



Graduate Student Handbook

University of New Orleans
2025-2026

Graduate School

1006 Administration Annex
Room 1004A
504.280.6237

gradschool@uno.edu
<http://grad.uno.edu>

Scott W. Pentzer, Ph.D.

Assistant Provost for International Education
Interim Associate Vice President for the Graduate School
spentzer@uno.edu
504.280.6589

Dante S. Bryant

Assistant Director
dsbryant@uno.edu
504.280.7010

- Graduate Assistantship
- Scholarships

Brittney Barras, MA

Assistant Director for Student Services
bbarras1@uno.edu
504.280.4713

- Plans of Study
- Examination Reports
- Thesis and Dissertations
- Graduation Procedures

Kate Faubert, M.Ed.

Assistant Director, Graduate Admissions
kmdonsba@uno.edu
504.280.7394

- Admissions

Kent Giblin, M.S.

Graduate Admissions Counselor
jgiblin@uno.edu
504.280.4753

- Admissions

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WELCOME

Welcome to the Graduate School at the University of New Orleans.

As Louisiana's only public urban research university, we have tremendous pride in our graduate students and faculty and their integral role to the UNO mission. The graduate faculty at UNO are leaders in their fields. I encourage you to become actively involved with them in your research as well as your professional and creative endeavors as you earn your rightful place within the community of scholars.

The Graduate School is here to serve you and to ensure that you successfully complete your desired degree. Please call upon me or others in the Graduate School Office for assistance and support. Follow us on social media and review our monthly newsletter for activities and opportunities to support and enhance your time at UNO.



@GradSchoolNola



@unograduateschool



UNO Graduate School

I look forward to seeing you thrive in your career as a graduate student and future proud alum.

Scott W. Pentzer, Ph.D.
Assistant Provost for International Education
Interim Associate Vice President for the Graduate School

OVERVIEW

Graduate Student Role

All students enrolling in graduate degree programs and courses at the University of New Orleans are expected to familiarize themselves and comply with the policies and procedures regulating graduate education.

Although faculty and staff in the Graduate School, your academic college, and your degree program are willing to assist, the ultimate responsibility for meeting University and program degree requirements belongs to the student. This handbook and the resources found within are intended to guide students in pursuit of degree goals.

Graduate Coordinator Role

Each graduate program has a Coordinator. Graduate Coordinators, selected from departmental faculty, provide oversight for the programs and serve as the liaison among faculty, students, and the Graduate School. The Graduate Coordinator is the first line of communication for all things related to degree progress. A list of Graduate Coordinators by programs is found in the Appendix.

Graduate School

The Graduate School provides leadership and direction for graduate education in pursuit of the University's mission. It ensures the quality of graduate programs and promotes excellence in pure and applied research and creative scholarship. Some of the major functions of the Graduate School are listed below.

DEGREE PLANS

The Graduate School works with degree programs and the Office of the Registrar to verify completion of degree requirements. The official requirements for each program are published in the [UNO Catalog](#).

CHECKLISTS

The Graduate School publishes graduation checklists on the [Graduate School web page](#) which outline important dates for a specific graduation term, such as the due date to submit a final version of a thesis/dissertation or the last date for a non-thesis master's student to complete a comprehensive examination or project defense.

DEGREE FORMS

As part of the degree completion process, the Graduate School maintains and processes several forms. All forms required for degree completion are available on the [Graduate School web page](#), under the link for "Forms and Resources." Each degree may require a different sequence of forms. Deadlines are published each academic year by the Graduate School and can be found on the web page.

GRADUATE ASSISTANTSHIPS

The forms required to hire a graduate assistant are submitted to the Graduate School office. Our office verifies that students are meeting academic requirements to be eligible and that hiring units are providing the appropriate information to Human Resources and Payroll. Graduate assistants are hired by academic and administrative departments as teaching, research, and professional assistants.

GRADUATE SCHOLARSHIPS

The Graduate School provides awards to incoming students as well as to students advancing toward degree completion. Scholarships may also be provided by departments and/or colleges.

BEFORE YOU REGISTER

New Student Checklist

The New Student Checklist can be found on the Graduate School website:

<https://www.uno.edu/academics/grad/new-grad-student-checklist>. Below are some of the requirements and items students should take care of before attending classes.

IMMUNIZATION REQUIREMENTS

The state of Louisiana requires all new or re-entering students to provide the University of New Orleans with their current immunization status regarding certain diseases. A registration hold is placed on the account of all new or re-entering students until either current immunization paperwork, or a waiver of the immunization requirements, has been completed and submitted to the Office of Students Affairs. More information about [immunization requirements is found here](#).

STUDENT ID CARD

Student ID cards allow students to borrow library books; gain admission to athletic and social events; access Testing Services; and to use meal plans and the Recreation and Fitness Center. They are also used for various off-campus student discounts, such as free or discounted admission to area museums and admission to entertainment events. Student ID cards may be obtained [at ID Services in Room 112](#) of the Computer Center (adjacent to the library). Tuition must be paid before students will be granted an ID card. (access@uno.edu, 504-280-6286)

COMPUTER ACCOUNTS

All UNO students have access to various multi-user computer systems on campus. Student accounts are automatically created or activated with registration and fee payment. These systems include Local Area Network (LAN) access to student computer labs, e-mail, Canvas, and Workday. The University IT department (helpdesk@uno.edu, 504-280-HELP, [Contact Us | The University of New Orleans \(uno.edu\)](#)) maintains these operations.

UNO E-MAIL

All students who register and pay their fees on time are automatically assigned to University of New Orleans e-mail accounts. All official correspondence from the University is directed to students' UNO e-mail accounts. Note: Students hired as Graduate Assistants (GAs) will be issued a second "employee" email account during the period of their appointment in that position.

STUDENT CODE OF CONDUCT

Under the authority of the President, through the Division of Student Affairs, the University has established rules for academic and personal conduct and to deny admission to applicants or continued enrollment to students who do not meet or maintain these standards. The University does, in addition, reserve the right to review any action taken by civil or student accountability authorities regarding UNO students or student organizations. Special conditions such as loss of privileges and/or sanctions may be imposed on students or student organizations that are found in violation of these standards.

A detailed description of these rules is available on the [Student Affairs website](#). The Student Handbook includes the Student Code of Conduct as well as other rules, regulations, and policies governing student life, and all students are expected to review and be familiar with these policies.

