

2015

2015-2016 Southern Illinois University Bulletin Carbondale Campus (Graduate Catalog)

Southern Illinois University Carbondale

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1 / The Graduate School



Graduate Degrees Offered

The Graduate School offers the Master's, Master of Fine Arts, and Doctor of Philosophy degrees.

In several of the programs listed below, one or more concentrations are available.

Master's Degrees

Master's degrees are available in the approved programs listed below:

ABBREVIATIONS

Master of Accountancy, M.Acc.	
Master of Architecture M.ARCH.	
Master of Arts, M.A.	
Master of Arts in Teaching, M.A.T.	
Master of Business Administration, M.B.A.	
Master of Engineering, M.E.	
Master of Fine Arts, M.F.A.	
Master of Legal Studies, M.L.S.	
Master of Music, M.M.	
Master of Public Administration, M.P.A.	
Master of Public Health, M.P.H.	
Master of Science, M.S.	
Master of Science in Education, M.S.Ed.	
Master of Science in Physican Assistant, M.S.P.A.	
Master of Social Work, M.S.W.	
Professional Science Masters, P.S.M.	
Accountancy.....	M.Acc.
Advanced Energy and Fuels Management	P.S.M.
Agribusiness Economics	M.S.
Animal Science	M.S.
Anthropology	M.A.
Applied Linguistics	M.A.
Applied Physics	M.S.
Architecture	M.ARCH.
Art History and Visual Culture	M.A.
Behavior Analysis and Therapy	M.S.
Biological Sciences	M.S.
Biomedical Engineering	M.S., M.E.
Business Administration	M.B.A.
Chemistry	M.S.
Civil and Environmental Engineering	M.S., M.E.
Communication Disorders and Sciences	M.S.
Communication Studies	M.A.
Community Health Education.....	M.P.H.
Computer Science	M.S.
Counselor Education	M.S.Ed.
Criminology and Criminal Justice	M.A.
.Curriculum and Instruction	M.S. Ed
Curriculum and Instruction Secondary Education ..	M.A.T.
Economics	M.A., M.S.
Educational Administration	M.S.Ed.
Electrical and Computer Engineering.....	M.S.
English	M.A.
Fire Service and Homeland Security Management	M.S.
Food and Nutrition.....	M.S.
Foreign Languages and Literatures	M.A.
Forestry	M.S.
Geography and Environmental Resources	M.S.

Geology	M.A., M.S.
Higher Education	M.S.Ed.
History	M.A.
Kinesiology	M.S.Ed.
Legal Studies.....	M.L.S.
Manufacturing Systems	M.S.
Mathematics	M.A., M.S.
Mathematics and Science Education.....	M.S.
Mechanical Engineering and Energy Processes	M.S.
Media Theory and Research.....	M.A.
Medical Dosimetry	M.S.
Mining Engineering	M.S.
Molecular Biology, Microbiology and Biochemistry	M.S.
Molecular, Cellular, and Systemic Physiology	M.S.
Music	M.M.
Pharmacology and Neuroscience	M.S.
Philosophy	M.A.
Physician Assistant.....	M.S.P.A.
Physics	M.S.
Plant Biology	M.S.
.Plant Soil and Agricultural Systems	M.S.
Political Science	M.A.
Professional Media & Media Management.....	M.S.
Psychology	M.A., M.S.
Public Administration	M.P.A.
Quality Engineering Management	M.S.
Radiologic Sciences	M.S.
Recreation	M.S.Ed.
Rehabilitation Administration and Services	M.S.
Rehabilitation Counseling	M.S.
Social Work	M.S.W.
Sociology	M.A.
Special Education	M.S.Ed.
Teaching English to Speakers of Other Languages	M.A.
Workforce Education and Development	M.S.Ed.
Zoology	M.S.

Note: See Mass Communication and Media Arts for Cinema and Photography, Interactive Multimedia Journalism, and Telecommunications.

See Kinesiology for Physical Education.

See Molecular, Cellular, and Systemic Physiology for Physiology

Master of Fine Arts Degree

Master of Fine Arts (M.F.A.) degree programs are available in the fields below:

- Art and Design
- Creative Writing
- Mass Communication and Media Arts
- Theater

Doctoral Degrees

Doctor of Philosophy (Ph.D.) degree programs are available in the fields listed below along with the approved concentrations:

- Agricultural Sciences
- Anthropology
- Applied Physics
- Business Administration

Chemistry
Communication Studies
Computer Science
Criminology and Criminal Justice
Economics
Education
 Counselor Education
 Curriculum and Instruction
 Educational Administration
 Health Education
 Quantitative Methods
 Special Education
 Workforce Education and Development
Electrical and Computer Engineering
Engineering Science
English
Environmental Resources and Policy
 Climatology
 Earth and Environmental Processes
 Ecology
 Energy and Mineral Resources
 Environmental Policy and Administration
 Forestry, Agricultural, and Rural Land Resources
 Geographic Information Systems, Remote Sensing
 and Environmental Modeling
 Water Resources
Geosciences
 Biogeochemistry
 Earth Surface Processes
 Energy and Mineral Resources
 Geophysics
 Tectonics and Paleobiology
Historical Studies
Mass Communication and Media Arts
Mathematics
Molecular Biology, Microbiology, and Biochemistry
Molecular, Cellular, and Systemic Physiology
Pharmacology and Neuroscience
Philosophy
Plant Biology
Political Science
Psychology
 Applied Psychology
 Brain and Cognitive Sciences
 Clinical Psychology
 Counseling Psychology
Rehabilitation
Sociology
Zoology

Note: See Environmental Resources and Policy for Geography
and Geology.
See Mass Communication and Media Arts for Journalism.
See Molecular, Cellular, and Systemic Physiology for Physiology

Certificate Programs

The purpose of a graduate certificate is to enhance marketability of students, confirm special skills or knowledge acquired by students, and provide educational opportunities and continuing education to otherwise unserved segments of the community through short term graduate programs. The certificate program is designed to provide a certification of specialization to individuals who already possess a bachelor's degree. While a certificate does not lead to a degree, one-half of the certificate hours, up to a maximum of 15 hours, can be counted toward a graduate degree program. All students must be admitted to the Graduate School and make formal application to the particular certificate program.

Certificate programs have been approved for the following:

Certificate in Substance Use Disorders and Behavioral Addictions

The Post-Baccalaureate Certificate in Substance Use Disorders and Behavioral Addictions, housed in the Rehabilitation Counseling and Administration Program in the Rehabilitation Institute, is open to graduate students interested in developing proficiency in specialized counseling skills for work in treatment and other settings as a substance use disorders and behavioral addictions counselor. Students must complete 15 credits of required coursework in addition to an academic discipline-based 500 hour internship (8 credits). Didactic courses include REHB 461, 471, 558, 566, and one approved elective.

For more information contact:

Dr. Jane Nichols, Ph.D., NCC, LCPC, CRC
Rehabilitation Counseling and Administration Program
Southern Illinois University
Rehn Hall - Mail Code 4609, 1025 Lincoln Dr.
Carbondale, IL 62901
Telephone: 618-453-8291
Email: jlnichols@siu.edu

Certificate in Anatomy

The purpose of the anatomy certificate is to allow graduate students to become proficient in anatomy teaching. This will allow them to compete more effectively for jobs in this field. Students are eligible for the anatomy certificate if they are in an existing anatomically-based master's or Ph.D. program (e.g. Physiology, Anthropology, or Zoology). Additional prerequisites (e.g., embryology, basic vertebrate anatomy) are preferred. Students lacking such prerequisites will be encouraged to obtain them prior to admission into the anatomy certificate program. The Graduate Program Committee of the Department of Physiology will review all applications. In addition to graduate coursework in anatomy, students in the anatomy certificate program will obtain experience teaching gross anatomy to undergraduates and medical students. A minimum of 17-18 graduate credit hours are required for fulfillment of the certificate requirements. They are: Advanced Human Anatomy, (PHSL 401A, B, 10 hours), Histology, (ZOOL 409, 4 hours) and either Neuroanatomy, (PHSL 573, 3 hours) or Comparative Vertebrate Anatomy, (ZOOL 418, 4 hours). Where appropriate, these courses may also count for credit toward the master's or Ph.D. degree. The Graduate Program Committee in the Department and the student's advisory committee will make recommenda-

tions for other coursework and oversee the student's progress. Students supported by assistantships will have the same teaching obligations as all other departmentally supported students. Students will be required to teach at least two semesters of gross anatomy assisting Physiology and Anatomy Department faculty in the Medical School.

For more information, contact:

Director of Graduate Studies
Department of Physiology, School of Medicine
Southern Illinois University
Carbondale, IL 62901-6512
Telephone: 618-453-1544
Email: physiology@siu.edu
Website: physiology.siu.edu

Certificate in Art History

The Graduate Certificate in Art History will enable students to develop a broad knowledge of the history of art, become familiar with the discipline's methodology, and acquire skills necessary for teaching art history. It is open to students who have completed a bachelor's degree. Students enrolled in the MFA program offered through the School of Art and Design may enroll concurrently in the certificate program and apply part of their MFA art history coursework towards both degrees. The program requires students to complete 21 credit hours of graduate level art history coursework, including a teaching practicum, and to pass a comprehensive qualifying exam designed to assess general knowledge of art history.

For more information, contact:

Stacey Sloboda, Coordinator, Graduate Certificate
in Art History
School of Art and Design
Southern Illinois University
Mail Code 4301
Carbondale, IL 62901
Telephone: 618-453-4987
E-Mail: sloboda@siu.edu

Certificate in Civil Society, Communication, and Media Practices

The Certificate in Civil Society, Communication, and Media Practices offers students a critical, historical, and theoretical understanding of the significance of communication and media within the broader context of contemporary practices engaged in organizing public and social change. Students will learn to analyze these media practices in their various forms and contexts, from the local to the global, and the complex relationships they navigate with political and social movements, governments, and more mainstream forms, such as entertainment. Our curriculum emphasizes theory and practice and introduces students to a variety of media practices, including research methodologies based in the media arts. The certificate prepares graduates for leading, evaluating, and collaborating in communication efforts aimed at social change. Graduate students will have a broad understanding of the civic potential of media and be prepared to communicate with, promote, and participate in grassroots communities in the age of social media.

For more information, contact:

MCMA Graduate Studies Administrative Aide
College of Mass Communication and Media Arts

Southern Illinois University
 Mail Code 6606
 Carbondale, IL 62901
 Telephone: 618-453-3785
 E-Mail: mcmagrad@siu.edu

Certificate in Earth Science

The Certificate in Earth Science with an optional concentration in Geospatial Analysis or Environmental Geology is open to post baccalaureate students with degrees in earth science, geology, or related fields. It is intended to expand the knowledge, skills, and specialized training in geological topics. The coursework will include eighteen (18) graduate credit hours in Geology. While there are no specific courses required, the courses taken will be determined by the student and the departmental Coordinating Committee.

For more information contact:
 James Conder, Graduate Program Coordinator
 Department of Geology
 Southern Illinois University
 Mail Code 4324
 Carbondale, IL 62901
 Telephone: 618-453-7352 or 453-3351
 E-mail: conder@geo.siu.edu or geology@geo.siu.edu

Certificate in Gerontology

The Graduate Certificate in Gerontology is open to post-bachelor level students who are interested in the area of gerontology. It is designed to provide knowledge, skills, and specialized training in programs and services for older persons. The certificate includes core courses on aging in the following areas: social work, rehabilitation, health, exercise and education. Courses within the certification program will include, but not be limited to: policy and program issues, psychosocial issues and health and fitness issues. The coursework also includes a practicum in an agency suitable to the individual's interest OR research project. Students must complete 18 semester hours of study including a minimum of three hours of practicum/research, to earn the certificate.

For more information contact:
 Dr. Jonathan C. Baker, Coordinator,
 Certificate in Gerontology
 College of Education and Human Services
 Southern Illinois University
 Mail Code 4310
 Carbondale, IL 62901
 Telephone: 618-453-8270
 E-mail: jonathan.c.baker@siu.edu

Certificate in GIS

The Graduate GIS Certificate enables students to focus on advanced geospatial techniques and analytical skills. This certificate meets the needs of the expanding job opportunities for Masters' and Ph.D. students. This certificate ensures that the students understand advanced mapping technologies; know how to combine individual models and functions in ArcGIS to carry out a complicated spatial analysis task; master advanced digital image processing and analysis technologies; and obtain competence in designing, developing, and managing spatial databases. Further, they will demonstrate an understanding

of GIS's relationships with remote sensing, global positioning system, (GPS), mathematics, statistics, and other sciences and obtain capacity in integrating multi-disciplinary methods for problem-solving. Finally, they will be competent in planning, developing, and implementing a complex GIS project. Students must maintain a 3.0 GPA in the certification courses. The program requires students to complete 18 credit hours of graduate level coursework from the following: GEOG 502(3) – Geographic Information Systems; GEOG 504(3) – Spatial Analysis; GEOG 506(3) – Intro to Remote Sensing; GEOG 508(3) – Advanced Remote Sensing; GEOG 520(3) – Advanced GIS Studies; GEOG 528(3) – GIS Portfolio/GIS Capstone Project.

For more information contact:
 Dr. Guangxing Wang, Coordinator, :
 Graduate Certificate in GIS
 Department of Geography and Environmental Resources
 Southern Illinois University
 Mail Code 4514
 Carbondale, IL 62901
 Telephone: 618-453-6017
 E-mail: gxwang@siu.edu or geog@siu.edu

Certificate in Histotechnology

Histotechnology is a structural science that incorporates elements from anatomy, physiology, immunology and chemistry. Histology is the science dealing with the structure, function and chemical composition of cells of normal and abnormal tissue. The histotechnologist prepares tissue specimens for microscopic examination. Histologic techniques utilize the chemical properties of both tissues and dyes to impart color to particular tissue elements to aid identification and disease diagnosis. Histology is an applied laboratory science, whose practitioners are in great demand in the current job market. A certificate in Histotechnology provides intense training in histotechnology through a combination of lectures, hands-on laboratory experience and clinical internships. Some of the certification requirements can be completed with proper selection of courses as University Core Curriculum substitutes and by using elective courses to fulfill certification requirements. Students are encouraged to discuss their interests with a departmental representative to obtain additional information.

This program admits a limited number of students based on specific selection criteria. Applicants must submit additional application materials to be approved for entry into the Histology certificate program. Students will be evaluated on the number of hours of college credit, and college grade point average as calculated by SIU. Students begin the professional sequence each fall only. The certificate program requires the successful completion of internships. In accordance with Federal and State guidelines, the internship sites may require proof of the following: vaccination for measles, mumps, rubella, tetanus, TB, and Hepatitis B; current CPR card; and proof of completion of HIPPA and blood-borne pathogens training. Affiliation sites may also require students to undergo a criminal background check and drug screening.

For more information contact:
 Dr. Richard Clough, Chair
 Department of Anatomy, School of Medicine
 Southern Illinois University

Mail Code 4729
 Carbondale, IL 62901
 Telephone: 618-453-1578
 Email: rclough@siumed.edu

Certificate in Magnetic Resonance Imaging

The Post Baccalaureate Certificate in Magnetic Resonance Imaging (MRI) is housed in the Radiological Sciences Program within the School of Allied Health. This certificate will allow MRI technologists to obtain didactic and clinical experiences in advanced areas of MRI. The program requires 18 credit hours of coursework. This includes at least one 3 credit hour didactic course selected from RAD 444, 454, and 464. Elective courses include RAD 474, 484, and 494. Students enrolled in the certificate in MRI Program will be able to develop a course of study which is tailored to meet their specific needs.

