration

Academic Year

Registration information and the Time and Room Schedule are available at <http://unhinfo.unh.edu/registrar/timeroom/timeandroom.html>.

Continuous Registration Policy

Unless a leave of absence is granted, graduate students are required to maintain continuous enrollment each semester of the academic year until their degree is formally awarded by registering for course credits, research, or continuing enrollment.

- Master's students must enroll for course credits, thesis credits, Master's Continuing Research (GRAD 900), or Continuing Enrollment (GRAD 800).
- Ed.S. students must enroll for course credits or Continuing Enrollment (GRAD 800).

- Pre-candidacy doctoral students must enroll for course credits, Doctoral Research (999), or Continuing Enrollment (GRAD 800).
- All doctoral candidates must register for Doctoral Research (999) each semester after advancement to candidacy until their degree is conferred, even if the minimum requirement (two semesters) has been met.

Students enrolled in summer-only programs (currently, Math M.S.T., English M.S.T., and College Teaching M.S.T.) are required to enroll in course credit or Continuing Enrollment (GRAD 800) each summer until their degree is formally awarded. Students who do not maintain continuous enrollment will have their degree status discontinued and will need to petition for reinstatement or readmission in order to return to their program.

Master's Continuing Research (Grad 900--Full-time Status, 0 credits)

Master's students who have completed all course requirements and have previously registered for the maximum number of thesis or project credits and are in residence completing their master's program must register for Master's Continuing Research (Grad 900).

Continuing Enrollment (GRAD 800)

All continuing graduate students who are not enrolled for course credits, thesis credits, Doctoral Research (999), or Master's Continuing Research (GRAD 900), and are not in residence, are required to register for GRAD 800 each semester of the academic year (or each summer for students in Math M.S.T, English M.S.T programs, and College Teaching M.S.T.). Students registered for GRAD 800 are considered part-time, 0 credits. New students are not eligible to enroll in GRAD 800.

Degree Status Discontinued

Students who do not formally withdraw and do not register and pay for course credits, research, or continuing enrollment by the appropriate registration deadline, or do not return from an approved leave of absence, will have their degree status discontinued. Students are notified by the Graduate School when this administrative action is taken and are required to apply for readmission or reinstatement if they subsequently desire to resume their academic program.

Reinstatement

Students who have their degree status discontinued for failing to maintain continuous enrollment may petition the Graduate School for reinstatement as long as the term that the degree status was discontinued has not ended. Such a petition requires a reinstatement fee, plus payment of current semester charges and any late fees that may have accrued. If the term in which the student's degree status was discontinued has ended, the student must then petition the Graduate School for readmission. Both forms can be found on the [Graduate School's forms page](#).

Full-Time Students

Graduate students registered for 9 or more credits, Master's Continuing Research (Grad 900), or Doctoral Research (999) are classified as full-time students. Students holding assistantship appointments are also considered full time and must register for a minimum of 6 credits, Master's Continuing Research (Grad 900), or Doctoral Research (999) each semester.

Three-Quarter-Time Students

Graduate students not on an assistantship and registered for 7 or 8 credits are classified as three-quarter-time students.

Half-Time Students

Graduate students not on an assistantship and registered for 5 or 6 credits are classified as half-time students.

Maximum Load

The maximum graduate load allowed is 16 credits (12 credits for a student on a full assistantship). Only under unusual circumstances will a student be allowed to exceed these limits, and then only with the recommendation of the student's adviser and graduate program coordinator and the approval of the dean of the Graduate School.

Dropping and Adding Courses

Graduate students may add or drop courses in accordance with the procedures and deadlines published by the Registrar's Office at www.unh.edu/registrar.

Auditing Courses

A graduate student may, with the approval of his or her adviser and the faculty member concerned, audit courses. The deadline for requesting an audit is listed on the Registrar's calendar. Subsequent requests for change to audit require a petition form and must be approved by the course faculty member, the student's adviser, graduate program coordinator, and the dean of the Graduate School.