Workday

Workday is the student information system at UNO. Students will use Workday to register for classes, view grades, view and pay fees, and apply for graduation. Access to Workday is on the [Current Students](#) page of the UNO website or found in your MyApps (www.myapps.uno.edu).

If prompted, students will log in using their UNO email address and password (same login as email account). Students who need their account information should contact the IT Help Desk (280- HELP or 280-4357, helpdesk@uno.edu).

In Workday you can:

- FIND, ADD, AND DROP CLASSES: Students can access the course schedule for each term in Workday.
- REQUEST PERMISSION: Some degree programs require students to be advised before registering. In these cases, there is a hold placed on students' registration accounts until they have been advised. Other programs may restrict registration in certain courses. Questions about which courses to take should be directed to the graduate coordinator or advisor.
- VIEW ACCOUNT HOLDS: Registration may be blocked for students who have items outstanding. For example, students conditionally admitted pending transcripts will be prevented from registering in the subsequent semester until official transcripts have been submitted.
- VIEW COURSE LOADS: Graduate students may enroll in up to fifteen (15) hours in the Fall and Spring semesters or up to twelve (12) hours in the Summer. **Full- time enrollment is considered nine (9) hours** in the Fall and Spring or six (6) hours in the Summer. Registration in undergraduate-level courses (1000-4000) does not count towards full-time course load.
- AUDIT COURSES: Auditing a course (attending the class but not receiving a grade) requires written approval from the instructor of record and must be facilitated with the Registrar's Office. Audit courses are not counted towards full-time course loads for financial aid purposes (including scholarships or assistantships), and they DO incur tuition and fees.
- VIEW GRADES: Select "**Academics**" on the student profile page and navigate to the "**Academic History**" tab to see all prior courses and grades.
- ACCESS FINANCIAL ACCOUNT: Registration is considered complete when the student fee bill is paid, has a payment plan posted, or is secured with financial aid or third-party payment. The "**Student Financials**" section of the student profile contains account history, current balances, and payments made.
- WITHDRAW FROM ALL COURSES
Courses are not dropped for non-attendance. Students are responsible for all tuition and fees

for registered courses even if they never attend. To withdraw all courses, students should use the “**Withdraw from Semester**” function in Workday.

Canvas

All courses post online content on Canvas. Students may access Canvas from the Current Students page on the UNO website. The username and password are the student’s UNO account information (same as email login). For Canvas support, visit the Center for Teaching Innovation resource page (<https://www.uno.edu/cti/canvas>).

ACADEMIC POLICIES

Academic Standing

Graduate students are expected to achieve final grades of B or higher in all courses taken for credit regardless of whether the course applies to the degree. A minimum GPA of 3.0 is required for good standing. Failure to maintain a cumulative 3.0 average on graduate coursework will result in academic probation status. The Graduate School communicates with students under academic probation or suspension and notifies the respective graduate coordinators.

- Students on probation may continue to enroll in classes. While on probation, students are not allowed to continue graduate assistantships or scholarships, apply for candidacy, or receive a degree.
- Once placed on probation, a graduate student must earn a 3.0 in graduate coursework for each subsequent semester to continue.
- Students who do not earn a 3.0 in graduate coursework after being placed on probation will be dropped from the Graduate School.
- Students who have been dropped may re-apply for admission after sitting out for one regular academic term (Fall or Spring), but admission is not guaranteed.

Grading and Incompletes

Grades in the Graduate School have these meanings:

A – has a value of four quality points and indicates superior work

B – has a value of three quality points and indicates satisfactory work

C – has a value of two quality points and is below the expected level of performance. In some departments, a course with a C grade may be accepted toward a degree, but this grade represents work below the standard expected of a graduate student. No more than two (2) grades of C may be counted toward a degree.

D – has a value of one quality point. D grades and lower are not accepted for graduate degree requirements.

I – If a student, because of extenuating circumstances, is unable to complete all requirements for a course by the end of the semester, the instructor may assign an incomplete ("I") for the course. The "I" may be used only when all the following conditions are met:

- (a) the student has satisfactorily completed a substantial portion of the course;
- (b) the student is unable to complete all course work or final exam due to unusual circumstances acceptable to the instructor; AND
- (c) the student and instructor agree on the assignment of the "I" grade before grades rosters are due.

If the "I" grade is not removed by the end of the following semester (all summer sessions count as one semester), the grade will convert to an "F." Receiving an "I" grade may have financial aid consequences; therefore, students should check with the Office of Financial Aid before agreeing to take an Incomplete. The statute of limitations for change of grades is one year.

CALCULATING GPA

A student's cumulative grade-point average is calculated by dividing the total number of quality points earned by the total number of credit hours attempted. A student's semester/term grade-point average

is calculated by dividing the total number of quality points earned in the semester by the total number of hours attempted in the semester. (In Workday, term GPA is referred to as “Academic Period” GPA.)

For graduate students, academic standing is based solely on performance in graduate courses. The GPA for graduate work is calculated separately from grades received in undergraduate courses.

GPA Formula:

Credit Hours per graded course \times Quality Point (A-4, B-3, C-2, D-1, F-0) = total quality points

GPA = total quality points / total credits for graded courses attempted

Continuous Enrollment and Leave of Absence

Once admitted to a graduate degree program, students must be enrolled every regular academic term (Fall and Spring) until they satisfy all degree requirements. Students who cannot enroll in a given term must apply for a leave of absence through their degree program in order to remain in good standing.

Graduate students may apply for a leave of absence of no more than two semesters. A student on leave may not use any University facilities, nor is the student entitled to receive advice from any member of the faculty. The request for leave of absence should be made in advance of the semester in which leave is to be taken. Students should “**Request Leave of Absence**” in Workday.

Graduate students who fail to register continuously and who have not been granted a leave of absence may be required to re-apply for admission to the graduate program. Doctoral students may be required to reapply for candidacy as well.

To register upon returning from a Leave of Absence, students must complete the Return from Leave form to have their account reactivated: <https://unograduateschool.formstack.com/forms/return>.

Failure to Drop or Resign

Once enrolled in a course, students must follow a prescribed procedure for either dropping or resigning. It is the student’s responsibility to follow the required procedures and to meet the deadlines on the Academic Calendar for dropping courses and resigning from the University. Failure to properly drop a course will result in a grade of F.

To withdraw all courses once the semester has begun, students should use the “**Withdraw from Semester**” function in Workday.