For more information contact:
 Dr. Michael L. Grey, Ph.D., RT(R)(MR)(CT)
 Associate Professor
 Radiological Sciences
 School of Allied health
 College of Applied Sciences and Arts
 Southern Illinois University
 Carbondale, IL 62901-6615
 Telephone: 618-453-7203
 E-mail: mgrey@siu.edu

Certificate in Sustainability

The Graduate Certificate in Sustainability enables students to expand their knowledge and understanding of the long-term sustainable use of the earth's resources, including water, land use and food systems, climate change, urban sustainability, and "green" energy. This certificate meets the needs of the expanding job opportunities in environmental sustainability. Students must maintain a 3.0 GPA in the certification courses. The program requires students to complete 18 credit hours of graduate level coursework, as follows: GEOG 524(3) – Sustainable Development and a total of 15 or more credit hours from the following: GEOG 521(3) – Urban Sustainability; GEOG 522(3) – Environmental and Energy Economics; GEOG 526(3) – US Environmental Policy; GEOG 529(3) – Geography of Local and Organic Food; GEOG 531(3) – Climatology; GEOG 535(3) – Energy Planning; GEOG 536(3) – Natural Hazards; GEOG 539(3) – Global Climate Change; GEOG 554(3) – Conservation and Environmental Movements.

For more information contact:
 Dr. Leslie Duram, Coordinator,
 Graduate Certificate in Sustainability
 Department of Geography and Environmental Resources
 Mail Code 4514
 Southern Illinois University
 Carbondale, IL 62901
 Telephone: 618-536-3375
 E-mail: geog@siu.edu

Certificate in Women, Gender and Sexuality Studies

The purpose of the graduate certificate in Women, Gender and Sexuality Studies is to meet the demand for formal recognition of graduate level credentials in WGSS, and to enhance and

broaden the perspectives of graduate students from various related fields. The program requires 18 hours of coursework. Nine hours must be at the 500-level, which includes WGSS 590. Nine hours must be taken outside the student's major discipline. The student must be currently enrolled in a graduate degree program at SIU or an individual holding a bachelor's degree and admitted to the Graduate School (non-declared).

For more information, contact:
 Dr. Barbara Bickel, Director
 Women, Gender and Sexuality Studies
 Southern Illinois University
 Mail Code 6518
 Carbondale, IL 62901
 Telephone: 618-453-5141
 Email: wgss@siu.edu

Student Responsibility

Students are responsible for knowing degree requirements and enrolling in courses that will enable them to complete their degree programs. It is also their responsibility to know the University regulations for the standard of work required to continue in the Graduate School. For information, consult both the general and specific degree requirements enclosed in this publication. Additional details about requirements and procedures are available from your graduate adviser or the Graduate School.

Human Subjects

Before the start of any research involving human subjects, the research project must be reviewed and approved by the SIU Human Subjects Committee (an Institutional Review Board). If your master's or doctoral project will involve human subjects (including administering questionnaires, conducting interviews, or accessing confidential databases), you must submit an application to the committee prior to the start of the research. Call 618-453-4533 for information and application materials or visit their website at www.ospa.siu.edu/compliance/human-subjects/index.html. When you submit your master's thesis/research paper or doctoral dissertation to the Graduate School, you must include Form A indicating that your project has been reviewed and approved by the committee. If this form is not included, your master's research paper/thesis or doctoral dissertation cannot be accepted by the Graduate School.

Animal Care

The SIU Institutional Animal Care and Use Committee (IACUC) was formed to establish and enforce ethical, humane guidelines for the use of live animals in research at the University. The committee reviews all protocols involving the use of vertebrate animals for training, research, and testing to assure compliance with humane standards and federal regulations. Researchers with projects involving animals must submit a completed *Animal Use* Protocol form for the committee's review. Approval of the protocol is required before the animals can be used for training, research, or testing purposes. The Laboratory Animal Program is accredited by the Association for Assessment and Accreditation of Laboratory Animal Care International. For more information, contact the Institutional Animal Care and Use Committee at 618-453-4533 or the Laboratory Animal Program at 618-536-2346 or visit the website at www.iacuc.siu.edu.

Other Research Compliances - Other compliances that are applicable to research include:

- Hazardous Materials
- Stem Cell Research
- Recombinant DNA
- Responsible Conduct of Research
- Radiological Safety

Students should discuss these compliances with their advisor. Additional information is available at ospa.siu.edu/compliance/index.html.

Student Rights and Responsibilities

The Office of Student Rights and Responsibilities (SRR) serves as a resource for the University community in understanding and applying the Student Conduct Code. The office strives to enhance a sense of community, accountability and responsibility. This is accomplished through educational outreach, one-on-one interactions with students and the enforcement of educationally based sanctions to address violations of the Student Conduct Code and other university policies. SRR works to balance the individual needs of each student with the needs of the academic community to find positive outcomes for all involved parties. If you have questions about the Student Conduct Code, your rights as a student, or if you believe a student has violated the Student Conduct Code or another policy, please call our office at 618-536-2338 or visit us online at <http://srr.siu.edu>. **All students are responsible for knowing and following the Student Conduct Code which is available on the SRR website.**

Degree Requirements

The following section describes Graduate School regulations unique to the master's and the doctoral degrees. For Graduate School procedures and regulations applicable to all graduate students, regardless of degree program, the student should consult the section titled "General Regulations and Procedures". For information about specific degree programs, the student should consult the departmental degree program description.

MASTER'S DEGREE PROGRAM

Requirements and admission policies for applicants to a master's degree program are elaborated on in the following paragraphs.

Admission

In order to be admitted to a degree program, an applicant must meet Graduate School admission requirements and be approved by the department or degree program concerned.

The Graduate School requires an applicant hold a bachelor's degree from an accredited institution or have completed all undergraduate degree requirements prior to the beginning of the classes for the term for which admission is sought. The applicant must have earned a grade point average (GPA) of 2.70 or better ($A = 4.00$) on approximately the last 60 semester hours of undergraduate coursework. Applicants to master's degree level study may be considered for admission with a transcript missing the last semester of bachelor's work.

An applicant who is a U.S. citizen or permanent resident and whose GPA is below 2.70 may be admitted as a nondeclared student and may later apply to a degree program when 12 or more graduate semester hours of graded graduate work at SIU have been completed. A minimum GPA of 3.00 is required in courses for which grades of *A*, *B*, *C*, *D*, *F* have been assigned. Please note that some U.S. citizens and permanent residents may be required to meet the Graduate School's english language requirement.

Any applicant who has completed 12 or more semester hours of graded graduate work at an accredited U.S. educational institution, and who has a GPA of 3.00 or better on all graduate work, may be exempted from the 2.7 undergraduate grade point average requirement.

Any student with fewer than 12 hours of graduate work may be admitted to the Graduate School on the basis of undergraduate GPA only.

General Requirements

Graduate credit earned in graduate courses for which the student has received grades of *A*, *B*, *C*, or *S*, and only such credit, is acceptable for master's degree programs. At least 21 semester hours of graduate credit with grades of *A*, *B*, or *C* must be earned in courses graded *A* through *F*. An overall grade point average of at least 3.00 in all graduate work is required before the degree can be awarded.

All graduate applications are required to have a decision made by the 10th day of the semester for which was applied. If a decision is not made by the 10th day of the semester for which was applied, applications will be withdrawn.

The Graduate School requires a minimum of 30 semester hours of acceptable graduate credit for the master's degree.

Since certain degree programs require more than 30 hours, the student should consult the description of the appropriate program for specific requirements. No more than half of the credit applied toward fulfillment of the master's degree requirements may be earned at other universities and transferred to SIU.

At least nine hours of coursework must be earned in courses taught on the Carbondale campus or in an approved residency center and at least nine hours of credit must be earned after admission to the degree program.

In addition, a minimum of fifteen hours in courses numbered 500 or above must be earned at SIU.

Students are not allowed admission into and cannot take courses in two different academic levels at the same time, unless admitted into an approved concurrent degree program.

Candidates for a master's degree are required to pass a comprehensive examination covering all of their graduate work, including the thesis. This examination may be written or oral, or both, as determined by the student's advisory committee.

Time Limits

A student has six calendar years to complete the degree. This time is calculated from initial enrollment to completion of all degree requirements including any document that must be approved by the Graduate School. This time limit includes courses taken either at SIU or elsewhere. All students must remain registered until completion of their degrees. See section "Continuing Enrollment Requirement".

Thesis

Each candidate for a master's degree shall write a thesis except where a graduate program has been approved to provide some other arrangement, such as a research paper. The thesis shall be supervised by a committee of at least three members of the graduate faculty and may be counted for not more than six nor less than three semester hours of credit. Only members of the committee may vote or make recommendations concerning acceptance of the thesis and final examination. A student will be recommended for the degree only if the members of the committee, with at most one exception not to include the committee chair, judge both the thesis and the performance at the final oral examination to be satisfactory. In cases where a committee of more than three has been approved, the requirement of not more than one negative vote will still apply.

All students admitted in a graduate program must continuously enroll except for summer. The enrollment can be in classes or in Continuing Enrollment 601.

An electronic pdf version of the approved thesis must be presented to the Graduate School by the stated deadline date. There is a library fee of \$28.00. If copyright is desired, an additional fee of \$55.00 will be required.

For non-thesis programs, a research paper should show evidence of the student's knowledge of research techniques and should be based on a special project or specific courses as may be recommended by the advisory committee. An electronic copy of the research paper must be filed in the Graduate School by submission at Open SIU by the stated deadline date. Departments with a non-paper option for a Master's degree, will have other requirements.

Double Major for a Master's Degree

A student may earn a double major for a master's degree if such a program of graduate study is commensurate with the student's vocational and professional goals.

A student interested in pursuing a double major for a master's degree must submit to the graduate dean the program of study endorsed by the chairman of both of the cooperating units. The forms for submitting a double major program of study are available in the Graduate School Admissions Office, 1263 Lincoln Drive room 310 or online at http://gradschool.siu.edu/_common/documents/DoubleMajor.pdf.

Requirements:

1. The student must have been admitted to one master's degree program.
2. Each unit in which the student wishes to earn a major must have an approved master's degree program.
3. The chair of each unit must endorse the proposed program.
4. The proposed program must specify the title of the degree which is to be awarded.
5. The proposed program must be approved by the graduate dean.
6. At least 18 semester hours must be earned for each major, and one-half of the required coursework for each major must be in courses numbered 500 or above.
7. The minimum number of hours required for the double major must total 60 percent of the sum of the total required for the two majors individually.
8. The thesis may be counted for not more than a combined total of 6 nor less than 3 semester hours of credit.

Second Master's Degree

A student may earn a second master's degree if the second degree is offered by an academic unit different from that of the first master's degree. None of the hours used towards any previous degree will be allowed to count as a part of the total number of hours toward a second master's, and all regulations shall apply to the second master's degree exactly as they would if this were a first master's degree.

Concurrent Master's Degrees Program

A concurrent master's degrees program permits students to be enrolled at the same time in two academic departments which have an approved concurrent degrees arrangement with each other, and earn two master's degrees.

Academic departments, upon approval of the Graduate Council, may establish a concurrent degrees program. Concurrent master's degrees programs will only be approved if they can be shown to enhance graduate students' educational experiences and professional opportunities. Furthermore, concurrent degrees programs must meet the following requirements:

1. Students must obtain admission to both academic departments, and must be formally admitted to the concurrent degrees program prior to completion of the master's degree requirements for either of the participating academic departments;

2. Students are required to complete all core requirements of each master's program;
3. Students are required to earn no less than 80 percent of the total number of semester hours required in the master's degree programs of each of the participating academic units. A total of nine hours may be shared.

Concurrent Master's Degrees Programs

- Agribusiness Economics and Business Administration (MS / MBA)
- Mass Communication and Media Arts and Business Administration (MA / MBA)

Concurrent Master's and Law Degrees Programs

- Accountancy and Law (JD / M.Acc.)
- Business Administration and Law (JD / MBA)
- Educational Administration and Law (JD / MSEd)
- Electrical & Computer Engineering and Law (JD / MS)
- Public Administration and Law (JD / MPA)
- Social Work and Law (JD / MSW)

Concurrent Master's and Medical Degree Program

- Master's of Public Health and Medical Degree (MPH/MD)

Summary of Master's Degree Requirements

- At least 30 hours of graduate credit, or the minimum number of hours required by the specific degree program.
- Grade point average of at least 3.00.
- At least 15 hours in courses numbered 500 or above, which must be completed at SIU.
- At least 9 hours after admission to the degree program.
- At least 9 hours taught on the Carbondale campus or in an approved residency center.
- At least 21 hours of graduate coursework graded A, B, or C.
- At least one-half of the required number of hours earned at SIU.
- Courses to be applied to the degree taken within six years of conferring the degree.
- Transfer credit taken at another institution or as a nondeclared student approved by the dean of the Graduate School.
- Electronic submission of an approved thesis (pdf version) or an approved research paper (pdf version) (not applicable for M.B.A., M.Acc., or M.S.W. programs, and non-paper options).
- Comprehensive or oral examination.
- Submission of departmental clearance form.
- Register for 601 Continuing Enrollment, as required.

DOCTORAL DEGREE PROGRAM

Admission

Admission to a doctoral program in the Graduate School normally requires a master's degree or its equivalent, a grade point average in graduate work of at least 3.00, and acceptance by the academic unit offering the doctoral program. Faculty of a degree program-unit may add its own grade point average requirements (above the Graduate School minima) for admission

to that particular program. Applicants to doctoral level study may be considered for admission with a transcript missing the last semester of master's work. Current SIU Master's students must be cleared for graduation before matriculation into a Doctoral Program will be allowed.

Direct Entry into a Doctoral Program

Direct entry is possible into previously approved doctoral programs upon recommendation of the department and acceptance by the Graduate School. Applicants with exceptional research potential or outstanding academic preparation may have the option to enter a doctoral program after completion of a bachelor's degree only. No previous course work at the graduate level is allowed. Students admitted via direct entry will not receive a Master's degree. The program must be approved for direct entry and the student must have at least a 3.00 GPA on approximately the last two years of undergraduate course work.

Accelerated Entry into a Doctoral Program – for SIU Graduate Students

Students currently enrolled in a master's program at SIU may be considered for Accelerated Entry into previously approved doctoral programs, upon the recommendation of the department and acceptance by the Graduate School. At least one semester of course work must have been completed in a master's program at SIU, and a minimum grade point average of a least 3.00 must have been earned in all graduate course work (this includes graduate course work completed at other institutions). Once approved for accelerated entry, students will not receive a Master's degree. Course work completed in a masters degree program cannot be counted toward residency requirements for a doctoral program. All requests for accelerated entry must be processed by the Graduate School by the 10th day of the semester for which the student wishes to be accelerated

Accelerated Entry into a Doctoral Program – for Non-SIU Graduate Students

Students enrolled in a master's program at a U.S. educational institution other than SIU may also be considered for Accelerated Entry into previously approved doctoral programs, upon the recommendation of the department and acceptance by the Graduate School. At least one semester of course work must have been completed in a master's program at another institution, and a minimum grade point average of at least 3.00 must have been earned in all graduate course work. Once approved for accelerated entry, students will not receive a Master's degree.

All requests for accelerated entry must be processed by the Graduate School by the 10th day of the semester for which the student wishes to be accelerated.

SIU Departments with Graduate School Approved Direct Entry and Accelerated Entry

DEPARTMENT	DIRECT ENTRY	ACCELERATED ENTRY
Anthropology	Yes	Yes
Applied Physics	Yes	Yes
Business Administration	Yes	Yes
Chemistry	Yes	Yes
Computer Science	Yes	Yes

Economics	No	Yes
Educational Administration & Higher Education	Yes	Yes
Electrical & Computer Engineering	Yes	Yes
Engineering Science	No	Yes
English	No	Yes
History	Yes	Yes
Mass Communication & Media Arts	No	Yes
Mechanical Engineering & Energy Processes	No	Yes
Molecular Biology, Microbiology, and Biochemistry	Yes	Yes
Molecular, Cellular and Systemic Physiology	Yes	Yes
Pharmacology & Neuroscience	Yes	Yes
Philosophy	Yes	Yes
Plant Biology	Yes	Yes
Political Science	Yes	Yes
Psychology	No	Yes
Rehabilitation	Yes	Yes
Sociology	No	Yes
Speech Communication	Yes	No
Zoology	Yes	Yes

General Requirements

The doctoral degree is awarded for high accomplishment in a particular discipline or a recognized interdisciplinary area, as measured by the student's ability to pass the preliminary examination for admission to candidacy, meet the research tool requirement of the program, perform a piece of original research, present the results in proper form in a dissertation, and defend the dissertation before a faculty committee. Except for the hours required to meet residency and required 24 hours of dissertation, there is no Graduate School requirement that a certain number of semester hours be taken for the doctorate although some degree programs do require a certain number of semester hours. Graduate work completed at another institution may be eligible for transfer to the student's doctoral program, subject to Graduate School regulations regarding transfer of credit and acceptance by the student's major department. Transfer credit cannot be applied toward residency.

