

Hillsdale College Van Andel Graduate School of Statesmanship

Policies

In addition to the regulations provided above, which apply to particular degree programs, the following policies apply for all students in the Graduate School of Statesmanship.

Admission

Admission to the Graduate School requires the completion of a Bachelor's degree from an accredited college or university. Applicants for admission are required to submit the following:

- 1) A completed application, which may be submitted online
- 2) Official transcripts from all institutions where undergraduate and graduate work has been undertaken
- 3) Official score report from the Graduate Record Examination, taken within the last five years
- 4) Three letters of recommendation
- 5) A sample of written work
- 6) A concise statement of interest
- 7) An application fee in an amount set by the College administration

Admissions decisions are made by the Graduate Committee, the decision of which is final.

Scholarships

Applicants admitted on the basis of particularly exceptional records may be awarded scholarships in the form of full or partial tuition waivers. In addition to scholarship support, doctoral students may be awarded fellowships in the form of stipends to assist in covering living expenses. Scholarship and fellowship awards will be determined by the Graduate Committee coincident with the admissions decision.

The Graduate Dean will review the students' status each semester, with respect both to the minimum grade point average required for maintenance of scholarships and fellowships (cumulative GPA of 3.5 for doctoral students, and 3.3 for master's students), and for adherence to the personal conduct policy. Students failing to adhere to the minimum GPA will be removed from any scholarship and fellowship support, effective the following semester. If the student subsequently raises his or her GPA back to the required threshold, he or she may petition the Graduate Dean for reinstatement of fellowship or scholarship support. The decision for reinstatement is solely at the Dean's discretion, and must take into account available funds, in addition to other factors.

Note: Students receiving scholarship and fellowship support will normally have received such support due to the generosity of donors to the College. As a condition of receiving this support, students may be required, at periodic intervals, to correspond with donors and report on their progress. The Graduate Dean's office will inform students of these requirements in a timely manner. Failure to fulfill this obligation constitutes grounds for the revocation of scholarship and fellowship support at the discretion of the Graduate Dean.

Academic Status

The minimum GPA required for annual continuance in the Graduate School is 3.0. Records will be reviewed at the end of each spring semester for adherence to this requirement, with students falling below the threshold notified within three weeks of the semester's conclusion that they may not return for the fall. There is no appeal in this situation.

In courses in which a grade lower than C (2.0 GPA) is earned, the grade counts for determination of GPA but does not satisfy course or credit requirements.

In order to maintain status in the graduate program, students will be required to attend occasional events in addition to their class sessions; these may include, but are not limited to, academic convocations, orientation, and

organizational meetings. Attendance at such functions, announced in advance by the Graduate Dean's office, is mandatory. It is also mandatory for students to participate in any activity that is associated with the College's assessment program, including but not limited to the completion of surveys as well as pre and post tests. The Graduate Dean's regular review of students' academic status will include review of their attendance at and participation in these activities.

Repeating a Course

In cases where a student earns a grade lower than "C" in a required course, he may petition the Graduate Committee for permission to repeat it. Permission, if granted, is subject to course availability. If a course is repeated, credit hours and grade point average, both semester and cumulative, will be computed on the basis of the last attempt regardless of the grade earned. Both grades will appear on the student's permanent record, the second being designated as a repetition.

Registration

Before students can register for courses in the graduate program, they must obtain the approval of the Graduate Dean (or his designate) for their schedules.

Student Absences

Graduate students are expected to attend all scheduled class sessions and to satisfy all course requirements within the timeframe established by their professors, unless prevented from doing so by an extraordinary circumstance such as a serious illness. The absence policy in each graduate course is the province of the course professor, and is to be spelled out clearly in each course syllabus. Professors may institute grade penalties for violations of their absence policies, up to and including failure of the course.

Incomplete (I) Grade Policy

The "I" grade should be used only rarely. It may be given in a course if, for a serious reason, the student is unable to finish all assignments by the end of the semester and if the reasons for the delay have been accepted by the professor. No "I" grade shall be given unless a student explicitly requests it. All "I" grades for any semester must be cleared by the completion of the required work prior to the first day of the subsequent semester. The professor has the right to require, as condition of granting the "I" grade, that the work be finished more quickly than the established deadline.

Academic Honesty

Students should understand and adhere to the policy on academic honor stated in the College Catalog. Stated in its most basic form, students shall not cheat on quizzes or examinations, nor shall they use the words of others without proper attribution in written assignments. Given their maturity and the fact that they are being prepared for a career as a scholar or in public service, graduate students are held to the highest possible standards, and there will be no tolerance whatsoever for any kind of academic honor violation. Accordingly, the procedure for dealing with a potential academic honor violation by a graduate student is distinct from that which applies to undergraduates. If a professor believes that a student may have violated the academic honor policy, the professor is to notify the student and request an explanation.