Transfer of Credit

The majority of credits toward a graduate degree (either master’s or doctoral) must be earned at the University of New Orleans and meet the following requirements:

- Credits earned in courses with a grade of “B” or higher are eligible for transfer
- Thesis/dissertation research credits may not be transferred
- Up to 1/3 of the required credits for master’s degrees may be earned in transfer
- Up to 1/2 of the required credits for doctoral degrees may be earned in transfer. However, most doctoral programs allow fewer hours. The specific program of interest should be consulted for the limitations and conditions on transfers for doctoral degrees.

- Transfer credit offered toward a degree is subject to the same time limits as course work taken at UNO
- Quarter hour credits are evaluated as 2/3 of a semester hour
- Up to nine (9) hours earned as a non-matriculating UNO student may be applied to a graduate degree program if the courses carry graduate credit, the work is appropriate to the program, the appropriate graduate faculty recommends the acceptance of the credit hours, and the student is accepted into a degree program

A [Request for Transfer of Credit](#) form may be submitted after a student completes nine (9) hours of UNO graduate work with a 3.0 GPA. Graduate work transferred from other institutions may be applied toward degree requirements, but the grades earned will not be computed in the UNO graduate average. The number of hours transferred is added to the cumulative total of credit hours.

If transfer credit is to be taken in the student's final semester, the credits should be indicated on the Plan of Study form and a Transfer of Credit form submitted. After the work is completed elsewhere, an official transcript must be sent and evaluated by the Graduate School. The student may register for 7040, if not previously taken, and receive a degree at the end of the subsequent semester.

Non-degree Students

Non-degree students are eligible to receive credit for 5000-level and 6000-level courses. **If non-degree students apply to a graduate program and are accepted, no more than nine hours of graduate credit taken as a non-degree student may apply to the degree program, if appropriate for the degree and approved by the program.**

Non-degree seeking students are ineligible for financial aid awarded through the University. This includes federal financial aid in the form of student loans. They may be eligible to receive aid from other sources.

Program Status Update or Change

Degree-seeking students may request to add an additional graduate degree or certificate to their current program or change to another graduate program. Graduate coordinators must approve all changes. Students should use [the Program Change form](#) found on the Graduate School resources page. Changes submitted after the 1st class date of the current term will be effective for the following academic semester.

Doctoral Students Obtaining a Master's Degree

A doctoral student who wishes to obtain a master's degree within the same department (e.g., receive an M.S. in Finance while currently matriculating through the Ph.D. in Financial Economics) may request that the Graduate School add the program to the student's record. Students wishing to add the master's degree program to their record must have Graduate Coordinator approval and should request the addition prior to the start date of the term in which they will earn the master's degree.

NOTE: Adding a program to the student record may have financial aid implications. Students receiving federal financial aid should first consult with the Office of Financial Aid before adding a program.

Accelerated Masters

Undergraduate students interested in an Accelerated Masters program should work closely with their undergraduate advisor when scheduling courses and while planning for degree completion. Students who have completed (or are enrolled in) at least 90 hours of undergraduate work—including at least 15 hours of upper level courses—and have a cumulative undergraduate GPA of at least 3.2 may [apply for conditional admission to the master's program by completing this form](#). If conditionally admitted, the student will be permitted to take graduate courses while still completing the baccalaureate degree. In the final semester of baccalaureate study, the student must apply for full admission into the master's program.

Accelerated Masters students may apply a maximum of 12 graduate hours to the baccalaureate degree, depending on the graduate program. A list of eligible programs is in the appendix.

DEGREE REQUIREMENTS

A description of curricular requirements for each graduate program is available in the [University Catalog](#). While curricula may vary from program to program, the following minimum requirements always apply.

Graduate School Degree Requirements

COURSE REQUIREMENTS

The minimum requirement for a master's degree at UNO is thirty (30) semester hours of graduate work, including no more than six (6) hours allowed for research and writing of a thesis. Many degree programs require more than the minimum, and students should check the program description for requirements.

Graduate credit is awarded for courses numbered 5000-level and above. As a minimum, a student must earn at least half of the required semester hours of work (including up to six (6) hours of thesis credit) in courses numbered 6000 or above. Some departments require more than these minimum standards. **No more than nine (9) hours of graduate credit taken as a non-degree student may apply to the degree program, if appropriate for the degree and approved by the program.**

GPA

All graduate students must maintain a 3.0 GPA in all graduate-level courses (see Calculating GPA). For all graduate students, **no more than two (2) courses in which a grade of C** has been earned may be applied to the degree. Courses in which a grade of "D" or lower will not apply to the degree.

TIME LIMIT

Master's Degrees: Programs for **master's degrees must be completed within six (6) years.**

Doctoral Degrees: Completion of **doctoral degrees must be within six (6) calendar years** following admission to candidacy (General Examination). Prior work applied to the degree (including transfer credit) **must be within nine (9) calendar years** immediately preceding the date on which the degree is conferred.

A student may request an extension beyond the time limit with approval from the program and the Graduate School.

Courses over fifteen years old will not normally be considered by exception. A Request for Extension of the time limit form along with a statement of support from the degree program must be submitted to the Graduate School.

CANDIDACY

Graduate students are not considered degree candidates until they have submitted either the [Plan of Study \(Master's degrees\)](#) or the [Report on General Examination/Request for Candidacy \(Doctoral degrees\)](#). The forms should list only the coursework which will be counted toward the degree. Once approved, students must consult with their program before deviating from the agreed-upon coursework and submit an updated copy to the Graduate School.

APPLICATION FOR GRADUATION

Students must “**Apply for Program Completion**” in Workday to be considered for graduation in a given term. Deadlines are published in the Graduate School Checklists as well as on the [Registrar’s Office website](#). The Registrar’s graduation list will only contain the names of students who completed the application in Workday for a specific term. Students must resubmit the Application for Program Completion if their degree term changes, and they are responsible for any fees incurred.

Thesis/Dissertation

The University affirms the long-standing tradition that theses and dissertations, which represent significant contributions to the advancement of knowledge and the scholarly record, should be shared with scholars in all disciplines and the public. To this end, the Graduate School requires theses or dissertations prepared at the University to be

- (1) deposited into an electronic thesis and dissertation repository (ScholarWorks), and
- (2) **freely and openly available to the public via online search**, subject to requested access restrictions obtained by the student. Such practices do not affect students’ copyright ownership rights of their theses or dissertations.