No doctoral level residence-credit program may be established off campus, although coursework involved in a doctoral program may be taken at an off-campus residence center provided that the full, normal requirement of residence on campus at SIU is met under the usual Graduate School standards for doctoral programs. However, established cooperative programs with SIU Carbondale and SIU Edwardsville permits students to be enrolled in courses and earn credits either at SIU Carbondale or SIU Edwardsville.

Preliminary Examination

The student will generally prepare for this examination through independent study and coursework, as advised by the faculty of the doctoral program. The examination is given to determine the breadth and depth of the student's knowledge within the discipline. The particular form and content of the examination are determined by the faculty of each of the doctoral programs. The student will be permitted to take the preliminary examination at the discretion of the department, after having completed

two years of full-time study or its equivalent beyond the baccalaureate.

Research Tool Requirement

The doctorate at SIU is a research-oriented degree. The research tool requirement is intended to be an integral part of the student's program. Since research materials, problems, and techniques vary from discipline to discipline, the details of the research tool requirement are determined by the faculty of each of the doctoral programs.

Residency

The residency requirement for the doctorate must be fulfilled after admission to the doctoral program and before formal admission to doctoral candidacy. The residency requirement is satisfied by completion of 24 semester hours of graduate credit on campus as a doctoral student within a period not to exceed four calendar years. No more than six hours of deferred dissertation credit may be applied toward fulfillment of the 24 semester hours residency requirement. No doctoral student should be permitted to sign up for more than six hours of dissertation until candidacy has been achieved. Any dissertation hours registered for above the six permitted prior to candidacy will not be counted toward completion of the doctoral degree. Credit earned in concentrated courses or workshops may apply toward fulfillment of the residency requirements if the student is concurrently registered for a course spanning the full term. No more than six semester hours of short course or workshop credit may be applied to the 24 semester hours residency requirement.

Admission to Candidacy

Admission to candidacy is granted by the dean of the Graduate School upon recommendation of the faculty responsible for the student's program, after the student has fulfilled the residency requirement for the doctoral degree, passed the preliminary examination, and met the research tool requirement of the program. The doctoral degree may not be conferred less than six months after admission to candidacy, except upon approval of the dean of the Graduate School. The candidate must fulfill all requirements for the degree within a five-year period after admission to candidacy. If completion of requirements is delayed beyond five years, a student may be required to take another preliminary examination and be admitted to candidacy a second time. All candidates must remain registered until completion of their degree. See section "Continuing Enrollment Requirement".

Dissertation

After being admitted to candidacy, the student must complete a dissertation showing that the student is capable of independent research or other creative effort. A successful dissertation usually represents the most extensive and intensive scholarly work the student has performed to date. Completing the dissertation will lead the student up to the cutting edge of research (however defined by the discipline) conducted at that time in his or her field of research. A dissertation must address a significant question and demonstrate that its author can interpret findings and formulate conclusions that are the result of independent thinking and sustained evaluation of source materials. These findings must be expressed in clear and grammatical language

that is well organized into cogent and coherent argument. A dissertation that contains the student's published or in-press manuscripts, or excerpts from these manuscripts, shall, in the preface, describe these materials and their contribution to the dissertation. In the case of multi-authored manuscripts, the student's contribution to each such manuscript must be clearly delineated in the preface and attested in a separate statement by the chair of the dissertation committee addressed to the Graduate School. The dissertation shall be supervised by a faculty committee which has been approved by the dean of the Graduate School. This committee shall consist of five or more graduate faculty members, at least one of whom shall be from a graduate program outside the student's academic unit. The student's academic unit shall be understood to mean the department (or equivalent units) and any member outside the department is eligible to serve as the outside member providing that the department and the graduate dean agree.

While working on the dissertation, the student must register for the course numbered 600. The student is to devote at least one academic year of full-time work to complete the dissertation and will register for 24 semester hours of dissertation credit, for example, 12 hours for each of two terms.

Students who have registered for 24 semester hours of dissertation credit and have not completed the doctoral dissertation are subject to the continuing enrollment requirement described in the section titled "General Regulations and Procedures".

Publication of the doctoral dissertation to insure its availability to the scholarly community is considered an integral part of the process of doctoral education. Students must submit their dissertations electronically (pdf) to ProQuest for publishing. An abstract of the dissertation will be published in Dissertation Abstracts International.

The student must submit electronically a pdf. version of the dissertation acceptable to the Graduate School, along with an abstract. There is a library fee of \$28.00 for binding. If copyright is desired, an additional fee of \$55.00 will be required. The Survey Form of Earned Doctorates is completed and submitted to the Graduate School.

The abstract will be published in the current Dissertation Abstracts International and the dissertation will be cited in American Doctoral Dissertations and Comprehensive Dissertation Index. A copy of the dissertation will be placed in the Library of Congress archives. This service assures the student that the dissertation will be available to other researchers at no further personal expense to the student.

If the student elects to use the copyright service, copyright will be obtained in the student's name. Publication rights, other than for reproduction in microform or from microform, are the student's to assign to any publisher at any time. In addition, arrangements can sometimes be made for University Microfilms to publish a small edition of the dissertation.

Final Examination/Oral Defense

There will be a final oral examination administered by the student's doctoral dissertation committee. The examination will cover the subject of the dissertation and other matters related to the discipline. Any member of the graduate faculty may attend the final oral examination and may participate in questioning and discussion, subject to reasonable limitations im-

posed by the chairperson of the committee, but only members of the committee may vote or make recommendations concerning acceptance of the dissertation and final examination. A student will be recommended for the degree only if the members of the committee, with at most one exception, judge both the dissertation and the performance at the final oral examination to be satisfactory. In cases where a committee of more than five members has been approved, the requirement of not more than one negative vote will still apply.

Interdisciplinary Doctor of Philosophy Programs

These guidelines provide for interdisciplinary doctoral programs for a limited number of students whose educational requirements can be met by existing resources, but not exclusively by any one of the University's constituent units. Interdisciplinary doctoral programs will be instituted in response to the particular academic interest of individual students, not as programs of a permanent nature. The procedures and criteria given below govern the authorization and control of interdisciplinary doctoral programs.

1. After admission to an established doctoral program at SIU and upon the recommendation of the chairperson or adviser of that program, a student may apply for an interdisciplinary doctoral program to the dean of the Graduate School.
2. The dean of the Graduate School will apply the following criteria in deciding whether a program committee should be established to consider the proposed interdisciplinary doctoral program.
 - a. The requisite staff must be available.
 - b. The library holdings must be adequate without unreasonable additions.
 - c. The program must lie within the recognized disciplines or fields of study, at least one of which offers the doctoral program.
3. If the dean of the Graduate School is satisfied that the proposed program satisfies these criteria, the dean shall form a special program committee of five members, at least three of whom shall be from units offering the doctorate.
4. If the committee approves the proposed program, a plan of study shall be developed that includes the following elements:
 - a. Fields or areas of study
 - b. Required courses
 - c. Languages or other research tool requirements
 - d. Dissertation subject
 - e. Preliminary examination
5. The program as approved by the committee and accepted for principal sponsorship by a unit with an approved doctoral program shall be submitted to the dean of the Graduate School. Upon final approval the student's program shall have the same binding effect upon the Graduate School as programs printed in the graduate catalog. The degree earned shall carry the title of the doctoral unit that has assumed principal sponsorship. The commencement program shall give specific indication that the degree is interdisciplinary and include a listing of those

units that are substantively involved in addition to the principal sponsoring unit, as determined by the graduate dean.

6. When the committee has certified all the required performances, including the results of examinations, the committee shall be dissolved.

Concurrent Doctoral and Law Degrees Programs Political Science and Law (JD / Ph.D.)

Cooperative Doctoral Degree Programs between SIU Carbondale and SIU Edwardsville

A cooperative doctoral program between SIU Carbondale and SIU Edwardsville permits classified graduate students to be enrolled in certain designated courses at either SIU Carbondale or SIU Edwardsville and earn credit in partial fulfillment of the doctoral degree requirements at SIU Carbondale. The following SIU Carbondale doctoral programs have approved cooperative agreements with SIU Edwardsville:

Educational Administration Ph.D.
Engineering Science Ph.D.
Historical Studies Ph.D.

Summary of Doctoral Degree Requirements

- Achievement of a grade point average of at least 3.00.
- Completion of any specific courses required by the doctoral program.
- Fulfillment of the residency requirement.
- Completion of the research tool required by the doctoral program.
- Passing of the preliminary examination.
- Admission to candidacy.
- Completion of an approved dissertation with 24 hours of dissertation credit.
- Oral defense of dissertation.
- Electronic submission of dissertation (pdf version) to the Graduate School.
- Completion of Survey of Earned Doctorate.
- Degree conferred not less than six months nor more than five years after admission to candidacy.
- Submission of departmental clearance form.
- Register for 601 Continuing Enrollment, as required.

General Regulations and Procedures

This section includes Graduate School procedures and regulations applicable to all graduate students regardless of degree classification. Requirements unique to the master's and doctoral degrees are stated in the section titled Degree Requirements. For information about specific degree programs the student should consult the appropriate degree program description. Requirements unique to the non-degree classifications are stated in the section in this chapter titled "Nondeclared Students—Non-Degree".

APPLICATION FOR GRADUATE STUDY

Information regarding graduate degree programs offered at SIU can be found on the Graduate School home page at <http://gradschool.siu.edu/>. Under the Admissions section, see the link "Academic Degree Programs"; there is basic information relating to each program – areas of interest, graduate tests required, terms for which that program admits students, application deadlines, and departmental contact information.

Applying to a Degree Program

The online application for admission to Graduate School can be found on the Graduate School home page at <http://gradschool.siu.edu/>; see "Apply Now". This application is required for admission to all programs, and allows the student to upload most of their application materials and to submit them electronically. Check your own department's home page for a list of required materials.

Some items, such as official transcripts, portfolios and official test scores, may need to be mailed directly to the department. See the Degree Programs section on the home page for "Departmental Contact Information" for where such materials should be mailed in each department.

Items routinely uploaded are: unofficial copies of test scores such as the GRE, GMAT, MAT and TOEFL / IELTS, unofficial copies of transcripts, Statements of Purpose, any other materials required by your particular department; Financial Statements/Bank Statements for international applicants, as well as copies of passport pages for applicants and any dependents.

Contact information for persons being asked to provide letters of recommendation may be entered, and then recommendations may be submitted online by those persons.

In addition, some departments may also have a departmental application form, which may be linked to the Graduate School online application.

Application Fee

The Graduate School require a non-refundable application fee of \$50.00 which must be submitted with the Application for Admission to Graduate Study. If you are applying to more than one program, a fee must be paid to each program. McNair and Fulbright Scholars should submit proof of participation in that program directly to the Graduate School in order to be considered for an application fee waiver. The application fee is subject to change without notice.

Transcripts

Students are required to submit official transcripts from all schools attended during their undergraduate study and also

for all graduate work completed. Any student wishing to be considered for Graduate School fellowships must submit to the department an official transcript for *every course* taken as an undergraduate and / or graduate student.

All transcripts submitted for admission to a degree program must be sent directly to the department to which you are applying. See departmental contact information for complete mailing address.

Students applying for nondeclared admission are only required to send one official transcript showing either a bachelor's, master's or Ph.D. earned. They should be sent directly to Graduate School Admissions - Nondeclared, 1263 Lincoln Drive Room 310, Mailcode 4716, SIU, Carbondale, IL 62901. Any transcripts submitted in person must be received by the student directly from the institution attended, and must be submitted to the Graduate School in a sealed envelope.

Transcripts submitted will not be returned nor forwarded to other institutions.

In accord with the Family Education Rights and Privacy Act of 1974, no non-Southern Illinois University person, firm, or agency may have access to an applicant's or a student's credentials without written consent of the individual concerned. Graduate students shall be permitted to examine their own records upon request. Such requests should be made by the student to the dean of the Graduate School.

Test Scores

The Graduate School does not require any graduate tests for admission. (However, if you intend to apply for a fellowship you will need a standardized test to qualify.) Individual departments may require, at their discretion, the GMAT, GRE, MAT, or other appropriate standardized tests for admission. Check the website of the department to which you are applying or contact the department directly for more information. Information is also listed on the Graduate School home page under "Degree Program Information", but should be verified by the department.

Deadlines

While the Graduate School does not have an application deadline, many departments do. The deadlines may be as early as December 1st for the following fall semester. Please check the department to find out what application deadlines they may have. These deadline dates are also listed under "Degree Program Information" on the Graduate School home page, but should be verified with the department. Regardless of any deadlines, applicants should submit materials to the department as far in advance as possible, to have the best chance to be considered for admission and funding.

Requirements

The admission requirements of the Graduate School and the department must both be met before the student is admitted to a degree program, and both the Graduate School and the department may specify admission conditions. Most departments require additional materials such as letters of recommendation; these should be forwarded directly to the department or submitted online by the recommender via ApplyYourself. The student will be informed by the Graduate School of the resultant admission status after this process has been completed.

Terms of Admission

Please note that some departments may not admit students for all semesters. Some allow admissions for fall semester only, some for summer only, and some for fall and spring terms only. For more information, check with the department to which you are applying or also check the Graduate School home page for “Degree Program Information” <http://gradschool.siu.edu/>.

Updating Admission for Future Terms

All admissions are for the specific term indicated. Should a student wish to change their admission to a future term, they must contact the Director of Graduate Studies in the department to which they are applying. The petition to change can only be granted within one calendar year of the initial admission term and only with the agreement of the department and the Graduate School. Official transcripts will be required for any course work completed since the original application. After one year, the student must submit a new application and new application materials.

Admission of Faculty Members

No one who holds a faculty appointment at any of the academic ranks—lecturer, instructor, assistant professor, associate professor, and professor—shall be admitted to a graduate degree program at any level, or be eligible to register for courses to be taken for graduate credit, in the graduate degree program in which the faculty member holds the appointment. If a faculty member has been admitted to a graduate degree program in some unit other than the one in which such appointment exists, no member of the faculty of the unit in which the appointment is held may be a member of that colleague’s thesis committee, graduate program committee, dissertation committee, or any other examining committee. (See also faculty appointments in the section titled Financial Assistance.)

Admission of International Students

This school is authorized under federal law to enroll non-immigrant international students. A student from abroad is subject to all requirements for admission established by the Graduate School. For other information concerning international students, contact the Graduate School Admissions Office, 1263 Lincoln Drive, Room 310.

To allow ample time for visa and other departure procedures, the applicant should have an application and all supporting documents on file with the University no less than six months prior to the proposed entry date. Some departmental deadlines may require an even earlier application.

International students must be enrolled in a program leading to a graduate degree. They cannot be admitted as nondeclared students.

If the above requirements are satisfactorily met and the student is admitted to a degree program, the applicant will be required to certify that personally adequate financial resources will be available to undertake and continue in a program of study.

Test of English as a Foreign Language (TOEFL). All applicants whose native or first language is not English must take the TOEFL test no more than 24 months prior to the term for which the applicant is seeking admission. A minimum TOEFL score of

550 (paper); 80 (internet) is required for Graduate School admission; higher scores may be required for admission into specific degree programs. The IELTS exam is also acceptable (an overall band score of 6.5). The English language requirement may also be met by the iTep Academic Plus Exam (5.0) or the Cambridge English Exam (C1).

