



COLLEGE OF ENGINEERING

***GRADUATE STUDENT
HANDBOOK***



For incoming and current
UNL graduate students in
Engineering Graduate Programs

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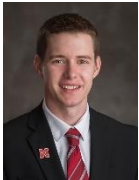
Introduction

Program Overview

The College of Engineering is committed to bringing bright, energetic, and innovative graduate students to the University of Nebraska – Lincoln. We offer graduate degrees in numerous academic areas in two locations: Lincoln on the City Campus and East Campus; and Omaha on the University of Nebraska at Omaha's (UNO) Scott Campus. The degree is awarded by the University of Nebraska.

The university supports students by offering a comprehensive professional development program that includes workshops for grant writing and management, publishing, curriculum vita and portfolio development, and interviewing skills. Students with teaching assistantships also access a wide range of resources supporting instructional development.

Graduate Program Contacts

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	Dr. Kayla Person Director of Engineering Graduate Programs City Campus (Lincoln) Kiewit Hall 505DD 402-472-7079 kperson4@unl.edu
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Getting Started

Admissions Requirements

Applicants must hold a baccalaureate (bachelors) or higher degree from an institution that is regionally accredited or from an institution that is accredited by an organization recognized by the Council on Higher Education (CHEA), or from an accredited foreign institution that is recognized by the Office of Graduate Studies. If the student's native language is not English, verification of English proficiency is required.

An application is required of all degree, graduate certificate, and non-degree seeking applicants. Applications are valid for the term specified on the application. In order for students to be successful, all academic units should finalize admission recommendations prior to the start of each term. The final date for processing admission is the first Friday of classes, for each term respectively.

To apply, submit the following to the Office of Graduate studies through the admission portal, CollegeNET.

Office of Graduate Studies requirements:

- Graduate Application for Admission
- Application fee
- Unofficial and Official Transcripts
 - A copy of an official transcript from all past academic institutions must be submitted to the Office of Graduate Studies. Transcripts are required of all post-secondary work, from which college credit was earned or not earned, listing courses, marks, and a bachelors or higher degree conferred. Documents in a foreign language must also include certified English translations. All transcripts and/or academic documents uploaded to the online application system are considered unofficial. Official transcripts will be required from all students who are admitted and enroll.
- English Proficiency
 - If the student's native language is not English, verification of [English proficiency](#) is required.

Program requirements:

- Graduate Admission Tests (GRE) – *see program handbook for program requirements*
- Personal Statement - *see program handbook for program requirements*
- Resume/Curriculum Vita
 - A professional resume or curriculum vita should be submitted. Please include following: education, relevant work experience, relevant research experience, skills, involvement and participation, awards and honors, and other relevant information that may supplement an application.

- Letters of Recommendation -
 - Three letters of recommendation are needed when applying. Recommenders should be academic references. In the application portal, applicants will be asked to provide names and contact information of their recommenders, the portal will contact the recommenders with further directions on how to securely submit the reference.
 - See *program handbook for program requirements*
- See program handbook for additional program specific requirements

For additional information on Admission, visit the [Graduate Catalog](#)

Application deadlines

The priority application deadline for Fall semester start is January 15 and for spring semester start is September 15. Students who apply on or before these deadlines will be reviewed first for admission and any additional funding opportunities. Many programs practice rolling admission and will continue to evaluate applications as they are submitted. See program website and handbook for any additional Program specific requirements.

Previously Enrolled Students

Students who have not enrolled for three consecutive terms and who (if eligible) have not been approved for an [Academic leave](#) will need to reapply for admission via the UNL Graduate Studies application process.

Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring	Summer
Enrolled	Not Enrolled		If not enrolled must reapply.					
	Enrolled	Not Enrolled		If not enrolled must reapply.				
		Enrolled	Not Enrolled		If not enrolled must reapply.			

Enrollment

Husker Email

All students will receive a @huskers.unl.edu email account and the account will immediately become the primary email for all students and official university communications. Students are expected to check this email account regularly. The university has implemented a campus-wide email for many reasons, but most importantly for current students, this means:

- Students won't miss important messages. The university issued email will be the single source for official university communication and the only one connected to MyRED and Canvas.
- Emails will be more secure.
- Campus-wide communication will be easier. This will keep everyone more informed and safer during emergencies.
- Students will have improved access to technology. It will be easier to use university library services and software, including OneDrive, Zoom, VidGrid, Adobe Creative Cloud, Matlab, Office WebApps, and Office 365.

If a student has any questions or issues with their student email, they can contact Huskertech Help Center at 402.472.3970 or mysupport@nebraska.edu

NUID

An NUID is a unique number assigned to each student, faculty, and staff member. This number is assigned upon submitting an application or starting a new position on campus.

TrueYou

A system that helps students, faculty, and staff maintain a single password and NUID across many systems at many institutions in Nebraska. To claim a campus identity and enroll in two-factor authentication visit [TrueYou](#)

NCard or MavCard

The [NCard](#) is the student ID card issued to students on the Lincoln campus and the [MavCard](#) is the student ID issued to students on the Scott Campus. A student ID is an important tool to gain access to the NE Ride, after hours building access, library resources, and many more.

If a student is predominantly on Scott campus, utilizing a MavCard, but would like an NCard, they should visit the NCard office website for instructions on how to obtain an NCard and pay \$20 in cash to NCard office for the card fee. Please visit the [Resources for Scott Campus](#) for more information.

MyRED or MavLink

[MyRED](#) (Lincoln) and [MavLink](#) (Scott campus in Omaha) are the enrollment web service portals for students, faculty, and staff. Students can access using their NUID and TrueYou password. Students will use MyRED/MavLink to enroll/drop courses each semester, view final grades, pay bills, accept/decline financial aid, order transcripts, apply for graduation, view messages or notifications from the University, etc. Regardless of home campus, students should be checking MyRED regularly for any messages or notifications from the University.

Intercampus Enrollment

For a student to take courses offered on the Scott campus (UNO) or University of Nebraska Medical Center (UNMC), a student must fill out an [Intercampus Enrollment Form](#). Please allow 3-5 business days for the review of this form by the home and visiting campus. Once approved, the student will have access to enroll in courses using MavLink. Students whose main campus is the Scott campus must fill out the Intercampus Enrollment Form **every semester** in order to enroll in courses.

Canvas

[Canvas](#) is the Learning Management System (i.e., web-based online platform) used to deliver course content. It is important for students to subscribe to Canvas Notifications to not miss important announcements posted to their courses.

Resources

Emergencies and Crisis Situations

If you are having a medical emergency/are seriously ill (can't get up; too weak to go out for medicine) or if you are having thoughts of harming yourself, seek assistance **immediately**. Help is available 24/7 at **402-472-5000, 402-472-2222** (UNL Police), or **911**.