To assist the University in archiving and openly disseminating theses and dissertations, graduate students who are completing a manuscript will submit the final version to the Graduate School before conferral of the student’s graduate degree, regardless of whether an embargo is obtained. Such thesis or dissertation will be made freely and openly available to the public after filing, unless the graduate student indicates a desire for access restriction.

The Graduate School has created the Thesis and Dissertation Manual to assist students in formatting and submitting their work. Available from the [Graduate School website](#), the manual provides instructions for formatting the document, manuscript requirements, webinars, and other issues specific to theses/dissertations.

SCHOLARWORKS

Theses & Dissertations are hosted in ScholarWorks, the University’s electronic thesis and dissertation repository. The final and official manuscript will be part of the UNO Thesis & Dissertation Collection online. **Students should consider that their manuscript in its entirety will ultimately be publicly available via online search.** Embargo or restricted access can be designated during the manuscript’s approval process. Available access levels include embargoes for 1, 3, or 5 years, restrictions for 1 year, or no restrictions. Discussion about appropriate access should occur with the committee early in the writing process. The Thesis & Dissertation Approval Form requires students to select and agree to their desired access level.

COMMITTEES

Final acceptance of a thesis or dissertation rests with a special committee of three or more members who are nominated by the chair of the department in which major work is taken. The student’s major professor is designated chair of the committee.

Members of thesis/dissertation committees must be UNO graduate faculty per policy [AP-AA-07.4](#). A student’s chair and committee are responsible for the evaluation and approval of the style and content

of the student's manuscript. Signatures of the committee on the [Thesis and Dissertation Approval Form](#) must be received before a manuscript will be posted to ScholarWorks by the Graduate School.

Additional Graduation Requirements

In addition to academic requirements, students must meet the following conditions for graduation:

- Enroll in the University in the semester of graduation;
- Have an approved degree plan on file ([Candidate Plan of Study-Master's](#) or [Report on General Examination/Request for Candidacy-Doctoral](#));
- **Apply for Program Completion** in Workday and pay the graduation fee. (If the student does not graduate the semester the graduation fee was paid, a new application must be filed, and the fee paid again.)

FINANCIAL INFORMATION AND RESOURCES

Tuition & Fees

Tuition and fees are approved by the Board of Regents of the state of Louisiana. Official listings of the tuition and fee rates for each semester are posted on the Bursar's Office website (<https://www.uno.edu/bursar>).

Tuition and fees for graduate students are determined by credit hours of enrollment and, in some cases, by program. A detailed description of the fees that you may see on your fee bill is provided on the Bursar's webpage.

Late Registration Fee - This is a nonrefundable fee assessed onto a student's account if they register after the semester begins. These dates change every semester and are posted on Workday, students' fee bills, and the Registrar and Bursar Office's websites.

Graduate School Scholarships

At the time of admission, a potential student may be considered for a Graduate School award based upon the recommendation of their degree program. A few departments on campus also have competitive awards which may have different eligibility and maintenance requirements. Please check with your department.

Other award opportunities exist through external agencies. Students can find out about these by reviewing the monthly newsletter and the links provided on the Graduate School website: <http://new.uno.edu/academics/grad>.

Funding Opportunities: [Find Opportunities | The University of New Orleans \(uno.edu\)](#)

GRADUATE ASSISTANTSHIPS

Graduate Assistantships are offered by academic departments to students in their program. A small number of professional assistantships may be available in administrative units on campus and advertised in the monthly newsletter and on the Graduate School social media channels. Interested students should contact their department directly to see if there are positions available and the procedure for applying for an assistantship. Only degree-seeking students are eligible.

Eligibility

To be eligible for an assistantship, the student must be in a degree-seeking program, in good academic standing (3.0 graduate GPA), and enrolled full time. To be considered full-time, students must maintain registration in a minimum of 9 semester graduate credit hours in the Fall and the Spring. Enrollment is not required in the summer term.

Graduate assistants must be eligible to work in the U.S. As part of the hiring process, identification documentation will be required to complete the e-verification process (E-Verify is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States). International students must provide evidence that they meet the minimum requirement for English proficiency. If a student is to be hired as an Instructor of Record, they must provide evidence of above average English proficiency.

Graduate assistants receive a stipend that is determined by the hiring department. The stipend is considered taxable income and tax forms must be submitted. Should a GA resign or be terminated from the position, s/he will be held accountable for all University fees.

To retain a graduate assistantship, students must:

Be admitted into a degree program

Register as full-time students each semester in which they are employed (nine hours during the fall and spring)

Maintain good academic standing (3.0 GPA and not on probation)

Assistantship Types and Duties

The goal of a GA position is to provide students with training in their discipline while immersed in scholarship. The number of assistantships in a department is limited by the budget, so the positions are selective. Decisions about assistantship offers are usually made around the start of the fiscal year (July 1). In some cases, departments will offer assistantships to entering students; in other cases, they are awarded only to advanced students. The first contact for students seeking an assistantship should be the graduate coordinator of the program.

AP-AA-25.4 Graduate Assistants: <https://www.uno.edu/about-uno/office-of-the-president/resources/administrative-policies>

TEACHING ASSISTANTS

These students provide instructional support within an academic unit related to their graduate degree program:

- Teaching Assistant (TA) These students provide instructional or tutorial support for faculty teaching undergraduate students. Examples of TA duties include preparing examinations, grading assignments, conducting, and assisting in preparation of lectures, leading discussion groups, maintaining class records, providing laboratory instruction, and tutoring students outside of formal lecture and laboratory classes. A TA is neither the instructor of record nor responsible for assigning course grades.
- Teaching Assistant Instructor of Record (TA-IR) These students provide instruction to undergraduate students and are instructors of record for undergraduate courses. Students must have a master's degree or 18 graduate credit hours in the area of instruction to be employed in this capacity. Graduate assistants are not permitted to be employed as part-time faculty members.

RESEARCH ASSISTANTS (RA)

These students provide research support and assistance for faculty researchers in fields related to the student's course of study. Work assignments should complement the degree goals, foster professional development, and expand student's research skills and knowledge in their area of study.

PROFESSIONAL ASSISTANT (PA)

These students perform technical or administrative functions in academic or administrative units. Work assignments should complement the degree goals, foster professional development, or expand student's skills and knowledge in their area of study.