Exemptions to the TOEFL requirement are: (1) an applicant who has recently completed a bachelor’s degree (four years attendance and completion of at least 100 semester hours of graded coursework) at an accredited institution in the United States; (2) an applicant who was awarded a master’s degree at an accredited institution in the United States, who obtained a TOEFL score of at least 550/80 immediately prior to beginning graduate studies and who has been in residence in the United States continuously prior to application to SIU. Submission and verification of the earlier TOEFL score by the degree granting institution is mandatory.

Official TOEFL scores will be sent only to the Graduate School Admissions Office. A photocopy of the student’s examinee score report should be uploaded with other materials in the online application.

Conditional Admission of International Students. Conditional admission of international students will be considered on an individual basis. The student must be applying to a program which requires only the Graduate School minimum of a 550 / 80 score on the TOEFL exam. Departments which require a higher TOEFL will not use this option; for those programs, the required score must be submitted in advance before an application will be considered. Please note that some programs will not allow this option.

Before this option can be considered, the student must submit all required application materials to the department, including a recent TOEFL, however low. Departments may confer with the Graduate School Admissions Office with regards to using this admissions option. The student must be acceptable for admission based on all other academic criteria, with the possible exception of a graduate test score such as the GRE or MAT. Graduate admissions will coordinate with the CESL Office to arrange for the student’s enrollment in CESL classes, and will issue a Training Language I-20, along with a conditional admission letter guaranteeing the student admission to the graduate degree program following successful completion of the required English language classes and submission of the required TOEFL score.

Academic Requirements. If a foreign-born applicant has recently completed a four-year bachelor’s degree program at an accredited institution in the United States of America (minimum of 100 hours of graded coursework; proficiency credit, pass/fail or satisfactory/unsatisfactory grades are not counted), the applicant may be given the same consideration for admission to a graduate degree program as a United States citizen, in regard to both academic requirements and the use of English as a foreign language.

Applicants who have completed the equivalent of a four-year bachelor’s degree at a recognized institution in any other country must have an academic record equivalent to a 2.70 grade point average ($A = 4.00$) on their last two years of study for admission to a master’s degree program.

The determination of the applicant's grade point average shall be the responsibility of the Graduate School.

Applicants for doctoral programs must meet the regular academic requirements for admission to a doctoral program.

Qualification for Assistantship with Teaching Duties. Every non-native English speaker assigned a graduate assistantship with teaching duties must pass an examination of oral English skill before undertaking classroom duties.

There are two parts to the exam: an interview and a teaching sample. The procedures for this exam are described below. The exam is given by a three person committee: a department representative, a Center for English as a Second Language representative, and a Graduate School representative.

The *interview* begins by asking the student general information. The interview covers reasons for choosing Southern Illinois University, the student's chosen field of study and major emphasis, plans for graduation and the future, and also information about the nature of the projected teaching assignment.

For the *teaching sample*, the student gives a 10 to 15 minute teaching presentation on a topic related to his/her assistantship duties. The interviewers act as potential students in the relevant setting, asking the kinds of questions likely to be posed by students in such a setting.

Upon completion of the oral exam, the interviewers rate the student independently on three sets of scales:

1. comprehension (how well the student understood what was asked)
2. speaking/fluency (how grammatically and fluently the student spoke)
3. pronunciation/accent (is the accent a barrier to communication)

The result of the oral interview is a consensus of all three interviewers, arrived at immediately upon comparison of the ratings.

There are three outcomes for the exam:

1. Pass, which allows the student to serve as a teaching assistant without restriction.
2. Conditional assignment, which limits the student's potential assignments. Limits are specifically tailored to the student's performance level, e.g., (for example: grading only, help sessions, laboratories under close supervision, one-on-one tutoring sessions, or to relatively advanced classes within the major subject).
3. Failure.

Students who fail, or are given a conditional assignment, may be re-tested the next semester or when potential teaching assignments change.

The Graduate School sends letters detailing the results of the examination to the student's academic department, and a copy is placed in each student's graduate assistant file.

REGISTRATION

Only those students who have been officially admitted by the Graduate School will be permitted to register.

Some degree programs require their students to have a Registration User Number (RUN) before registration. Please consult the designated major department about advisement. Nondeclared non-degree students are technically self-advised and may begin registration for the admitted semester after the registration period begins.

The *Schedule of Classes* for a particular semester is available online at <http://registrar.siu.edu/schedclass/index.html>.

Students are strongly encouraged to complete their registration before the beginning of classes. After the first week of classes, registration or program changes involving adding a course must have the written approval of the instructor of each course as well as the approval of the Graduate School and cannot use SalukiNet to register. Student must come to the Registration Office in Student Services Building Room 309 to register. A \$15 late fee is charged if not already registered.

Students should consult the SIU *Schedule of Classes* (<http://registrar.siu.edu/schedclass/index.html>) for each semester to find deadlines and dates for registration.

REGISTRATION METHODS

During the advance registration period (see registration calendar for dates in the SIU Schedule of Classes Information <http://registrar.siu.edu/calendars/index.html>) graduate students may register by several methods described below. Nondeclared students may use any of the methods. Degree-seeking students may be required by their departments to have a RUN number.

Web Registration

Nondeclared students and degree-seeking students will register online via SalukiNet <https://salukinet.siu.edu/cp/home/displaylogin>. To begin the registration, a student needs a network ID and a password. To claim your Dawg Tag go to <http://oit.siu.edu/salukitech/tutorials/net-id.php>. If you are not yet admitted to the Graduate School or do not have department approval to register or there is some other problem, you are ineligible to register.

Registration at the Graduate School

The Graduate Registration Center is located at Student Services Building Room 309. After the first week of classes, all students must register in person from 8:00 A.M. to 4:30 P.M., Monday through Friday. After the first week of classes, students are required to have the instructor's and the graduate dean's permission to add courses and must come to the center to process a registration or add. Drops are to be processed online through week 10 for full semester classes or drop deadlines for shorter classes. Drop deadline for refund for full semester classes is week 2.

Late Registration

A late registration fee of \$15 shall be assessed to all students taking on-campus classes who register the first day of classes or later. This fee shall be non-refundable and cannot be waived, except when it is clearly shown that the late registration was caused by faculty or administrative action. Off-campus classes and registration in 599, 600, and 601 shall be exempt from such fee.

OTHER TYPES OF REGISTRATION IN GRADUATE COURSES

The following discussion concerns students who are either non-declared for various reasons or are undergraduates wanting to take graduate-level courses.

Nondeclared Students—Non-Degree

A person may apply for admission to the Graduate School as a nondeclared student when the applicant does not seek a graduate degree or has applied too late to be admitted to a degree program for the term for which admission is sought, or does not meet the minimum GPA requirements for admission to a graduate degree program at this time.

Students applying for admission as a Nondeclared graduate student who hope to obtain admission in a particular department at a later date, should meet with the Director of Graduate Studies in that department before registering for courses and seek information as to what courses they may take which would be counted towards degree requirements if they are admitted to the program later. Once the student is enrolled in the department, the department must petition the Graduate School that graduate courses completed while a student was nondeclared be counted toward fulfillment of degree requirements. The student will be subject to the rules and regulations of the Graduate School and the department concerned including the completion of at least 9 hours after being admitted to a master's degree program from nondeclared status.

Please note that nondeclared graduate students are not eligible for Graduate School fellowships or tuition waiver scholarships. Contact the Assistantship Office for details. Loans may be available for one 12 month period only, beginning when the student first enrolls in the nondeclared category and ending 12 months later. To determine eligibility, contact the Financial Aid Office.

Regular Nondeclared

A person who seeks admission as a regular nondeclared graduate student must have been awarded a bachelor's or higher degree. A student admitted as a regular nondeclared student may enroll in graduate courses as long as the student meets retention standards of the Graduate School. Please note that funding is not available after one year.

Temporary Nondeclared (classes taught off-site or web-based programs only)

A student may register as a temporary nondeclared student for one semester only. If the student wishes to enroll in graduate courses after this time period, the student must apply for and be admitted, either to a degree program or to regular nondeclared status. Complete admission materials must be submitted before subsequent registrations will be allowed.

Undergraduate Student Registration in Graduate Courses

Graduate Credit

An undergraduate student who wishes to register for a graduate course (400- or 500-level course) for graduate credit must file the standard application for admission to the Graduate School and submit a request for graduate credit. Forms are available in the Graduate School Admissions Office, 1263 Lincoln Drive Room 310. If the student is academically eligible for admission to a degree program, the student will be allowed to register

as an undergraduate for graduate courses for graduate credit when within 12 semester hours of completing requirements for the bachelor's degree. Permission of the instructor teaching the course must be obtained, and for 500-level courses, the permission of the Chair of the department offering the course.

An undergraduate student who meets these qualifications will be allowed to take graduate courses for graduate credit for one semester. If, at the end of the term, the student has not received the bachelor's degree, permission to enroll in graduate courses for graduate credit will be withdrawn until after the bachelor's degree has been conferred. Graduate credit cannot be granted once a semester is complete.

All requests for graduate credit as an undergraduate must be processed by the Graduate School by the 10th day of the semester for which the student wishes to register.

Undergraduate Credit

The Graduate School has the responsibility of approving the registration of undergraduate students in 500-level courses for undergraduate credit. Undergraduate students should only be encouraged to take 500-level courses if they are properly qualified. In dealing with these requests the following procedures must be followed.

The chair of the department offering the course, in collaboration with the instructor who is teaching the particular course, should forward a letter to the Assistant Dean of the Graduate School, 1263 Lincoln Drive Room 309, indicating their approval for this student to enroll in the 500-level course for undergraduate credit. Since such a request should only be made for superior students, the letters should include such information as: (1) undergraduate GPA (at least 3.0 required); (2) general description of the student's academic work; and (3) why this course would be beneficial. The student must go to the same office to obtain permission to enroll upon receipt of the letter by the Assistant Dean. If permission to enroll has been granted by the Assistant Dean, this will be indicated to the registration center. Accordingly, the student should bring the request form and add/drop slip to the Graduate School.

School of Law Courses

A graduate student may enroll for graduate credit in designated law courses if the student has permission of the dean of the School of Law and the dean of the Graduate School. Registration must be processed through the Graduate School and the grades will be reported on the Graduate School letter grade system (*A, B, C, etc.*).

A law student may register for law credit in graduate courses with approval of the dean of the School of Law and the graduate dean. Registration must be processed on School of Law forms and the grades will be reported on the Graduate School letter grade system.

A law student may not register for graduate courses for graduate credit unless the student has been admitted to the Graduate School in an approved concurrent program.

Residence-Center Credit

Credit earned at approved graduate residence centers will be entered on a student's record as on-campus credit earned at SIU.

Students enrolled for credit in approved residence-center master's degree programs or in specific residence-credit courses must have been officially admitted (either in a degree program or nondeclared) to the Graduate School at SIU.

For information about specific programs and courses, the student should consult the appropriate department.

GRADUATE STUDENT COURSE LOADS

Financial Aid Awards

For financial aid *awarding* purposes, the following defines the number of semester hours for full-and half-time:

<u>Status</u>	<u>16-Week Semester</u>	<u>8-Week Session</u>
Full-time	12	6
Half-time	6	3

Graduate students enrolled in fewer than 6 hours for fall and spring semesters or 3 hours for summer session are not eligible to obtain student loans.

Enrollment Certification

The following semester hours of credit are to be used to certify full-time and half-time attendance of graduate students.

<u>Status</u>	<u>16-Week Semester</u>	<u>8-Week Session</u>
Full-time	9 or more hours*	3 or more hours
Half-time	6 hours	3 hours
Less than half-time	Less than 6 hours	Less than 3 hours

*Students who hold at least a quarter-time (25% FTE) graduate assistantship are considered as full-time if they have a minimum of 8 semester hours.

Minimum and Maximum Course Loads

Maximum coursework for graduate students is 16 hours each semester; 12 hours is considered normal load. The minimum and maximum loads for graduate students under various types of financial support are summarized below. To meet the minimum below, a graduate student must enroll in graduate-level course(s) (typically a 400- or 500-level course; certain 400-level courses are not available for graduate credit). Audit work will not qualify to meet the minimum load. However, audit work is calculated in determining a student's maximum course load. Exceptions to these minima and maxima are possible only with the written permission of the graduate dean. If graduate students' enrollments exceed the maximum or fail to meet the minimum of hours required by their type of financial support, their registrations will be withdrawn and financial support will be terminated.

<u>Type of Financial Support</u>	<u>16-Week Semester</u>		<u>8-Week Session</u>	
	<u>Max.</u>	<u>Min.</u>	<u>Max.</u>	<u>Min.</u>
No financial support	16		9	
Graduate Assistantships				
1/2 time appointment	16	8	9	3
1/4 time appointment	16	8	9	3
Full-time University employees	6			6
Graduate Fellowships	16	9	9	3
Full Veteran's Benefits	16	9	9	3
SIU Scholarships	16	9	9	3

All University employees who wish to use the employee tuition and fee waiver (faculty and staff) and are classified as graduate students must seek approval of the Graduate School to enroll in more than 6 semester hours of courses.

CONTINUING ENROLLMENT (601)

Registration in 601 (1 hour per semester) is required of all graduate students, whether in residence or not, who are not otherwise enrolled for fall or spring semester. Concurrent registration in any other course is not permitted.

Students registering for 601 are assessed only in-state tuition for the credit hour associated with the registration. Since student fees are not assessed for 601, the students are not eligible for the benefits of any other programs such as Recreation Center use, Health Service and Student Medical Benefits, Students' Attorney Program assistance, etc. Students needing the above benefits that require fees may instead register for additional research, thesis, or dissertation hours.

All students in a graduate program, but not enrolled in classes by the Friday of the first week of the fall or spring semester, will be registered in 601 by the Graduate School and charged tuition for 1 hour of 601. This hour will be dropped if the student subsequently enrolls in a class that semester or is granted a leave of absence by his/her graduate program by the 8th week of the semester. Each program has its own policy of whether and when to grant leaves of absence. Students on leave are not required to enroll in 601 for the period of leave, but a leave of absence does not affect the time-to-degree requirements. The requirement of 601 enrollment ends when a student passes the six-years to complete a master's degree, without completing the degree, the five-years of doctoral candidacy, or officially withdraws from a program prior to completion of the degree, or graduates. Students who are granted extensions to these time limits would be covered by this revised 601 policy. Summer sessions are exempt from the continuous enrollment requirement.

TRANSFER CREDIT

All graduate credits earned by a student in good standing at an accredited university, which have not been applied toward fulfillment of requirements for another degree, are eligible for transfer to that student's degree program, subject to general limitations of Graduate School regulations, residency requirements for doctoral degree programs, and acceptance by the student's major department. All transfer credits are subject to final review by the graduate dean. No transfer credit will be given for work bearing a grade below *B* or graded "satisfactory" without express permission of the graduate dean in response to written petition from the student's department. No credit toward a degree may be earned by correspondence nor in off-campus courses at another university. In the case of a master's degree, the student must earn at least half of the credit applied toward fulfillment of degree requirements in courses offered by SIU.

The department recommending the graduate degree shall administer all required general and final examinations, and a member of the graduate faculty at SIU shall direct the student's master's thesis, required research paper, or doctoral dissertation.