Change of Name or Address

It is the responsibility of the student to complete a change of name or address form whenever a change is made. Change of name/address forms can be found at <http://www.unh.edu/registrar/regforms/registrarforms.html>. Students are also advised that their UNH e-mail address is the official means of electronic communication with UNH. Billing, registration notices, reminders, as well as the majority of correspondence from the Graduate School will be communicated through the UNH e-mail account.

Summer Session

Although many graduate-level courses are offered during the summer session, the University does not guarantee that any particular course will be offered. The availability of individual faculty members to supervise research or to participate in qualifying examinations and final examinations or defenses during the summer session varies from year to year.

Course information and registration materials may be obtained at www.learn.unh.edu.

Maximum Load

The maximum graduate load allowed is 12 credits for the entire summer session. A student will be allowed to exceed this limit only by petition with the recommendation of the student's adviser, graduate program coordinator, and the approval of the dean of the Graduate School.

Student Load for Veterans Benefits

Graduate students eligible for VA benefits during the summer receive benefits according to the following schedule of average credit registrations: 1/2 credit/week or more = full time; 3/8 credit/week or more = 3/4 time; 1/4 credit/week or more = 1/2 time; less than 1/4 credit/week = tuition and fees only.

Nonregistration

Leave of Absence

Students who, because of extenuating circumstances, are unable to pursue their graduate program may request a leave of absence for a maximum of one calendar year. Such circumstances may include medical reasons, military obligation, family emergencies, or hardship. The procedure for an approved leave of absence requires that students submit a request, available at www.gradschool.unh.edu/forms.html, along with appropriate documentation, **prior** to the term for which the leave is requested. The dean of the Graduate School, upon recommendation of the student's adviser and graduate program coordinator, will review the request. If the request for a leave is granted, the time limit for completion of the student's program will be extended appropriately. Students on an approved leave of absence are exempt from paying the continuing enrollment fee. Graduate students who do not return from a leave of absence in the allotted time frame will have their degree status discontinued.

Withdrawal

A student may withdraw from the Graduate School during any semester by obtaining a withdrawal form from the Graduate School. This form should be signed by the student's adviser and the dean of the Graduate School. Students who formally withdraw are required to apply for readmission if they subsequently desire to resume their academic program. Students who are applying for readmission are required to pay an application fee plus, if readmitted, any accumulated continuing enrollment fees for the period during which they have been inactive. Students are not guaranteed readmission and may be evaluated in competition with current applicants to the program.

Administrative Separation for Reasons of Health-Related Behaviors

The dean of students, or the associate dean of the Graduate School, or designee, in consultation with Health Services, and/or Counseling Center, Disability Student Services, Behavioral Intervention Team, and Affirmative Action and Equity Office (ADA Compliance) may temporarily separate a student for reasons relating to seriously impaired mental/physical health when such student's health-related behaviors (1) pose a significant risk of substantial harm to health, safety, or property of him or herself or other members of the University community, (2) and/or when the student's health-related behaviors significantly disrupt the ability of other University community members to fulfill the University's mission.

Examples of such behaviors include but are not limited to (a) continuing disruptive behaviors after being told by a University official to stop, (b) behaviors that indicate the student may be out of touch with reality or unaware of the consequences or effects of his or her behaviors, and (c) threat of or harm to self or others.

Administrative withdrawal is not intended to be a substitute for other procedures as found in the Code of Conduct or Academic Policies. Such action may not be used as a means of excluding qualified students with disabilities. The dean of students or associate dean of the Graduate School or designee shall provide the student with a written statement of reasons for the temporary separation and invite the student to meet.

The purpose of this meeting shall be to provide the student with an opportunity to challenge the separation and request reconsideration. The dean of students or associate dean of the Graduate School or designee may require documentation of readiness to return from a licensed attending medical authority and/or licensed psychologist, and consult with the appropriate University official(s) before lifting the separation. The student may be accompanied at the meeting by a member of the University community.

The student must schedule a meeting within ten (10) calendar days of receiving the written statement. If the student fails to request a meeting with the dean of students or associate dean of the Graduate School within ten (10) calendar days of beginning the temporary separation, or if the temporary separation is upheld either at the meeting and the student fails to appeal, or upheld upon appeal, the temporary separation shall be changed to an administrative withdrawal.