If you know of someone else who is having a medical emergency/are very ill or is contemplating harming themselves or someone else - **act now**. Contact the UNL Police at **911** or **402-472-2222 (2-2222** from a campus phone) or UNL Counseling and Psychological Services (**402-472-5000**); if you aren't sure what to do, ask your advisor, your graduate chair or your department chair.

If you are feeling threatened, make sure you are safe (remember *run/hide/fight*) and then contact the Police. The [UNL PD web site](#) is filled with useful information (some examples: *Crime Reporting; Emergency Planning; Active Shooter Response*).

Health and Wellness Resources

Graduate school can be a stressful environment. It is important to take good care of yourself. The following are provided as useful tips:

- Take care of your body (sleep, exercise, diet). Seek help if you feel ill or depressed.
- Don't neglect your life away from school. Keep up relationships, interests, passions, reflection, and/or spiritual focus.
- Keep your attention on long-term goals (vs. always focusing on short-term problems).
- Celebrate milestones; take time to reward yourself for achievements.
- Allow yourself to trust. Don't be afraid to reach out for advice or help.

In addition to informal support mechanisms available through friends, relatives, and peers, there are several health and wellness resources available to you at little or no cost.

- The [University Health Center](#) provides access to primary care providers, other providers (via referral), vaccinations, sexual wellness, international student services, and pharmacy. See "[Student Health 101](#)"
- [UNL Counseling and Psychological Services \(CAPS\)](#) can provide confidential assistance to students who are suffering from stress, who have experienced trauma (personal, physical, or psychological) or depression, or who are having thoughts of self-harm. Contact **402-472-5000** (Health Center; follow the prompts to be connected to a real person).

Services for Students with Disabilities

The University of Nebraska-Lincoln is committed to ensuring equal access to curricular and co-curricular opportunities for students with disabilities. Services for Students with Disabilities (SSD) implements reasonable accommodations for students with disabilities and offers students opportunities to contribute and participate in the campus experience at the University of Nebraska–Lincoln. SSD is located at 232 Canfield Administration Building (Ph: **402-472-3787**; TTY: **402-472-0053**; Fax: **402-472-0080**; <https://www.unl.edu/ssd/home>). Students should contact SSD as far as possible in advance of an anticipated challenge.

Academic Leave of Absence

An Academic Leave of Absence may be granted to students for illness or injury, to provide care or assistance for family and dependents, to meet military service obligations, or for other personal reasons. Currently information about UNL's academic leave for graduate students is available at in the [Graduate Catalog](#).

Academic Integrity and Professional Conduct

Student Conduct and Community Standards

By enrolling as a scholar at Nebraska, you have chosen to uphold the standards of civilized behavior, promote a campus environment that supports its educational, research, and outreach missions, protect the members of the community and its resources from disruption or harm, and exemplify ethical standards and civic virtues through having appropriate individual and group behavior. For a complete list of behavioral expectations and consequences for non-compliance, please visit the Student Affairs' website on [Student Conduct and Community Standards](#).

Academic Integrity

Academic honesty is essential to the existence and integrity of an academic institution. The responsibility for maintaining that integrity is shared by all members of the academic community. The University expects all graduate students to act at all times with unwavering integrity. As a graduate student, you have a responsibility to understand and uphold the standards of the academic community. At UNL, you will be held to the highest standards of academic integrity. The [Student Code of Conduct](#) outlines the University's expectations regarding academic integrity. In accordance with the established procedures as described in the Code, students who commit acts of academic dishonesty are subject to disciplinary action, and are granted due process and the right to appeal any decision.

Nondiscrimination policy

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. The following persons have been designated to handle inquiries regarding non-discrimination [policies](#); Title IX, Disability or Discrimination inquiries should be directed to Institutional Equity and Compliance, 128 Canfield Administration Building, 402-472-3417 or equity2@unl.edu

Policy for Use of Service Animals

The University of Nebraska complies with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (section 504). Among other things, the ADA and Section 504 require the university to make reasonable modifications to its policies, practices, or procedures to permit the use of a [Service Animal](#) by a student, faculty, staff or visitor with a disability. Students wishing to utilize a Service Animal on campus should contact Services for Students with Disabilities at 402.472.3787.

Sexual Misconduct Policy

Every student, faculty, and staff member is required to complete the University's Sexual Misconduct Training. UNL is dedicated to the prevention of sexual misconduct, and providing a safe campus for students, faculty, and staff. To view the University of Nebraska's full [Sexual Misconduct Policy](#), or to learn more about reporting options, please visit the [Institutional Equity and Compliance](#). UNL has established procedures and policies to investigate complaints and address identified concerns. UNL has a designated Title IX Coordinator to ensure the institutions' compliance with Title IX. UNL's Title IX Coordinator is Meagan Counley (equity2@unl.edu). For further information regarding Title IX or any other nondiscrimination complain policy/procedure, please contact the Office of Institutional Equity and Compliance at 402.472.3417.

Dealing with Conflict

Everyone will experience conflicts in life, including conflicts at work. However, if these conflicts involve unprofessional conduct or harassment, you need to **immediately** alert others to the problem. The following are presented as guidelines and suggestions.

- If you experience conflicts with students who are instructing or mentoring, discuss the situation immediately with the instructor of record, course coordinator, or the laboratory director.
- For conflicts involving other research group members, consult with your Research Advisor; otherwise, approach the graduate chair or the department chair.
- If a conflict arises with your research advisor or with someone outside of your research group, talk to the graduate chair or the department chair.
- Additional contacts include:
 - Dr. Mark Riley, Associate Dean for Research, mriley3@unl.edu, or 402.472.3386
 - Dr. Kayla Person, Director of Engineering Graduate Programs, kperson4@unl.edu or 402.472.7079
 - Dr. Eva Bachman, Director of Graduate Student Support and Associate Registrar in the Office of Graduate Studies, ebachman1@unl.edu or 402.472.8669.
- If the concern involves discrimination or harassment on the basis of gender or sexual orientation (see following section), you can contact any of the individuals discussed above as well as the UNL Title IX coordinator (equity2@unl.edu).

Guidelines for Good Practices in Graduate Education

The Office of Graduate Studies has outlined guidelines for faculty and graduate students in the areas of professionalism and ethics, teaching, and research. These guidelines can be found in the [UNL Graduate Catalog](#).

Assistantships and other Financial Support

Graduate Assistantship

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

Assistantship Responsibilities

Work required by a graduate assistantship and not directly related to the student's degree program cannot exceed 13-19.6 hours per week (.33 to .49 FTE).