If the student admits to the violation, the professor shall assign a grade of "F" for the course and prepare a written report for the Graduate Dean. Upon receipt of the report and ensuring that all procedures have been followed, the Graduate Dean shall dishonorably dismiss the student from the Graduate School forthwith.

If the student does not admit to the violation, the professor shall determine if a violation has occurred based upon the student's explanation and the evidence of the case. If after these considerations the professor does not believe a clear violation has occurred, the case ends there and the student receives a grade on the assignment that it would have merited in the absence of any academic honor issue. If after these considerations the professor determines that a clear violation has occurred, he will assign a grade of "F" for the course and prepare a written report for the Graduate Dean. Upon receipt of the report and ensuring that all procedures have been followed, the Graduate Dean shall dishonorably dismiss the student from the Graduate School, unless the student notifies the Dean of his or her intent to appeal. If appeal is made, the Graduate Committee makes the final decision. If the Graduate Committee overturns the decision, the

professor must assign a grade for the assignment that it would have merited in the absence of any academic honor issue. If the Graduate Committee confirms the decision, the Graduate Dean shall dishonorably dismiss the student from the Graduate School forthwith.

Dishonorable dismissal from the graduate school includes immediate forfeiture of any scholarship or fellowship funds which may otherwise be due to the student.

Classification of Students

Full-time students are enrolled for a minimum of 9 credit hours per semester. Part-time students are enrolled for fewer than 9 credit hours per semester. Part-time study in the doctoral program is not permitted, and no student on part-time status is eligible for scholarship support. The following exceptions apply:

For the semester in which Master's students are enrolled in POL 850 (Master's Thesis), they are considered full-time students for scholarship purposes.

Doctoral students enrolled in POL 860 (Doctoral Readings), POL 870 (Dissertation Research I), or POL 880 (Dissertation Research II) are considered full-time students for scholarship and fellowship purposes.

Diploma Application

Candidates for a degree must apply within the first two weeks of the semester in which they anticipate graduating. Those making application should reasonably anticipate finishing all required coursework during the semester in question, and should reasonably anticipate the completion of all other degree requirements (e.g. dissertation and theses defenses) no less than four weeks prior to graduation. Students are advised to consult with the Graduate Dean in order to determine if their anticipation of graduation is reasonable.

Leaves of Absence

Students who need to interrupt their course of studies from one semester to the next must seek a leave of absence. Request for a leave must be made at least two weeks prior to the first day of classes and must be addressed to the Graduate Dean. The decision to grant or deny the leave is made by the Dean, and leaves will be granted for a fixed period and only where there is a good reason and a good prospect of the student's return to the program. There is no guarantee of continued availability of scholarship or fellowship support upon return from a leave. Leaves are not counted toward the time limit for degree completion. Students who interrupt their course of studies without a leave of absence are considered to have resigned from the Graduate School and must reapply for admission should they desire to return.

Personal Conduct

As members of the campus community, graduate students will adhere to the Hillsdale College Honor Code: "A Hillsdale College student is honorable in conduct, honest in word and deed, dutiful in study and service, and respectful of the rights of others. Through education the student rises to self-government."

The College Catalog elaborates on the Honor Code and outlines regulations for proper student conduct, which apply to undergraduate and graduate students alike. Graduate students are expected to be leaders in exemplifying the virtues inherent in the Honor Code, and are held to an even higher standard than undergraduates.

In order to become sufficiently familiar with the College's high expectations for graduate student conduct, graduate students will undergo an orientation conducted by the Office of Student Affairs. Graduate students will be particularly aware of avoiding conduct inappropriate because of the difference in maturity between them and the undergraduates; they shall, for example, strictly follow the civil law and College policy with respect to alcohol consumption and providing alcohol to minors.

The procedure for student discipline outlined in the College Catalog applies to graduate students as well as undergraduates. Since students' personal conduct and character is integral to their participation in the graduate program, the Graduate Dean shall be kept apprised of any disciplinary matters by the Office of Student Affairs.

Furthermore, as stated in the College Catalog, “good citizenship and sound character are requirements of all financial aid awards.” In the event of any discipline for personal conduct, the Graduate Dean shall be notified and shall decide if scholarship or fellowship support should be discontinued. The Graduate Dean’s decision may be appealed to the Graduate Committee.

Campus Life

Graduate students will have a representative on the College’s Student Federation, and are free to join and participate in student club activity. Officer positions in these organizations, however, are reserved for undergraduate students, with the exception of the Graduate Student Association, the membership of which is reserved for graduate students.