

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

GRADUATE CATALOG 1999-2001

SIUE

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Graduate Admissions - 618-650-2080

Graduate Records - 618-650-3167

Visit the Graduate School and the Graduate Catalog on the
Web at <http://www.siue.edu/GRADUATE/grad1.html>

THIS ISSUE

of the Southern Illinois University Announcements covers in detail questions concerning the Graduate School and applies to Southern Illinois University Edwardsville. It supersedes Volume 27, Number 4 of the Southern Illinois University Announcements. The following issues of the Southern Illinois University Announcements can be obtained free from the Office of Admissions and Records, Southern Illinois University Edwardsville, Edwardsville, Illinois 62026-1085.

Schedule of Classes. Please specify term (fall, spring, or summer).

Undergraduate Catalog. The catalog is available for examination in high school guidance offices and libraries throughout Illinois and in some other states. Copies will be furnished free to educational institutions upon request and to new students upon matriculation.

The Graduate Catalog can be purchased for \$3.00 at the University Center Book Store in the Morris University Center or obtained through Academic Marketing, Southern Illinois University Edwardsville, Edwardsville, Illinois 62026-1083. This publication is not a contract or offer to contract. The Board of Trustees, University executive officers, and their agents reserve the right to change information contained herein without notice when circumstances warrant such action.

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ACCREDITATION

Southern Illinois University Edwardsville is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

Many of the University's graduate programs, departments, or schools are accredited by professional agencies, including the following:

American Art Therapy Association

American Assembly of Collegiate Schools of Business

American Speech and Hearing Association

Council on Accreditation of Nursing Anesthesia Educational Programs

National Association of Schools of Music

National Council for Accreditation of Teacher Education

National League for Nursing

Academic Calendar

Fall 1999

August 23 - Fall classes begin

August 28 - Weekend classes begin

September 6 - Labor Day - no classes

November 23-28 - Thanksgiving Day Holiday - no classes

December 11-17 - Final Exams

December 18 - Commencement

Note: No weekend classes September 4-5, October 9-10, and November 27-28.

Spring 2000

January 10 - Spring classes begin

January 15 - Weekend classes begin

January 17 - Martin Luther King Day - no classes

March 13-19 - Spring break

April 29-May 5 - Final Exams

May 6 - Commencement

Note: No weekend classes February 19-20, March 18-19, and April 22-23.

Summer 2000

May 22 - Summer classes begin

May 29 - Memorial Day holiday

June 3 - Weekend classes begin

July 4 - Independence Day -- no classes

July 31-August 5 - Final Exams

August 5 - Commencement

Note: No weekend classes May 27-28 and July 1-2.

Fall 2000

August 21 - Fall classes begin

August 26 - Weekend classes begin

September 4 - Labor Day - no classes

November 20-26 - Thanksgiving Break - no classes

December 9-15 - Final Exams

December 16 - Commencement

Note: No weekend classes September 2-3, October 7-8, and November 25-26.

Spring 2001

January 8 - Spring classes begin

January 13 - Weekend classes begin

January 15 - Martin Luther King Day - no classes

March 12-18 - Spring break

April 28-May 4 - Final Exams

May 5 - Commencement

Note: No weekend classes February 17-18, March 17-18, and April 14-15.

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GRADUATE SCHOOL

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SOUTHERN ILLINOIS UNIVERSITY

Southern Illinois University is a multicampus university comprising two institutions, Southern Illinois University Carbondale (SIUC), with a School of Medicine at Springfield, and Southern Illinois University Edwardsville (SIUE), with a School of Dental Medicine at Alton and a center in East St. Louis. The University, with an annual operating budget of \$509 million, enrolls over 33,000 students in programs from two-year technical curricula to Ph.D. programs in 27 fields along with law, medicine, and dental medicine. SIU was chartered in 1869 as Southern Illinois Normal University, a teachers' college. In 1947, the name was changed to Southern Illinois University, reflecting the institution's academic expansion. The University also expanded geographically. In 1949, SIU began offering off-campus academic courses in the metropolitan East St. Louis area, which led to the eventual development of a separate institution in Edwardsville.

A modern and comprehensive post-secondary educational institution, Southern Illinois University offers a broad range of academic programs that lead to associate, baccalaureate, master's, specialist's, doctoral, and professional degrees.

The instructional, research, and service missions of the two constituent institutions reflect the needs of the geographic

areas in which they are located. The University also is committed to serving statewide needs. This commitment is reflected in educational activities located off the main campuses in communities throughout the state. It is realized also through research and training exchanges and through world-wide student exchange programs.

A nine-member Board of Trustees governs Southern Illinois University and sets policy that enables the University to carry out established missions and goals. The President of Southern Illinois University is its chief executive officer and reports to the Board of Trustees. The University Chancellors report to the President and are responsible for the internal operation of SIUE and SIUC, respectively.

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

UNIVERSITY MISSION

Dedicated to the traditional academic pursuits of instruction, scholarship, and public service, the University assigns first priority to excellence in undergraduate education. Through general education, the University endeavors to strengthen the intellectual skills of its students and to provide them with a broad understanding of liberal learning. Through the arts and sciences and through professional programs, the University seeks to prepare its students for successful careers and satisfying lives.

The University provides graduate educational programs consistent with regional needs and institutional strengths. While such programs emphasize advanced instruction sought by those pursuing professional advancement, the University responds as well to demonstrated needs for graduate study in the arts and sciences.

Consistent with its particular commitment to southwestern Illinois and with its pursuit of academic excellence, the University strives to enhance regional access to the educational opportunities it offers. It recognizes an obligation to provide developmental opportunities for the educationally dispossessed; it pursues a commitment to meet the special needs of nontraditional students; and it makes every effort to maintain for all its students admissions standards, fees, schedules, and calendars which will encourage their access and support their progress.

The University further expresses its commitment to educational excellence by encouraging and supporting scholarly research and creative achievement. Such achievement helps to sustain the quality of instruction, the intellectual vitality of the faculty, and the responsiveness of the institution to regional needs. The University regards scope, quality, and promise as its primary criteria in

evaluating scholarship and creativity. Moreover, the University strives to maintain a balance between pure and applied scholarly activity.

In pursuit of its commitment to its region, the University endeavors wherever possible to incorporate the activities and results of its instructional and research efforts into programs and services which enhance area development; to work cooperatively in instruction, scholarship, and public service with all other area educational institutions, including the community colleges and the common schools; and to pursue cooperative opportunities beyond its immediate region when there is promise of benefit to the University and its region.

GRADUATE SCHOOL MISSION STATEMENT

Recognizing its integral role in the mission of Southern Illinois University Edwardsville and in addressing the genuine needs of this region, the Graduate School is committed to promoting graduate education and research and scholarly and creative activity of the highest quality. The Graduate School, through the Graduate Council and the Graduate Dean, is dedicated to discharging effectively and efficiently the responsibility delegated to it by the Statutes of the Board of Trustees for "organizing and supervising all graduate work and for facilitating the research program." Toward these ends the Graduate School is committed to the formulation and administration of policy which articulates, and procedures which implement, the highest standards of excellence.

Graduate education and research and scholarly and creative activity are basic to the intellectual foundation of Southern Illinois University Edwardsville. Moreover, they nourish virtually all other major functions and activities of the University, affecting the quality of undergraduate education, the professional vitality of the faculty, and the University's ability to provide special public service appropriate to changing regional, national, and international needs. No less important are the opportunities for enrichment and personal development which graduate education and research and scholarly and creative activities provide to citizens, contributing to the quality of life of the larger community. The Graduate School endeavors to provide instructional programs and services which enhance area development, to work with other area educational institutions, and to pursue cooperative opportunities beyond the immediate region when there is promise of benefit to the region and the University.

Through the graduate faculty, the Graduate School is committed to developing, organizing, approving, supervising, and evaluating graduate programs which embody standards of

excellence. Graduate programs consistent with regional needs and institutional strengths are essential in fulfilling the mission of this University. These graduate programs provide advanced instruction in the arts and sciences and professional degree areas. These programs seek to strengthen the intellectual development and professional competence of students.

Research and scholarly and creative achievement are essential to excellence in education and public service and contribute to the vigor of the university. Balancing pure and applied, theoretical, and practical pursuits, the Graduate School is committed to encouraging and facilitating research and scholarly and creative activities and to disseminating their results.

Consistent with the University's commitment to the region and state and commensurate with the pursuit of academic excellence, the Graduate School strives to enhance equal opportunity for educational advancement at the post-baccalaureate level. The Graduate School cooperates with academic units at the University in developing and initiating responsible student recruitment and support programs, monitors the progress of graduate students, and helps provide a climate where humane learning can flourish.

THE GRADUATE SCHOOL CHAPTER 1

This chapter contains a description of the Graduate School and of the local environment, as well as some of the facilities and services that operate in support of graduate studies. Information is given on regulations and procedures related to admission, degree requirements, advisement, transfer credit, double majors, grading system, retention, and graduation. Types of financial assistance, tuition and fee schedule, determination of legal residency for the purpose of tuition and fee assessment, and procedures for withdrawal and refund of tuition and fees are also described. A notice of rights, statement of fair practices, and other legal announcements complete the chapter.

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THE GRADUATE SCHOOL

The Graduate School is the central agency for organizing and supervising all graduate programs of Southern Illinois University Edwardsville (SIUE), as well as for facilitating and administering the University's research activities. Through the preparation of students for knowledgeable and sensitive participation in modern life, as well as for many types of professional employment, and through the advancement of knowledge and understanding of the world resulting from a wide range of research activities, the Graduate School contributes to the common good.

Located on a modern campus, the University is easily accessible from St. Louis, Missouri, and from rural and major urban areas of southwestern Illinois. Graduate degree programs are offered in 32 fields. Courses are offered evenings as well as days in order to accommodate those students who are actively engaged in the community as professional workers. As part of the University's commitment to make educational opportunities available to students in a variety of environments, some degree programs are offered at off-campus locations in the region. Excellent library services are available on the main campus and in the St. Louis metropolitan area; the resources of major libraries in

Illinois are available through Lovejoy Library.

RESEARCH AND ACADEMIC FACILITIES

The faculty at SIUE engage in a wide range of research and sponsored projects. Most of the research programs provide special opportunities for graduate students to further their education. Additionally, these activities provide challenging intern and practicum experiences for graduate students through affiliation with businesses in the greater St. Louis area.

LIBRARY AND INFORMATION SERVICES

Library and Information Services (LIS) provides information resources and services to support instruction, scholarship, and service activities of the University. Library and Information Services acquires and maintains information resources, provides services to assist users in developing information literacy skills, and provides facilities to house material, equipment, and laboratories.

ACADEMIC COMPUTING

Academic Computing manages computer labs and classrooms. Curriculum-related labs and classrooms are located in each of the classroom buildings. Open-access labs are located in Lovejoy Library, the Student Residence Centers, and the Cougar Village Commons Building. Computer labs may be used by SIUE faculty, staff, and students.

Distance Learning facilities at SIUE provide two-way audio and video connections on a dedicated network to more than 30 classroom sites in southern Illinois and via dial-up connections to sites around the world.

AUDIO VISUAL SERVICES

Audio Visual Services provides complete audio visual assistance, including the development of new media using up-to-date technology to meet the needs of SIUE faculty, staff, and students. Audio Visual Services maintains a collection of 3,300 items including films, CD-ROMs, laserdiscs, and videotapes .

LOVEJOY LIBRARY

The Elijah P. Lovejoy Library maintains a collection of more than 1,000,000 volumes and subscribes to more than 6,500 serials and periodicals. The Library's collection includes 1,500,000 microform items; 540,000 U.S. government documents; 150,000 maps; 43,000 multimedia titles; and thousands of special research items.

The Library's resource-sharing agreements also make it possible for SIUE patrons to use other academic, public, and special libraries. Electronic access is provided to the collections of other libraries in Illinois and throughout the world.