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

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

Types of Assistantships

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

- A **teaching assistant** provides a stipend to a student who is typically assisting in an academic department's teaching program, i.e., grading, assisting a professor with a course, etc.
- A **research assistant** provides a stipend to a student who is typically assisting a professor with a research project, enabling the graduate student to work towards an advanced degree.

Eligibility

To hold a graduate assistantship a student must be admitted to a specific graduate degree program and enrolled for credit during the tenure of the assistantship. Individual department's make assistantship appointments. Students who wish to be considered for an assistantship in their major should direct inquiries to the graduate chair of their department. All international graduate students who are selected teaching assistants at UNL must attend the [Institute for International Teaching Assistants](#) prior to starting their assistantship.

Benefits

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

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

Eligibility for assistantship benefits requires meeting all the following criteria:

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

Resignation or Termination

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

Summer Tuition

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

Hiring and Renewal

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

General responsibilities

Each program shall establish its own documented procedures for recruitment, selection, retention, and dismissal of graduate assistants in accordance with UNL graduate policy and Affirmative Action/Equal Opportunity guidelines. These procedures shall be made available to

each graduate student and posted in the department. Individual departments may establish a required minimum course load for funded students.

A graduate assistant's duties are assigned by the departmental chair/head, graduate committee chair, research advisor, or others. Departments must provide students with an official signed offer letter, informing them of assistantship expectations, responsibilities, and compensation. Graduate assistants are expected to be assigned relevant professional work that may include, among other tasks:

- Assisting in a course (under the supervision of a director or mentor)
- Grading a course
- Working in a department sponsored laboratory or instructional center.
- Assisting a professor on a research project

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

Renewal and Performance Evaluation

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

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

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

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

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

See program handbook and program graduate chair for any additional department specific program requirements.

Academic Freedom of graduate teaching assistants

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

In interpreting teaching evaluations, supervisors shall make every effort to distinguish critiques of the course from negative evaluations due to

- Prejudice against the GTA on the basis of race, sex, sexual orientation, religion or other protected status, or
- Disagreement with viewpoints expressed by the GTA or by students in the class.

Other fellowships or scholarship opportunities

University and department fellowships are awarded on a competitive basis in recognition of a student's demonstrated scholarship, scholastic and creative promise, and/or financial need. There is no service or work required associated with fellowship awards. A student holding a fellowship or a traineeship must be a full-time student during the period of appointment.

To be eligible a student must be admitted to a graduate program and must be enrolled in graduate academic course work. Students enrolled in certificate-only programs with no degree objectives are ineligible for fellowships. Employees of the University of Nebraska, other than graduate assistants, are not eligible to receive a fellowship.

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

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

Partial support fellowship awards – Some fellowships provide partial support; students who have these fellowships may hold other fellowships and assistantships. More information can be found at:

- [Office of Graduate Studies](#)
- [College of Engineering](#) resources

Department fellowship awards – Departments may also have fellowship awards. The criteria for these awards are set by the department and vary in amount.

Additional information – The fellowship award should not in any way affect the amount of a graduate assistantship salary unless there is an accompanying decrease in the teaching or research assignment and the corresponding FTE. It is expected that students will maintain progress, including communication with advisor/supervisory committee, toward their degree for the duration of the awards. Continuation of graduate fellowship may be denied to recipients under the following conditions:

- Failure to satisfy scholastic grade requirements as specified in the UNL Graduate Studies Bulletin
- Violations of the Code of Conduct as specified in the UNL Graduate Studies Bulletin.
- Failure in qualifying examinations, preliminary examinations, comprehensive examinations or failure to make satisfactory progress in a graduate program.

Loans and Need-Based Application Process

The [Office of Scholarships and Financial Aid \(OSFA\)](#) does not participate in the granting of fellowships or assistantships but does maintain current information on other forms of financial support available to students. To apply for a Federal Graduate PLUS Loan or an unsubsidized federal Stafford loan, submit a Free Application for Federal Student Aid (FAFSA) to the process center as soon as possible, priority deadline is May 1st.

Payroll and Taxes

When completing hiring paperwork, a student will submit either a Direct Deposit Form with their bank or a voided check from their checking account. This will allow for direct deposit of employment pay. A student can view their Paycheck Advice, also known as a paycheck stub in Firefly, under the Employee Self Service (ESS) tab. Students should receive Firefly instructions from their department or College HR hiring personnel.

A student's paycheck stub will likely show deductions such as Social Security, Medicare, Federal Incoming tax and State Income Tax. The amount of the deduction is largely based on information submitted on an Internal Revenue Service (IRS) W4 form the student will fill out during the hiring process. As long as the student is enrolled in at least four (4) credit hours, there should be no deduction for Social Security (also known as FICA) or Medicare. However, graduate students often continue research assistantships in the summer while not taking any courses. In such cases, FICA and Medicare will also be deducted.

Federal and state taxes will be deducted according to federal and state income tax laws and information on the W4 that was submitted. These vary greatly for each individual. Some students come from countries that have tax treaties with the US. These various treaties do impact how taxes are withheld and assessed for an individual.

Each year, by January 31, students should receive a W2 Form from the IRS which is an official document of all money earned and deducted. This document will be used to “file your taxes.” This is a process whereby a student’s income tax responsibility is assessed and compared to the withholdings taken out of their paychecks. If it is determined that a student owes more than the amount that was withheld, the student will be responsible for paying the difference. Otherwise, if it is determined that more was withheld from the paychecks than what the student owes, the student will receive a refund for the difference.

The [UNL Student Money Management Center](#) and [UNL’s Center for Student Leadership, Involvement, and Civil Engagement](#) provides tax assistance and other resources for students. Visit [UNL Tax Assistant](#)

Firefly

An online employee portal for the University of Nebraska. Firefly serves as a single access point for business and personnel related information. View paystubs, W2s, and contact information.

Student Health Insurance

Any student registered for at least 3 credit hours each semester is eligible to purchase health insurance. The student and the University will share the cost of the premium. Approximately 21% of the annual cost of the health insurance premium will be billed directly to the student’s account. Students are notified at a later date of the amount for which they will be responsible. If a student does not require the University health insurance, the student needs to complete a Waiver of Insurance form online each semester. If the Waiver of Insurance has not been submitted within 14 days of the starts of the semester, the student’s account will be charged for the basic student health insurance. The student also has the option of purchasing additional health insurance for family members from the same plan by contacting the business office at the University Health Center. International students are always required to have student health insurance coverage, unless proof of comparable insurance from an outside source is provided.

Program vacation policy for students on assistantship

Graduate assistants do not earn vacation time. As a general policy, for student holidays where campus is open, students should be expected to work, however, students are not expected to work on holidays campus is closed (i.e., holiday closedown).