Parameters of Employment

WORKLOAD

GAs are expected to work 20 hours (full-time appointment) per week. The hiring department supervisor is responsible for monitoring the workload of GAs in their unit. The full workload for a TA is based on teaching six credit hours each fall and spring term and three credit hours in the summer term. The teaching load may be adjusted for research and non-teaching duties beyond those normally expected for academic instruction. RAs may also engage in professional apprenticeship activities that align with their duties as graduate assistants. Professional apprenticeships are to be agreed upon in advance between the supervisor and the graduate student; such apprenticeship activities may extend the graduate student's time commitments beyond those involved with the graduate assistantship (i.e., 20 hours full-time). Such professional apprenticeship activities are not compensated by the University, as they are voluntary and provided for the purpose of assisting the graduate student in reaching her/his career goals.

ADVISOR-ADVISEE RELATIONSHIP

For most graduate students, the relationship with their advisor or major professor is a rewarding one, based on mutual research interests. In some disciplines, the advisor's role includes providing feedback and making suggestions for research. In other disciplines, the advisor could also be the supervisor. In this case, it is very important for students to have clear communication with their advisor expectations for academic and work performance.

Students who need to switch advisors due to a change in research interests should consult with the graduate coordinator of their program and the chair of the department. Any other conflicts with an advisor should be negotiated within the degree program (graduate coordinator, department chair, or both). For further assistance, students may contact the Graduate School.

STIPEND & TUITION EXEMPTION

Students hired as GAs receive a stipend (amount determined by hiring unit). The stipend may be considered taxable income and as a result, tax forms must be submitted as part of the hiring process. International students should consult with OISS to ensure that their tax documents are completed correctly.

GAs are not assessed the non-resident fee. Teaching and Research Assistants receive an exemption of the in-state tuition provided by the funding source. In compliance with LA Act 664/Senate Bill 76, all Teaching and Research Assistants receive a waiver of mandatory fees but not differential and course fees. These fees include the academic excellence fee, technology fee, registration fee, fuel recovery fee, building use fee, operational fee, student retention initiative fee, privateer spirit fee, and campus enhancement fee. Summer tuition and fees may not be covered.

ACCOUNTS

After the hiring process is completed, the supervisor will receive notification about the GA's new email address. All correspondence related to employment will be directed to the GA email account. Important information about registration, graduation and other academic issues will be sent to the student email account. It is the student's responsibility to monitor both accounts.

Depending on the GA's role, students may receive access to the student record or financial administration side of Workday and/or Canvas. GAs will be required to log in using their GA credentials, not their student account ID and Password.

MANDATORY TRAININGS

The Louisiana Office of Risk Management requires state agencies, including UNO, to periodically train all employees on certain issues. As part-time employees, GAs must complete the annual training. Notification will be sent to the GA email account with instructions about how to complete the online training modules.

APPENDIX A: UNIVERSITY OFFICES AND RESOURCES

Earl K. Long Library

504-280-6355

<http://library.uno.edu>

In addition to a collection of approximately 960,000 volumes and 12,000 current periodical subscriptions, the library provides support services to students. Laptops are available for short-term checkout from the Library Circulation Desk. Many scholars will want to peruse the Louisiana and Special Collections, some of which are hosted in ScholarWorks, alongside thesis and dissertation manuscripts from prior graduates.

ACCESS

Use of the library (or any other University resource) is a privilege for currently enrolled students. This regulation applies to Summer, as well as Fall and Spring semesters. If a student is continuing research but not taking a course, they may register for either thesis or dissertation research hours (7000 or 7050) to maintain their enrollment status.

LIBRARY ASSISTANCE

Interlibrary Loan – materials not owned by the UNO Library may be obtained by submitting requests electronically via ILLiad. <http://libguides.uno.edu/interlibrary>. Visit the Public Services Desk anytime during regular library hours: <http://libcal.uno.edu/>

LIBRARY CARD

The UNO Student ID is the student's Library Card. UNO ID cards may be obtained in room 112 of the Computer Center.

Emergency Preparedness

504-280-6670

safety@uno.edu

212 Computer Center

To ensure the safety of UNO students, faculty, and staff, the University of New Orleans has developed extensive emergency plans, which are recommended as general guidelines for students, faculty, and staff, in the event of a storm and/or other emergencies. Copies of various emergency plans are found on the Environmental Health and Safety Office's (EHSO) website: [Emergency Preparedness | The University of New Orleans \(uno.edu\)](#)

UNO NOTIFICATION SERVICE

This system allows designated UNO administrators to send time-sensitive messages to mobile phones and/or email of students, staff, and faculty. In the event of an emergency, UNO subscribers can get notified immediately of a situation such as bad weather, school closing, or any other emergencies. Students must subscribe online: [Subscriber Portal - User Log in \(omnilert.net\)](#)

Office of International Students and Scholars (OISS)

504-280-6021

<http://oiss.uno.edu>

International Center 125

For all international students and visiting scholars on campus, OISS provides comprehensive immigration advising, and support services to students and their dependents. Each semester OISS hosts an orientation for incoming international students. They also have a handbook for international students which can be downloaded from their website <http://oiss.uno.edu/newStudents.cfm>

International students should always consult OISS about any issues that may impact their immigration status, including changes in their degree plan, academic standing, or employment.

Office of Research

504-280-6386

<http://www.uno.edu/orsp/>

Administration Annex 1005

The Office of Research (OR) has both a compliance-monitoring role as well as a service role to assist the UNO community in the acquisition of research that furthers academic pursuits. Some of the ORSP resources that students conducting research on campus should know about are the following:

- Funding Workshop – an annual workshop for current students that provides an overview of the process of seeking funding from sources external to the University.
- Funding Databases – OR subscribes to funding databases that students can search to find potential sources of support for their research agenda.
- Responsible Conduct of Research – hosted by OR, this training session is open to anybody employed on campus. Anyone who receives funding from the National Science Foundation, or the U.S. Department of Health and Human Services (including GAs), will be required to complete two sessions.
- Depending on the nature of the research, students may also need to seek verification of compliance with University regulations prior to beginning study. Evidence of compliance will be required at the time students submit a thesis or dissertation for graduation.

Relevant committees:

- Animal research is monitored by the Institutional Animal Care and Use Committee (IACUC) on this campus: iacuc@uno.edu.
- Biological and Hazardous materials research is monitored by the Institutional Biosafety committee (IBC): ibc@uno.edu
- Human subjects research is monitored by the Committee for the Protection of Human Subjects on this campus: unoirb@uno.edu.