SPECIAL INSTRUCTIONAL, RESEARCH, AND PRACTICUM FACILITIES

The individual academic units support facilities that are specific to their research and classroom needs. The Sciences have 20,000 square feet of laboratory space for research and teaching, which is enhanced by a scanning electron microscopy facility provided with an I.S.I. Super III A SEM with supporting equipment and an operator. Within the Biology department are tissue culture facilities and growth chambers for plants and insects. Other sophisticated equipment facilitates research in enzymes, proteins, and genetic engineering. Major equipment in the Chemistry department includes a 300 Mhz multinuclear NMR spectrometer, Varian 2000 Ion trap GC-mass spectrometer, Fourier transform infrared spectrometers, UV/Vis spectrometers, a fluorescence spectrometer, Atomic Absorption spectrometers, HPLC's, GC's, Scanning Tunneling Microscope, laser systems, and molecular modeling computer systems.

The Physics Department provides excellent facilities for experimental research in the areas of thin-film physics, optical coatings, electrical transport in disordered systems, solid-state optical spectroscopy, and non-linear optics. The laser physics laboratory is equipped with a Nd:YAG laser, complete diagnostic facilities for investigating a broad range of optical interactions in materials, and a diode-pumped ultra-fast laser system. The optical coatings labs have complete facilities for the design, production, and analysis of multi-layer metal and dielectric thin films. The electrical transport and semiconductor physics lab is equipped with a sputtering system, a resistivity measurement system, and other instrumentation for the characterization of the electrical transport properties of a wide range of semiconductor materials. The magneto-optics lab is equipped to study the interaction of light with new types of magnetic materials and thin films.

In the Social Sciences, the Department of Geographical Studies operates a cartography lab, a Geographic Information Systems (GIS) computer lab with raster and vector software, a mineralogy and petrology lab, and a soils lab.

The Department of Mass Communications has one broadcast quality TV studio with a number of video editing suites, a multimedia laboratory, plus three state-of-the-art radio production studios. Students gain additional experience at

the National Public Radio station, WSIE-FM.

In the Fine Arts, the Department of Art and Design offers a Master of Fine Arts and is housed in its own classroom and studio building. The Department of Music, offering the Master of Music, two years ago moved into its new teaching and rehearsal facility, which features a state-of-the-art recording studio, spacious ensemble rehearsal rooms, and numerous practice rooms. In addition, the University operates two theaters. One features a well-equipped permanent stage and excellent lighting, while the other, the James F. Metcalf Student Experimental Theater, is designed to encourage maximum flexibility and innovation.

Within the School of Business, the departments of Accounting, Economics and Finance, Marketing, and Computer Management Information Systems maintain libraries and databases (COMPSTAT, CRSP, and LEXIS/NEXIS/NAREA) for Illinois, the United States, and international markets.

Facilities and resources in the School of Education enhance graduate study and research opportunities in the departments of Educational Leadership; Kinesiology and Health Education; Psychology; and elementary and secondary teaching. Resources include a specially-equipped Reading Center, video equipment, one-way viewing rooms, computer and related equipment, and laboratory facilities for human research. Graduate students in speech pathology and audiology deliver services to communicatively impaired children and adults enrolled in the Speech, Language, and Hearing Center. The department also arranges graduate internship experiences for students in a variety of off-campus sites, including hospitals, nursing homes, private agencies, and public schools. These clinical experiences are required for certification by the American Speech-Language-Hearing Association and the State of Illinois. Graduate students in Speech Pathology and in the School of Nursing provide services to the East St. Louis Center and residents of East St. Louis and Metro East as part of their clinical experience.

In the School of Engineering, the Department of Electrical and Computer Engineering has laboratories for computer architecture, control systems, digital signal processing, computer vision and image processing, network engineering, and VLSI design. The School also houses civil engineering laboratories for materials and structures, soil mechanics, fluid mechanics, and environmental processes. A new engineering building, now under construction, is scheduled to open in fall 2000.

The School of Dental Medicine, located on the Alton Campus, has 15 research laboratories used by its biomedical and clinical science faculty. In addition to the research

laboratories, the Dental School has a scanning and transmission electron microscopy suite and sophisticated equipment to conduct histological, biochemical, anatomical, microbiological, pharmacological, and physiological research. The Dental School awards the professional degree, Doctor of Dental Medicine. Persons interested in a dental program should direct inquiries to the Southern Illinois University School of Dental Medicine, Admissions Office, 2800 College Avenue, Alton, Illinois 62002.

University services not listed elsewhere in this catalog that contribute to the conduct of student life are the University Museum that contains the world renowned Louis Sullivan Architectural Ornament Collection, the University radio station (WSIE-FM), University Bookstore, Veterans Services, and the Religious Center, which is distinguished by an elegant dome designed by R. Buckminster Fuller.

GRADUATE DEGREES OFFERED

Students can earn graduate degrees in the academic fields identified in the list that follows. An asterisk next to a field (e.g., Accountancy*) indicates that the degree is available through an evening program. Acronyms in parentheses indicate tests required for admission to specific degree programs; i.e., Graduate Management Admission Test (GMAT); Miller Analogies Test (MAT); and Graduate Record Examination (GRE). See Chapter 2 for detailed program descriptions.

MASTER'S DEGREES

Accountancy* (GMAT)

Art Studio

Art Therapy Counseling (MAT)

Biological Sciences (GRE)

Business Administration* (GMAT)

Specialization in Management Information Systems

Chemistry*

Civil Engineering*

Computing and Information Systems* (GMAT or GRE)

Economics and Finance*

Educational Administration* (MAT)

Electrical and Computing Engineering*

Elementary Education* (MAT)

English

Specializations in American and English Literature; Teaching English as a Second Language*; Teaching of Writing

Environmental Sciences

General* and Science* emphases (GRE)

Geographical Studies* (GRE for applicants with a grade point average less than 2.8)

History*

Instructional Technology* (MAT)

Kinesiology and Health Education*

Marketing Research* (GMAT)

Mass Communications*

Mathematics*

Music Education* and Music Performance*

Nursing

Specializations in Community Health Nursing*; Nurse Practitioner (Adult and Family)*; Medical-Surgical Nursing; Nurse Anesthesia*; Psychiatric-Mental Health Nursing*

Physics*

Psychology

Specializations in Clinical-Adult (GRE); Community-School (GRE); General-Academic (GRE); and Industrial-Organizational (GRE)

Public Administration*

Secondary Education* (MAT)

Teaching fields include: art, biology, business, chemistry, English, foreign languages, geography, history, mathematics, physics, political science, reading, science, and speech.

Social Work

Sociology*

Special Education* (MAT)

Speech Communication*

Speech Pathology*

SPECIALIST DEGREES

Educational Administration * (GRE or MAT)

School Psychology (GRE)

All international students are required to take the Test of English as a Foreign Language (TOEFL) for admission to the Graduate School. Information on testing services is available through Testing Services, Peck Building, room 1404, or telephone (618) 650-3717.

GENERAL ADMISSIONS INFORMATION

Prospective students can apply for admission in classified or unclassified status. Classified students are those admitted to a specific master's or specialist degree program; unclassified students are those who wish to enroll in graduate level courses but are not seeking a degree. All applicants, whether or not they are seeking a degree, must present evidence that they hold a baccalaureate degree or the equivalent from an accredited institution.

APPLICATIONS, APPLICATION FEES, AND DEADLINES

Application forms can be obtained by writing Graduate Admissions, Rendleman Hall, Campus Box 1047 or in person at the Service Center, Rendleman Hall, room 1309. Completed applications should be mailed to Campus Box 1047 together with a check for the nonrefundable \$25 fee. In person, the application can be delivered to the Service Center after paying the application fee in the Bursar Office, also located in Rendleman Hall.

An application fee is charged for the first application submitted; i.e., classified or unclassified. Thereafter, modifications or changes to that application will not require an additional fee; however, re-entry applications and applications to change from one degree program to another upon re-entry will be assessed a new \$25 fee. An application submitted without the required fee will not be processed.

To be considered for admission to Graduate School, applicants must request that an official transcript be forwarded to Graduate Admissions from the institution

granting the baccalaureate degree, or where the baccalaureate degree is in progress, and from all institutions at which post-baccalaureate course work has been completed or is in progress. A minimum undergraduate grade point average of 2.5 (A=4.0) is required for full admission to Graduate School, but applicants with a grade point average from 2.0-2.4 may be given consideration. The application deadline for classified (degree-seeking) status requires that Graduate Admissions receive all documents for admission to Graduate School no later than one month prior to the first day of classes in a term. The deadline for submitting an application for enrollment in unclassified status is no later than five working days preceding the first day of regularly scheduled classes in a term. See the Academic Calendar at the front of this catalog for specific information on the start of classes.

Application for admission to a degree program is a two-part process. Only after the prospective student has been admitted to Graduate School will the department of the intended degree major review the admissions file. The applicant should consult the appropriate program description in Chapter 2 and contact the academic unit offering the program for information on specific departmental application deadlines and program admission requirements. Some academic units may require the submission of test scores, personal interviews, personal history forms, letters of recommendation, portfolios, auditions, or additional applications. Documents required for admission to a degree program should be forwarded directly to the academic unit for processing. Applicants assume full responsibility for supplying any credentials or data required for admission.

ADMISSION TO CLASSIFIED (DEGREE-SEEKING) STATUS

In order to enroll as a classified (degree-seeking) graduate student, an applicant must have completed all requirements for admission to the Graduate School no later than four weeks preceding the first day of regularly scheduled classes in the term. Failure to enclose the application fee or delay in forwarding transcripts to the Graduate Admissions Office will result in delayed processing of an application. Applicants whose official transcripts have not been received by Graduate Admissions cannot be admitted to Graduate School.

When the Graduate School admission file is complete, the applicant's record is evaluated in Graduate Admissions. If minimum requirements are met, the file is submitted for review to the director of the graduate program to which the applicant seeks admission.

If a program has admission requirements in addition to those of the Graduate School (such as test scores, letters of

recommendation, etc.), these items also will be reviewed by the program director. The decision of the program faculty is formally communicated to the Graduate Admissions Office on the "Departmental Approval Form."

Upon acceptance by the Graduate School and approval for admissions by the program faculty, the applicant is notified by the Graduate Admissions Office and sent information concerning enrollment. Admission to a program becomes effective only after approval by the appropriate program faculty and the Graduate Dean. Applicants who are not accepted are so notified. Monitoring of any conditions attached to a student's admission is the responsibility of the graduate faculty of the program; the fulfillment of those conditions is the responsibility of the student.

ADMISSION TO COOPERATIVE DOCTORAL PROGRAMS

Some programs at the University have cooperative doctoral arrangements with academic units at Southern Illinois University Carbondale. The prospective student with a completed or nearly completed master's degree can initiate the application process by submitting an application at either campus. Thereafter, the applicant will need to satisfy requirements for admission at each campus and be approved for admission to a cooperative doctoral program by the faculties on both campuses. Southern Illinois University Carbondale is the degree-granting institution for all doctoral degrees. For information on programs participating in cooperative doctoral arrangements, consult the individual program descriptions in Chapter 2 of this catalog. Details on the admissions process for applications submitted at the SIUE campus are outlined in the preceding section entitled "Admission to Classified (Degree-Seeking) Status."

ADMISSION IN CLASSIFICATION PENDING STATUS

Prospective students who have submitted an application for degree-seeking status before the application deadline (approximately one month prior to the beginning of classes in a term), but who have not completed all program requirements for admission, may be considered for enrollment in classification pending status for one term. This status requires the applicant to be approved for admission to Graduate School before the department faculty can recommend consideration for classification pending status. Prospective students whose applications are received after the application deadline are not eligible for classification pending status. Only the Graduate Dean may grant approval for enrollment in this status. Such enrollment assumes that the applicant is likely to be admitted to a degree program when all departmental admissions criteria have been met (e.g., submission of test

scores, letters of recommendation, or department application).

A request for admission in classification pending status is initiated by the applicant through the director of the graduate program to which the student seeks admission. If evidence supports it, the Graduate Program Director will forward a recommendation to Graduate Admissions for approval for enrollment.