All vacations and leaves must be planned in advance and approved by the graduate advisor/supervisor. There are many times when a student’s presence is absolutely necessary for the proper conduct of research and teaching assistance. Conflicts can be avoided by careful and advanced planning. School breaks such as Winter Holiday, Thanksgiving, and Spring Break are

work periods except for days declared as official University holidays. When going on vacation, or other leave, it is advised that a telephone number and/or email address should always be left with the graduate advisor or department administrative staff.

See program handbook for program specific requirements.

Research

Research Safety

Before initiating any research activity, students are expected to follow UNL and departmental policies for safety and/or environmental health, to complete any additional safety protocols specific to their own research program (for example, specialized training required for particular operations or reagents), and to complete all required safety training. Additional information can be found at the [UNL Environmental Health and Safety](#).

Research topic

It is customary for a student to decide to work with a particular research advisor within a broadly defined area. The specific research problem within this area is usually suggested by the advisor. This is appropriate since, in the beginning, the student may not have the experience to fully appreciate the proposed research in the context of the field. Furthermore, in attempting to solve the assigned research problem, the student will benefit from the ideas, expertise, and guidance of the advisor.

During the course of a research program, the graduate student should become increasingly familiar with the subject of the investigation and, upon completion, may well have greater expertise than the advisor in the specific subarea represented by the dissertation or thesis. Nevertheless, unless agreements to the contrary are negotiated, it is assumed that the general research area in which the specific problem fits is one in which the research advisor will continue to work. It is to the mutual benefit of the student and advisor to agree, before the student's departure, on the responsibilities for future work in the general research area.

Occasionally, a student will, on their own initiative, devise a research problem upon which they wish to work. This is acceptable if he/she can find a member of the Graduate Faculty who is willing to oversee the project and be the chair of the student's Supervisory Committee. It is to be stressed that a faculty member has the right to decline supervision of research by any graduate student, regardless of the origin of the research problem. If the research problem is devised by the student, it would normally be assumed that the student would have the priority for continuing the problem after their departure. However, it would be well for all concerned for these matters to be made a part of a set of written records and agreements, as appropriate.

Research related property, including intellectual property (IP)

Graduate research may result in the construction of a new apparatus, the development of unique software, the determination of spectral data, the synthesis of novel compounds, and other activities which produce materials, objects, protocols, or processes which are considered property. All such property belongs to the University of Nebraska-Lincoln. This remains true whether the student is self-supporting or receives a salary from the State of Nebraska, federal funds, private research foundation funds, or any other sources of funding obtained by the research advisor, the home Department, or UNL.

Research can also result in the generation of potential [intellectual property](#) in the form of patentable discoveries. Should a patentable idea arise in the course of research, the rule of the Nebraska Board of Regents must be adhered to, and it is recommended that the [UNL Office of Research and Economic Development](#) and/or [NUtech](#) be consulted in such cases.

Academic Policies

GPA Requirements

The following minimum grades are required to earn credit in graduate-level courses:

	Courses in the Major Department or Area Applied Toward a Degree	All Other Courses Applied Toward a Degree or a Graduate Certificate
800 – Level with 400 or Lower Counterpart	B	C or P
900-Level and 800-Level without 400 or Lower Counterpart	C or P	C or P

Additional information can be found in the [UNL Graduate Catalog](#)

See program handbook for program specific requirements.

Withdrawing from a Course

Withdrawing from a course, which must be accomplished before a deadline published each semester by the University Registrar for the campus where the course is registered.

Withdrawing results in a notation of “W” on the graduate transcript. The W does not negatively or positively affect the GPA. Although no course grade is issued in this circumstance, a “W” on a first-year course and/or a course required for the program of studies may reflect unfavorably on progress. Before withdrawing from courses, students should seek information on the ramifications of the withdrawal from appropriate entities, including their faculty advisor, scholarships and financial aid, and the International Students and Scholars Office (international students).

Additional information can be found in the [UNL Graduate Catalog](#)

Incomplete Grades (I; IP; XP)

Incomplete (I). A grade of Incomplete or "I" may be assigned when a student has already substantially completed requirements for the course but is unable to complete the course due to illness, military service, hardship, or death in the immediate family. Note that the grades of IP or XP must be used for thesis/dissertation hours (899, 999). For any I grade in a graduate course, the instructor of the course determines the requirements and deadlines for completing it. It is helpful to have these expectations in writing to prevent miscommunication.

- A student with a grade of I should not re-register for that course within the time frame for the removal of the I. Re-registration will incur new tuition charges.

- If the instructor leaves the University prior to the date set for the completion of a course, the chair of the academic department of the course will assume the role of the instructor.

Incomplete, In Progress (IP): A grade of IP indicates the student is making progress or effort as determined by the faculty supervisor (research effort, literature review, draft chapters, etc.) and that final review is being withheld pending successful defense and acceptance of the thesis, or dissertation.

Incomplete, No Progress (XP): A grade of XP indicates the student is not making progress or effort as determined by the faculty supervisory (research effort, literature review, draft chapters, etc.). XP is not used in GPA calculation and no direct academic sanction (such as academic dismissal from the University) is automatically imposed for earning one or more XP grades. However, in assessing progress towards degree, the program will look at XP grades along with other components of a student's program.

All Incomplete courses on the Memorandum of Courses or Program of Study must be assigned a grade (student is required to complete the requirements to remove the incomplete) prior to graduation. Until replaced by final grades, incomplete grades are not included in GPA calculations but may be considered in discussions of student progress. Any IP (incomplete, progress) or XP (incomplete, no progress) grades remaining at graduation for thesis or dissertation credits will convert to I, if not graded as P or with a letter grade. Note that IP and XP count toward attempted hours on a transcript but not necessarily in calculations of financial aid. Additional information can be found in the [UNL Graduate Catalog](#)

Student Appeals

Graduate students may at any time discuss matters directly or indirectly related to their program with their advisor, their Supervisory Committee, or the Graduate Committee. Appeals of grades awarded in courses should be made first to the instructor of record for the course. If the appeal is denied by the instructor, the student may appeal to the Graduate Committee (via the graduate chair); this appeal must be filed (letter or e-mail) within sixty days of the Registrar having posted the contested grade. If the appeal is denied, or is not considered, the student may appeal to the UNL Graduate Council via the Dean of Graduate Education.

For a specific description of appeals related to program, probation or termination, see the [UNL Graduate Catalog](#)

Program Transfer Credit Policy

All graduate credits to be counted toward the satisfaction of post-baccalaureate degree requirements, including all transfer credits, must be recommended by the cognizant graduate committee of the student's program. No less than 50 percent of the coursework (excluding thesis) required for any post-baccalaureate graduate degree must be completed at the University of Nebraska.