Registrar

504-280-3246

registrar@uno.edu

<http://www.uno.edu/registrar>

Privateer Enrollment Center

The Registrar's office maintains the integrity of academic records, including the enforcement of the Family Educational Rights and Privacy Act (FERPA). They are responsible for the management and publication of course offerings and the University Catalog. This office also oversees graduation and commencement ceremonies. The Registrar's office provides the following student services:

- Request a Transcript
- Request for Verification of Enrollment
- Request for Verification of a Degree
- Request to Mail Grade Report to Employer

CALENDAR

The official University-wide Academic Calendar is published by the Registrar's Office. Consult the Academic Calendar for important dates such as tuition payment due dates, late registration dates, University holidays and special events. You can access this calendar online:

<https://www.uno.edu/registrar/academic-calendar>

CATALOG

The University Catalog is available online from the Registrar's website. It includes information on graduate policies and regulations as well as course descriptions and degree program curricula.

COMMENCEMENT

Commencement is a ceremony that occurs before degree conferral. The Office of the Registrar coordinates one Commencement ceremony each Spring. Caps and gowns are provided through the University Bookstore.

Students receiving degrees in August or December will participate in one of the spring commencement ceremonies. For more information on early participation and to request permission, contact the Registrar's Office.

DIPLOMA

Students must Apply for Program Completion in Workday by the published due date in the semester that they will graduate. Failure to do so will result in a deferral of graduation. Students who file to complete their program but defer graduation must re-file the Application for Program Completion for the new term.

The Office of the Registrar issues all diplomas for the University of New Orleans. Information about diplomas and commencement is published on the Registrar's website:

<https://www.uno.edu/registrar/commencement>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974, known generally as FERPA or the Buckley Amendment, is the federal law that protects student records, privacy review and disclosure rights. More information about this law is available online: <http://www.uno.edu/registrar/ferpa>

TRANSCRIPTS

Requests for University of New Orleans transcripts are handled by the Registrar's office. Requests should be made online.

Student Financial Aid

504-280-6603

finaid@uno.edu

<https://www.uno.edu/financial-aid>

Privateer Enrollment Center

The office of Student Financial Aid processes all financial assistance opportunities for students. Common examples include federal loans, and student worker positions. U.S. citizens and eligible non-citizens may apply for Federal Student Financial Aid. The Office of Student Financial Aid monitors eligibility and satisfactory academic progress. These requirements include enrollment in a recognized degree program, completion of at least 67% of total hours attempted and maintenance of GPA of 3.0 on all course work attempted while a graduate student.

Veterans Services

504-280-6992

veteransservices@uno.edu

<https://www.uno.edu/financial-aid/veterans-services>

All educational assistance programs available to military personnel and their dependents or spouses are provided through Veterans Affairs. These programs include the following:

- Educational Assistance Test Program (Section 901)
- Montgomery GI Bill - Active Duty (MGIB-AD) (Ch 30)
- Montgomery GI Bill - Selected Reserve (MGIB-SR) (Ch 1606)
- National Call to Service Program
- The Post 9/11 GI Bill(Ch 33)
- Reserve Educational Assistance Program (REAP) (Ch 1607)
- Survivors' and Dependents' Educational Assistance Program (DEA) (Ch 35)
- Veterans Educational Assistance Program (VEAP) (Ch 32)

Student Affairs

504-280-6222

studentaffairs@uno.edu

[Student Affairs | The University of New Orleans \(uno.edu\)](http://www.uno.edu)

248 University Center

ATHLETICS

UNO's twelve NCAA Division I sports teams include baseball, basketball, cross country, golf, tennis, track and field, swimming, and volleyball. Admission to UNO home athletic events is FREE to all UNO students with their student ID. For additional tickets or season passes, call 280-GAME.

Human Performance Center

504-280-6102

<http://www.unoprivateers.com>

BOOKSTORE

The bookstore is a one-stop-shop on campus for textbooks, general books, UNO apparel and gifts, and supplies. Students with unwanted textbooks may bring them to the bookstore during their textbook buy-back opportunities. Check the website for booklists for upcoming courses.

Follett ACCESS is a partnership between UNO and the UNO Bookstore that allows you to rent or purchase textbooks at a reduced cost. The charge is posted directly to your UNO Tuition and Fees bill and can be paid along with your University charges or using financial aid. Students may opt out of this program using the instructions found on the [Follett ACCESS webpage](#).

University Center, First Floor

504-280-6373

<http://www.bkstr.com/neworleansstore/home>

STUDENT INVOLVEMENT & LEADERSHIP

There are many groups on campus to choose from. Joining an organization is a great way to supplement academic learning, develop social skills, exchange ideas, become a leader, make new friends...and have fun!

University Center, Room 222

504-280-6349

<http://www.uno.edu/student-involvement-leadership/sil@uno.edu>

CAMPUS DINING

The University Center offers The Galley Food Hall, Chick-Fil A, Subway, Market NOLA PJ's Coffee, and Fujisan Sushi. Smoothies and grain bowls are found at Bowl Life in the Recreation Center. Convenience stores are found in multiple locations on campus. Campus Dining provides meal plans designed for on-campus residents and for commuters that can be used at each of the dining spots on campus.

University Center, Room 250

504-280-6370

<https://www.dineoncampus.com/nola>

COMPUTER LABS

The Information Technology department (IT) manages the tech-fee labs on campus: [Student Affairs | The University of New Orleans \(uno.edu\)](#)

Learning Commons - Earl K. Long Library first floor

Computer Center - University Computer Center, Room 101R

Some departments also have separate labs for their students.

UNO COUNSELING SERVICES

UNO Counseling Services is an accredited University counseling center that provides consultation and educational support for academic departments and student services. In addition, they provide personal mental health and career counseling to currently enrolled students on an individual basis.

University Center, Room 226

504-280-6683

<https://www.uno.edu/counseling-services>

DISABILITY SERVICES

The Office of Disability Services works to ensure that educational programming and services are accessible to students with disabilities. Students who have documented disabilities and require accommodation should contact the Office of Disability Services.

Once engaged, ODS can arrange for various assistance such as recorded materials, readers; adaptive technologies (voice, large print, and optical scanning capabilities) note takers, testing and classroom accommodations, resource materials, academic advising, and a variety of other support services. There are also adapted recreation facilities available (e.g., lifts for the indoor and outdoor pools).

University Center, Room 248

504-280-6222

<http://www.ods.uno.edu/>

HEALTH SERVICES

The Student Health clinic provides comprehensive services including exams, contraception counseling, management of acute and chronic diseases like hypertension and asthma, screening and management of sexually transmitted diseases, wellness examinations, school and work physical exams, immunizations, routine lab tests and more.