Credit earned while in classification pending status will be applied to the graduate degree program, provided all program requirements for admission have been completed before the last day of regularly scheduled classes in the term in which classification pending status was granted. Should program requirements remain unfulfilled at the end of that term, the enrollment status of the applicant will be changed to unclassified for subsequent terms of enrollment. Credit earned in the term will not then be applied to a degree program, except under the provisions described in the section entitled, "Transfer of Credit."

ADMISSION TO UNCLASSIFIED STATUS

Unclassified graduate students are those who do not seek a graduate degree at SIUE, those who have not qualified for admission to a graduate degree program at SIUE, and those whose application materials were received too late to be processed for degree-seeking status for the intended term of enrollment. Any applicant who is eligible for admission to a degree program is urged to apply for admission in classified status rather than unclassified status. Unclassified students may register in graduate courses; however, they are advised to register for courses below the 500-level. Only a limited amount of credit earned while in unclassified status may be used to satisfy degree requirements (should the student subsequently be admitted to a degree program) and then only under the conditions stipulated in the transfer credit regulations.

Applicants seeking admission in unclassified status submit the "Application for Admission as an Unclassified Graduate Student-Non-degree Studies." Their official baccalaureate degree-bearing transcript must be forwarded to the Graduate Admissions Office. The deadline for submitting an application for enrollment in unclassified status is no later than five working days preceding the first day of regularly scheduled classes in a term. Under most circumstances, a nonrefundable fee of \$25 is charged for the submission of an application for admission in unclassified status.

ADMISSION OF INTERNATIONAL STUDENTS

International students on an F-1 visa requiring an I-20 from SIUE must be enrolled in a program leading to a degree. They cannot be admitted as unclassified students. An exception to this policy may be granted to a student with F-1 status who is enrolled in a graduate degree program at an American university. Prospective international students holding visa types other than F-1 who do not require an I-20 from SIUE may apply for classified or unclassified status. An applicant must satisfy all admission requirements and be approved for admission to graduate study by both the Graduate School and the academic unit offering the program to which application is made.

In order to be considered for admission, international applicants are expected to have completed a baccalaureate degree or a degree that is comparable to the U.S. baccalaureate from an internationally-recognized institution of higher learning. The baccalaureate degree usually represents four years of work at the college level and a total of 16 years of formal education. For information concerning the admission of international applicants, address inquiries to the Graduate Admissions Office, Campus Box 1047, Southern Illinois University at Edwardsville, Edwardsville, Illinois 62026-1047.

An international applicant whose native language is not English is required to demonstrate proficiency in the English language. Ordinarily, a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) taken within two years prior to the term for which admission is sought is required. Some degree programs may require a higher score. The TOEFL is waived for international students who have completed a baccalaureate degree in the United States. The TOEFL is also waived for applicants who, within five years of the proposed date of enrollment in the University, have graduated with an acceptable baccalaureate (or comparable) degree from a college or university in a country where English is the native language and at which English is the primary language of instruction. A waiver of the TOEFL requirement may also be granted to applicants who satisfactorily complete at least two academic years of full-time study under the provisions described in this paragraph. International students may be required to take additional English language testing when they arrive on campus.

Other test scores may be required depending on the specific area of study. Applicants should consult the academic unit to which application is made for specific information about required tests. Applicants who can provide scores on the Graduate Record Examination (GRE), the Graduate Management Admissions Test (GMAT), or other similar tests are encouraged to do so whether or not these tests are

specifically required. In addition, recommendations from three of the applicant's professors from the major field of study are suggested. If the applicant offers evidence of completion of an undergraduate degree from an American institution, it is suggested that one of the recommendations be from the chairperson of the academic unit in which the degree was earned. For a full description of specific program admission requirements, see the program descriptions in Chapter 2 of this publication.

If the above requirements are satisfactorily met, admission to a degree program is contingent upon the applicant's certifying to the University that adequate financial resources are available to undertake and complete a program of study. To allow ample time for visa and other departure procedures, international applicants should have applications and all supporting documents on file with the University no less than four months prior to the proposed entry date.

An applicant with status as a Permanent Resident must be able to demonstrate proficiency in the English language by presenting a TOEFL score of at least 550 scored on an official test taken within the last two years or by successfully passing the Michigan Test of English Language Proficiency with an equated score of at least 85. This requirement must be satisfied before an application will be processed by the Graduate Admissions Office.

ADMISSION OF UNDERGRADUATES AND ENROLLMENT IN GRADUATE LEVEL COURSES

Undergraduate students may submit an application for admission as a degree-seeking student when they have earned at least 88 semester hours of credit toward the undergraduate degree with a grade point average of at least 2.5 (A=4.0). Unless attending SIU Edwardsville or Carbondale, applicants must have forwarded official transcripts showing the work completed and evidence of courses in which they are currently enrolled. Undergraduates do not assume graduate status until they have completed requirements for the baccalaureate degree and the degree is posted on their official academic records.

SIUE undergraduate students who are within 12 semester hours and not more than one academic term of completing requirements for the baccalaureate degree may take courses for graduate credit only after filing an application for admission to the Graduate School, together with a nonrefundable application fee of \$25, as a degree-seeking graduate student. Such students must also have the written approval of the Graduate Program Director and the Registrar before enrolling in courses for which credit toward a graduate degree will be sought following

admission to a graduate program. Approval of the instructor of the course(s) is also required. Exceptions to the 12-hour rule may be recommended by the director of the graduate program to which a student has applied for admission. Such requests must be approved by the Registrar prior to enrollment in any courses bearing credit that is to be applied later to a graduate degree.

Undergraduate students utilizing this plan are expected to concentrate their efforts on finishing the baccalaureate degree, taking courses for graduate credit only where necessary to fill out their schedules. A "Graduate Student Request Form," available in Graduate Records in the Service Center, is used to obtain the Registrar's approval to enroll in graduate level courses. Special arrangements are made for students pursuing combined baccalaureate-master's degree programs in Biological Sciences, Chemistry, or Civil, Mechanical, or Electrical Engineering.

Except under the special conditions described previously, undergraduate students are not permitted to enroll in courses numbered at the 500-level, which are designated in the course numbering system as being for graduate students only. Courses taken for graduate credit and courses numbered in the 500 series may not be applied toward an undergraduate degree.

ENROLLMENT IN OFF-CAMPUS PROGRAMS

In order to enroll in off-campus graduate courses, prospective students must have applied and been admitted to the Graduate School in either classified or unclassified status. (See preceding sections on Admission.)

ADMISSION TO MASTER'S DEGREE PROGRAMS

For admission to master's degree programs, the following requirements apply:

1. Applicants must have earned a baccalaureate degree or the equivalent from an accredited college or university, or be within 12 semester hours and not more than one academic term of such a degree, or present equivalent credentials. A professional degree in law, medicine, or dentistry is considered equivalent to a baccalaureate degree for this purpose if the professional degree program (1) requires for admission at least 60 semester hours of general college credit from an accredited college or university, and (2) is of at least 27 months' duration.
2. The overall grade point average for undergraduate work ordinarily should be at least 2.5 (A=4.0). Some degree programs require a grade point average higher than 2.5 for admission. Applicants should check specific program

descriptions for additional information. Credentials of applicants whose undergraduate average falls between 2.0 and 2.49 and who have completed their undergraduate degree may receive individual consideration for admission to degree programs. College records and supporting evidence used in these evaluations include such factors as (1) higher grade point average in the last two years of undergraduate work than the overall average; (2) higher grade point average in the undergraduate major than in general undergraduate studies; (3) acceptable scores on tests such as the Graduate Record Examination; and (4) successful professional experience.

3. Overall grade point average for all graduate level work completed previously should be at least 3.0 (A=4.0), regardless of the undergraduate grade point average.

4. Applicants must be approved for admission by the graduate program in which they intend to pursue a degree as indicated on the application and, therefore, must meet any requirements established by the program in addition to those of the Graduate School.

ADMISSION TO SPECIALIST DEGREE PROGRAMS

Applicants must have completed a master's degree from an accredited institution with a cumulative grade point average of 3.25 (A=4.0) for all graduate level work and ordinarily must have had at least two years of experience relevant to the specialized field. Credentials of applicants whose cumulative grade point average for graduate work completed is less than 3.25 may be considered individually. Prospective students must also satisfy requirements established by the graduate faculty of the major.

Prospective students interested in specialist degree programs should follow application procedures detailed previously in "Admission to Master's Degree Programs." Supplementary application forms and further information concerning specialist degree programs are available from the Office of the Dean, School of Education. Prospective students should consult the program description in the next chapter of this publication to determine specific program admission requirements. Admission to a specialist degree program is final only after approval by the graduate faculty of the program and the Registrar.

GENERAL ACADEMIC POLICIES AND STANDARDS

The graduate student in a degree program must assume responsibility for consulting a graduate advisor and for keeping an up-to-date record of courses taken and program requirements fulfilled. For detailed information on Graduate School policies and procedures, programs of study,

and degree requirements, the best and most complete resource is the Graduate Catalog. It is the responsibility of the graduate student to be familiar with policies that influence progress toward degree completion.

GRADUATE COURSE LOAD

Full-time graduate study is defined by the University as a minimum of 9 semester hours of graduate level course work in a term and 3 semester hours in a summer session. The maximum course load for graduate students is 15 hours per semester and 10 hours in a 10-week summer session. The permission of the Registrar is required to enroll in more than the maximum number of hours allowable in a term. Persons employed on a full-time basis are advised to limit their enrollment to a maximum of 6 hours per term.

Students who receive financial support for their studies are advised to familiarize themselves with applicable regulations concerning course loads. In some cases, the specified hours for full-time enrollment may differ from those stipulated by Graduate School policy; in such situations, the regulations governing the financial award take precedence.

Recipients of Competitive Graduate Awards are expected to carry at least 9 hours of graduate level course work per semester. Students holding appointments as graduate assistants are considered full-time if they enroll in a minimum of 6 credit hours of graduate level course work; the maximum number of credit hours for graduate assistants is 12 hours per semester. Audited courses count toward the maximum but not toward the minimum. In the summer term, the maximum and minimum hours for graduate assistants are 6 and 3, respectively. These limits may be exceeded only with the prior written permission of the Graduate Dean.

RETENTION

The standing of any student whose cumulative grade point average falls below the required minimum (3.0 for master's degree and unclassified students and 3.25 for specialist degree students) will be reviewed by Graduate Records, the Registrar, and the major advisor.

Graduate program directors are notified by the Graduate Records Office when a student's grade point average falls below the required minimum. If the degree-seeking student is permitted to continue, the conditions for continuance will be put in writing in a memorandum to Graduate Records by the graduate program director and, upon concurrence of the Registrar, communicated to the student. Students should consult with their academic advisors regarding any specific retention standards required by the academic unit.

In any case, if, after 15 semester hours of work in a degree program, the grade point average of a student in a graduate degree program is below the required 3.0 for retention, the student will be dropped from the program and ordinarily is not again admissible to a degree program. The status of a student who is dropped from a degree program ordinarily will be approved for change to unclassified if the student chooses to apply for admission in non-degree status.

Unclassified graduate students are expected to complete courses and to maintain the minimum grade point average of 3.0. If, after 9 semester hours of graduate level courses, an unclassified graduate student has a grade point average for these courses below 3.0, the student's performance will be reviewed by Graduate Records, and action may be taken to drop the student from the Graduate School.

TRANSFER OF CREDIT

Once admitted and enrolled in classified (degree-seeking) status, a student may request that credit for graduate level courses earned elsewhere or while in unclassified status at SIUE be accepted for application toward the program to which the student has been admitted. Students use the "Graduate Student Request Form," available in Graduate Records in the Service Center, to request transfer of credit. To be considered for transfer, the credit must have been earned at an accredited institution or the foreign equivalent and must be credit that is applicable to a graduate degree at that institution.

Recommendations of the student's graduate advisor and program director are required in support of the request. (In the School of Education, the approval of the Associate Dean for Academic Programs is also required.) If a request to transfer credit from another institution is granted, credit hours, but not grades, are added to a student's official SIUE academic record.