No graduate credits will be accepted as transfer credits unless earned at an institution fully accredited to offer graduate work in the field of the student's major; nor shall any graduate credits be transferred unless the graduate committee evaluates the quality and suitability and determines that they are equal to or superior to offerings available at the University of Nebraska. No graduate credits will be accepted as transfer credit toward a master's program at UNL if the course work is 10 years or older or if the course work has been applied toward a previously completed post-baccalaureate degree at any institution, including UNL. Similarly, no graduate credits will be accepted as transfer credit toward a doctoral program if the course work has been applied toward a previously completed doctoral degree at any institution, including UNL. Professional courses cannot count toward a graduate degree. Courses completed at institutions other than the University of Nebraska cannot count toward a graduate certificate.

Approval of the Office of Graduate Studies is required for the transfer of graduate work taken elsewhere toward a graduate degree at UNL. It is the student's responsibility to ensure that official transcripts of graduate work taken elsewhere are received in the Office of Graduate Studies well before the student plans to complete all other requirements for the graduate degree at UNL.

Satisfactory Progress

Satisfactory progress toward an advanced degree is required for a student to remain eligible for assistantship support. Satisfactory progress is established based upon: (1) progress in course work, including cumulative grade point average in courses related to the students' program and involving final exams and or graded final projects; (2) progress and performance in research; (3) timely completion of graduate program requirements (ex: Program of Studies or memorandum of Courses); (4) performance on comprehensive exams; (5) adherence to the UNL Student Code of Conduct.

See program handbook for program specific requirements.

Ph.D. Program Requirements

Selecting a research advisor

See program handbook and program graduate chair for program specific guidance.

Changing advisors

A student may change advisors if the student and advisor mutually agree that the change would be beneficial. A common reason to switch advisors is that the student is more interested in the research done by another faculty member than that of the assigned advisor.

If the student is supported as a Graduate Research Assistant (GRA), but there are extenuating circumstances that require changing advisors, they should meet with their current advisor as soon as the change is deemed necessary. Part of this meeting should be a discussion on how to fulfil the obligation of the research assistantship. After meeting with the advisor, a Change of Committee form must be completed listing the full committee as it is for the change. The form must be signed by the past advisor (if still at UNL), the new advisor, and the program Graduate Committee Chair, then submitted to the Office of Graduate Studies. The student should meet with the new advisor and establish a plan to meet academic requirements and research expectations.

Time and Residency Requirements

Academic residency requires the doctoral student to enroll in a specified number of hours related to the degree within a specific timeframe. For a student beginning a doctoral program:

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

Additional information can be found in the [Graduate Catalog](#).

Forming a Supervisory Committee

The Supervisory Committee shall approve the student's Program of Studies; monitor the student's academic progress; approve the dissertation subject; prepare, give and evaluate the comprehensive examination; approve the final dissertation; and prepare, give and evaluate the final examination.

A [Supervisory Committee](#) is established **before a doctoral student has accumulated 45 credit hours**, including any transfer hours, but excluding research or language tools. Prior to the approval of the student's Program of Studies, the Supervisory Committee is appointed by the Dean for Graduate Studies based on a recommendation of the departmental or interdepartmental Graduate Committee in the student's major. [Changes to Supervisory Committee](#) must be submitted to the Office of Graduate Studies.

The Supervisory Committee consists of at least four members of the Graduate Faculty or non-Graduate Faculty approved to perform specified Graduate Faculty duties. At least one Graduate Faculty member external to the academic department or program, but within the University of Nebraska Graduate College, must be included on the committee to serve as the Outside Representative. If the student is pursuing a minor, the committee member from the minor department may serve as the Outside Representative. Additional information on Supervisory Committee member roles and making changes to the Supervisory Committee can be found in the [Graduate Catalog](#).

Pre-requisite Course Requirements

See program handbook for program specific requirements.

Core Course Requirements

See program handbook for program specific requirements.

Specialization Course Requirements

See program handbook for program specific requirements.

Modified requirements for a PhD student entering with a M.S. degree

See program handbook for program specific requirements.

Constructing a Program of Study

A [Program of Study](#) must be filed in Graduate Studies prior to completion of half the coursework for the doctoral program. A student may **NOT** file a Program of Studies and graduate in the same semester or summer term

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

The Supervisory Committee will determine what course work taken prior to filing of the Program of Studies, including hours earned toward the Master's degree(s), will be accepted.

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

Additional information can be found in the [Graduate Catalog](#).

Qualifying Exam

Qualifying exams are not required by the Office of Graduate Studies but may be required by some programs.

Important Dates

See program handbook for program specific requirements.

Study Materials

See program handbook for program specific requirements.

Exam Format

See program handbook for program specific requirements.

Comprehensive Exam

When a student has substantially completed studies in the doctoral program, the student must pass a written comprehensive examination in the major and minor fields of study. At the discretion of the supervisory committee, an oral comprehensive examination may also be required. The Supervisory Committee arranges for comprehensive examinations so that the student may apply for candidacy at least seven months prior to the final oral examination and anticipated graduation. See program handbook for program specific requirements.

Admission to Candidacy

An [application](#) for Admission to Candidacy is filed when the candidate has met all provisional admission requirements, satisfied language and research tool requirements, and passed the comprehensive examination(s). This form must be filed in Graduate Studies at least seven months prior to the final oral examination (defense).

Maintaining Active Status, Full-Time Certification

All graduate students must maintain full-time active status while completing the requirements of the M.S. or PhD. Degree. Graduate students are considered full-time when registered in 9 credit hours during the fall and spring semester whether or not they hold a graduate assistantship. If a student must suspend enrollment, they should consult with the Office of Graduate Studies regarding an Academic Leave.

Doctoral students in candidacy or master's students in the Option A degree program are allowed to be under-enrolled for a certain time limited while earning their degrees. They need to request to be [full-time certified](#) (maintain full-time active status) each semester they are under-enrolled. To be eligible for full-time certification, students must be registered for at least one credit hour in the current fall or spring semester (or summer if needed) and have been registered at least half time (at least 4 credits) in the fall and spring terms prior to the initiation of the full-time certification status.

Master's students may use the full-time certification no longer than 12 months from first use; doctoral candidates may use the full-time certification no longer than 24 months from first use. All students using the form have to be registered (that's a requirement for the form) regardless of whether they are master's or doctoral students. Students pursuing a Master's Option B degree are not eligible for full-time certification.

Graduate students do not need to enroll in classes during the summer; however, they will not have access to some campus facilities or services such as online libraries, campus rec, or certain buildings. If on an assistantship, the lack of enrollment may affect the withholding of payroll taxes for the duration of no enrollment.