University Center, Room 238

504-280-6387

<http://www.studenthealth.uno.edu>

RECREATION AND FITNESS CENTER

The UNO Rec Center has various types of cardiovascular equipment, weight equipment, plate loaded/free weights with televisions located in the cardiovascular and free weight areas. The center also houses an indoor track, natatorium and two dry saunas.

All currently enrolled students in good financial standing are admitted to the Recreation and Fitness Center with a current/valid UNO Student ID.

504-280-6357

<http://ris.uno.edu>

University Police

504-280-6371

<http://www.uno.edu/upd>

The University Police Department is staffed 24 hours a day to meet the needs of the UNO community. The UNO Police Department coordinates all requests for assistance relative to crime, including threats, theft, personal safety, medical emergencies, harassment, fire, vehicular mishaps, catastrophic weather emergencies, domestic disturbances, and other police-related matters. The University Policy emergency number is 280-6666.

PARKING

504-280-6047

[Parking Services | The University of New Orleans \(uno.edu\)](#)

Parking on the UNO main campus requires a valid parking decal. To obtain a residential and/or student parking decal, students must have a valid driver's license and valid vehicle registration. Students should log into Workday, and on the Home Page, under "**Announcements**," click "**Campus Parking**." Follow the directions to purchase a decal. Students must be currently registered for classes, half of the tuition fees must be paid, and they must have payment receipt for parking decal(s). Once all information has been verified, decal(s) will be issued. Finally, registration of your vehicle is not complete until you affix your decal to your car. All decal(s), residential and student must be placed on the outside of the rear window on the lower left side.

If you decide not to purchase a parking decal, the two pay parking lots are available, or you may utilize off-street parking on Elysian Fields and Leon C. Simon.

Student parking decals permit students to park in white lined spaces in the parking lots. After 5:00 pm Monday-Friday students with current decals may park in yellow lined spaces too. You cannot pull through or back into a parking space. Your parking decal must be facing the outer lane of traffic so that University Police can verify that vehicle is authorized to be on campus.

APPENDIX B: PROGRAM TIMELINES AND COORDINATORS

Non-Thesis Master's Checklist

Requirement	Description	Due Date			
		Fall 2025	Spring 2026	Summer 2026	Fall 2026
Candidate Plan of Study	Initiated by student after 12-15 credit hours completed, but no later than the semester of graduation. Graduate Coordinator, Major Professor, and Graduate School must review. Form available at grad.uno.edu .	6/1/2025	10/1/2025	3/1/2026	6/1/2026
Enrollment	Enrollment is required during a student's graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.	8/18/2025	1/12/2026	6/8/2026	TBD
Application for Graduation	File an Application for Program Completion. Fee assessed by the end of term. Deferral of graduation requires an Application for Program Completion for new term.	10/1/2025	3/1/2026	7/1/2026	N/A
Certification of Foreign Language/Computer Competence	Not required for all degree programs; should be submitted once the requirement has been met but no later than 3 weeks before conferral. Form available at grad.uno.edu .	11/28/2025	4/24/2026	7/17/2026	TBD
Non-thesis Exam Report	Committee approval form submitted to the Graduate School at least 3 weeks before conferral. Form available at grad.uno.edu .	11/28/2025	4/24/2026	7/17/2026	TBD
Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office and University Events.	12/12/2025	5/8/2026	N/A	N/A
Degree Conferral	Official degree certification completed and diplomas issued by Registrar's office.	12/19/2025	5/15/2026	8/7/2026	TBD

Thesis Master's Checklist

Requirement	Description	Due Date			
		Fall 2025	Spring 2026	Summer 2026	Fall 2026
Candidate Plan of Study	Initiated by student after 12-15 credit hours completed, but no later than the semester of graduation. Graduate Coordinator, Major Professor, and Graduate School must review. Form available at grad.uno.edu .	6/1/2025	10/1/2025	3/1/2026	6/1/2026
Enrollment	Enrollment is required during a student's graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.	8/18/2025	1/12/2026	6/8/2026	TBD
Application for Graduation	File an Application for Program Completion. Fee assessed by the end of term. Deferral of graduation requires an Application for Program Completion for new term.	10/1/2025	3/1/2026	7/1/2026	N/A
Thesis Format Check	Completed manuscripts must be uploaded to ScholarWorks at least 5 weeks before conferral. (Need not be final version.)	11/14/2025	4/10/2026	7/2/2026	TBD
Certification of Foreign Language/Computer Competence	Not required for all degree programs; should be submitted once the requirement has been met but no later than 3 weeks before conferral. Form available at grad.uno.edu .	11/28/2025	4/24/2026	7/17/2026	TBD
Thesis Final Version	Final, committee-approved manuscript must be uploaded to ScholarWorks at least 3 weeks before conferral.	11/28/2025	4/24/2026	7/17/2026	TBD
Thesis Approval Form	Committee approval form submitted to the Graduate School at least 3 weeks before conferral. Form available at grad.uno.edu .	11/28/2025	4/24/2026	7/17/2026	TBD
Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office and University Events.	12/12/2025	5/8/2026	N/A	N/A
Degree Conferral	Official degree certification completed and diplomas issued by Registrar's office.	12/19/2025	5/15/2026	8/7/2026	TBD

Doctoral Checklist

Requirement	Description	Due Date			
		Fall 2025	Spring 2026	Summer 2026	Fall 2026
Report on Qualifying Exam (some programs)	Chemistry, Educational Administration, Engineering and Applied Science, Financial Economics, and Psychology require a Qualifying Exam for Ph.D. candidacy.	Determined by program	Determined by program	Determined by program	Determined by program
Report on General Exam/Request for Candidacy	Submitted after last examination (e.g. proposal defense, last written or oral exam). Approval of Candidate, Advisory Committee and Graduate Coordinator required. Form available at grad.uno.edu	6/1/2025	10/1/2025	3/1/2026	6/1/2026
Enrollment	Enrollment is required during a student's graduation term. If all course requirements are satisfied, students should discuss course options with coordinator.	8/18/2025	1/12/2026	6/8/2026	TBD
Application for Graduation	File an Application for Program Completion. Fee assessed by the end of term. Deferral of graduation requires an Application for Program Completion for new term.	10/1/2025	3/1/2026	7/1/2026	N/A
Dissertation Format Check	Completed manuscripts must be uploaded to ScholarWorks at least 5 weeks before conferral. (Need not be final version.)	11/14/2025	4/10/2026	7/2/2026	TBD
Certification of Foreign Language/Computer Competence	Not required for all degree programs; should be submitted once the requirement has been met but no later than 3 weeks before conferral. Form available at grad.uno.edu.	11/28/2025	4/24/2026	7/17/2026	TBD
Dissertation Final Version	Final, committee-approved manuscript must be uploaded to ScholarWorks at least 3 weeks before conferral.	11/28/2025	4/24/2026	7/17/2026	TBD
Dissertation Approval Form	Committee approval form submitted to the Graduate School at least 3 weeks before conferral. Form available at grad.uno.edu.	11/28/2025	4/24/2026	7/17/2026	TBD
RSVP for Commencement Ceremony	Confirm attendance at the ceremonial graduation by responding to the Graduate School's RSVP request.	11/28/2025	4/24/2026	N/A	N/A

Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office and University Events.	12/12/2025	5/8/2026	N/A	N/A
Degree Conferral	Official degree certification completed and diplomas issued by Registrar's office.	12/19/2025	5/15/2026	8/7/2026	TBD
Survey of Earned Doctorates	Complete Survey of Earned Doctorates sponsored by federal government. Link provided at grad.uno.edu	2/1/2026	7/1/2026	10/1/2026	2/1/2027

College	Degree	Graduate Program Name	Coordinator
College of Business Administration	M.B.A.	Business Administration	Lisa Smith
	M.S.	Accounting	Dr. Scott Wandler
	M.S.	Finance	Dr. Walter Lane
	M.S.	Health Care Management	Dr. Walter Lane
	M.S.	Hospitality & Tourism Management	Dr. Yvette Green
	M.S.	Tax Accounting	Dr. Scott Wandler
	Non degree	Pre-CPA - Non-degree	Dr. Scott Wandler
	Ph.D.	Financial Economics	Dr. M. Kabir Hassan
College of Engineering	Certificate	Coastal Engineering Certificate	Dr. Satish Bastola
	M.S.E.	Engineering - Civil	Dr. Satish Bastola
	M.S.E.	Engineering - Electrical	Dr. Huimin Chen
	M.S.E.	Engineering - Mechanical	Dr. Martin Guillot
	M.S.E.	Engineering - Naval Arch & Marine	Dr. Brandon Taravella
	M.S.E.M.	Engineering Management	Dr. Paul Schilling
	Ph.D.	Engr & Applied Sci-Civil & Environmental	Dr. Satish Bastola
	Ph.D.	Engr & Applied Sci-Electrical Engineering	Dr. Huimin Chen
	Ph.D.	Engr & Applied Sci-Engineering Mgmt	Dr. Paul Herrington
	Ph.D.	Engr & Applied Sci-Mechanical Engineering	Dr. Martin Guillot
	Ph.D.	Engr & Applied Sci-Naval Arch & Marine Engineering	Dr. Brandon Taravella
College of Liberal Arts, Education and Human Development	Certificate	Disaster Management and Community Resilience Certificate	Dr. Monica Farris
	Certificate	Educational Leader Certificate	Dr. Brian Beabout
	Certificate	Geographic Information Systems (GIS) Certificate	David Lambour
	Certificate	Historic and Cultural Preservation Certificate	David Lambour

M.A.	Arts Administration	Dr. James Marchant
M.A.	English	Dr. Elizabeth Steeby
M.A.	History	Dr. Andrea Mosterman
M.A.	Romance Languages	Dr. Olivier Bourderionnet
M.A.	Sociology	Dr. D'Lane Compton
M.A.T.	Teaching	Dr. Kurt Ovella
M.Ed.	Counselor Education	Dr. Chris Belser
M.Ed.	Curriculum & Instruction	Prof. Courtney Wait
M.Ed.	Educational Leadership (K-12)	Dr. Brian Beabout
M.Ed.	Higher Education Administration.	Dr. Caroline Noyes
M.F.A.	Creative Writing	Prof. Milton "Neal" Walsh
M.F.A.	Film & Theatre	Prof. Katie Garagiola Prof. Kevin Griffith
M.F.A.	Fine Arts	Prof. Ariya Martin
M.M.	Music	Prof. Victor Atkins
M.P.A.	Public Administration	Dr. Steven Mumford
M.S.	Transportation	Dr. Bethany Stich
M.S.	Urban Studies	Dr. Bethany Stich
M.U.R.P.	Urban & Regional Planning	Dr. Marla Nelson
Non degree	Add-on Teacher Certification	Dr. Kurt Ovella
Non degree	Teacher Professional Development - Non-degree	Dr. Kurt Ovella
Ph.D.	Counselor Education	Dr. Chris Belser
Ph.D.	Educational Administration	Dr. Brian Beabout
Ph.D.	Justice Studies	Dr. Max Krochmal
Ph.D.	Urban Studies	Dr. Bethany Stich

College of Sciences	Certificate	Coastal Sciences Certificate	Dr. Martin O'Connell
	Certificate	Data Analytics Certificate	Dr. Linxiong Li
	Certificate	Machine Learning and Artificial Intelligence Certificate	Dr. Chris Summa
	M.S.	Applied Physics	Dr. Ashok Puri
	M.S.	Biological Sciences - 1 year	Dr. Joel Atallah
	M.S.	Biological Sciences (Thesis)	Dr. Bernard "Barney" Rees
	M.S.	Chemistry	Dr. David Podgorski
	M.S.	Computer Science	Dr. Chris Summa
	M.S.	Cybersecurity and Operations	Dr. Chris Summa
	M.S.	Earth & Environmental Science	Dr. Martin O'Connell
	M.S.	Mathematics	Dr. Linxiong Li
	M.S.	Psychology	Dr. Tracey Knaus
	Ph.D.	Applied Psychology	Dr. Elliott Beaton
	Ph.D.	Chemistry	Dr. David Podgorski
	Ph.D.	Engr & Applied Sci-Earth & Environmental Science	Dr. Martin O'Connell
	Ph.D.	Engr & Applied Sci-Computer Science	Dr. Chris Summa
	Ph.D.	Engr & Applied Sci-Math	Dr. Linxiong Li
	Ph.D.	Engr & Applied Sci-Physics	Dr. Ashok Puri
	Ph.D.	Integrative Biology	Dr. Bernard "Barney" Rees