GRADUATE GRADING SYSTEM

A	Excellent. 4 grade points.
B	Good. 3 grade points.
C	Conditional, not fully satisfactory. 2 grade points.
D	Poor, not satisfactory. 1 grade point.
F	Failure. 0 grade points.
S	Satisfactory. Used for thesis and dissertation credit and certain designated and approved 500-level research, internship, and practicum courses. Is not counted in calculating grade-point average.
U	Unsatisfactory. Used for thesis and dissertation credit and certain designated and approved 500-level research, internship, and practicum courses. Is not counted in calculating grade-point average.
W	Authorized withdrawal made through a program change. Work may not be completed. Refer to grade explanation below.
INC	Incomplete. Has permission of the instructor to be completed within a period of time designated by the instructor. Refer to grade explanation below.
DEF	Deferred. Used only for certain designated and approved 500-level courses of an individual continuing nature such as research, thesis, or dissertation. Refer to grade explanation below.
AU	Audit. No grade or credit earned. Refer to grade explanation below.
NR	Grade not recorded. A student's degree may not be posted to the transcript if a grade of NR exists on the transcript.
WU	Unauthorized withdrawal at instructor's discretion for student in good standing in class who stopped attending class during first 60% of the semester. This grade cannot be made up.

Grading System Explanation

Only courses for which the grades of *A*, *B*, *C*, or *S* have been received are acceptable in fulfillment of graduate degree requirements. The letter grades *A*, *B*, *C*, *D*, and *F* are included in computing the grade-point averages for academic retention. If a graduate student repeats a course with the permission of the graduate dean, both grades will be counted in the grade-point average. Graduate students will not receive graduate credit for Pass/Fail grades. They may not receive a grade of Pass/Fail in a 400-level course graded Pass/Fail on an elective basis.

400-level courses. Most 400-level courses may be taken for graduate credit. The Graduate Catalog will indicate those 400-level courses which may be taken for graduate credit. No grades of Pass/Fail may be given for a 400-level course for graduate credit. The instructor in a 400-level course which can be taken for graduate credit has the discretion to decide whether to require additional work for graduate credit.

Withdrawal. Except for the WU grade, a *W* indicates authorized withdrawal from a course prior to the date indicated in the Schedule of Classes for the term in which the course was taken. The student's record will reflect the courses from which the student had withdrawn with the symbol *W* and the week of withdrawal. Program changes to drop a course during the first two weeks of classes result in no entry being made on the

student's record (consult the section titled "Withdrawal from Courses and from the University" for additional information on withdrawal procedures and deadlines).

Incomplete. An INC grade should be assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. INC is not included in grade-point computation. An INC must be changed to a completed grade within one year from the close of the term in which the course was taken or graduation, whichever comes first. Should the student fail to complete the course within the time period designated, that is, one year from the close of the term in which the course was taken or graduation, whichever comes first, the Incomplete will be converted to a grade of *F* and the grade will be computed in the student's grade point average.

To complete the work from the original registration, a student should not register for the course again, but should complete the work for the original registration if the original registration is within the normal time limits established for the degree.

A contract for an INC grade must be established between the instructor and student at the time the INC grade is assigned.

An extension may be granted if the request for the extension is made within the first year and approved by the Dean of the Graduate School and the Provost.

Deferred. When the work is completed in a course for which *DEF* has been assigned, the grade is changed to a letter grade by the instructor, except in the case of theses and dissertations. When a thesis or dissertation has been submitted to the Graduate School as approved, the grade is automatically changed to *S*. If a thesis or dissertation is found unacceptable and the student is dismissed from the program, the grade of *U* is automatically assigned upon receipt by the Graduate School of the action dismissing the student.

Audit. A student registering for a course on an audit basis receives no letter grade and no credit hours. The student's registration must indicate audit registration and the same fees are paid as when registering for credit. During the first two weeks of a regular semester a student registered for a course for credit may change to audit status or vice versa through the official program change process. Thereafter, the change may not be made.

Changing of Grades. At the completion of a course the final grade assigned to a student is the responsibility of the instructor of the course. Grades given at the end of the course are final and may not be changed by additional work or by submitting additional materials; however, clerical errors in recording grades can be corrected. To correct a clerical error, the assigned instructors should submit a grade change card together with an explanation and justification of the grade change for the approval or disapproval of the department chair, the appropriate college dean, and the dean of the Graduate School. In cases of theses and dissertations, for which *DEF* grades are given, the Graduate School changes the *DEF* grades upon presentation and acceptance of the thesis and dissertation and receipt of the departmental approval papers. In courses for which INC and *DEF* grades have been given, the assigned instructors has the responsibility of determining the final grade to be assigned and notifying the Registrar's Office of the final grade by means of the grade change card.

WITHDRAWAL FROM COURSES AND FROM THE UNIVERSITY

Dropping Courses

Students officially registered for courses must withdraw formally. They must process an official withdrawal form. Outlined below are the procedures to be followed by graduate students when withdrawing from courses.

Deadlines for Dropping from a Course(s)

If Classes* Meet for	Deadline for Withdrawal to Receive Full Refund	Deadline to Withdraw
13–16 weeks	2nd week	10th week
9–12 weeks	2nd week	8th week
8 weeks	2nd week	5th week
7 weeks	1st week	4th week
4–6 weeks	1st week	3rd week
2–3 weeks	1st day	1st week
Less than 2 weeks	1st day	2nd day

*Students must drop a course or withdraw from the University by these deadlines to receive an account credit equal to a full refund of tuition and fees. Students who drop courses after the full refund deadline but remain enrolled in the University will not receive any refund. Students who withdraw from the University after the full refund period will receive an account credit up to week 4 (see chart below).

Students officially withdraw from courses through the program change process. This process starts with the academic adviser and is completed at the Registration Center. Graduate students may drop from a course through the 10th week of the fall and spring semesters. Drop deadlines for shorter sessions are correspondingly earlier (see schedule above). Official withdrawals during the first two weeks of the semester result in no entry being made on the student’s record. Official withdrawals during the third through the 10th week of classes will result in the course listed on the student’s record with the symbol *W* and the week of withdrawal. No drop from a course will be authorized after the 10th week of classes. It is the student’s responsibility to insure that the drop process is officially completed.

Withdrawal from the University

A complete withdrawal from the University may be authorized by the graduate dean through the Friday of week 10 of classes. Students who withdraw from all classes will have a statement of withdrawal from the University entered on their records. Students who find it necessary to withdraw from the University after school has started and who are on campus should contact the Graduate School in person to initiate the withdrawal process. If they are unable to come to campus, they may email (gradregistration@siu.edu) the Graduate School asking that it process a withdrawal.

Students receiving a withdrawal from a full semester length course within the first two weeks will, under normal circumstances, receive a refund of all tuition and fees paid by the student. If the student has attended classes during the full refund period a portion of the financial assistance funds will be returned to the original source(s).

Students who withdraw after the full refund deadline will receive an account credit equal to the appropriate refund of tu-

ition and fees. An administrative fee will be assessed to all students who withdraw from the University and receive a refund beyond the full refund period. The amount of the fee will be a fixed charge of \$100.

REFUND SCHEDULE FOR WITHDRAWALS FROM THE UNIVERSITY (EFFECTIVE FALL 2009)

SIU Refund Policy

This chart is based on refunding for full semester length course

Percentage of Refund	Percentage of Refund	
	Tuition	Fees
Week One	100%	100%
Week Two	100%	100%
Week Three	50%	100%
Week Four	50%	0%
Week Five and after	0%	0%

No tuition refund will be given after week four; no refund of fees will be given after week three. Student fees are charged as a condition of enrollment.

Special consideration is extended to individuals who leave school for extended military service (6 months or longer). These students may choose to withdraw completely and have the withdrawal backdated to show no enrollment. If withdrawing during the third through tenth weeks of schools, these students may receive WMS grades in all classes, with the appropriate refund. When the withdrawal occurs after the tenth week, students will receive both grades and credit hours for the courses in which they are passing. In all instances, a copy of the military orders or a letter from the commanding officer is required for verification of impending military service. To be eligible for these benefits, students must remain in school to within ten days of their military reporting date.

Students in military service with the State of Illinois pursuant to the orders of the Governor have the right to receive a full monetary credit or refund for funds paid to any Illinois public university, college or community college if the person is placed into a period of military service with the State of Illinois in the event of state emergencies pursuant to the orders of the Governor and is unable to attend the university or college for a period of seven or more days. Students may elect to receive course credit for all of their courses rather than a refund.

All students seeking a withdrawal must contact the Graduate School in person or by mail. The effective date of the withdrawal, if granted, will be the student’s last date of class attendance, provided the student completes the requirements for the withdrawal. Incomplete applications for withdrawal will be denied. Any student who fails to comply with the withdrawal procedures will receive grades for the semester and must satisfy the financial obligations for the semester.

Students who have a graduate assistantship and resign from their contract will not be automatically withdrawn from their courses. Students must complete the withdrawal process

RETENTION

Any graduate student whose cumulative grade point average falls below 3.00 will be placed on academic probation. Faculty of a degree program-unit may determine its own grade point aver-

age requirements (above the grade point minimum for retention in their particular program.) All 400- and 500-level courses taken after a student is admitted to the Graduate School are considered graduate level, unless the course is specifically designated, "Not for Graduate Credit", for all students. Grade point averages for doctoral students are based on graduate credit work completed at SIU after admission to the doctoral program. Grade point averages for master's degree students and nondeclared graduate students are based on all graduate credit work completed at SIU.

Any graduate student on academic probation whose grade point average remains below 3.0 for two consecutive semesters in which she or he is enrolled, excluding summer sessions, will be permanently suspended from the Graduate School, unless the department and the collegiate dean petition the graduate dean for an exception.

Graduate students who have a grade (or grades) converted from an INC to an F due to the INC grade policy which results in a retroactive change in GPA below 3.0 for the semester the course was taken, and any subsequent semesters, will be placed on Retroactive Academic Probation. The term Retroactive Academic Probation will appear on the students' transcripts to show that they were not in good standing in the Graduate School during the semester(s) effected.

GRADUATION

Graduation ceremonies are held each year at the end of each spring semester and fall semester. Degree candidates must apply for graduation with the Graduate School typically by the fourth Friday after the semester begins. Late graduation applications for extenuating circumstances beyond the student's control will be considered through the end of the eighth week of fall and spring semesters. No applications will be considered beyond the eighth week of fall and spring semesters and the fourth week of the summer term. Graduation application forms are available in the Graduate School and may be obtained by downloading from the Graduate School web page: <http://grad-school.siu.edu/>.

Candidates who do not meet graduation requirements will automatically be rolled to the next graduation term (May-to-August, August-to-December, December-to-May) with no additional fee, not to exceed one term. Candidates who fail to meet the degree requirements by the deadline for that graduation term will be removed from the pending graduation list. It will then be the student's responsibility to submit a new Graduation Application form by the deadline for the term in which they now plan to graduate. The new application will result in the assessment of another Graduation Application fee. Commencement ceremonies are held only in May and December. August graduates should consult the graduation application for commencement information.

Any financial obligations with the university must be cleared by the Bursar's Office before the release of diplomas and official transcripts. Diplomas are mailed to the address on the graduation application form within four to ten weeks after the end of the term.

A \$50.00 graduation fee is established for all persons receiving degrees. The fee is payable at the time of application or the fee will be charged to the student's account. Late applica-

tions will be assessed a \$75.00 Graduate Application fee. The fee does not cover the rental fee for the cap, gown, and hood, or the cost of the invitations. These items are ordered through the University Book Store in the Student Center and questions regarding them should be referred to the University Book Store. Doctoral and Masters students are required to pay a library fee of \$28.00. Theses and dissertations are submitted electronically (pdf) to UMI ETD Administrator. Research papers should be electronically submitted to OpenSIUC.

Submission of research papers, theses, and dissertations are due in the Graduate School office by the published deadline date. Contact the Graduate School for dates. Doctoral students must also submit the survey form of earned doctorates at the time the dissertation is submitted.

The Graduate School *Guidelines for the Preparation of Dissertations, Theses and Research Papers* is available at the Graduate School website (<http://gradschool.siu.edu/>). Since each program has chosen a manual style that must be used in conjunction with the Graduate School guidelines, the student should contact the department for additional departmental information.

Although attendance at commencement is not compulsory, students who wish to graduate in absentia must notify the Graduate School in advance. This information is needed for seating arrangements and for mailing purposes.

Posthumous Degrees

A graduate degree may be awarded posthumously if the student has substantially completed the work for the degree. This determination shall be the responsibility of the graduate dean in consultation with the administrative officers and faculty of the degree program in which the student had been enrolled.

RELEASE OF STUDENT INFORMATION AND ISSUANCE OF TRANSCRIPTS

The University follows a policy for release of student information in compliance with federal regulations. More specific information may be obtained from the Registrar's Office or from the Graduate School.

A transcript of the student's official educational record is issued by the Registrar's Office under the following conditions: a transcript is sent, issued, or released only upon a student's request or explicit permission, except that such permission is not required when the University faculty and administrative officials or other educational institutions request transcripts for official purposes.

In addition, requests will be honored from a philanthropic organization financially supporting a student and from a recognized research organization conducting educational research provided the confidentiality of the transcript is protected. A transcript will be issued directly to a student upon request. The transcript will have the statement, *Issued to the Student*, stamped on its face. Transcripts will be sent to recipients other than the student as requested in writing by the student. A transcript fee of \$5.00 will be payable in advance for every transcript the student requests. A transcript will not be sent, issued, or released if a student owes money to the University as verified by the Bursar's office.

Financial Assistance

Financial assistance is available to qualified students in all fields of study in the form of (1) graduate assistantships where one serves as a classroom teacher or assistant, as a research assistant, or as an administrative assistant, (2) fellowships or traineeships (3) scholarships, and (4) loans. There are basic regulations that relate to these awards. Students should make application for the graduate assistantships, fellowships or traineeships through the department to which they have been admitted. Information and application forms for the tuition scholarship program may be obtained from the Graduate School website: <http://gradschool.siu.edu/index.html>.

Students should be sure that their applications for admission are complete including the submission of required transcripts to the Graduate School to assure consideration for an award.

Graduate assistant appointments, graduate fellowships, and most traineeships include a tuition scholarship, but fees must be paid by the student. If a department has not established its own financial aid time limits, the following Graduate School time limits will apply. A student may receive no more than two calendar years of graduate-student support while a master's level student. A student may receive no more than four calendar years of graduate-student support while a doctoral-level student. Students directly admitted into a doctoral program from their bachelor's degree can receive up to five calendar years of graduate student support. The maximum number of years of graduate-student support for students seeking any combination of graduate degrees is six calendar years of graduate student support unless a specific exception based on the student's programmatic needs is granted by the graduate dean. These time limits apply to assistantships, fellowships, traineeships, and other similar awards and appointments administered by the University, regardless of source of funds. Students who are awarded graduate assistantships, fellowships, or traineeships, but who have not furnished official proof of their most recent degree to the Graduate School shall be considered to be on term appointment for one semester only. No one will be appointed to a second term until an official transcript indicating receipt of the degree is received in the Graduate School.

Acceptance of an offer of financial aid (such as a fellowship, traineeship, or assistantship) for the next academic year by an actual or prospective graduate student completes an agreement which both student and Graduate School expect to honor. In those instances in which the student accepts the offer before April 15 and subsequently desires to withdraw, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer from another institution without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer.

GRADUATE ASSISTANTSHIPS

Graduate assistantships (GAs) are available in a variety of places across campus, from academic departments and research centers to administrative and service units. This type of appointment comprises the largest number of awards offered

by the University. A graduate assistant must be a registered student in a degree program. Nondeclared students are eligible for graduate assistantships for one semester only with appropriate approval.

For these appointments, students should inquire directly to the chair of the department to which they have been admitted or to the appointing officer of a research center or administrative or service unit. Information about the criteria used to select GAs and to assign their responsibilities may be obtained by contacting the chair of the department, the administrator of a research or service unit, or the Graduate School.

The average GA appointment is 50% appointment (20 hours per week) and lasts for one academic year (9 months). There are also some 25% appointments requiring 10 hours per week. A student may hold two simultaneous quarter time (25%) appointments on campus without special approval. GA appointments may be either on a semester-pay basis or a fiscal-pay basis.