Requests to transfer credit for some types of courses are to be accompanied by syllabi or other descriptive materials that help to define their nature or content, as well as by documentation showing satisfactory completion of course requirements. Examples of courses requiring such descriptive materials include those with no published description, which are identified by titles such as "Independent Study," "Special Topics," "Readings," or which were completed at institutions that do not issue a graduate catalog or are not listed in the indexes of standard accrediting agencies.

Credit earned by correspondence or by proficiency is not accepted. Credit earned in the dissertation, thesis, or any other concluding elements at another university is not

accepted for transfer.

Course work taken at another institution must be validated through an official transcript sent directly to Admissions and Records, Campus Box 1047, from the institution at which the course(s) was taken. Transcripts submitted must show the course number, title, number of hours credit, letter grade received, enrollment status (undergraduate or graduate), and date of completion in order to receive consideration for transfer of credit. Transfer credit is awarded only for courses bearing grades of B or better. Requests to transfer credit for courses bearing grades such as P (Pass), CR (Credit), or S (Satisfactory) must be supported by certification from the instructor that the student's work was of at least B quality on an A to E scale. Limits on the number of credits that may be presented for transfer vary by degree level and by program, ordinarily one-third of the number of hours required to complete the graduate degree program. Where graduate program faculty have established policies concerning transfer of credit that are more restrictive than those of the Graduate School, decisions on transfer credit will conform to these limitations. Graduate Records evaluates all requests for transfer of credit. This evaluation may result in the transfer of less credit than was requested.

Ordinarily, course work completed for one degree cannot be used to satisfy requirements for another degree at the same level. However, if a student is pursuing a degree at the master's level that is recognized by the Graduate School as a terminal master's degree and that requires completion of 60 or more graduate hours, one-third of the credits required for the degree may be transferred from a prior master's program of traditional scope and duration. Courses used for a prior degree that may be considered for transfer must be of a kind that encompass or teach a standard segment of the lore or a standard skill common to the terminal degree program to which the student is admitted, repetition of which would be unnecessary or of no additional benefit to the student. The faculty of the graduate program concerned will determine that the student has mastered and retained the substance of the courses completed under the previous degree. Result of this determination is certified to Graduate Records on the "Graduate Student Request Form." For additional information on transfer of credit, see the general descriptions of requirements for master's and specialist degrees elsewhere in this chapter and the program descriptions in Chapter 2.

GRADING SYSTEM

Grades are recorded by the letters A, B, C, D, and E (A=4.0, E=0.0). Credit earned in a course in which a D or E grade is recorded CANNOT be used to satisfy the requirements

for a graduate degree.

Other grades are:

W, WP, WE, or UW-Withdrawal, Withdrew Passing, Withdrew Failing, or Unauthorized Withdrawal.

I-Incomplete. Unless the instructor has specified a shorter period of time, an incomplete grade that is not completed within one year (graduation notwithstanding) will automatically be changed to an E. If an instructor specifies a shorter period of time, the instructor must communicate it in writing to the student at the time the Incomplete is granted. Students and their advisors will be notified of outstanding incompletes and of the due date on which each Incomplete would revert to an E. Exceptions to this policy require the approval of the Registrar. Degree candidates admitted to graduate degree programs beginning in Fall 1993 and thereafter cannot graduate with any grades of Incomplete in graduate level courses.

DE-Deferred. Used for graduate courses of a continuing nature such as thesis, dissertation, or research.

S-Satisfactory. Used for thesis.

U-Unsatisfactory. Used for thesis.

AU-Audit. No grade or credit hours earned.

P/NC-This option may be used only by classified graduate students and is restricted to courses outside a student's degree program. P reflects passing work (A through C). NC indicates no credit is awarded.

UW-Unauthorized Withdrawal. Calculated as an E.

WR-Withdrawal per Instructor. Assigned on recommendation of instructor during weeks 3-10. Undergraduates only.

Note: Grades A, B, C, D, E, UW, and WE are included in grade point averages for academic retention. NO CREDIT is allowed toward a graduate degree for courses in which a grade below C is earned.

COURSE REPEAT POLICY

Students shall have the right to repeat a course under the following conditions and restrictions:

When a student first repeats a course previously taken at SIUE, only the grade earned in the more recent attempt will be used in computing the student's grade point average. Both grades will appear on the transcript.

The grades for second and all subsequent repeats of the same SIUE course will appear on the student's transcript and will be used in computing the student's grade point average.

Credits earned for any course will be applied only once toward degree requirements, no matter how often the course is repeated.

Students will not be permitted to repeat for credit a course that is a prerequisite for a course the student has already successfully completed.

AUDITING COURSES

Graduate students may register in an "Audit" status for courses, but those who do so receive neither a letter grade nor credit. Students pay the same fees as though they were registering for credit. If auditing students do not attend regularly, instructors may determine that the students should not have audited courses placed on their academic records. With approval from the program director of the student's degree program, the graduate student who has registered for a course for credit may change to audit status (or vice versa) during the first three weeks of the term; thereafter, the change may not be made. A student may not change from credit status to audit status (or vice versa) for any course that is scheduled for fewer than eight (8) weeks. Students on assistantship, fellowship or scholarship must check with the Graduate Records Office before making such changes since their level of financial support may be affected. Veterans attending under the GI Bill do not receive benefits for audited classes.

SECOND MAJORS

A student may complete a second graduate major under a single degree title at the master's level by applying to the Graduate School and the appropriate academic unit and completing no less than two-thirds of the total hours required for a degree in the second major as well as all other requirements for the second major.

If a student pursues a second major concurrently with the first, the graduate advisor in each major must approve the combination of studies. With approval of directors of both graduate programs, a student may jointly satisfy such requirements as one committee, one project or thesis, and/or one final examination.

A person who holds a master's degree from SIUE may complete a second major and have it added to the official record, provided the academic unit offering the second major admits

the person for this purpose. Course equivalencies from the former master's program amounting to no more than one-third of the total hours for a degree in the second major may be considered for application toward the second major program.

GENERAL REQUIREMENTS FOR DEGREE COMPLETION

A minimum of 30 semester hours is required for a master's degree with a grade point average of 3.0 (A=4.0) or higher. Completion of the specialist degree requires a minimum of 32 semester hours beyond the master's degree, depending on the program, with an average of 3.25 or higher. The Master of Fine Arts degree has a minimum 60-hour requirement for completion. Some specializations in the School of Nursing also require 60 or more hours for completion. Degree credit must be earned in classified status or must be accepted for transfer from another university or from unclassified status at SIUE. Some graduate programs may require more hours than the established Graduate School minimum. (See Chapter 2 for programs of study.) NO CREDIT is allowed toward a graduate degree for courses in which a grade below C is earned.

Credit Earned in Workshops

Only 10 semester hours of workshop credit may be applied to the total number of hours required for a graduate degree. "Workshop credit" is defined as credit earned in a course taking place within a time frame of two weeks or less and requiring completion of student assignments by the end of the instructional period. A maximum of 6 hours of workshop credit, out of the 10 allowable, earned between the end of one term and the end of the next, may be counted in the total number of hours required for the degree.

A graduate final examination of some type is required for all degrees. Other requirements, such as foreign language and thesis, vary among programs.

REQUIREMENTS FOR COMPLETING MASTER'S DEGREES

For a master's degree to be awarded, a student is required to complete at least 30 semester hours of acceptable graduate credit with a grade point average of 3.0 or higher (A=4.0). One-half of the required credits must be earned in courses numbered 500 or above, and at least two-thirds must be earned in a major field of study or cooperative or interdisciplinary program. Only credit earned within a six-year period preceding the completion of all requirements, whether at SIUE or elsewhere, is counted toward a master's degree. By policy, up to one-third of the total number of hours required for the master's degree can be approved for transfer to the degree program, subject to the additional requirements and restrictions described elsewhere in this

publication. Minimum credit requirements vary by program. For detailed explanation of specific degree requirements, see program descriptions in Chapter 2.

THESIS OR OTHER CREATIVE EFFORT

For some graduate programs, the completion of a thesis is one of the exit requirements. While working on a thesis or other creative effort, a student must register for a course numbered 599 or an equivalent number, specifically designated for this purpose. The thesis ordinarily may be counted for not more than 6 nor less than 3 semester hours of credit. Under special circumstances, a student's advisory committee may recommend that a student be permitted to apply for as many as 10 hours of thesis credit toward fulfillment of degree requirements. In such instances, prior approval of the Registrar is required. The request is made on a "Request for Extended Thesis Credit" form, which provides for the written recommendations of all members of the thesis advisory committee. The form is available in Graduate Records in the Service Center. If the thesis or project is not finished after the student has enrolled in the maximum number of credit hours allowable, the student is expected to enroll in UNIV 500 each term until the work is completed. UNIV 500 is a no-credit "course" for which a fee of \$37.50 is charged. This form of enrollment enables the student to maintain access to such resources as faculty, library, computers, and parking.

Each master's degree thesis must be supervised by a committee of at least three members of the graduate faculty. Emeritus faculty may serve on thesis committees but may not serve as chair unless the chair position was held prior to retirement. The thesis proposal must be approved by the committee and the title of the thesis registered with Graduate Records in the Service Center no later than the last day of classes in the term preceding the one in which the student expects to graduate. In order to comply with federal regulations, proposals that involve human subjects, animals, biohazards, or recombinant DNA must be cleared by the appropriate University committee and approved by the Graduate Dean before data collection begins. "Registration of Thesis or Dissertation Title" forms and information and guidelines for research with human subjects are available in Graduate Records in the Service Center. A pamphlet entitled, "Guidelines for the Preparation of Theses" is published by Graduate Records and updated regularly. These guidelines are also available in the Service Center.

Approval of the thesis by the student's advisory committee is validated on a thesis approval page. The original and an acceptable copy of the approved thesis must be presented to Graduate Records for review no later than the last day of classes in the term in which graduation is expected. A

student's responsibility for fulfilling this degree requirement does not end until the thesis has been formally accepted in the Graduate Records office.

NON-THESIS PROGRAMS

Students in graduate programs that do not require a thesis are governed by specific requirements of the appropriate programs, and their work is generally directed by an advisory committee of at least three graduate faculty members. Research papers or other projects required in lieu of a thesis are not filed with Graduate Records. For detailed information on mandatory compliance with federal regulations on research involving human subjects, animals, biohazards, and recombinant DNA, contact the Graduate School.

FINAL EXAMINATION

Each candidate for a master's degree is required to pass a final examination conducted by an advisory committee composed of at least three members of the graduate faculty. The examination requires advanced application of skills and knowledge. The student is expected to demonstrate an appropriate standard of scholarship and to provide evidence of the ability to think critically, to draw and defend conclusions, and to complete the work in a creditable manner. Report of the results of this examination is filed with Graduate Records on a form entitled "Summary of Completion of Requirements for Graduate Degrees."

REQUIREMENTS FOR COMPLETING SPECIALIST DEGREES

Specialist degree programs are for qualified persons with master's degrees who wish to pursue advanced study in an educational field. Specialist degree programs are currently offered in educational administration and in psychology with a community-school specialization.

Students must complete the minimum number of semester hours beyond the master's degree required by the program of study. A minimum cumulative grade point average of 3.25 for all work in a program is required. Students pursuing the specialist degree ordinarily complete a thesis or final project, and they are required to pass a final examination for the successful completion of the degree. All credit, regardless of its origin, must have been earned within a seven-year period prior to completion of the program. All Graduate School requirements and procedures pertaining to the scheduling and reporting of the final examination for the degree, as described in the preceding section on "Master's Degree Requirements," apply also to the specialist degree.

Prospective students interested in pursuing a specialist degree should contact the Graduate Program Director for the specific degree program for details relative to admission, enrollment, graduation requirements, and time to completion of all degree components.

GRADUATION INFORMATION AND COMMENCEMENT

Degrees are awarded at the end of each academic term. In order to qualify for a diploma signifying the award of a graduate degree, the student must file the "Application for Graduation" form no later than the first day of the term preceding the one in which the student expects to complete all degree requirements. This form, and other graduation information, is available from Graduate Records in the Service Center and from the Graduation Department of the Admissions and Records Office.