Dissertation preparation and approval

The dissertation has no fixed length. Students work with the advisor and/or Supervisory Committee to determine the subject of the dissertation. The dissertation abstract may not exceed 350 words in length. Review the [Preparing a Dissertation](#) for formatting required by Graduates Studies. Style guidelines are determined by the student's discipline but must take into consideration the formatting guidelines and restrictions of the Graduate Studies Office

Reading Committee

Following approval by the major advisor, the dissertation and abstract should be presented to the Reading Committee for review at least four weeks prior to the oral examination. The Reading Committee consisting of two members from the Supervisory Committee, excluding the Chair or co-Chair, must sign the Application for Final Oral Exam.

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

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

Dissertation Defense (Final Oral Examination)

Approval of the dissertation is solely the responsibility of the Supervisory Committee. The academic expectations and standards of acceptability for dissertation, as established by each program's graduate committee, shall be the benchmark by which dissertations are judged. No individual or organization other than the University of Nebraska graduate faculty (or non-graduate faculty members granted permission to serve on Supervisory Committees may participate in judging the acceptability of a dissertation, including, but not limited to journal editors, peer reviewers, and adjudicators.

Submission of manuscripts or other works for publication shall not be a requirement for the graduate degree. This does not preclude a graduate committee or supervisory committee from the expectation that a dissertation should yield publication-quality research or juried works; nor does it prevent graduate students from submitting manuscripts and publishing articles prior to defending their dissertation.

The final oral examination must be scheduled for a date when a majority of the Supervisory Committee, including the Chair(s), are available for the examination. Exceptions may be made only by permission of the Dean for Graduate Studies. The exam date, time, and location should be made available to the program graduate chair, COE Graduate Programs, and the Office of Graduate Studies at least one week prior to the exam.

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

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

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

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

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

More information can be found in the [Graduate Catalog](#).

Depositing

Following the successful completion of the oral examination, the student should complete the remaining [Doctoral milestones](#). Only abstracts and dissertations that meet all published requirements can be approved and stamped for depositing. Depositing also involves payment of a processing fee and, if applicable, a fee to register a copyright.

Time to Complete a Doctoral Degree

A doctoral degree student is expected to complete all degree requirements within eight years of filing the Program of Studies in Graduate Studies

Master's Program Requirements

Advisor Assignments and Selection Process

See program handbook for program specific guidance.

Deficiency Course Requirements

See program handbook for program specific requirements.

Core Course Requirements

See program handbook for program specific requirements.

Specialization Course Requirements

See program handbook for program specific requirements.

Time to Complete a Master's Degree

A master's degree student is expected to complete all degree requirements within five years of their first term of admission to the master's degree program, unless the student is enrolled in a program with a different time limit that has been approved by the Office of Graduate Studies. Graduate courses taken prior to the start of the master's degree program and not counted toward a previously awarded graduate degree may be included on the student's Memorandum of Courses, provided the previous courses were taken within 10 years at the time of degree completion.

Implications for Students

- Current students who started before Fall 2021 semester may finish their master's degree program under the old policy of a 10-year time limit.
- New students who start on or after Fall 2021 semester are subject to the new five-year time limit.
- Graduate students who encounter personal obstacles that require them to pause their academic studies may request [Academic Leave](#). An academic leave may be granted for a degree-seeking graduate student who is in good standing and has completed at least one semester of prior graduate enrollment at UNL. An academic leave may be requested for illness or injury; to provide care or assistance for immediate family and/or dependents; to meet military service obligations; or for other personal reasons.

Alternatively, students in their final stages of degree completion who need an extra semester should not request an academic leave. Instead, students may request an extension of their degree program. An extension request must include a plan and timeline for degree completion and is limited to two terms (fall, spring or summer term). Extension requests must be approved by the student's advisor(s), the Graduate Program Chair, and the Dean for Graduate Studies. The extension request form is located at [Steps to Degree Completion](#)

Constructing a Memorandum of Courses

The [Memorandum of Courses](#) must be submitted to the Office of Graduate Studies before the student has completed more than one-half of the prescribed program. Prior to submission, the Memorandum of Courses must be approved by the student's advisor, the major departmental or area Graduate committee Chair, and the minor department Graduate Committee Chair (if applicable). It is the student's responsibility to secure the proper approvals and to submit to the Office of Graduate Studies. Final review and approval of the Memorandum of Courses is made by the Dean for Graduate Studies. A student may **NOT** file a Memorandum of Courses and graduate in the same semester or summer term.

More information can be found in the [Graduate Catalog](#).

Advising Options

Effective August 23, 2021, students may pursue a master's degree and major under Option A or Option B. The new options detailed below will replace the previous Options I, II, and III.

Master's Degree Options

Option A	Option B
• Thesis required • Minimum of 30 credit hours (programs may set higher credit hour requirement), including 6 to 10 credit hours of thesis • At least one-half of the credit hours required for the degree, including thesis, must be in the major • At least 8 credit hours, excluding thesis, must be graduate-only courses • May include a minor of at least 9 credits hours selected from and approved by the minor department	• Thesis not required • Minimum of 30 credit hours (programs may set higher credit hour requirement) • At least one-half of the credit hours required for the degree must be in the major • At least 15 credit hours must be graduate-only courses • May include a minor of at least 9 credits hours selected from and approved by the minor department

Option A

- **Qualifying Exam**
 - Qualifying exams are not required by the Office of Graduate Studies but may be required by some programs. See program handbook for program specific requirements.
- **Master's Thesis**
 - **Formation of Thesis Committee** – Graduate students selecting the thesis option (Option A) have the responsibility to form a Thesis Committee with the approval and assistance of the advisor, and approval of the graduate chair. This committee will consist of the following:
 - At least two (2) members from the degree program and one (1) from the minor department (if applicable)
 - If no minor is chosen, the committee should consist of three (3) members from the degree program.
 - All professors on the committee must either be a member of their department's Graduate Faculty, or a Graduate Faculty Associate, approved to perform specified Graduate duties.
 - **Preparation and Approval** – The master's thesis and abstract in preliminary form must be approved by the adviser prior to apply for the final oral examination or for its waiver (at least four weeks prior to the examination). An electronic copy of the thesis and abstract in preliminary form must be submitted to the Office of Graduate Studies for approval at least two weeks (one week in summer) prior to the final oral examination. This copy will be reviewed, and the student notified of any changes to be made. The guidelines for thesis preparation and submission deadlines can be reviewed on OGS's Milestone [website](#).
 - **Thesis Defense (Final Oral Examination)** - Submit the [Final Examination Report](#) at least four weeks (three weeks in summer) prior to the date of the oral exam, or by the dates shown on the Office of Graduate Studies Milestone website. Complete Parts 1 through 5 – except signatures in Part 4 and ignore Part 5 if non-thesis.
 - **Finalizing, Uploading, and Depositing the Thesis** – Once the student has passed their final oral defense, the student should make any advised edits to their thesis as required by their advisor or committee and obtain all necessary signatures on the [Final Examination Report](#). Review the Finalize Thesis and Deposit directions as [outlined](#) by the Office of Graduate Studies.