During the fall and spring semesters, appointments of at least 25% qualify for a 16-hour tuition scholarship. GAs on a graduate assistantship contract during the summer semester, qualify for an 9-hour tuition scholarship. The graduate assistantship appointment must be for at least 75% of the academic semesters (13 out of 17 weeks for the fall and spring semesters and 6 out of 8 weeks for the summer semesters). If a student is appointed for less than a full academic term on a fiscal pay basis, the appointment will not carry a tuition scholarship. A GA holding an appointment for the full length of fall and spring semesters consecutively will be eligible for a 9-hour non-working tuition scholarship for the summer session immediately following.

Salary schedules for graduate assistantships vary from unit to unit. For the current graduate assistantship salary schedule please refer to: <http://ospa.siu.edu/apply/budget-preparation/rates.html>. Generally doctoral students are paid higher rates than master's students. Information about the specific conditions of the appointment should be directed to the department or unit making the appointment.

In the best interests of both the University and students, academic departments should monitor outside employment and intervene in those cases where outside employment results in problems. Toward this end, it is within the rights and responsibilities of a department: 1) to require that graduate assistants holding outside employment notify their department, so that their performance can be monitored; 2) to make the relinquishing of outside employment a precondition for the continued enrollment of, and/or availability of assistantships to, students whose academic or assistantship performance has been rated Unsatisfactory; and 3) to cancel or not renew the assistantship contracts of those students whose assistantship performance is rated Unsatisfactory and who also hold and do not discontinue outside employment. Graduate students can appeal departmental decisions regarding outside employment and academic/assistantship status through the University's standard routes of appeal, or the grievance procedure in the GA United contract.

Dissertation Research Assistantship Awards

Dissertation research assistantship awards are designed for superior students who are in the dissertation preparation stage

of their graduate education. Selection is based on a competition primarily considering the student's academic research and quality of the dissertation prospectus. The recipient of a dissertation research assistantship must be officially admitted to candidacy by the beginning of the award. Failure to be admitted to candidacy by the beginning of the award will result in the award's revocation. The award is for a maximum of 11 months and provides a monthly salary and a tuition scholarship.

There is a service requirement, with the specific duties to be assigned by the chairperson of the department. The student must be enrolled for six graduate credit hours. The student holding such an award is expected to resign the award at the time the dissertation is submitted to the Graduate School if this comes prior to three weeks before the end of the time period for the award. Contact academic department for application material.

GRADUATE INTERNSHIPS

The graduate internship provides an educational experience for students at either the master's or doctoral level who wish or are required as a part of their program of studies to devote their primary effort toward applied activities in an academic program or a community-based agency or business under the direct supervision of a qualified representative of the host agency or business. Such internship activities may be unpaid or paid. Paid internships are externally sponsored and include the following categories: (a) paid through the University as graduate assistants; (b) paid by an agency or business as an employee; or (c) paid by an agency or business as a consultant. Requests for information should be directed to one's department.

TRAINEESHIPS

Individual departments often are able to provide traineeships. Information about these awards should be directed to the department to which one has been admitted or is seeking admission.

GRADUATE FELLOWSHIPS

The Graduate School offers a number of graduate fellowships. The number varies depending on the funds available for these awards each year. All awards of this type are highly competitive based upon scholarship, scores on standardized tests, and potential for success in graduate study.

Master's Fellowship Program

The Master's Fellowship is a one-time award at the master's degree level that is designed for those nominees who show the greatest promise for scholarly and professional achievement in their respective disciplines. The fellowship will be awarded for three semesters, fall, spring, and summer for a total of eleven (11) months. The Master's Fellowship pays a monthly stipend (excluding Summer Intersession May 16 thru June 15) "at the Graduate School rate" and provides a tuition scholarship for fall, spring, and summer. Master's students are not allowed to hold more than two calendar years (24 months) of financial support of all types. Fellows may not hold jobs outside the University, since the purpose of the fellowship is to (provide students with an opportunity to devote full time to their graduate studies and research rather than work part time at a job and part time at studies.) Fellowship recipients will be assigned a ten-hour per week research assignment that will provide professional development

opportunities for the student and be of value to the department. Fellowship recipients must remain on campus as fulfillment of their award, except with permission by the graduate dean.

Applications for these awards should be made by early January preceding the academic year for which the award is desired. Students should check with their academic departments for exact dates. Application forms and information about the awards may be obtained by contacting the department to which one has been admitted or is seeking admission or on the Graduate School website.

Doctoral Fellowship Program

The Doctoral Fellowship is designed for those nominees who show the greatest promise for scholarly and professional achievement in their respective disciplines at the doctoral level. It is renewable for another year contingent upon eligibility. Fellowships will be awarded for three semesters, fall, spring, and summer for a total of eleven (11) months. The Doctoral Fellowship pays a monthly stipend (excluding Summer Intersession May 16 thru June 15) "at the Graduate School rate" and provides a tuition scholarship for fall, spring, and summer. Doctoral students have a limit of four calendar years (48 months) of financial support of all types. Doctoral students are also limited to two years of financial support of any combination of doctoral fellowship or dissertation research assistantship. Morris fellow holders are ineligible to apply for a Doctoral fellowship award. Fellows may not hold jobs outside the University, (since the purpose of the fellowship is to provide students with an opportunity to devote full time to their graduate studies and research rather than work part time at a job and part time at studies.) Fellowship recipients will be assigned a ten-hour per week research assignment that will provide professional development opportunities for the student and be of value to the department. Fellowship recipients must remain on campus as fulfillment of their award except with permission by the graduate dean.

Applications for these awards should be made early January preceding the academic year for which the award is desired. Students should check with their academic departments for exact dates. Application forms and information about the awards may be obtained by contacting the department to which one has been admitted or is seeking admission or on the Graduate School website.

Delyte and Dorothy Morris Doctoral Fellowship Program

The Delyte and Dorothy Morris doctoral fellowships have been established by Southern Illinois University to honor a distinguished former president and his wife. During Dr. Morris' tenure as president (1949-71) the University grew to be a comprehensive research institution and established doctoral programs in twenty-two fields, now twenty-six fields.

The Morris Doctoral Fellowship is designed for those nominees who are new to Southern Illinois University (SIU). This fellowship is intended for applicants who possess exceptional credentials as indicated by high scholastic standing, excellent scores on standardized tests, outstanding recommendations, and evidence of significant potential for research and publication.

The Morris Doctoral Fellowship is a five-year financial support package. The Graduate School provides a 12 month 50% research fellowship award for the first three years and the de-

partment provides a 12 month 50% graduate assistantship for the last two years. The Morris Fellowship pays a monthly stipend amount that is above the Doctoral Fellowship stipend rate, with an annual \$1,000 book/travel allowance for the first three years. A tuition scholarship will be awarded for fall, spring, and summer semesters for the term of the award. Fellows may not hold jobs outside the University, since the purpose of the fellowship is to provide students with an opportunity to devote full time to their graduate studies and research rather than work part time at a job and part time at studies. Fellowship recipients will be assigned a ten-hour per week research assignment that will provide professional development opportunities for the student and be of value to the department. Fellowship recipients must remain on campus as fulfillment of their award except with permission by the graduate dean.

Applications for these awards should be made early January preceding the academic year for which the award is desired. Students should check with their academic departments for exact dates. Application forms and information about the awards may be obtained by contacting the department to which one has been admitted or is seeking admission or on the Graduate School website.

Graduate Dean's Fellowship Program

The Graduate Dean's Fellowship is designed for traditionally underserved individuals who have overcome social, cultural or economic conditions that have adversely affected their educational progress. Awards will be given to students who are qualified by the usual indicators of promise for success in graduate study.

The Graduate Dean's Fellowship is a two-year award, and it is given to fully admitted students. In Year One, the award is for a maximum of 11 months (fall, spring and summer) and provides a monthly salary and a tuition scholarship. The student must enroll for a minimum of nine graduate credit hours for fall and spring semesters and three graduate hours for summer. The recipient will be assigned a ten hour per week research assignment that will provide professional development opportunities and will be of value to the department. Year Two, the recipient will be on a nine month (fall and spring) 50% assistantship appointment with the department. The student is required to enroll for a minimum of nine graduate credit hours for fall and spring semesters, or optional summer enrollment of three graduate credit hours. A tuition scholarship is awarded for fall, spring, and summer for both years. Recipients are responsible for fees. While on fellowship the award recipient will not hold any other employment inside or outside the University. Application requests for this award should be directed to the Graduate School or to the department. Application deadline is mid-February preceding the academic year for which the award is desired.

Proactive Recruitment of Multicultural Professionals for Tomorrow (PROMPT) Fellowship/Assistantship Program

The PROMPT Program (Proactive Recruitment of Multicultural Professionals for Tomorrow) is an initiative developed by the Graduate School of Southern Illinois University (SIU) to increase the number of individuals receiving advanced degrees in the United States from families which have traditionally not had access to the opportunities of higher education and

who, through his or her life and/or cultural experiences, have unique and potentially positive contributions to make to the program, the discipline, and in the larger academic community. The Graduate School, in alliance with participating academic departments, will provide financial assistance packages to competitive, fully admitted students to pursue advanced study at SIU through an assistantship appointment. The PROMPT Fellowship/Assistantship offers a two-year assistantship appointment with a monthly stipend and a tuition scholarship. The student must commit 20 hours per week in teaching or research activities in the academic department during fall and spring semesters for both years. Recipients are responsible for fees. Application requests for this award should be directed to the Graduate School or to the department. Application deadline is mid-February preceding the academic year for which the award is desired.

TUITION SCHOLARSHIPS

Domestic Students

A limited number of tuition scholarships are awarded each semester to graduate students. This scholarship is a scholastic award based on a student's undergraduate academic record. The award is for remission of tuition; fees must be paid. Students may receive a tuition scholarship for a maximum of three semesters during their enrollment in the University.

To be eligible the student must be admitted to the Graduate School and to a department, and the student may not hold another University appointment, which provides a tuition scholarship (i.e. graduate assistantship, fellowship). Tuition scholarship recipients must enroll for a minimum of 9 graduate credit hours for fall and spring semesters (3 graduate credit hours in summer).

Application forms are available by clicking the link at the top of this page, in the Graduate School office or on our web site at http://gradschool.siu.edu/_common/documents/TuitionWaiver.pdf. Students should submit application forms at least one full semester preceding the semester for which the tuition scholarship is requested. Deadline dates are as follows: April 15 for summer session, July 15 for fall semester, and November 15 for spring semester.

International Students

As an international student, you will need to contact the Center for International Education about applying for this scholarship. A limited number of tuition waivers are available to international students who have completed at least one full year at SIU. These awards are granted on a competitive basis, and the limited number means that many qualified students are unable to secure them. Applications are generally available at the end of each spring semester at Center for International Education, Northwest Annex, Wing B, Room 133. Guidelines are provided with the applications.

FINANCIAL AID OFFICE

Other forms of financial assistance including part-time employment on and off campus, cooperative work-study programs, summer employment, and student loan funds are available on the Financial Aid office website at <http://fao.siu.edu/>.

EXTERNAL SUPPORT FOR GRADUATE STUDY

Fellowships, grants-in-aid, scholarships, and other similar awards for the support of graduate students are available from many sources outside the University. Students are encouraged to apply for such awards. Information concerning appropriate external sources of support may be obtained from the OSPA-Office of Sponsored Projects Administration or from department chairs or directors of graduate studies of the student's major department.

FACULTY APPOINTMENTS

No student in a graduate degree program shall be appointed to any full-time faculty position in the department (or equivalent unit) while enrolled in the unit as a student, with the sole exception that a student who has already been admitted to candidacy for the doctoral degree may be granted a term appointment as an instructor in the unit while so enrolled. Such a term appointment shall not be renewable beyond a period of one year.

SATISFACTORY PROGRESS POLICY FOR GRADUATE STUDENTS

Purpose

The Federal Government, the States, and Southern Illinois University (SIU) have invested large sums of money in order to provide financially needy students the opportunity to obtain a post-secondary education. Financial aid recipients are responsible for using the funds provided in an acceptable manner. Therefore, a student who wishes to benefit from the receipt of financial aid funds must maintain "satisfactory progress" as defined in this policy.

Authority

The U.S. Department of Education Student Financial Aid regulations (34 CFR 668) require that institutions of higher education establish and maintain reasonable standards to measure whether students applying for financial aid are making satisfactory academic progress toward degree completion. A student who does not meet these standards is not eligible to receive federally-funded financial aid. In most instances, SIU shall make these standards applicable to all state and institutional aid programs for the purpose of maintaining a consistent and reasonable financial aid policy. However, nothing in this policy shall be construed as a reduction of external requirements by other federal, state, public, or private agencies when they award or control financial aid. **Non declared graduate students are only eligible to be considered for a Federal Direct Stafford Loan during one twelve-month period while preparing for admission into a graduate degree program.**

Satisfactory Progress Standards

SIU requires that a student be making "satisfactory progress" toward a degree if he or she wishes to receive financial aid funds. A graduate student is making "satisfactory progress" toward a degree if successfully meeting each of three academic standards:

1. **Minimum SIU Percentage of the Cumulative Attempted Credit Hours that must be Completed:** A graduate student is expected to have completed a minimum of 67% of the cumulative attempted credit hours at

SIU.

2. **Maximum Credit Hours Attempted:** A graduate student enrolled in a program leading to a Masters Degree is expected to complete the degree before accumulating seventy five (75) credit hours attempted including both SIU and accepted transfer credit hours. A graduate student enrolled in a program leading to a Masters of Fine Arts Degree is expected to complete the degree before accumulating ninety (90) credit hours attempted including both SIU and accepted transfer credit hours. A graduate student enrolled in a program leading to a Doctoral Degree is expected to complete the degree before accumulating one hundred (100) credit hours attempted including both SIU and accepted transfer credit hours.

3. **Minimum Grade Point Average:** A graduate student must maintain a cumulative grade point average of 2.0 at the end of each spring semester and be in compliance with the University's policy concerning academic standing, grades, and grade point average as defined under the topic "Retention" and all other provisions in the current Graduate Catalog. A graduate student who is academically suspended from the Graduate School is not making satisfactory progress.

The academic records of all aid recipients will be reviewed annually at the end of the spring semester to determine continued aid eligibility. A graduate student who does not meet any one of the three standards set forth above is not maintaining "satisfactory progress" toward a degree and will be determined ineligible for financial aid.

Notification of Status

It shall be the responsibility of the Graduate School to publish this policy and to notify by letter any graduate student who is no longer eligible to receive financial aid funds. Said notice shall be addressed to the student's most current permanent address on file with the University. *IT SHALL BE THE RESPONSIBILITY OF THE STUDENT TO INFORM THE UNIVERSITY OF A CORRECT PERMANENT ADDRESS AT ALL TIMES.*

Reinstatement

Students will have their eligibility to receive financial aid reinstated after having reached the level of satisfactory progress required of them by this policy. They may achieve this status by receiving passing grades for courses previously incomplete or incorrectly recorded as withdrawals or failing grades and/or earning sufficiently more than the required percentage of completed hours.

Appeals

Any student shall have the opportunity to appeal, in writing, to explain "mitigating circumstances". The appeal should be sent to the Graduate School, with endorsement of the student's academic program, within 30 days of the notice of termination. The Graduate School will review the "mitigating circumstances" documented in the appeal and provide a written decision within 20 days after the receipt of the appeal. The Graduate School will provide written notification to the Financial Aid Office concerning all graduate students who have been granted an exception for mitigating circumstances.

Definitions

Attempted credit hours shall be defined as the total SIU hours for which the student has been enrolled.

Maximum credit hours attempted shall be defined as the total SIU hours for which the student has been enrolled at SIU and the total accepted transfer credit hours.

Credit hours completed shall be defined as the total number of academic credit hours which a student has completed. Failing grades, incompletes, withdrawals, audits, and remedial courses that do not count toward a degree shall not be considered as credit hours completed. Deferred grades count as credit hours completed.

Eligible students shall be defined as those students who are admitted to the Graduate School and to a specific degree program. All other students are not eligible for financial aid except for non declared graduate students who are only eligible to be considered for a Federal Direct Stafford Loan during one twelve-month period while preparing for admission into a graduate degree program.