When a copy of the completed "Application for Graduation" form is received in Graduate Records, a preliminary degree audit will be completed for that student. A summary of degree requirements that remain unfulfilled will be communicated to the student, and a copy of the summary will be forwarded to the Graduate Program Director for use in future advisement.

The Graduate Records Office must be notified by the student's advisory committee at least two weeks in advance of the scheduled date for a graduate final examination, the nature of which is determined by the graduate program faculty. A grade of Pass/Fail is reported for the final examination on the "Summary of Completion" form. The form also specifies any program requirements that remain outstanding. Results of the examination must be filed in the Graduate Records Office no later than the last day of classes in the term in which the student expects to graduate.

The fulfillment of degree requirements extends to the posting of grades for all courses and to the other elements that comprise the student's degree program, including the final examination, thesis, foreign language requirement, exhibits, recitals, internships, projects, and other elements described in the program of study. The posting of grades includes those for courses in which a student is currently registered and those for which incomplete or deferred grades were assigned. Degree candidates cannot graduate with Incomplete grades outstanding in graduate level course work.

When the "Summary of Completion" form is received by Graduate Records, the Records Officer will complete a final degree audit of the student's academic record and clear for graduation those students who have fulfilled all program requirements, including courses in which the student is

currently registered, and whose grade point average meets the minimum standard for the awarding of a degree. Students should contact the Graduate Records Office at the time they apply for graduation for information regarding deadlines for receipt of all necessary materials. Clearance for graduation consists of formal notification by the Graduate Records Office to the Graduation Department that all requirements have been completed and that, with the recording of grades for certain stipulated courses and maintenance of appropriate grade point average, a student is entitled to a diploma. Both the student and the Graduate Program Director receive a copy of that notification. The date of award of a graduate student's degree is the end of the semester or summer session in which the student finalizes all degree requirements.

COMMENCEMENT

Commencement ceremonies are held at the end of each academic term. To participate in commencement, a graduate student must have filed an "Application for Graduation" form no later than the first day of the term preceding the one in which the student expects to complete all degree requirements. To be eligible for participation, the University expects the student to have completed all requirements for the graduate degree or be engaged in activity that will fulfill degree requirements by the end of the term in which commencement participation is expected.

TUITION AND FEES

The tuition and fees charged students are established by the Board of Trustees and are subject to change whenever conditions warrant. The tuition rates per semester for graduate students are as follows:

Graduate Student Tuition

Hours	Illinois Residents	Non-Illinois Residents	Missouri Residents
1	\$ 100.85	\$ 201.70	\$ 100.85
2	201.70	403.40	201.70
3	302.55	605.10	302.55
4	403.40	806.80	403.40
5	504.25	1,008.50	504.25
6	605.10	1,210.20	605.10
7	705.95	1,411.90	1,411.90

8	806.80	1,613.60	1,613.60
9	907.65	1,815.30	1,815.30
10	1,008.50	2,017.00	2,017.00
11	1,109.35	2,218.70	2,218.70
12-18	1,210.20	2,420.40	2,420.40
19 and Over	* * *		

Note: *A student enrolled for more than 18 hours will be assessed tuition equal to the rate charged for 18 hours plus the 1 hour rate for each hour beyond 18.

Graduate Student Fees

Applicable to Illinois, Non-Illinois, and Missouri Residents

Student Fitness Center \$45.95

Student-to-Student Grant Fee \$ 3.00 (6 hours or more)

Morris University Center Fee

1 hour \$18.10

2 hours 36.20

3 hours 54.30

4 hours 72.40

More than 4 hours 90.40

Athletics Fee

Per hour \$ 7.10 (up through 5 hours)

6 hours or more 42.55

Student Welfare and Activity Fee

1 hour \$43.70

2 hours 45.50

3 hours 47.30

4 hours 49.10

5 hours 50.90

6 hours or more 56.15

Tuition for Illinois, non-Illinois, and Missouri residents enrolled in in-state, off-campus courses is the same as that listed in the preceding table. Students pay a service charge of \$72 per course for enrollment in in-state, off-campus courses. For students who enroll concurrently in on-campus and off-campus courses, fees are assessed at the applicable rate for on- and off-campus enrollment.

The Student-to-Student Grant Fee is returned upon request to students who paid it within the first two weeks of the semester. Money from the Student-to-Student Grant Program is used to provide financial assistance to students. The Student Welfare and Activity Fee provides funding for health services, student legal service, recreational programs, special events programming, the student newspaper, student activities and organizations, and the student government. In addition to previously mentioned fees, a student is subject to certain other charges under the conditions listed below:

1. Graduate students who wish to use University resources without otherwise enrolling in course work are expected to register in UNIV 500 for a fee of \$37.50. Master's degree candidates who have completed required thesis credit hours and all other course requirements should use this form of enrollment to maintain student status while meeting with faculty and using Lovejoy Library, computer labs, and other such campus facilities. The tuition associated with enrollment in UNIV 500 does not provide access to campus services that would otherwise be available through payment of student fees.
2. A graduation fee of \$35, payable at the time of application for graduation.
3. A fee of \$5 per transcript for official transcripts.
4. Other charges for field trips, library fines, and excess breakage. A student taking a course involving use of materials, distinct from equipment, ordinarily pays for such materials.
5. Limited hospitalization insurance for students and their dependents can be purchased at an economical rate through the Bursar's Office.

Southern Illinois University Edwardsville accepts MasterCard and Visa for payment of expenses associated with enrollment.

Financial Responsibility

Students at SIUE will incur certain financial obligations. Although they may be eligible for various forms of financial aid, the final responsibility for those financial obligations will rest with the student. The University has developed an installment payment plan designed to make payment of tuition, fees, and other charges as convenient as possible. Failure to meet financial obligations will have serious consequences. In addition to service charges on past due amounts, transcripts and diplomas will not be issued to students with a past due debt to the University. Continued failure to pay a past due debt may result in the debt being referred to a collection agency. In that event, collection costs will be added to the student's account.

DETERMINATION OF RESIDENCY STATUS

Students' residency status affects two primary considerations: tuition and financial assistance. Ordinarily, determination of residency status is made by the Office of Admissions and Records from evidence furnished on the application to the University. If such evidence is not sufficient or if records establish that students do not meet the requirements for resident status as defined in the following regulations, nonresident status shall be assigned. Adults, to be considered residents for purposes of tuition, must have been bona fide residents of the State of Illinois for a period of at least three (effective fall 2000, policy will change to six) consecutive months immediately preceding the beginning of any term at the University and must continue to maintain a bona fide residence in the State. Adult students who have a parent or both parents maintaining bona fide residence in the State and who reside in the parental home or elsewhere in the State are considered resident students.

Minors are considered to be persons under eighteen years of age. The residence of minors shall be considered to be and to change with that of the parent(s) or legal or natural guardian(s). Parents or legal or natural guardians will not be considered residents of the State unless they maintain a bona fide and permanent place of abode within the State. If minors are emancipated, are completely self-supporting, and actually reside in the State, those individuals shall be considered residents even though the parents or guardians may reside outside the State. Marriage or active military service shall be regarded as effecting the emancipation of minors for the purpose of this regulation.

"Bona Fide Residence" refers to the true, fixed, and permanent home and place of habitation to which individuals intend to return after a temporary absence. Evidence used to determine bona fide residence includes such items as

voter registration, place of filing tax return, proof of property ownership or year-around residence, driver's license, automobile registration, or place of employment.

Nonresident students married to residents of the State may be classified as residents while residing in the State. The spouses through whom students claim residence must demonstrate resident status in compliance with the requirements applicable to all students seeking resident status.

Students who are not citizens of the United States of America, to be considered residents for tuition purposes, must either be married to residents or have permanent resident status with the United States Immigration and Naturalization Service and must also meet and comply with all other applicable regulations to establish resident status. Students considered residents for tuition purposes may need to meet additional criteria in order to be eligible for federal student financial assistance.

Persons actively serving in one of the Armed Forces of the United States, stationed and present in the State in connection with that service, and submitting evidence of such service and station, shall be treated as residents while stationed and present in Illinois. If the spouses or dependent children of such members of the Armed Forces also live in the State, similar treatment shall be granted to them.

Persons actively serving outside the State in one of the Armed Forces of the United States are considered residents only on the basis of having been residents of the State at the time of entry into military service. Those separated from active military service are considered residents of Illinois immediately upon separation on the basis of (1) having been residents of the State at the time of entry into military service, (2) having been treated as residents while in the military by attending school at this University while stationed within the State, or (3) having resided within the State for a period of three (effective fall 2000, policy will change to six) months after separation.

Students may have their residency status reclassified on the basis of additional or changed information by filing a written request for review with the Office of Admissions and Records. The written request for review must be filed within 30 school days from the day on which classes begin for the term for which a residency change is requested. A student who is dissatisfied with the ruling may appeal to the Vice Chancellor for Student Affairs by filing a written request with that office within 20 days of the notice of the first ruling.

SIUE has adopted the optional residency status tuition policy for Missouri residents. Under this policy, Missouri residents may enroll for up to six hours per semester and be assessed tuition and fees at in-state rates. This policy does not apply to students enrolling in the School of Dental Medicine.

OFFICIAL WITHDRAWAL AND REFUNDS

A graduate student who registers in any term and then decides not to attend classes after satisfying the bill for tuition and fees must officially withdraw from school for that term. When it is necessary to withdraw, a student initiates official withdrawal action in the Service Center, Rendleman Hall, room 1309.

A refund of tuition and fees is permitted only if the withdrawal and refund request are completed during the first two weeks of the term. No official withdrawal is permitted during the last two weeks of the term. The registration calendar in the class schedule gives specific dates concerning withdrawal and refunding of fees. These same policies apply to weekend classes.

Graduate School policy allows Graduate Assistants and holders of Competitive Graduate Awards full use of the tuition waiver for any assistant or awardee who is enrolled and under contract for at least one-half of the academic term or summer session. To avoid liability for tuition for the term in which withdrawal occurs, a student who holds an assistantship or a Competitive Graduate Award must either officially withdraw and formally resign the appointment during the first two weeks of the term or remain enrolled and under contract for at least one-half of the academic term.

Students enrolled in programs utilizing a special weekend format, such as the MBA program, are subject to the following withdrawal and refund policy. A student who notifies the instructor in writing prior to the completion of nine contact hours of instruction of the intention to withdraw formally from the course may receive full refund of tuition and fees. A formal request for withdrawal must be signed, dated, and submitted to the Office of Admissions and Records within five working days of the student's written notification to the instructor. Failure to withdraw formally will result in no refund. A student who attends more than nine contact hours of the course will receive no refund.

Students may withdraw from classes after consultation with their advisors. During the first two weeks, withdrawal can be made without permission of the instructor, and no entry will appear on the student's record. A student may also withdraw from classes after the end of the second

through the tenth weeks without permission of the instructor; then, a grade of W is automatically assigned. Withdrawals from classes during the eleventh through the thirteenth week must be approved by the instructor, and a grade of WP or WE must be assigned. In determining grade point averages, WE will be computed as an E. No classes can be dropped after the thirteenth week, and the instructor must assign a grade other than W, WP, or WE. Students who stop attending a class or classes or who fail to withdraw officially receive a UW rather than a W.

Students enrolled for classes during the summer session should adhere to the following schedule for dropping classes or withdrawing from school.

WEEKS 1-2: Student may drop a class without permission of the instructor and have no entry on transcript.

WEEKS 3-5: Student may drop a class without permission of the instructor. Grade of W is automatically assigned.

WEEKS 6-8: Student may drop a class after consultation with the instructor and advisor, but grade of WP or WE must be assigned by instructor; WE grade will be computed as an E grade in grade point average computation.

AFTER WEEK 8: No class may be dropped; grades other than W, WP, or WE must be assigned by instructor. These same policies apply to weekend classes. For courses scheduled in nontraditional formats, proportional deadlines apply. Inquiries regarding these deadlines should be directed to the Service Center in Rendleman Hall.