Option B

- Core Course Requirements
 - Minors Offered within the Program
 - See program handbook for program specific requirements.
 - Suggested Minors Offered out of the Program
 - See program handbook for program specific requirements.
- Final Examination Report - Submit the [Final Examination Report](#) by the date shown on the Office of Graduate Studies Milestone website. Complete Parts 1 through 5 – except signatures in Part 4, and ignore Part 5 if non-thesis. For a written comprehensive exam (major and/or minor) and/or Option II paper, the advisor must notify the Office of Graduate Studies by date indicated on the OGS Milestones website for that term.

More information on the Option A and B can be found in the [Graduate Catalog](#).

Appendix A

New Domestic Student Check List

- Active your [TrueYou](#) identity to gain access to all UNL systems.
- Check in with the department
 - See program handbook for program specific information.
- Contact your advisor
 - Your advisor can provide information about the duties of your assistantship (if you have one) and your program of study, including suggested courses for your first semester.
- Complete immunization requirements
 - You must show proof of two rubella measles/MMR immunizations or show a positive rubella lab result, by uploading to MyRED.
 - For more complete information, see UNL Health Center's [website](#)
 - Call your campus Health Center for more information or to make an appointment
 - Omaha-based students: 402.554.2374
 - Lincoln-based students: 402.472.5000
- Submit official academic documents to the Office of Graduate Studies
 - Required documents will be listed on the Checklist in your application portal (<http://go.unl.edu/gradappstatus>).
 - Official documents should be mailed to the Office of Graduate Studies (100 Seaton Hall (SEH)) or emailed directly to OGS at (graduate@unl.edu) from the institution's Records or Examination office.
- Enroll in classes
 - Lincoln based students: Register for courses using [MyRED](#)
 - Omaha based students: Complete the Intercampus Registration Form and submit electronically
 - The intercampus registration form must be submitted **EVERY** semester before you register for classes in Omaha.
 - Once processed, access [MavLINK](#) to register for courses.
- Obtain your student ID card
 - Lincoln-based students:
 - Apply [online](#) and upload an acceptable photo to receive a NCard
 - Appointments are required to pick up NCards
 - Students' first card is \$20, but any subsequent replacement cards are \$15.
 - For more information visit NCARD [website](#)
 - Omaha-based students:
 - Complete this step once you've received notification that your intercampus registration form has been processed and you have a MavLINK account.
 - Apply [online](#) and upload an acceptable photo to receive a MavCard
 - Visit MavCARD Services Office about acquiring your MavCARD. The MavCARD Services Office is located on the 2nd floor of the Milo Bail Student Center.
 - Students' first card is \$7.50, but any subsequent replacement cards are \$15.
 - For more information visit MavCard [website](#)
- Purchase a parking permit (if you have a vehicle and wish to park on campus)

- Lincoln-based students: Visit Parking and Transit Services Student Parking Permit Purchase [Guide](#)
- Omaha based students: Visit [Parking Services](#)
- [Enroll in or waive student health insurance](#)
 - If you do not have a graduate assistantship:
 - Lincoln-based students:
 - You can choose to enroll in the [Student Plan](#) online via MyRED.
 - Omaha-based students
 - You can choose to enroll in the Student Plan at [UNO Medical Health](#).
 - If you have a graduate assistantship
 - You will automatically be enrolled in student health insurance.
 - To waive this benefit completely:
 - Provide proof of medical insurance coverage and complete the waiver request form every semester within 14 days of beginning your employment.
 - If you choose to waive coverage, you will need to do so for each campus you're enrolled at. Waive the insurance at UNL and UNO or UNMC.
 - Check your MavLink and MyRED for any important notices or charges and check your @huskers.unl.edu, @unomaha.edu, and @unmc.edu accounts for important messages
- Plan to attend welcome and orientation events
 - Department orientation: Most academic departments will provide a time for students to learn about the offices and facilities and meet fellow students, faculty, and staff.
 - College Welcome session: Students will be invited to the College's Graduate Student Orientation shell in Canvas. This is a resource hub for students to review and reference at their leisure. Additionally, the College will host an informal welcome session on a semester basis.
 - Office of Graduate Studies New Graduate Student Welcome: Meet graduate students from other disciplines and learn about various campus and community resources.
- Sign in to your email
 - Lincoln and Omaha based [students](#):
 - Official University communication from UNL will be sent to your @huskers.unl.edu email address.
 - Omaha-based [students](#)
 - After your Intercampus Registration Form has been processed, a @unomaha.edu account will be set up automatically.
 - This will be used for login to various systems at UNO.
 - Official University communication from UNO will be sent to you @unomaha.edu email address.
 - It is suggested you set up your email so that both UNO and UNL communication come to a single inbox. Important communication from both campuses will be sent to their campus email.
- Review academic integrity principles
 - See the section of this handbook entitled Academic Integrity and Professional Conduct.

Appendix B

New International Student Check List

- Check in with the department
 - Omaha – See program handbook for program specific information.
 - Lincoln – See program handbook for program specific information.
 - Bring your visa, passport, I-20 or DS2019, I-94, social security card (if you already have one), driver's license or state-issued ID (if you already have one).
 - Be prepared to provide your local address and phone number, even if it is only a temporary one.
- Visit the Office of Graduate Studies and the International Student and Scholars Office (ISSO) websites and become familiar with their policies regarding your stay and course of study
 - [Office of Graduate Studies](#)
 - [International Student and Scholars Office \(ISSO\)](#)
- Submit official academic documents to the Office of Graduate Studies
 - Required documents will be listed on the Checklist in your application portal (<http://go.unl.edu/gradappstatus>).
 - Official documents should be mailed to the Office of Graduate Studies (100 Seaton Hall (SEH)) or emailed directly to OGS at (graduate@unl.edu) from the institution's Records or Examination office.
- Check in at the International Students and Scholars Office (ISSO) to maintain legal immigration status.
 - [Start](#) the check in process
 - Watch the videos and follow the stated directions
 - You will be contacted by email from ISSO to sign up for a short orientation session.
- Active your [TrueYou](#) identity to gain access to all UNL systems.
- Apply for a social security number (SSN)
 - Directions can be found [HERE](#)
- English Proficiency [Requirements](#):
 - Check your Letter of Admission from the Office of Graduate Studies to confirm if you are required to sit for the English Language Test (ELT).
 - The English language course hours do not count toward your degree credits
 - Contact the Office of Graduate Studies at 402.471.2875 or graduate@unl.edu if you have additional questions.
- Arrange for a bank account
 - A bank account in the US is required for direct deposit of employment pay.
 - When opening an account, bring a passport and an initial sum of money to deposit.
 - Bring a voided check or direct deposit form to the department for employment paperwork
- Contact your advisor
 - Your advisor can provide information about the duties of your assistantship (if you have one) and your program of study, including suggested courses for your first semester.
- Complete immunization requirements