Within three (3) calendar days of the conclusion of this meeting the dean of students or associate dean of the Graduate School shall send a letter to the student, informing him/her of the outcome. The student may appeal the determination to the vice president for student and academic services, the dean of the Graduate School, or his/her designee. The appeal request must be received by the vice president for student and academic services by no later than five (5) calendar days after the student receives the letter from the dean of students or associate dean of the Graduate School.

Students who withdraw for health reasons, whether voluntarily or are separated by administrative action, must apply for readmission through the Office of Undergraduate Admissions or the Graduate School. Readmission shall be contingent upon receipt by the appropriate director(s) or their agents, of documentation regarding readiness to return from a licensed attending medical authority, and/or licensed psychologist; to the extent the withdrawal was for a condition that requires ongoing treatment, readmission may also be contingent upon documentation of the prescribed treatment course and the plan for implementation thereof. Readmission may also include a personal interview with either the vice president or dean of the Graduate School or his/her designee.

For graduate students, the dean of the Graduate School will make the final decision based on the information received, in consultation with the appropriate University official(s). (*University Senate, April 26, 1976, updated by the dean of students, June 2009.*)

Readmission

Students who withdraw, who have their degree status discontinued, or whose time limit has expired and subsequently desire to resume their academic program, are required to apply for readmission. Readmission forms are available at www.gradschool.unh.edu/forms.html. Students who are applying for readmission are required to pay an application fee plus, if readmitted, any

accumulated continuing enrollment fees for the period during which they have been inactive. Students are not guaranteed readmission and may be evaluated in competition with current applicants to the program.

Change in Degree

Students who wish to pursue a degree program other than the one for which admission was originally granted must complete the appropriate application for a change in degree. This includes students enrolled in UNH master's programs who intend to pursue the Ph.D. in the same department in which they were admitted for the master's degree. These forms are available at www.gradschool.unh.edu/forms.html. The dean of the Graduate School will notify the student of the decision after consulting with the appropriate departments.

Academic Regulations and Degree Requirements

« [Academic Regulations and Degree Requirements](#)

It is the student's responsibility to become familiar with the academic regulations and degree requirements of the Graduate School as well as the special requirements of their own academic program. The general requirements of the Graduate School are found in the catalog. Individual program requirements may be found in the catalog or obtained from the respective department.

Academic Honesty

Academic honesty is a core value at the University of New Hampshire. The members of its academic community both require and expect one another to conduct themselves with integrity. This means that each member will adhere to the principles and rules of the University and pursue academic work in a straightforward and truthful manner, free from deception or fraud. The academic honesty policy can be found in the [Student Rights, Rules, and Responsibilities](#) handbook.

Graduate Courses

Graduate credits may be earned in courses numbered from 800 through 999, or under limited circumstances in courses numbered at the 700 level.

The faculty of each graduate program prescribes the courses that make up the degree program. In addition, the Graduate School has general requirements for master's and doctoral degree programs.

800- and 900-Level Courses

800- and 900- level courses are offered for graduate credit only and therefore are open only to admitted graduate students or non-degree students with a minimum of a bachelor's degree.

700-Level Courses

700-level courses are advanced undergraduate courses. Up to 12 credits earned in 700-level courses may be petitioned for graduate credit by a graduate degree student, provided the credits are taken in a program other than the one in which the student is seeking the degree and provided such courses are approved by the student's adviser, graduate program coordinator, and the dean of the Graduate School. Such courses must be taken for a letter grade. Petitions must include what additional requirements or expectations will be required of the student to make the course a graduate level experience. Petition forms are available at <http://www.gradschool.unh.edu/fp.php>.

Simultaneous 700/800 Courses:

800-level courses may be cross-listed with 700-level courses and taught simultaneously to both graduate and undergraduate students. While the content of the course is the same, the requirements and expectations of the students differ substantially with assignments, examinations, projects and analyses demonstrating a broader depth of understanding, sophistication and skills for students enrolled at the 800-level.