Students attending special weekend format classes, such as the MBA program, will have their names removed from the official class roll if they formally withdraw prior to the first class meeting. Students who attend any part of the first weekend of class but who withdraw prior to the second weekend of class must be assigned a WP or WE, depending on their status at the time they formally withdraw. Students who attend any part of the second weekend of class must be assigned a grade other than WP or WE.

FINANCIAL SUPPORT FOR GRADUATE STUDENTS

The two types of financial support for graduate students regularly administered through the office of Graduate Studies and Research in Rendleman Hall are Competitive Graduate Awards and graduate assistantships. From time to time, other special awards may become available through this same office. The Office of Student Financial Aid administers additional financial aid programs that are addressed later in this section. Students receiving any type of financial assistance are expected to satisfy the requirements of the

Graduate School's retention policy (presented earlier in this chapter under "Retention").

Satisfactory academic progress requirements for graduate students specifically related to Title IV federal programs, state, and most institutional programs are described in the section in this chapter entitled "Financial Aid Satisfactory Academic Progress Policy." Reference books and other information on financial support for graduate study, such as scholarships, fellowships, and grants from private and governmental funding sources, are available in Graduate Studies and Research, Rendleman Hall 2202, and in Graduate Records in the Service Center, Rendleman Hall 1309. Other reference books can be found in Lovejoy Library at the reserve desk.

COMPETITIVE GRADUATE AWARDS (CGA)

Competitive Graduate Awards are administered through Graduate Studies and Research, Rendleman Hall room 2202, with two deadlines for submission of applications. To be considered for the first round of competition, applications and all supporting materials must be received in the Graduate School no later than the first Monday in December. For the second round, complete applications must be submitted no later than the first Monday in March. Application packets are available on request from the Graduate School in the middle of September, and awards are made for the following academic year (fall and spring semesters).

To be eligible for consideration, an applicant must be admitted to a graduate degree program at SIUE and must not have begun graduate study before the summer term preceding the fall semester for which the award is granted. Students approved for admission in a combined baccalaureate/master's five-year program are also eligible to compete for an award provided the admission term for which they are approved is no earlier than the summer term preceding the academic year for which the award is offered.

Applications for Competitive Graduate Awards are evaluated on an academic basis; thus, applicants are expected to have a minimum 3.3 (A=4.0) grade point average in their undergraduate course work. Applicants with an already completed master's degree are not eligible for this award. Special consideration is given to U.S. citizens or permanent residents who are members of underrepresented groups and who demonstrate financial need.

Departments with graduate degree programs in the University who have identified highly qualified prospective students through their recruitment efforts may also make nominations for these awards. Applicants nominated by a department are

also expected to complete the applicant packet and meet one of the two established deadlines for full consideration for an award. For additional information on this nomination process, consult the program director in the department for which admission to a degree program is sought.

Awards include a stipend of \$5,724 for the academic year, as well as waiver of tuition. Recipients are expected to enroll in a minimum of 9 hours of graduate credit for each semester and maintain the required minimum grade point average for retention in the student's graduate program. The awards are for a maximum of two consecutive semesters, beginning with the fall term, and are nonrenewable. A Competitive Graduate Award is terminated as of the date the awardee withdraws from classes. Holders of these awards shall not accept other appointments in the University, and employment outside the University is strongly discouraged.

ILLINOIS CONSORTIUM FOR EDUCATIONAL OPPORTUNITY PROGRAM (ICEOP)

The Illinois Consortium for Educational Opportunity Program (ICEOP), a program of the Illinois Board of Higher Education, provides awards of up to \$10,000 per year for students from traditionally underrepresented groups to pursue graduate degrees at Illinois institutions. An applicant must be an Illinois resident to be considered for this award, which is renewable up to four years. An award recipient must agree to accept a teaching or nonteaching full-time appointment at an Illinois institution of higher education or a position at one of the higher education governing or coordinating boards in Illinois for a period equal to the number of years of the award. Applications are available in early November, and awards are announced in late March for the following academic year. Information is available through Graduate Records in the Service Center, Rendleman Hall, room 1309, box 1043, Edwardsville, IL 62026.
GRADUATE ASSISTANTSHIPS

Graduate assistantships at the master's and specialist levels are available in a number of academic, service, and research units. Students seeking assistantships should apply directly to the prospective employing unit.

Assistantships carry a minimum stipend of \$636 per month plus waiver of tuition. They have a work requirement relative to the percentage of the appointment. A half-time appointment requires 20 hours of work per week. Appointments will not be made for less than 25 percent nor more than 50 percent time. In selected cases, students on less than 50 percent appointments may be eligible for limited employment in other University positions. Specific details about such special arrangements are available through Graduate Studies and Research, Rendleman Hall, room 2202. Students who hold

appointments as graduate assistants should not simultaneously be employed outside of the University.

College Work Study funds are available to support graduate students and can be used to help fund graduate assistantships, providing 70 percent of an assistant's salary. Students seeking assistantships are encouraged to file the Free Application for Federal Student Aid (FAFSA) available from the Office of Student Financial Aid in order to be considered for College Work Study eligibility.

All assistantships are intended to be of direct educational benefit to appointees. In order to be approved by the Graduate Dean, an assistantship appointment must relate to the student's academic objective and be supervised by qualified personnel. Students who seek assistantships in units other than the one in which the student is pursuing a degree must have approval from the Graduate Program Director of the degree program and from the supervisor of the employing unit. Justification for the relationship between the student's assistantship responsibilities and the degree program must also be provided.

Grievances that arise from the conditions of employment are resolved in accordance with the policy on "Graduate Assistant Employment (Non-Academic) Grievance Procedure." A full description of obligations and benefits is contained in the Graduate Assistant Handbook, available upon request from Graduate Studies and Research.

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Students must be admitted to a graduate degree program before the unconditional award of an assistantship is made. Unclassified students are not eligible for appointments. Ordinarily, undergraduate students are not allowed to hold assistantship appointments. An exception may be granted to undergraduates in an approved combined baccalaureate/master's five-year program when they are within 12 semester hours and not more than one academic term of receiving a baccalaureate degree.

International students awarded teaching assistantships must show fluency and command of the English language. Students with low grade point average or an excessive number of incomplete or deferred grades will not be appointed or re-appointed by the Graduate Dean. Assistantships already awarded will be in jeopardy when an appointee's average in graduate work falls below the required minimum for retention in the student's academic program.

Graduate assistants can carry no more than 12 hours and must

carry at least 6 hours of graduate credit per academic term (maximum of 6 and minimum of 3 during a summer session) unless specifically authorized to do so by the Graduate Dean. Courses taken for audit do not count toward the minimum hours but must be authorized if they are in excess of the maximum hours. Requests for exceptions to these restrictions must be made on the "Overload/Underload Petition for Graduate Assistants and Awardees," available from the office of Graduate Studies and Research.

Information on graduate assistantships, Competitive Graduate Awards, and other financial assistance administered by the Graduate School can be obtained from the office of Graduate Studies and Research, Rendleman Hall, room 2202, Campus Box 1046, telephone (618) 650-3010. More detailed information on other forms of financial assistance must be obtained from the Office of Student Financial Aid (OSFA), Rendleman Hall, room 2308, Campus Box 1060, telephone (618) 650-3880.

OFFICE OF STUDENT FINANCIAL AID

Eligibility for most federal and state student financial aid programs administered by the Office of Student Financial Aid (OSFA) requires that a graduate student be a U.S. citizen or eligible noncitizen; be admitted to a graduate degree program in classified status; be enrolled for at least 5 semester hours each term; maintain satisfactory academic progress; be debt free relative to refunds owed on federal grants and defaults on federal student loans; and be prepared to submit financial aid transcripts from post-secondary institutions previously attended, indicating whether or not financial aid was received at the prior institution. In addition, male students born on or after January 1, 1960 must be registered for the draft if not currently serving in the Armed Forces. All financial aid based on federal funding is subject to changes in federal law.

Since most international students do not meet citizenship requirements for financial aid programs administered by the Office of Student Financial Aid, these students should contact the Office of the International Student Advisor for information about financial assistance.

Graduate students applying for need-based financial aid are encouraged to submit the Free Application for Federal Student Aid (FAFSA) by March 1 each year so that aid can be credited on the first fall semester bill in July. The FAFSA is available at public libraries, Educational Opportunity Centers, the SIUE Office of Student Financial Aid, and the Service Center. Although March 1 is the preferred filing date for those who wish to enroll for fall semester, students may apply for loan assistance throughout

the year.

Students who have never submitted an application for federal student aid previously will submit the regular FAFSA. Thereafter, renewal application forms are provided by the United States Department of Education in December of each year. All students are encouraged to apply through the Internet at www.fafsa.ed.gov.

Students who have received financial aid and who officially withdraw or otherwise separate from the University and are due a refund of tuition and fees may be required to apply that refund toward repayment of financial aid funds that they have received. Those who terminate attendance after the tuition and fee refund date and who have received financial aid may be considered to be in overpayment status. Student Financial Aid will make this determination taking into account the week of withdrawal, the student's college cost budget, and the amount of financial aid received in the payment period. Students who are in an overpayment status will be notified in writing of such overpayment and will be asked to repay immediately.

STATE OF ILLINOIS SCHOLARSHIPS AND FELLOWSHIPS

Scholarships and fellowships assist students with educational expenses and do not have to be repaid. Illinois residents may be eligible for scholarships provided by state dollars. The following programs are administered by the Illinois Student Assistance Commission (ISAC). Applications and information on these programs are available from ISAC, 500 West Monroe, Springfield, Illinois 62704 or from the Office of Student Financial Aid.

The Illinois General Assembly Scholarship is awarded by General Assembly members to residents of their legislative districts. Awards are granted for varying lengths of time. Students should contact their General Assembly Representative directly for complete information.

The David A. Debolt Teacher Shortage Scholarship encourages academically talented students to pursue careers as public preschool, elementary, and secondary school teachers in disciplines that have been designated "teacher shortage disciplines" in the State of Illinois. A priority is given to minority students. Awards must not exceed \$5,000 and can be used for tuition, fees, and room and board allowances. Deadline to apply for the Debolt scholarships is May 1.

Applicants must also apply for federal student financial aid to determine their expected family contribution, which is part of the selection criteria for the scholarship. Recipients of the scholarship will sign an agreement to

teach one year for each year of scholarship received in the discipline for which the recipient has applied. The teaching requirement must be fulfilled within five years following completion of certification in the shortage field.

The Minority Teachers of Illinois Scholarship Program provides scholarships of up to \$5,000 per year to assist individuals of African American, Hispanic, Asian American, or Native American origin who plan to become teachers at the preschool, elementary, or high school level. Students receiving this scholarship must fulfill a teaching commitment by teaching full-time one year for each year of assistance received. The teaching agreement must be fulfilled at a school in which no less than 30 percent of those enrolled are minority students. If the teaching commitment is not fulfilled, the scholarship converts to a loan. Deadline to apply for these scholarships is August 1.

The Illinois National Guard Program provides for tuition and some fees for graduate study for current enlisted members who have served at least one year in the Illinois National Guard as an enlisted person or company grade officer up to the rank of captain. Awards are available for a maximum of 8 semesters, and no minimum enrollment is required. Candidates should apply by October 1 of the academic year for which assistance is being requested. Contact the OSFA for more information.

The Illinois Veterans' Grant covers tuition, athletic fee, activity fee, and graduation fee for qualifying veterans and may be used concurrently with the GI Bill benefits. It is available to students who served honorably in the U.S. Armed Forces and who meet Illinois residency requirements. Veterans who were separated after August 11, 1967 must have served at least one year or have been separated for a disability directly related to such service; no minimum term of service is required for veterans separated prior to August 11, 1967. Veterans must have been residents of Illinois at the time of entering the U.S. Armed Forces or students at Illinois-controlled colleges, universities, or community colleges at the time of entering. Veterans must have returned to Illinois within six months of separation from such service. Residents of Illinois who are currently members of the U.S. Armed Forces are entitled to receive the grant if they have served at least one year and otherwise meet the eligibility and residency requirements if discharged from the service. Non-Illinois residents who meet the above requirements may qualify for the Illinois Veterans' Grant by attendance at an Illinois public university. Contact the OSFA for more information.