Mitigating circumstances are the reasons that explain why the student has not met the Satisfactory Progress standards and can include medical reasons, family crisis, personal problems, or other circumstances which adversely affected student performance.

Graduate shall be defined as a student who is seeking a Masters or a Doctorate degree.

Tuition and Fees

Tuition and fees are established by the Board of Trustees and are subject to change whenever conditions necessitate. All assessments are on a per-hour basis. Current tuition and fee can be found on: <http://gradschool.siu.edu/cost-aid/tuition-fees.html>.

The fees which have been established by the Board of Trustees are payable by all students unless they are specifically exempted by the Board of Trustees. All fees are considered to be institutional in nature and require payment regardless of whether or not the student receives direct benefits or is in a location which permits access to such benefits.

Student fees include: STS grant, student attorney fee, Student Center fee, student activity fee, student recreation fee, campus recreation fee, athletic fee, revenue bond fee, and student medical primary care and extended care (insurance) benefit fees, revenue bond, mass transit fee, Info Tech, Student Service Building, Facilities Maintenance, and Green fee. Additional fee information is available on the Registrar's website <http://registrar.siu.edu/records/costs.htm>. Student fees include the following.

- Student to Student (STS) Grant Program Fee. Funds a student grant program. The fee is payable by undergraduate students only; those who do not wish to participate in the program may seek a refund of the fee by submitting a request, in writing, to the Registrar's Office within ten days of the date of payment of fees.
- Student Attorney Fee. Supports the budget of the Students' Attorney Program.
- Student Center Fee. Provides funds for the operation of the Student Center.
- Student Activity Fee. Provides funding for student organizations and activities on campus.
- Student Recreation Fee. Provides funds for operation of the Student Recreation Center and associated programs.
- Athletic Fund. Provides partial funding for the university intercollegiate athletic program.
- Campus Recreation Fee. Funds recreational facilities and programs external to the Student Recreation Center.
- Student Medical Benefit Primary Care and Extended Care (insurance) Fees. Provides funding for comprehensive student health programs including emergency service; hospitalization; specialty, primary, emergency dental; counseling services; and prevention program. A student who pays these fees is entitled to full medical benefits at the Student Health Programs. Students who have comparable insurance coverage may be eligible for a refund of the Student Medical Benefit Extended Care (insurance) fee. A refund must be applied for within the first two weeks of each fall and spring semester and within the first week of the summer session by contacting the Student Health Center Insurance Department.
- Revenue Bond Fee. Replaces funds which were previously obtained from tuition payments and used to underwrite the funded debt operations of the Student Center and university housing.
- Mass Transit Fee. Provides funding for bus transportation to oncampus and certain Carbondale locations.
- Information Technology Fee. Provides funding for maintenance and improvements to the Information Technology network as well as funding for a new student information system.
- Student Media Fee. Provides funding for the operation of the *Daily Egyptian* newspaper.
- Student Services Building Fee. Provides funding for the Student Services Building.
- Facilities Maintenance Fee. Provides funding to partially cover the costs of utilities and the maintenance and improvement costs to the University facilities.
- Green Fee. Provides funding for on-campus renewable energy, energy efficiency, and sustainability projects and research.

Additional Fee Information

1. Students should refer to the Registrar's website : <http://registrar.siu.edu/records/costs.htm> for specific fee information.
2. Graduate, medical, and law students are not required to pay the Student-to-Student Grant Program Fee.
3. Students taking courses off campus or at approved residence centers are required to pay tuition as listed in the table above but do not pay student fees.
4. Students who combine enrollment in on- and off-campus courses pay tuition only for hours off campus and tuition and fees for hours enrolled on campus.
5. Graduate students registering for Continuing Enrollment, course 601, pay only tuition for credit associated with that course registration. Refer to the section titled Continuing Enrollment Requirement previously in this chapter for the regulations governing this fee.
6. In addition to the above fees, there is a graduation fee of \$50.00 (\$75.00 for late graduation applications) and a Library fee of \$28.00. If copyright is desired, an additional fee of \$55.00 is required.
7. Other charges which students may incur are those for departmental field trips, library fines, and excess breakage. Also, students taking a course involving use of materials, as distinct from equipment, will ordinarily pay for such materials.
8. Students registering for courses on an audit basis pay the same tuition and fees as though they were registering for the courses for credit.
9. Out-of-state students will find the official University regulations governing determination of residency status for assessment of tuition later in this chapter.
10. Students whose permanent home address is in Arkansas, Indiana, Kentucky, Missouri or Tennessee, will pay an alternate tuition rate equivalent to the instate rate
11. An identification card fee of \$10.00 will be charged to all

first-time SIU students who register for on-campus credit. This is a one-time charge. Replacement ID cards will incur a \$20.00 fee. For additional information contact the Student Center ID Card Office.

12. A \$150.00 nonrefundable Matriculation Fee will be assessed to all new, international graduate students taking on-campus classes to cover the costs associated with their orientation to campus.

Payment and Refunding of Tuition and Fees

Tuition and fees are payable each semester during the academic year. Students who register in advance receive a Statement of Account in the mail and may pay either by mail or in person at the Bursar's office, by the deadline date, in accordance with instructions accompanying the statement. Otherwise their advance registration is cancelled and they must register again later. Students who register at the start of a semester must pay tuition and fees according to the schedule which is in effect at that time. More detailed information is on the Registrar's website: <http://registrar.siu.edu/records/costs.htm>.

Students who process a program change which places them in a different tuition and fee category than the one for which they originally registered will be billed additional tuition and fees when appropriate. If the change places them in a smaller tuition and fee category and if they have processed the program change within the first two weeks of the semester, they will receive an automatic credit to their account.

A credit for tuition and fees will be made to student accounts for students who officially withdraw from school by the withdrawal deadlines listed later in this chapter. They will receive a refund check in approximately four weeks after the withdrawal has been received by the Records and Registration Office. No credit for tuition and fees is made for withdrawal occurring after the deadlines, except as described in the next paragraph.

Special consideration is extended to individuals who leave school for extended military service (6 months or longer). Students will be refunded full tuition and fees paid if they enter military service during the first five weeks of school. If students withdraw during the sixth through tenth weeks of school, they will be refunded half of the paid tuition and fees, and they will receive one-half credit without letter grades for the courses in which they were receiving a passing grade at the time of withdrawal. When the withdrawal occurs after the tenth week, students will receive no refund, but will receive both grades and credit hours for the courses in which they are passing. In all instances, a copy of the military orders or a letter from the commanding officer is required for verification of impending military service. To be eligible for these benefits students must remain in school to within ten days of their military reporting date.

Deferment of Tuition and Fees

Students who are experiencing a delay in the receipt of verified financial assistance through the Financial Aid office may be eligible for a cancellation waiver. If granted, a cancellation waiver prevents a student's registration from being cancelled even though tuition and fees have not been paid by the publicized cancellation date.

Information concerning cancellation waiver procedures is available from the Financial Aid office and the office of the

Graduate School. This information is also published in the *Daily Egyptian* each term. Guidelines may vary from term to term and year to year so students are advised to seek out accurate information rather than assume they qualify.

Determination of Residency Status

For the purpose of these regulations an *adult* is considered to be a student eighteen years of age or over; a *minor* student is a student under eighteen years of age. In all cases where records establish that the person does not meet the requirements for Resident status as defined in these regulations the nonresident status shall be assigned.

Determination of residence status of each applicant for admission to the University is made at the time of admission. A student may petition for change to Illinois residency by contacting the Graduate Registration office to obtain the necessary forms and information. A student may be reclassified at any time by the University upon the basis of additional or changed information. However, if the University has erroneously classified the student as a Resident, the change in tuition shall be applicable beginning with the term following the reclassification; if the University has erroneously classified the student as a nonresident, the change in tuition shall be applicable to the term in which the reclassification occurs, provided the student has filed a written request for review in accordance with these regulations. If the University has classified a student as a Resident based on false or falsified documents, the reclassification to nonresident status shall be retroactive to the first term during which residency status was based on the false or falsified documents.

Adult Student. An adult, to be considered a Resident, must have been a bona fide resident of the State for a period of at least six consecutive months immediately preceding the beginning of any term for which the individual registers at the University, and must continue to maintain a bona fide residency in the State, except that an adult student whose parents (or one of them if only one parent is living or the parents are separated or divorced) have established and are maintaining a bona fide residence in the State and who resides with them (or the one residing in the State) or elsewhere in the State will be regarded as a Resident student.

Minor Student. The residence of a minor shall be considered to be, and to change with and follow:

- a. That of the parents, if they are living together, or the living parent, if one is deceased; or
- b. If the parents are separated or divorced, that of the parent to whom the custody of the person has been awarded by court decree or order, or in the absence of court decree or order, that of the parent with which the person has continuously resided for a period of at least six consecutive months immediately preceding registration at the University; or
- c. That of the adoptive parents, if the person has been legally adopted and, in the event the adoptive parents become divorced or separated, that of the adoptive parent whose residence would govern under the foregoing rules if that parent had been a natural parent; or
- d. That of the legally appointed guardian of the person; or

- e. That of the *natural* guardian, such as a grandparent, adult brother or adult sister, adult uncle or aunt, or other adult relative with whom the person has resided and by whom the student has been supported for a period of at least six consecutive months immediately preceding registration at the University for any term, if the person's parents are dead or have abandoned said person and if no legal guardian of the person has been appointed and qualified.

Parent or Guardian. No parent or legal or natural guardian will be considered a resident of the State unless said person (a) maintains a bona fide and permanent place of abode within the State, and (b) lives, except when temporarily absent from the State with no intention of changing the legal residence to some other State or country, within the State.

Emancipated Minor. If a minor has been emancipated, is completely self-supporting, and actually resides in the State, the minor shall be considered to be a Resident even though the parents or guardian may reside outside the State. An emancipated minor who is completely self-supporting shall be considered to *actually reside in the State of Illinois* if a dwelling place has been maintained within the State uninterrupted for a period of at least six consecutive months immediately preceding term registration at the University. Marriage or active military service shall be regarded as effecting the emancipation of minors, whether male or female, for the purposes of this regulation. An emancipated minor whose parents (or one of them if only one parent is living or the parents are separated or divorced) have established and are maintaining a bona fide residence in the State and who resides with them (or the one residing in the State) or elsewhere in the State will be regarded as a Resident student.

Married Student. A nonresident student, whether male or female, or a minor or adult, or a citizen or noncitizen of the United States, who is married to a resident of the State, may be classified as a Resident so long as the individual continues to reside in the State; however, a spouse through which a student claims residency must demonstrate residency in compliance with the requirements applicable to students seeking Resident status. For example, a noncitizen student who holds a visa which on its face precludes an intent to reside in the United States is not entitled to instate residency through his/her marital status.

Persons without United States Citizenship. A person who is not a citizen of the United States of America who meets and complies with all of the other applicable requirements of these regulations may establish residence status unless the person holds a visa which on its face precludes an intent to reside in the United States.

Armed Forces Personnel. If a person is on active military duty in one of the Armed Forces of the United States and is stationed in Illinois, then the Board shall deem that person and any of his or her dependents Illinois residents for tuition purposes.

If a person is on active military duty in one of the Armed Forces of the United States and is stationed out-of-State, but he or she was stationed in this State for at least three years immediately prior to being reassigned out-of-State, then the Board shall deem that person and any of his or her dependents Illinois

residents for tuition purposes, as long as that person or his or her dependent (i) applies for admission to the University within 18 months of the person on active military duty being reassigned or (ii) remains continuously enrolled at the University.

A person who is separated from active military service will be considered a Resident of Illinois immediately upon separation providing the person: (a) was a resident of the State at the time of enlistment in the military service, (b) became treated as a Resident while in the military by attending school at Southern Illinois University while stationed within the State, or (c) has resided within the State for a period of six months after separation.

State and Federal Penitentiary. A person who is incarcerated in a State or Federal place of detention within the State of Illinois will be treated as a Resident for tuition assessment purposes as long as said person remains in that place of detention. If bona fide residence is established in Illinois upon release from detention, the duration of residence shall be deemed to include the prior period of detention.

Minor Children of Parents Transferred Outside the United States. The minor children of persons who have resided in the State for at least six consecutive months immediately prior to a transfer by their employers to some location outside the United States shall be considered Residents. However, this shall apply only when the minor children of such parents enroll in the University within five years from the time their parents are transferred by their employer to some location outside the United States.

Dependents of University Employees. For the purposes of tuition assessment, all faculty and staff (including civil service employees), as well as their spouses and dependent children, shall be considered as resident students.

Dependents of Graduate Assistants and Fellows. The nonresident portion of tuition is waived for the spouses and dependent children of fellows, assistants and trainees who are appointed as fellows, assistants and trainees to the fullest extent permitted by their appointment.

Definition of Terminology. To the extent that the terms bona fide residence, independent, dependent, and emancipation are not defined in these regulations, definitions shall be determined by according due consideration to all of the facts pertinent and material to the question and to the applicable laws and court decisions of the State of Illinois.

A bona fide residence is a domicile of an individual which is the true, fixed, and permanent home and place of habitation. It is the place to which, whenever absent, the individual has the intention of returning. Criteria to determine this intention include but are not limited to year around residence, voter registration, place of filing tax returns (home state indicated on federal tax return for purposes of revenue sharing), property ownership, driver's license, car registration, vacations, and employment.

Procedure for Review of Residency Status or Tuition Assessment. A student who takes exception to the residency status assigned or tuition assessed shall pay the tuition assessed but may file a claim in writing to the appropriate official for a recon-

sideration of residency status and an adjustment of the tuition assessed. The written claim must be filed within 30 school days from the date of assessment of tuition or the date designated in the official University calendar as that upon which instruction begins for the academic period for which the tuition is payable, whichever is later, or the student loses all rights to a change of status and adjustment of the tuition assessed for the term in question. If dissatisfied with the ruling in response to the written claim made within said period, the student may appeal the ruling to the chancellor or his/her designee by filing with the appropriate official within twenty days of the notice of the ruling a written request.

Applying for Illinois Residency. In order to qualify for in-state tuition at SIU a student must be a citizen or permanent resident of the U.S. and must be a bona fide resident of the state of Illinois for the six month period immediately preceding the start of the semester they wish to be classified as an Illinois resident. In order to qualify for in-state tuition you would need to be at least 18 years old at the time classes begin and move into Illinois and remain living in Illinois for six months prior to applying. You must also change your driver's license to an Illinois driver's license, register to vote in Illinois and if you are the sole owner of a vehicle you will driving in Illinois it must be registered in Illinois. You will need complete an application for Illinois residency (http://admissions.siu.edu/_documents/IllinoisResApp.pdf), and include with the completed application any appropriate documentation as requested. Have the application notarized before you submit OR have your application notarized in our office (requires two picture id's) and submit copies of the documents listed below in order to be considered for in-state residency for tuition purposes.

The documents below are required and must be changed 6 months prior to the semester residency is being requested.

1. A copy of your Illinois driver's license or if you do not drive a copy of an Illinois ID Card.
2. A copy of proof you have registered to vote in Illinois. Permanent Residents do not need.
3. If you drive a vehicle in the state of Illinois you must submit a copy of your vehicle registration, which is the card that your license plate sticker comes on. If you are the sole owner of the vehicle it must be registered in Illinois.
4. Proof you have lived in Illinois for the six consecutive months immediately preceding the start of the semester. This may consist of one item per month of any of the following documents.
 - Bank statement with your name and Illinois address and date showing.
 - Pay check if you are employed in Illinois with your name and Illinois address and date showing.
 - Rent receipts with your name and Illinois address and date showing.
 - Utility bills in your name with your Illinois address and date showing.
 - A copy of your Lease with your name and the effective dates listed.
 - If none of the above then: Three notarized letters

from Illinois residents attesting to your residency in Illinois for the six months before the semester begins.