Graduate credit will not be given for any courses (700-level or simultaneous 700/800 level) that have freshmen or sophomores enrolled. The Graduate School monitors those advanced-level undergraduate courses that are co-listed and co-taught with 800-level graduate courses to ensure that only advanced-level undergraduates are enrolled.

Graduate Grading

Letter grades: The following grades are used at the University: 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- (.67), F (0). Graduate credit is only granted for courses completed with a grade of B- or higher. Individual programs may have stricter requirements, and those are published with their degree program requirements.

AF Grades: An "AF" grade, Administrative F, is assigned for failure to either drop or complete a course. An "AF" is considered the same as an "F."

Credit/Fail Grades: A "CR" grade is assigned for complete, approved theses and dissertations, as well as other approved courses and seminars.

Pass/Fail Grades: Graduate courses cannot be taken pass/fail. A graduate student may petition to take undergraduate courses on a pass/fail basis. Such a petition must be approved by the end of the add period for the term the course is taken. A grade of "C" is the minimum grade in order to receive a "P." Courses at the 700-level approved for graduate credit cannot be taken for pass/fail.

Audit Grades: An "AU" grade is assigned for completion of courses for which an audit was granted. No credit is earned.

Incomplete Grades: An "IC" grade is assigned with the approval of the instructor for excused unfinished work only. The work must be completed and submitted to the instructor by the date agreed upon with the instructor, but not later than the last day of classes of the semester immediately following the one in which the incomplete was granted (800- and 900-level courses only; midsemester deadline for 400-, 500-, 600-, and 700-level courses). If extraordinary circumstances arise, a petition requesting additional time may be submitted. The petition, listing a specific deadline for completion, must be approved by the instructor, the student's adviser, and graduate program coordinator before being submitted to the Graduate School. An extension will be granted by the dean only under unusual circumstances and will usually not exceed one calendar year from the end of the semester in which the course was originally taken. An incomplete grade becomes an "F" if not resolved or if a petition for an extension is not approved within the allotted time period. This policy also applies to students who withdraw from the University or who are on an approved leave of absence.

IA Grades: An "IA" grade is assigned for approved continuing courses such as thesis or doctoral research and remains on the record until the course requirements are completed. In the case of doctoral research, the "IA" grades remain on the official transcript for all semesters prior to the completion of the degree. The "IA" grade for the final term of enrollment will be changed to "CR" to signify successful completion of the dissertation.

W Grades: If a student withdraws from school or drops a course prior to the fifth Friday of the semester, the course(s) will not appear on the student's permanent record. If a student withdraws from school or, for compelling nonacademic reasons, submits an approved petition to drop a course after the fifth Friday of the semester, a notation of "W" will be shown on the student's academic record. If the withdrawal or drop is after the midpoint in the class, a grade of "WP" or "WF" is shown on the record. A "WF" is considered a failing grade and will calculate into the GPA as such. Deadlines for courses scheduled for any time period other than a full semester are apportioned at the same rate as semester courses. The actual dates are determined on a term-by-term basis.

Appeals: Every instructor must be prepared to discuss and explain the basis for her or his evaluation of students. If, after consulting the instructor, a student still believes that he or she was treated unfairly, he or she has the right to seek redress from the chairperson of the department or program in which the course is offered. Under exceptional circumstances, a final appeal may be made to the dean of the college or school in which the program is offered.

Repeated courses: Repeating a course does not remove the original course or grade from the record. If the course numbers and/or titles do not match exactly, graduate students must obtain written permission of their adviser, graduate program coordinator, and the endorsement of the Graduate School dean before the adjustment will be made. Only the most recent grade is included in the cumulative grade-point average; only the most recent credit, if any, is included in the cumulative credits earned. A course may only be repeated once. Only repeated courses taken at UNH will alter the cumulative grade-point average.