- You must show proof of two rubella measles/MMR immunizations or show a positive rubella lab result, by uploading to MyRED.
- For more complete information, see [UNL Health Center](#).
- Call your campus Health Center for more information or to make an appointment
 - Omaha-based students: 402.554.2374
 - Lincoln-based students: 402.472.5000
- Enroll in classes
 - Lincoln based students: Enroll for courses using [MyRED](#)
 - Omaha based students: Complete the Intercampus Registration Form and submit electronically
 - The intercampus registration form must be submitted **EVERY** semester before you register for classes in Omaha.
 - Once processed, access [MavLINK](#) to register for courses.
- Obtain your student ID card
 - Lincoln-based students:
 - Apply [online](#) and upload an acceptable photo to receive a NCard
 - Appointments are required to pick up NCards
 - Students' first card is \$20, but any subsequent replacement cards are \$15.
 - For more information visit NCARD [website](#)
 - Omaha-based students:
 - Complete this step once you've received notification that your intercampus registration form has been processed and you have a MavLINK account.
 - Apply [online](#) and upload an acceptable photo to receive a MavCard
 - Visit MavCARD Services Office about acquiring your MavCARD. The MavCARD Services Office is located on the 2nd floor of the Milo Bail Student Center.
 - Students' first card is \$7, but any subsequent replacement cards are \$15.
 - For more information visit MavCard [website](#)
- Purchase a parking permit (if you have a vehicle and wish to park on campus)
 - Lincoln-based students: Visit Parking and Transit Services Student Parking Permit Purchase [Guide](#)
 - Omaha based students: Visit [Parking Services](#)
- F-1 and J-1 students are automatically enrolled in student health insurance. [To enroll in or waive student health insurance](#)
 - If you do not have a graduate assistantship:
 - Lincoln-based students:
 - You can choose to enroll in the [Student Plan](#) online via MyRED.
 - Omaha-based students
 - You can choose to enroll in the Student Plan at [UNO Medical Health](#).
 - If you have a graduate assistantship
 - You will automatically be enrolled in student health insurance.
 - To waive this benefit completely:
 - Provide proof of medical insurance coverage and complete the waiver request form every semester within 14 days of beginning your employment.

- If you choose to waive coverage, you will need to do so for each campus you're enrolled at. Waive the insurance at UNL and UNO or UNMC.
 - Check your MavLink and MyRED for any important notices or charges and check your @huskers.unl.edu, @unomaha.edu, and @unmc.edu accounts for important messages
- Plan to attend welcome and orientation events
 - Department orientation: Most academic departments will provide a time for students to learn about the offices and facilities and meet fellow students, faculty, and staff.
 - College Welcome session: Students will be invited to the College's Graduate Student Orientation shell in Canvas. This is a resource hub for students to review and reference at their leisure. Additionally, the College will host an informal welcome session on a semester basis.
 - Office of Graduate Studies New Graduate Student Welcome: Meet graduate students from other disciplines and learn about various campus and community resources.
- Sign in to your email
 - Lincoln and Omaha based [students](#):
 - Official University communication from UNL will be sent to your @huskers.unl.edu email address.
 - Omaha-based [students](#):
 - After your Inter-campus Registration Form has been processed, a @unomaha.edu account will be set up automatically.
 - This will be used for login to various systems at UNO.
 - Official University communication from UNO will be sent to you @unomaha.edu email address.
 - It is suggested you set up your email so that both UNO and UNL communication come to a single inbox. Important communication from both campuses will be sent to their campus email.
- Review academic integrity principles
 - See the section of this handbook entitled Academic Integrity and Professional Conduct.

Appendix C

Roadmap for M.S. Students

	Gain admission to the Program.
	Meet with your advisor to plan your first semester schedule.
	If you have admission deficiencies, work with your advisor to develop a plan to remove them.
	Review the Office of Graduate Studies Milestones website and develop a plan:
	File the Memorandum of Courses upon recommendation of the major and minor department and approval of the Dean of Graduate Studies Memorandum of Courses must be filed before grades (letter grades, no reports, or incompletes) have been received in more than half of the program courses or by end of 3rd semester. You cannot apply for graduation in the same semester as you file the Memorandum of Courses.
	Complete the required coursework and, for Option I or A, your thesis
	File an Application for Graduation early in the semester in which you expect to graduate. The online Graduation Application form will be available to you in MyRED after Graduate Studies has received and processed your Memorandum of Courses. Due dates for Graduation Applications can be found on the Registrar's Office website
	Pass the written Comprehensive Examination. For Option 1 or A students, the thesis serves as the written Comprehensive Exam, and an oral defense of the thesis is also required.
	File the Final Examination Report at least four weeks (three weeks in summer) prior to the date of the oral exam , or by the dates shown on the Office of Graduate Studies Milestone website.
	Schedule and complete the Oral Comprehensive Exam, or for Option 1 or A, an oral defense of the master's thesis.
	Resolve any incomplete grades.
	Finalize thesis and submit to the Office of Graduate Studies and upload to the Digital Commons. Review OGS Milestone website for completion.

Appendix D

Roadmap for Ph.D. Students

	Gain admission to the Program.
	Meet with your advisor to plan your first semester schedule.
	If you have admission deficiencies, work with your advisor to develop a plan to remove them.
	Review the Office of Graduate Studies Milestones website and develop a plan:
	Take and pass the Qualifying Exam (if program requires, see program specific requirements)
	Form your Supervisory Committee and file the Appointment of Supervisory Committee form with the Office of Graduate Studies prior to the completion of 45 credit hours.
	File the Program of Studies of upon recommendation of the major and minor department and approval of the Dean of Graduate Studies The Program of Studies must be submitted within the same term (semester or summer) as approval of the Supervisory Committee.
	Pass the Comprehensive Exam when coursework has been substantially completed. Submit the Application for Admission to Candidacy form , upon successful completion of the Comprehensive Exam.
	Complete research, write, and prepare your Dissertation.
	File an Application for Graduation early in the semester in which you expect to graduate. The online Graduation Application form will be available to you in MyRED after Graduate Studies has received and processed your Program of Studies. Due dates for Graduation Applications can be found on the Registrar's Office website
	Apply Final Oral Examination .
	Upon successful defense of your Dissertation, submit the Report of Completion to Graduate Studies.
	Finalize any revisions and deposit approved version of Dissertation as a PDF to the UNL Digital Common. Review OGS Milestones website for completion.