The Harbert Memorial Fellowship for Graduate Students provides a limited private endowment for graduates of Centralia High School to pursue graduate studies at SIUE.

Only degree-seeking graduate students are eligible to apply for this award. For more information, contact the OSFA or the Graduate School.

OTHER ILLINOIS GRANTS

Grants may also be available to the spouse and children of Illinois police or fire personnel killed in the line of duty and to the spouse and children of State of Illinois Department of Corrections officers killed or 90 percent disabled in the line of duty. Recipients must be enrolled in at least 6 semester hours of study. The awards cover tuition and some fees and are available for up to 10 semesters, depending on the award.

FEDERAL DIRECT STUDENT LOANS -- WILLIAM D. FORD PROGRAM

Loans are available through federal, state, and institutional programs to assist with educational costs. Some loans require the applicant to demonstrate financial need, but others are available to students with no financial need. The University has participated in the William D. Ford Federal Direct Student Loan Program since the 1995-96 academic year. The Direct Loan Program provides the equivalent of the Federal Stafford and PLUS loan programs, except that the United States Department of Education (USDE) is the source of funds. Loan funds are administered by the University.

Students seeking Federal Direct Loans apply on the FAFSA. The University will obtain funds for these loans, which have the advantage of repayment through consolidation with other loans and which provide several flexible repayment options. Applicants interested in the direct lending program may apply for subsidized loans, which are based on financial need, or unsubsidized loans, which are not need-based. Repayment of subsidized loans is deferred until six months after a student graduates, leaves school, or drops below half-time, at which time interest begins to accrue on the loan. Repayment of unsubsidized loans can be delayed until after graduation, but the interest begins to accrue as soon as the loan funds are disbursed to the borrower.

Graduate students may borrow up to \$8500 through subsidized or unsubsidized loan funds annually. Independent graduate students may borrow an additional \$10,000 per year of unsubsidized loan funds. Ordinarily, students are limited to borrowing their annual maximum across three terms (fall, spring, and summer).

The SIUE Foundation Loan program is based on financial need. Demonstrated academic achievement may also be required.

Emergency Short-Term Loans are available through the OSFA

for emergency situations only and are not for payment of tuition and fees. Small loans (up to \$250) are made for 30 days. Larger loans to advance anticipated financial aid on a university paycheck are possible.

STUDENT EMPLOYMENT

Part-time student employment is available at SIUE under both the regular student employment program and the Federal Work Study program. SIUE also assists students in finding off-campus employment through the Job Locator and Development Program.

SIUE offers a broad range of part-time student work opportunities in almost every phase of University operations and service. Once officially enrolled, students can search for part-time positions via the Student Job Finder on the Internet at www.stuemp.siue.edu. Students usually begin working at federal minimum wage and receive wage increases as their total accumulated hours increase. Student employment information, including a schedule of key dates, is also at this web site. Students can contact the student employment unit of Student Financial Aid by calling (618) 650-2563 or write to Student Employment, Campus Box 1030.

The Federal Work Study Program is designed to assist students with financial need in securing employment and helping to defray costs. Students who qualify are awarded federal funds that pay 50 percent of their wages, and the unit in which they work pays the remainder. Federal Work Study eligibility is awarded as part of a package of scholarships or loans.

The Job Locator and Development Program assists students in finding part-time jobs with employers in the communities surrounding SIUE. Designed to place SIUE students in part-time positions that are related to their career and academic interests, the Job Locator and Development Program provides financial assistance and job experience to students. Any enrolled student may participate in the Job Locator and Development Program. Off-campus employment opportunities are also posted in Student Job Finder on the web.

VETERANS' EDUCATIONAL BENEFITS

Veterans applying for benefits through the Department of Veterans' Affairs can obtain necessary forms from the Veterans' Administration or the Veterans' Certification Section located in the Office of Admissions and Records, Rendleman Hall, Room 1207, telephone (618) 650-2234. Applicants must supply a copy of the Veterans' DD 214 (Report of Separation from the Armed Forces) and certified proof of any dependents. The marriage certificate and/or birth certificates of children will meet this requirement.

The enrollment certification will be completed by the Veterans' Certification Section and forwarded to the Veterans' Administration Regional Office. Benefits are determined by the length of active duty in service, number of dependents, enrollment status, incentives awarded by the branch of military service in which the veteran served, and other factors. Since benefits for nontraditional courses may vary, students enrolling in courses that meet in nontraditional formats should contact the Veterans' Certification Section for specific information.

Veterans who qualify for the Illinois Veterans' Grant, which covers tuition, athletic fee, activity fee, and graduation fee, may use it concurrently with the Veterans' Administration benefits. The Illinois Veterans' Grant is processed by the Office of Student Financial Aid.

Veterans must be enrolled in a degree program and making satisfactory academic progress to remain eligible for VA benefits. No benefits are received for grades of W, WP, WR, and AU; however, graduate students may receive benefits for a deferred grade (DE) in a thesis or research course.

Veterans who qualify for educational benefits should give careful attention to the requirements for full-time graduate study as established under the guidelines and policies of the award. For complete information, contact the Veterans' Certification Section, Rendleman Hall, Room 1207, (618) 650-2234. University regulations affecting VA benefits are subject to changes in federal law.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

To remain eligible for student financial assistance under federal, state, and institutional programs, students must maintain satisfactory progress toward degree completion. For the purpose of this policy, financial aid at the graduate level is defined as any of the Title IV Federal programs and institutional programs, Federal Work Study, Regular Student Employment, Federal Perkins Loans, Federal Direct Loans, SIUE Foundation Loans and Grants, and SIUE tuition waivers or scholarships, except those given under the terms of a graduate assistantship or special graduate award.

A graduate student's financial aid eligibility will be terminated when total semester hours in a master's degree program requiring 30 hours for completion exceed 42 or when total semester hours in a master's degree program requiring 31-36 hours exceed 48. Students whose master's degree programs require more than a minimum of 36 hours for completion shall be considered on a case-by-case basis. Students in such programs should contact the Office of Student Financial Aid to determine their eligibility for continued financial assistance.

For a graduate student who is enrolled in a specialist's degree program, eligibility for financial aid will be terminated when total semester hours (beyond the completion of the master's degree) exceed 42.

At the end of each academic term, the Office of Student Financial Aid will review the continued eligibility of students receiving financial aid. Students not meeting the requirements of this policy will be notified in writing of the termination of financial assistance. Graduate students are expected to comply with Graduate School policy regarding academic standards for continued enrollment in programs leading to graduate degrees.

A student may appeal this financial aid termination by completing a Financial Aid Appeal form with supporting documentation and submitting the appeal to the Office of Student Financial Aid.

STUDENT SERVICES - GENERAL

SERVICE CENTER

The Service Center, a component of Admissions and Records, is the principal office on campus for responding to students' administrative needs. It is conveniently located on the first floor of Rendleman Hall, room 1309.

Service is provided to students for admissions and graduation applications; registration and tuition calculation; program changes (drops, add, withdrawals); ID cards; applications for Illinois residency; changes in name, address, and ID numbers; Graduate Records, publications and informational brochures and pamphlets, transcript ordering, and test information (GRE, GMAT, MAT). The Service Center also houses several CougarNet terminals for students to access their schedules and unofficial, personal-use transcripts.

To meet the needs of the campus community, the Service Center is open from 8:00 am to 8:00 pm Monday through Thursday and from 8:00 am to 4:30 on Friday. It also has Saturday hours from 8:00 am to 2:00 pm, except for shortened hours in June and July. During hours when other support units are not open, the staff of the Service Center will provide assistance with parking decals, deposits for tuition and fees, and general information on financial assistance.

The Communications Center within the Service Center is staffed to answer telephone inquiries and refer calls to the appropriate offices. To reach the Communications Center, dial the following numbers:

(618) 650-2080 - from within the service area

1-888-328-5168 or 1-888-327-5169 - for calls
originating from St. Louis
1-800-447-7483 - toll free
(618) 650-2081 - fax

Requests for information can also be directed to the Service Center via e-mail <http://www.register.siu.edu/servcent/>.

UNIVERSITY HOUSING

Graduate students at SIUE may choose to reside on campus in the apartments at Cougar Village, which are located just a short walk from classrooms, the library, and campus events. Single students and family residents reside in the two- and three-bedroom apartments that include a full kitchen with appliances, dining room, bathroom, and living room. Single student apartments are fully furnished, while family residents may choose between furnished and unfurnished accommodations. All utilities, with the exception of off-campus telephone calls, are included in the University Housing contract payment.

For single students who desire a more controlled living environment, "Graduate Student," "Substance-Free," and "Academic Emphasis" Buildings are available on a first-come, first-served basis. Academic Emphasis buildings maintain quiet hours that are in effect at all time. Students should indicate assignment preferences on their applications.

To apply for housing at SIUE, students must complete and sign the application/contract and pay the nonrefundable \$25 application fee, the \$75 reservation deposit (which becomes a damage deposit when the applicant becomes a resident of University Housing), and the \$100 advance payment. An application/contract will not be accepted without the required \$200. Students should apply for housing as soon as possible because availability is limited.

For additional information regarding student housing, contact University Housing, Campus Box 1056, Southern Illinois University Edwardsville, Edwardsville, IL 62026, telephone (618) 650-3931, fax (618) 650-3864, or e-mail housing@siue.edu. The Central Housing Office is located in Rendleman Hall, room 0248. Information is also available on the University Housing web site at www.siu.edu/HOUSING.

PARKING SERVICES

Motor vehicle parking on all property of Southern Illinois University Edwardsville, other than in metered spaces or the attended lot (Lot B), is by permit only. Parking lots are color-coded by symbols to match student, faculty, and staff registration decals. Fees in effect for 1999-2000 range from \$60.00 for students up to \$100.00 for staff. Evening

students can register a vehicle for a per-semester fee \$40.00, which is limited to specified lots and valid after 4:00 pm daily. Evening student decals, whether purchased for fall or spring, remain in effect for the summer term.

Visitor parking is available in Lot B conveniently located adjacent to the Morris University Center. Lot B is a maintained parking area with rates fixed at \$.75 per hour for the first two hours and \$1.00 for every hour thereafter up to a maximum of \$7.50 per day. The parking lot adjacent to Rendleman Hall (Lot C) offers metered parking for \$.75 per hour, not to exceed two hours.

The office for Parking Services is located on the first floor of Rendleman Hall, room 1113, telephone (618) 650-3680.

BUS/SHUTTLE SERVICE

Bus service is provided by Madison County Transit, which serves local communities surrounding the SIUE campus and which connects with MetroLink for rail travel into St. Louis. The University also cooperates with Madison County Transit to provide the Cougar Shuttle, a service connecting residence halls and Cougar Village with key locations on campus.

HEALTH SERVICE

Health Service, located in Rendleman Hall, room 0202, provides general outpatient care, laboratory diagnostic testing, women's health services, and pharmacy services to members of the University community. Students must be enrolled and have paid the Student Welfare and Activity Fee in order to use the services at the student rate.

All students entering the University are required to provide Health Service with a completed Immunization Record Form and proof of immunization against measles, mumps, rubella, and tetanus/diphtheria. This requirement is in compliance with legislation enacted by the state of Illinois.

International students should note that a PPD (Mantoux) Tuberculin skin test is required within three months of entering the University. This test can be administered on the same day as an MMR, but the student must wait a period of four weeks before receiving an MMR immunization. International students must also provide proof of current health insurance coverage for every semester of enrollment.

Students who fail to comply with the immunization requirement will not be allowed to register for any future term at the University.

For additional information about the immunization requirements, call (618) 650-2843; for other services available through Health Service, call (618) 650-284

STUDENT SERVICES - SPECIALIZED

CONTINUING EDUCATION

The Office of Continuing Education provides support services to departments offering classes at off-campus locations and assists those students who enroll in courses off campus. Staff from Continuing Education attend the opening session of classes to assist students with admission, registration, fee payment, financial aid inquiries, and textbook distribution. Faculty and students can contact this office for help with matters related to scheduling, enrollment, instruction, and participation in off-campus classes.