UNH Credit Hour Policy

The University of New Hampshire is in compliance with the federal definition of credit hour. For each credit hour, the University requires, at a minimum, the equivalent of three hours of student academic work each week. Academic work includes, but is not limited to, direct faculty instruction, e-learning, recitation, laboratory work, studio work, fieldwork, performance, internships, and practica. Additional academic activities include, but are not limited to, readings, reflections, essays, reports, inquiry, problem solving, rehearsal, collaborations, theses, and electronic interactions. Student work reflects intended learning outcomes and is verified through evidence of student achievement.

Academic Standards

Graduate students receiving grades below "B-" in 9 or more credits, including undergraduate courses taken while a graduate student, will be dismissed from the Graduate School.*

Graduate students enrolled under the accelerated master's program receiving any grade below "B-" in a graduate course while in dual status can be dismissed and have their admission to the Graduate School withdrawn.

Graduate students will have a maximum of two opportunities to successfully complete final examinations for the master's or Ed.S. degree.

Doctoral students will have a maximum of two opportunities to successfully complete qualifying or final examinations for the Ph.D. degree.

Graduate students admitted on a conditional or provisional basis must meet the conditions or provisions as stated in the letter of admission in order to remain in the Graduate School.

Graduate students **MUST** have a cumulative GPA of 3.0 or higher in order to graduate.

* Each individual program may set and announce standards for coursework, examinations, and/or research achievement that are more rigorous than the Graduate School standard. Thus, students may be dismissed if they accumulate less than 9 credits of grades below the "B-" level, and/or fail to make adequate progress in other aspects of their graduate program.

Dismissal for Failure to Make Satisfactory Academic Progress

This process is currently under review.

Policy and Appeals Procedure for Graduate Students Dismissed for Failure to Make Satisfactory Academic Progress or Professional, Ethical, or Behavioral Misconduct

The process by which a student can be dismissed for violations of academic standards or violations of professional, ethical, and/or behavioral expectations of the program is outlined below along with the process by which such decisions can be appealed.

Dismissal for Failure to Make Satisfactory Academic Progress

(Note: This procedure is not available to graduate students who have received failing grades in 9 or more credits.)

A department chairperson or a graduate program coordinator, upon the recommendation of the appropriate faculty committee, may recommend dismissal for a student who is failing to make satisfactory academic progress in their program. This recommendation shall be forwarded in writing to the associate dean of the Graduate School with a copy to the affected student. The associate dean of the Graduate School will act on the faculty recommendation and inform the student and the graduate program coordinator or department chair of the action taken. A student disagreeing with the action taken should make every effort to resolve the situation through informal discussions with the individuals involved in the decision. If the recommendation to dismiss is changed at this point, the associate dean will be notified and after review will notify the student of the decision. If the decision to dismiss stands, a student wishing to enter a formal appeal shall follow the procedure outlined below. A student who has been dismissed for failure to make satisfactory academic progress may, with the permission of the dean of the Graduate School, enroll as a special student in courses in his/her program pending a final decision on the appeal.

Dismissal for Professional, Ethical, or Behavioral Misconduct

Graduate students shall conduct themselves in a manner consistent with the norms and practices of their program and/or discipline.

A department chairperson or graduate program coordinator, upon the recommendation of the appropriate faculty committee at the department/program level, may recommend dismissal for a student who is failing to meet the professional, ethical, and behavioral expectations of the program or otherwise fails to act in ways that are consistent with the norms and standards of the profession or discipline. This recommendation shall be forwarded in writing to the associate dean of the Graduate School with a copy to the affected student. The associate dean of the Graduate School shall act on the faculty recommendation and inform the student and the graduate program coordinator or department chair of the action taken. A student disagreeing with the action taken should make every effort to resolve the situation through informal discussions with the individuals involved in the decision. If the recommendation to dismiss is changed at this point, the associate dean will be notified and after review will notify the student of the decision. If the decision to dismiss stands, a student wishing to enter a formal appeal shall follow the procedure outlined below. A student who has been dismissed for professional, ethical, or behavioral misconduct may, with the permission of the dean of the Graduate School, enroll as a special student in courses in his/her program pending a final decision on the appeal.

Appeals Process for Graduate Students Dismissed for Failure to Make Satisfactory Academic Progress or Professional, Ethical, or Behavioral Misconduct

Step 1: The student shall request that the faculty member or committee making the original recommendation reconsider their decision, generally within 10 working days after the receipt of the official decision from the Graduate School. The student's request shall be written and shall contain any information which the student feels warrants a reconsideration of the decision. A copy of the request shall be sent to the dean of the Graduate School. As soon as possible after receiving this request, the faculty member or committee group will reconsider their decision and notify the student and the dean of the Graduate School of the result of their deliberations in writing. If the original recommendation is reversed at Step 1, the associate dean will review the new material and act on the recommendation and inform all parties involved.

Step 2: If the student is not satisfied with the decision reached in Step 1, they may request that the chairperson of the appropriate department or program convene a meeting of all graduate faculty members in the department or program to review the decision. The student's request shall be in writing, and a copy shall be sent to the dean of the Graduate School. After the meeting, the chairperson will provide the student and the dean of the Graduate School with written notification of the decision of the faculty. If the recommendation to dismiss is reversed by the graduate faculty, the associate dean will again review the case, act on the recommendation and inform all parties involved.

Step 3: If the student is dissatisfied with the decision reached in Step 2, they may request that the dean of the Graduate School review the decision. The student must request such a review in writing and stipulate the reasons for dissatisfaction with the decisions reached in the earlier steps in the review procedure. Within a reasonable period of time, the dean of the Graduate School will hold separate meetings with the student and the appropriate faculty and the associate dean to discuss the case. After these meetings and after reviewing any other information deemed appropriate, the dean of the Graduate School will inform the college dean about the appeal process to date. In consultation with the Graduate Council, the dean of the Graduate School will then arrive at a final decision, which will be communicated in writing to the student, the department or program faculty, and the college dean.

In Steps 1 and 2, the student may, at the discretion of the faculty body involved in hearing the appeal, be present to state their case during the review of the appeal. A member of the University community may appear with the student, as an adviser, before the dean of the Graduate School and before any faculty meeting, which the student is permitted to attend. An adviser may be present, but may not directly participate, in any of these proceedings. Students shall not be present during deliberations.

Approved by the Graduate Council, April 6th, 2010.

Transfer of Credits

A maximum of 12 credits taken by a student prior to matriculation (internal and external combined) can be applied to a degree program.

External to UNH

Students may request that a maximum of two courses, for up to 8 semester credit hours of graduate level coursework from an accredited institution authorized to grant graduate degrees, be transferred to count toward their graduate program. Courses must be at the graduate level and cannot have been used or be in the process of being used in earning another graduate degree or have been taken while completing a bachelor's degree. A grade of **B** or better must have been earned. Transfer of credits must be recommended by the program faculty and approved by the dean of the Graduate School. Students taking courses at another university for transfer after enrolling at UNH should obtain approval of their adviser and the graduate dean prior to enrolling in the course.

Internal to UNH

A maximum of 12 credits completed by a nondegree student in UNH graduate courses (800 or 900 level) at UNH or UNHM may, upon approval of the dean of the Graduate School, be applied to a student's degree program. Each program's faculty retain discretion regarding the maximum number of graduate credits that will be recommended for approval (not exceeding 12).

Continuing Education Units

The Continuing Education Unit (CEU) is a nationally recognized method of quantifying the time spent in the classroom during professional development and training activities. Ten hours of instruction = 1.0 CEU. One hour of instruction = 0.1 CEU. CEUs are not transferable as graduate credit.