SIUE, through a consortial arrangement with other community colleges and universities in southern Illinois, hosts courses delivered to SIUE via technology-mediated instruction.

For general information about courses at off-campus locations, contact the Office of Continuing Education, Campus Box 1084, Southern Illinois University Edwardsville, Edwardsville, IL 62026-1084, telephone (618) 650-3210. Information about classes in the Belleville area can be obtained directly from the SIUE/BAC Service Office at Belleville Area College, (618) 235-2700, ext. 335.

INTERNATIONAL STUDENT SERVICES

The Office of International Student Services provides a comprehensive range of services for international students at SIUE. These services include preadmission assistance, orientation assistance, immigration advisement, U.S. tax information, coordination of community hospitality programs, and general support services and referral assistance. The office is located on the second floor of the Morris University Center. For more information, call (618) 650-3785.

INTENSIVE ENGLISH PROGRAM (IEP)

The Intensive English Program provides noncredit English language study for international students who do not meet the University English language proficiency requirement for admission. Instruction is given in the basic areas of reading, writing, grammar, and listening/speaking. In addition, students can improve their pronunciation as well as practice for the Test of English as a Foreign Language (TOEFL) in class and in a language laboratory. The program includes class trips to local sites so that students can

enhance their listening skills and cultural awareness. The Institutional TOEFL is administered at the end of each semester and summer session. Upon successful completion of the Institutional TOEFL (550 or higher), students otherwise eligible for graduate study may enroll in graduate level courses.

IEP students receive identification cards that allow them to use University facilities and participate in campus activities. On-campus housing is also available. For information on fees and eligibility criteria, contact the IEP Director at (618) 650-5784 or visit the IEP web site at <http://www/admis.siu.edu/iep.htm>.

CAREER DEVELOPMENT CENTER

The Career Development Center offers comprehensive services to students and alumni for assistance in relating academic majors to prospective career fields and for development of job search strategies for finding employment. The center also offers a Cooperative Education program in which students can acquire or enhance career-related work experience in paid paraprofessional positions while attending SIUE. Other services provided by the Center include workshops, resume referral, on-campus interview, career fairs, graduate assistantship postings, and a Career Resource Center. For more information about the Center or any of the services that it offers, call (618) 650-3708, access the center's web site at <http://www.careers.siu.edu>, or stop by the office on the third floor of Founders Hall, room 3126.

COUNSELING SERVICES

Counseling Services provides direct service counseling to students coping with educational, personal, and/or interpersonal issues; crisis intervention for residential students; and serves as a practicum site for students enrolled in clinical psychology and other related programs. The office provides sexual assault counseling and advocacy for students and staff. The counseling staff is committed to assisting students in their adjustment to living and learning in a university environment and in realizing their worth and potential. Appointments are conducted in a private setting, and all consultations are confidential. Walk-in appointments are available. The office is located at the stop light intersection that serves as the entrance to Cougar Village. Services are also available in Health Service. For additional information regarding Counseling Service, please call (618) 650-2197.

DISABILITY SUPPORT SERVICES

The Coordinator of Disability Support Services in Student

Affairs is responsible for the implementation and coordination of many of the programs, activities, and services for persons with disabilities. The coordinator offers guidance and counseling, referrals to related offices and departments, and assistance in obtaining specialized equipment or supplies, support services, and special accommodations.

Persons with disabilities should visit the Disability Support Services Office, located in Peck Building, room 1311, at their earliest convenience to meet the coordinator and discuss available services. Persons may also contact the coordinator by calling (618) 650-3782, voice or Telecommunications Device for the Deaf (TDD). Hours are 8 a.m. to 4:30 p.m. on Monday through Friday, 8 a.m. to 7:30 p.m. on Wednesday, or by appointment.

EARLY CHILDHOOD CENTER

Preschool education is available for children of SIUE students and employees. Children between the ages of 2 and 5 may be enrolled at the Center. The Early Childhood Center is open from 7:00 a.m. to 6:00 p.m. Monday through Friday and provides full-day and half-day programs. For additional information about the program and services, call the Early Childhood Center at (618) 650-2556. The program is accredited by the National Academy of Early Childhood Programs.

SPEECH, LANGUAGE, AND HEARING CENTER

The Speech, Language, and Hearing Center, located in the Department of Special Education and Communication Disorders on the first floor of Founders Hall, provides evaluative and therapeutic services to SIUE students and individuals from the surrounding communities. English-speaking students who have difficulty with speech or hearing and students for whom English is a second language are encouraged to stop by Founders Hall, room 1300, or call (618) 650-5623 for additional information.

STUDENT LEADERSHIP DEVELOPMENT PROGRAM

The Student Leadership Development Program (SLDP) is open to all graduate students. The leadership program provides opportunities for students to develop leadership and professional development skills, gain practical experience, and increase civic awareness through participation in University and community service, leadership modules, diversity training, Seven Habits of Highly Effective People, and Project a Professional Presence Through... series. Involvement in the program is designed to accommodate each student's interests and schedule. There is no time limit for program completion; students participate at their own pace.

Students who complete the program receive a Student Leadership Transcript. For more information, visit the Carol Kimmel Student Leadership Development Center located on the first floor of the Morris University Center, or call (618) 650-2686.

TESTING SERVICES

The Testing Center offers several tests that may be required for admission to graduate programs. These include the Graduate Record Examination (GRE), subject tests only, and the Miller Analogies Test (MAT). Information regarding examination fees, administration dates, and registration procedures for these and other examinations can be obtained from the Testing Center in Instructional Services. The Center is located in Peck Hall, room 1404, and is open from 8 a.m. to 4:30 p.m. Monday through Friday, as well as some evenings during the academic year. For additional information, call (618) 650-2295.

THE WRITING CENTER

The Writing Center provides individual assistance with papers, reports, and theses. Self-instructional materials are also available on a wide variety of writing-related topics, such as organization, paragraphing, grammar, and English as a second language. Appointments are recommended for assistance with papers. The Writing Center is located in Peck Hall, room 1419, and is open for daytime, evening, and weekend use. For more information, contact the Center at (618) 650-2045 or e-mail wcenter@siue.edu.

UNIVERSITY POLICE

University Police at Southern Illinois University Edwardsville is a law enforcement agency responsible for the protection of life and property. Officers are sworn police personnel under the authority granted by Illinois law and have the power to make arrests. Law enforcement services are provided to the Edwardsville campus, the School of Dental Medicine in Alton, and the East St. Louis Center.

University Police is located in the Supporting Services building and provides services 24 hours per day, 365 days per year. Emergency 911 calls are directed to University Police, which is then responsible for dispatching the appropriate police, fire, or ambulance services. Other services provided by University Police include assistance in retrieving keys from locked vehicles, loaning jumper cables and tools, and engraving items for prevention of theft. University Police also provides an escort service from one campus location to another as a means of safety and crime prevention for students and employees of the University community.

The University Police Department operates under a Community Oriented Policing philosophy that is geared toward providing quality service based on high ethical standards. It includes being responsive and responsible to the community by building partnerships with students, faculty, and staff. Officers aim at being highly visible through bike, foot, and vehicle patrols.

The University Police Department offers numerous programs including the following: McGruff the Crime Dog, Sexual Assault Prevention programs, Campus Watch program, Operation Identification, and Friends of McGruff Club.

Police satellite offices are located in the Commons Building at Cougar Village and in the Morris University Center on the first floor. The nonemergency telephone number for University Police is (618) 650-3324; for emergencies, dial #911.

STUDENT RIGHTS

Southern Illinois University at Edwardsville maintains fair and reasonable practices in all matters affecting students: the delivery of educational programs, provision of support services, and due process with regard to disciplinary matters and the handling of grievances. In addition, the University endorses the basic principles of the codes of ethics issued by the American Association of Collegiate Registrars and Admissions Officers and the National Association of College and University Business Officers.

Information regarding fair practices can be obtained from the Office of the Provost and Vice Chancellor for Academic Affairs, the Office of the Vice Chancellor for Student Affairs, and the Equal Opportunity Programs Office.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

Southern Illinois University at Edwardsville is committed to equal educational and employment opportunity and affirmative action. SIUE administers its programs, services, and employment opportunities without regard to race, ethnicity, color, sex, creed or religion, national origin, age, disability, veterans' status, or other prohibited categories. It is the policy of SIUE to make reasonable efforts to accommodate individuals with special needs.

The University complies in letter and spirit with federal and state legislation, which includes but is not limited to: Titles

VI and VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act, the Age Discrimination in Employment Act, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Titles VII and VIII of the Public Health Service Act, Americans with Disabilities Act of 1990, Civil Rights Act of 1991, and the Illinois Human Rights Act and related state laws. Inquiries regarding equal opportunity and affirmative action in admissions, administration, and employment should be directed to the Equal Opportunity Programs Office.

RIGHT TO PRIVACY AND NONDISCLOSURE

Under the Family Educational Rights and Privacy Act, all students have the right to inspect and review their official University records in accordance with provisions of the aforementioned act and within the University guidelines. Inquiries regarding the Family Educational Rights and Privacy Act should be directed to the Office of Admissions and Records.

In addition, the University, through the Director of Admission and Registrar and the Office of the Vice Chancellor for Student Affairs, may make accessible to any person directory information concerning students. Directory information consists of the following: name, school address, home town address, telephone listing, date of birth, major field of study, participation in officially recognized sports, weight or height of members of athletic teams, dates of attendance at SIUE, degrees or awards received, and the most recent previous educational agency or institution attended.

In cases where students have filed timely written notice that they object to the release of directory information, the information will not be released to any person except University personnel who, because of their educational function or research, have a legitimate need for access to such information, or to other persons as required or permitted by law. The notification must be in writing, either in a letter or on a form for that purpose, and submitted to the Director of Admissions and Registrar. Such objection must be filed as directed by the notice published in the Alestle at the beginning of the academic term in which it is to be effective and, once effective, it remains so until the deadline date for notice of objection in the fall term of the next academic year.

Further, in accordance with the Privacy Act of 1974, applicants and students are advised that the requested disclosure of their social security number is voluntary. The social security number generally is used as the student identification number to avoid the assignment of a similar but University-originated number. Students retain the social security number or the University-originated number for the duration of their affiliation with the University. Social security numbers or University-originated numbers will be used to identify the permanent records of students, such as registration, program changes, transcript requests, and certification requests. Students applying for Pell Grants or Guaranteed Student Loans are required to provide their social security numbers to the appropriate federal agencies; students applying for other Title IV federal student aid programs are requested to submit their social security numbers. Social security numbers may be used to determine eligibility for financial assistance, student status, and school attendance.

STUDENT CONDUCT CODE AND STUDENT ACADEMIC CODE

Students enrolling in the University assume responsibility for conduct compatible with the learning environment of the University. Students are expected to be familiar with the Student Conduct Code and the Student Academic Code. These documents describe the University's expectations for student social and academic conduct, the process utilized for adjudicating alleged violations, and sanctions that may be imposed for violation of the standards.

The University gives high priority to matters of academic ethics and abhors all types of cheating, including plagiarism. Plagiarism is defined as including, without limitations, the act of representing the work of another as one's own. It may consist of copying, paraphrasing, or otherwise using the written, electronic, or oral work of another without proper acknowledgment or consent of the source or presenting oral, electronic, or written material prepared by another as one's own. Plagiarism also includes using information from electronic resources, including the Internet, without the use of citations.

Instructors may impose sanctions for academic cheating in accordance with the Student Academic Code. Sanctions, which may be imposed for violation of the Student Academic Code, range from a failing grade on an individual assignment through separation from the University. Students who have questions relative to academic ethics and academic misconduct should consult with their advisors or instructors.

Copies of the Student Conduct Code and Student Academic Code

are available in the Office of the Vice Chancellor for Student Affairs, the Office of the Provost and Vice Chancellor for Academic Affairs, the offices of Graduate Studies and Research and Admissions and Records, and the Office of the Dean in the School of Dental Medicine.