Master's Degree Requirements

- » [Credits](#)
- » [Residency](#)
- » [Capstone Experience](#)
- » [Capstone – Non-thesis Option](#)
- » [Capstone-Thesis Option](#)
- » [Thesis Credit](#)
- » [Thesis Committee](#)
- » [Submission of Thesis](#)
- » [Time Limit](#)

Dual Degrees

The Graduate School allows UNH students to pursue two degrees at UNH and count credits toward both degrees under the circumstances detailed below. Such credit will be granted only for graded coursework completed with a grade of "B-" or higher. Application of such credit toward a student's program for a second degree is subject to departmental recommendation and approval by the Graduate School. Dual degrees should be interpreted to include separate majors within the

same degree, or a combination of two different degrees. Students will receive separate diplomas for each degree program. **Note: No dual degrees will be awarded retroactively.**

1. Accelerated Master's. Qualified senior students at the University of New Hampshire may be admitted to the Graduate School provided they have followed normal application procedures; they must have been admitted for the semester in which they wish to enroll in courses for graduate credit. A 3.20 cumulative grade point average is normally required to be considered for early admission. Such seniors are normally admitted prior to the start of their last undergraduate semester. Seniors who have been admitted under early admission may register for a maximum of 12 credits of graduate-level courses prior to completing their bachelor's degree. Such courses may, upon recommendation of the department and approval of the Graduate School, count toward both a bachelor's and master's degree.

2. Consecutive Master's Degrees. Enrollment in consecutive master's degrees refers to admission and matriculation in a second master's degree program at the University of New Hampshire after the completion of the requirements for a first master's degree earned at the University of New Hampshire. A student may apply up to 12 credits earned in the first master's degree awarded at the University of New Hampshire toward a second master's degree with approval of the student's graduate advisory committee and/or graduate program coordinator in the second master's program. Thesis or research credits from the first program may not be counted toward the requirements of the second program.

3. Concurrent Dual Degrees. Enrollment in concurrent dual degrees occurs when a student is admitted to and matriculated in two graduate degree programs at the University of New Hampshire simultaneously. A student may pursue concurrent degrees only with approval of the appropriate graduate program coordinator(s) and the dean of the Graduate School. With approval of the student's graduate advisory committee(s) and/or the graduate program coordinator(s), a student may apply up to 12 University of New Hampshire credits earned in one master's degree toward the requirements for a second master's degree. A student must complete the capstone requirements for both programs. Completion of degree requirements for the two programs need not be at the same time.

4. Integrated Dual Degrees. Integrated dual degrees occurs when two graduate programs have formalized a program of study which creates an integrated program linking the two disciplines, while continuing to award separate degrees. Students must be admitted to both programs and complete the requirements for both degrees. Integrated dual degree programs may include a single admissions process, submission of a single thesis or capstone experience, and a single advisory committee composed of members from both programs. The number of required credit hours for integrated dual degrees must not be less than 80 percent of the total minimum hours required to complete each degree separately. Integrated dual degree programs must be approved by the Graduate Council and the dean of the Graduate School.

All standard policies relating to time to degree, residency requirements, academic standards, and minimum GPA required to graduate apply to any dual-degree arrangement.

If the student withdraws from one of the participating programs, the dual-degree arrangement is automatically nullified.

If a student's tuition is funded by one or more units, it is up to the funding unit to decide if tuition may cover courses taken solely for completion of the second program.

Educational Specialist Degree

Requirements for completion of the educational specialist degree (Ed.S.) are found under the program descriptions of the Department of Education. A student can petition to count a maximum of 12 credits, not previously applied to a degree program and taken prior to admission to the Ed.S., toward a Ed.S. program.

All graduate work for the Ed.S. must be completed within six years from the date of matriculation (enrollment after admission) in the program.

Doctoral Degree Requirements

The degree of doctor of philosophy is conferred on qualified candidates who have passed an oral or written examination(s) on the subject matter of their field of study, who have completed an original investigation in this field and have embodied the results in an acceptable dissertation, and who have passed an oral examination in defense of the dissertation. The degree of doctor of philosophy is essentially a research degree.

The degree of doctor of nursing practice is a practice based doctorate that prepares nurses for the highest level of specialized nursing practice. DNP graduates are prepared to translate evidence into practice, improve systems of care, and measure health outcomes in diverse settings. Graduates of the DNP program are prepared for culturally competent, evidence-based, system-based care, interprofessional collaboration and leadership. DNP graduates are distinguished by their abilities to:

- Affect practice
- Design and implement programs that improve health and healthcare delivery
- Apply data management and informatics skills to evaluate programs, outcomes, and care systems
- Influence health policy

Responsible Conduct of Research

As a land-grant institution, the University of New Hampshire (UNH) is accountable to New Hampshire residents and to the University community to ensure the ethical and safe conduct of research and scholarly activity. As an institution of higher education that prides itself on extensive research endeavors and the involvement of undergraduates and graduate students in research projects, UNH has an obligation to teach and actively promote integrity in research and scholarship.

To fulfill its obligations, UNH has embarked on a program on the responsible conduct of research and scholarly activity (RCR) to:

- Raise the consciousness of faculty, staff, and students regarding the ethical and responsible conduct of research and scholarly activity;
- Establish a knowledge base that defines normative and/or professional behavior to assist faculty, staff, and students in making ethical and responsible decisions in the conduct of research and scholarly activity; and
- Foster an institutional culture of integrity in research and scholarly activity.

To support these efforts, the Graduate Council has mandated that all incoming Ph.D. students complete RCR training approved by the Graduate School by the end of their first semester. For more information, visit the [RCR website](#).

- » [Residency](#)
- » [Credits](#)
- » [Doctoral Research \(999\)](#)
- » [Guidance Committee](#)
- » [Qualifying Examination](#)
- » [Language/Research Proficiency](#)
- » [Degree Candidacy](#)
- » [Doctoral Committee](#)
- » [Time Limit](#)
- » [Dissertation](#)
- » [Final Defense](#)
- » [Submission of Dissertation](#)

Graduation

Graduation occurs three times a year in September, December, and May. All students **MUST** file an intent-to-graduate form by the appropriate deadline specified on the [Graduate School calendar](#). Students must file this form online through the MyUNH website. More information on this process is available on the Graduate School's website at <http://www.gradschool.unh.edu/graduation.php>.

All coursework completed prior to the official conferral of the degree will be applied only to that degree program. Graduate students **MUST** have a cumulative GPA of 3.0 or higher in order to graduate.

Commencement

The annual commencement ceremony is held in May.

Doctoral, Master's and Ed.S. students who earned their degrees in the preceding September and December are invited to participate in commencement ceremonies in May.

Master's and Ed.S. students who expect to complete their degree program in May, as well as those who expect to complete their programs at the end of the summer term following the commencement ceremony (September), are eligible to participate in the May commencement ceremony. Students who file their intent-to-graduate online for either May or September by the last deadline to file for May will be listed in the commencement book.

Doctoral students must have completed all requirements for the degree by the published deadlines for May in order to participate in the May ceremony. Only those candidates who have completed their program are listed in the commencement book.

All students who intend to participate in the May ceremony must register to attend through the Commencement Office.

For more information on how to register for commencement please visit the UNH Commencement Website www.unh.edu/presidentialevents/commencement.

UNH Graduate School

Complete information regarding graduate study at UNH is available through the Graduate School at <http://www.gradschool.unh.edu/>.

The Graduate School
109 Thompson Hall
105 Main Street
Durham, NH 03824
(603) 862-3000

Other Helpful Contact Information

UNH Home Page
www.unh.edu

Directory Assistance
862-1234 (off-campus)
0 (on campus)

Registration
862-1500
<http://www.unh.edu/registrar/>

Business Services (billing and tuition)
862-2230
<http://www.unh.edu/business-services>

Online Services (email accounts, WEBCAT, and other technology)
username/password: <http://gradschool.unh.edu/myunh.php>

Parking

862-1010

<http://www.unh.edu/transportation/parking>

Wildcat Transit Bus

862-2328

<http://www.unh.edu/transportation/wildcat-transit>

Financial Aid Office

862-3600

<http://financialaid.unh.edu/>

Disability Services

V/TTY 862-2607

<http://www.unh.edu/studentaccessibility/>

Affirmative Action Office

862-2930

<http://www.unh.edu/affirmativeaction>

Housing

Off-campus: 862-3612

<http://unhmub.com/off-campus-housing>

On-campus: 862-2120

<http://www.unh.edu/housing/>