The deadline to submit the Illinois Residency application and all documentation is the end of the first month of the semester. Submit all documentation to Graduate School Registration, Student Services Building Room 309A, 1263 Lincoln Drive Mail Code 4716, Carbondale, Illinois 62901; FAX: 618-453-4562.

University Employees

All full-time University employees who wish to use the employee tuition and fee waiver (faculty and staff) who are classified as graduate students must seek approval of the Graduate School to enroll in more than six semester hours of courses.

Faculty and Staff

Employees who are seeking a waiver of tuition, must apply for the waiver each term by completing an Application for Tuition Waiver form. A form may be obtained from Human Resources, Miles Hall, or from the Graduate Registration Office, Student Services Building 309. The form must be completed each term and returned to Human Resources, Miles Hall. The waiver benefit does not limit the number of credit hours that may be taken. The amount of the waiver will be credited to the student's account after the employment status has been verified and the application form has been processed.

Employees can phone the Graduate Registration Office (618-453-2969) for any questions regarding the registration process. Questions regarding the tuition waiver should be directed to Human Resources (618-453-6696).

Academic Grievances Policy/Procedures

Graduate Student Academic Grievance Policy

Graduate students at SIU shall have the right to appeal for redress of grievance through established channels under the conditions stated below. Access to these channels is restricted to complaints by graduate students alleging that some member of the university community has caused the student to suffer some specific harm related to a matter within the authority of the dean of the Graduate School. Grievances which have been brought to a hearing under another campus grievance procedure shall not be brought to a hearing under this procedure.

With respect to students' complaints alleging capricious grading, the following guidelines shall apply: Instructors are expected to evaluate student work according to sound academic standards. Equal demands should be required of all students in a class, and grades should be assigned without departing substantially from announced procedures. It is the instructor's prerogative to assign grades in accordance with his/her academic/professional judgment, and the student assumes the burden of proof in the appeals process. Grounds for appeals include: (1) the application of non-academic criteria in the grading process, as listed in the University's non-discrimination and affirmative action statements: race, color, sex, national origin, religion, age, sexual orientation, marital status, or handicap; (2) the assignment of a course grade by criteria not directly reflective of performance relative to course requirements; (3) the assignment of a course grade by standards different from those which were applied by the instructor to other students in the course.

GRADUATE STUDENT ACADEMIC GRIEVANCE PROCEDURE

A graduate student seeking redress through grievance must first attempt to resolve the matter informally by contacting the party against whom redress is sought (respondent). If the dispute is not resolved at this stage, the student should contact the respondent's departmental chair or another appropriate mediator, such as the university ombudsman, who will attempt to resolve the dispute.

In the event that the dispute is not resolved informally, a graduate student may ask for and receive a hearing before a departmental academic grievance committee. [Such a grievance will be governed by the procedures established by the academic unit in which the complaint arose. In the event an academic unit has not established such procedures, the procedures outlined below shall govern the grievance.]

¹Cases involving academic dishonesty will be handled according to the Student Conduct Code. Separate grievance procedures exist for cases covered by the University Policy on Sexual Harassment, the Policy Accommodating Religious Observances of Students, the Policy on the Release of Student Information and Access to Student Records at Southern Illinois University, the Policy on Immunization of Enrolled Students, the Policy on the Determination of Residency Status, and the University's response to comply with Americans with Disabilities Act. These procedures are published in the Undergraduate Catalog. Graduate students employed as student workers are covered by a student worker grievance procedure, which is administered by the Financial Aid office.

Departmental Grievance Procedure

FILING A GRIEVANCE

A graduate student desiring a hearing before a grievance committee of an academic department must submit a written request to the chair of the department no later than 30 calendar days after the beginning of the semester following the incident in question, excluding summer term. A student may request an extension of the deadline in writing by petitioning the department chair. In the event that informal proceedings are continuing toward resolution, such a request shall normally be granted. The request for a hearing must state the following:

1. Name of the grievant.
2. Program in which the grievant is enrolled.
3. Name of the grievant's major adviser.
4. Name and title of the person(s) against whom the grievance is being filed.
5. Current address and phone number of the grievant.
6. Statement of the grievance including descriptions of the incident(s) involved, date(s) of occurrence, what remedy is being sought, as well as any supporting documents.

²Hereafter, "day" refers to calendar day, unless defined otherwise.

³Department Graduate Student Grievance Committee: A department graduate student grievance committee will be advisory to the department chair and will submit its findings to the department chair. The committee shall consist of three members. The department chair may designate an existing department committee to serve in such a capacity (subject to the qualifications listed herein), or may appoint an ad-hoc graduate student grievance committee. The members of the committee shall be appointed wherever possible from the department/unit in the college in which the grievance arose. Of those three members, two shall be appointed from the senior graduate faculty and one shall be appointed from the graduate student body upon consultation with the leadership of the department graduate student organization. A department graduate student grievance committee shall meet and elect its chair from among its graduate faculty membership. Any faculty member involved in the dispute shall not be appointed to the grievance committee.

DEPARTMENT ACTION ON GRIEVANCE

Upon receiving a written request for a hearing regarding an academic grievance, the department chair shall send the respondent a copy of the grievance, who will provide the chair with a written response within a reasonable time as stipulated by the chair. The chair shall then forward the grievance and response to the department graduate student grievance committee.

The department chair shall notify the parties of the identity of the individuals who have been selected to serve on the grievance committee. The participation of any committee member may be challenged for cause. If the department chair determines that the challenge is valid, she/he shall name a substitute.

The committee chair shall request of both parties copies of any documents and a list of witnesses they wish to introduce. These should be submitted without delay. The committee chair shall convene a hearing within 20 days of receipt of the substantiating documents. These documents shall be available to both parties at least five days prior to the hearing.

The hearing shall be conducted by the committee according to the hearing procedures which are outlined in the Appendix.

In the absence of compelling circumstance, the committee

shall make its recommendation on the grievance to the department chair within 10 working days after the conclusion of the hearing.

The department chair shall decide to accept or reject the committee's recommendations and render a decision on the grievance promptly. The decision and the reasons for it shall be submitted to the parties, the committee members, and the collegiate dean at the same time.

The department chair shall advise the parties of their right to appeal to the dean of the Graduate School. Hearings of appeals will not be automatically granted. Dissatisfaction with the decision shall not be sufficient grounds for appeal. The appellant must demonstrate that the decision at the department level was in error.

Appeals of Department Decisions to the Graduate School

FILING AN APPEAL

If a graduate student wishes to appeal a decision of the department she/he must file a written appeal with the dean of the Graduate School within 30 calendar days of receipt of the department decision. The appeal must state the following:

1. Name of the appellant.
2. Program in which the appellant is enrolled.
3. Name of the appellant's major adviser.
4. Name and title of the person(s) against whom the original grievance was filed.
5. Current address and phone number of the appellant.
6. Copies of the original statement of grievance, the response by the person against whom it was filed, supporting documents, as well as a statement of what remedy is being sought.
7. Summary of grievance proceedings held at the department level and the decision(s) rendered at that time.
8. Statement of why the previous decision may be in error.

The dean will promptly forward the material to the coordinator of the Student Appeals Committee of the Graduate School (SAC). The SAC coordinator will solicit a reply to the appeal from the respondent. The coordinator will then promptly forward all materials to the committee members and will convene the committee at the earliest opportunity. The committee will decide by simple majority whether or not a hearing should be held. If a hearing is not granted, the coordinator shall forward all materials to the dean of the Graduate School and inform both parties of the reasons for the denial. If a hearing is granted the SAC coordinator shall request from the Graduate Council a list of graduate faculty members and from the Graduate and Professional Student Council a list of graduate students available to serve as hearing panel members. These persons may not be members of the same college as the parties to the grievance. The coordinator shall appoint a panel of three graduate faculty members and two graduate students and so notify the parties to the grievance. Panel members may be challenged for cause and, if the coordinator determines the challenge to be valid, she/he will name substitute(s) from the lists. The panel selects its own chair.

⁴Student Appeals Committee of the Graduate School: The Vice-Chair of the Graduate Council shall be the Coordinator of the SAC who will select three members of the Graduate Council (two faculty members, one student) to form a SAC as needed.

Procedures of the Student Grievance Committee of the Graduate School

Upon formation of the hearing panel, the SAC coordinator shall forward all materials to the hearing panel chair. The chair shall convene a hearing within 30 days.

The hearing shall be conducted by the hearing panel according to the procedures listed in the Appendix, with the exception that new evidence and testimony may be introduced only at the discretion of the panel. The hearing at this level will be limited to the bases of the appeal itself. New evidence will not normally be permissible.

The committee shall make its recommendation on the appeal to the dean within 10 working days after the conclusion of the hearing. The dean of the Graduate School shall decide to accept or reject the committee's recommendations and render a decision on the grievance promptly. The decision and the reasons for it shall be submitted to the parties, the hearing panel members, and the department chair.

All records of the appeal and hearing shall be deposited with the Graduate School upon completion of the hearing panel's work.

Appendix A

HEARING PROCEDURES

1. The principal parties to the grievance shall have the right to be accompanied by an adviser of their choice. The advisers may speak on behalf of their clients only with the approval of the committee.
2. All hearings shall be open unless either of the parties requests that the hearings be closed. If the hearing is closed, only the parties, their adviser, and the committee shall be present during the taking of evidence. Witnesses for either party shall be present only while giving testimony if the hearing is closed.
3. All hearings shall be tape recorded. The tape recording will be deposited in the office of the department chair at the conclusion of the hearing.
4. Each party may call witnesses to present evidence. Each party shall have the right to examine any witness called by the opposing party. If a witness is unable to appear the committee may allow written statements. If the presence of a witness is required to ensure fairness to all parties, the hearing may be continued until such witness is physically able to attend the hearing.
5. The committee will decide all matters, procedural and substantive, by simple majority vote.
6. Each party may make an opening and a closing statement.
7. Decisions by the panel will be based on a preponderance of the evidence.

Graduate School Procedures for Charges of Academic Dishonesty Leading to Possible Rescission of Degree

INTRODUCTION

Charges against a former student relating to acts of academic dishonesty in the submission of graduate degree requirements shall be handled to the extent feasible under the SIU Student Conduct Code procedures applicable to charges relating to academic dishonesty. The dean of the Graduate School has the responsibility for the formal resolution of charges involving academic dishonesty in Graduate School programs. Since the Student Conduct Code procedures are not in all respects applicable to charges involving an individual no longer enrolled in the University, the following supplemental procedures will be followed for adjudicating such charges.

NOTIFICATION OF CHARGES

Charges against a former student involving allegations of academic dishonesty in the completion of graduate degree requirements shall be initiated by the dean of the Graduate School by letter to the individual, sent certified mail/return receipt requested, stating the specific charges, and the date, time, and place for the hearing, and enclosing a copy of the Student Conduct Code and these procedures. The charge letter shall be mailed no less than 20 business days in advance of the date of the hearing.

HEARING AGENT

Charges shall be heard by a five-member hearing committee, the members of which shall be appointed from those colleges/schools having graduate programs. Of the five members, three shall be appointed from the graduate faculty and two shall be appointed from the graduate student body. The dean will seek nominations for a committee hearing a case from the Graduate and Professional Student Council for the graduate student members, and from the Graduate Council for the graduate faculty members. The committee will be demographically representative of the University insofar as possible. The academic unit from which the charge arose will not have a member appointed to the hearing committee. Once a hearing committee is constituted it shall meet and elect its own chair from among its graduate faculty membership. The individual charged shall have the right to challenge membership of the hearing committee as provided in the Student Conduct Code.

HEARING PROCEDURES

Hearings shall be conducted in accordance with the formal disciplinary procedures set forth in the Student Conduct Code. In addition, the following procedures shall govern the conduct of the hearing.

1. The individual charged shall have the right to be accompanied by an adviser of his/her choice. An adviser will be permitted to advise the individual in the hearing, and to speak on behalf of the individual and cross-examine witnesses with the consent of the hearing committee.
2. The dean of the Graduate School and the individual charged shall provide to the hearing committee a list of witnesses to be called and copies of any documents which they seek to introduce into evidence at the hearing. The

committee chair will furnish copies of these to the other party. Such witness list and documents shall be provided to the hearing committee not less than 10 business days prior to the date scheduled for the hearing, and to the parties not less than 5 business days before the date of the scheduled hearing.

3. All hearings shall be closed unless the individual charged requests that it be open. If the hearing is closed, only the parties, their adviser, and the committee members shall be present during the taking of evidence. Witnesses for either party shall be present only while giving testimony.
4. All hearings shall be tape-recorded. The tape-recording will be submitted along with the entire case record and the committee's findings and recommendations to the dean of the Graduate School following conclusion of the hearing.
5. Each party may make an opening statement before the presentation of any evidence and a closing argument following the conclusion of all evidence.
6. The charges against the individual and witnesses testifying in support thereof shall be presented first. The individual charged shall have the right to respond to the charges and present witnesses and evidence in his/her own behalf.
7. Each party shall have the right to ask questions of any witness called by the other party. Members of the committee may also question witnesses.
8. Written statements in lieu of personal testimony may be used only with permission of the committee and only in the event a witness is physically unable to attend the hearing. The opposing party shall be given notice at least three days prior to the commencement of the hearing of the fact that an individual will not be physically present to give testimony and so that objection may be made to the use of written statements. If the committee determines that the actual presence of the witness is required to insure fairness to all parties, the hearing may be continued until such witness is physically able to attend the hearing.
9. The hearing committee will decide all matters, procedural and substantive, by simple majority vote.
10. In the absence of compelling circumstances, the committee shall make findings and recommendations on the charges to the dean of the Graduate School within 15 business days after the conclusion of the hearing. The dean of the Graduate School shall render a decision, absent compelling circumstances, within ten business days after receipt of the committee's findings and recommendations. The decision and the reasons therefore shall be submitted to the individual charged by certified mail, return receipt requested, and to the committee chair. If the dean determines that additional evidence is necessary to decide the matter(s), the dean may remand the matter to the committee for the taking of further evidence, and in doing so, may limit the issues on which additional evidence may be taken. When a matter is remanded to the committee, the committee shall follow the procedures set forth above.

SANCTIONS

Sanctions which may be imposed include the completion of any additional academic requirements deemed necessary for continued holding of the degree, or, if it is found that the degree was improperly awarded because of academic dishonesty on the part of the former student in the submission of degree requirements, a recommendation that the degree be rescinded. A recommendation that a degree be rescinded will be made to the chancellor through the vice chancellor for Academic Affairs and Provost, and will require final action by the Board of Trustees of Southern Illinois University.

APPEAL

If the individual is not satisfied with the decision of the dean, a written argument stating the reasons for such dissatisfaction may be submitted to the vice president for Academic Affairs and provost within ten business days after the date that delivery of the decision was tendered by the U.S. Postal Service to the individual. Such written argument shall be attached to the dean's decision and remain therewith throughout the remainder of the process.

Southern Illinois University Board of Trustees Policy on Sexual Harassment

(The following policy was approved by the SIU Board of Trustees on May 7, 2009.)

1. Sexual Harassment Policy Statement

Southern Illinois University is committed to a policy of providing equal employment and educational opportunities. In particular, Southern Illinois University is committed to maintaining a community in which students, faculty, and staff can work and learn together in an atmosphere free of all forms of discrimination, including sexual harassment. Sexual harassment violates the dignity of the individual and the integrity of the University as an institution of higher learning, and thus, sexual harassment in any form will not be tolerated at Southern Illinois University. This policy applies to all employees, students, contractors, and visitors of Southern Illinois University.

This policy prohibits sexual harassment, retaliation related to sexual harassment claims, knowingly reporting false sexual harassment complaints and knowingly providing false information during the investigation of a sexual harassment complaint. All University employees are responsible for taking reasonable and necessary action to prevent sexual harassment, and all members of the University community are expected to contribute to an environment free of sexual harassment, and are encouraged to report promptly (pursuant to campus procedures) any conduct that could be in violation of this policy. Each SIU campus shall adopt specific procedures for reporting, investigating and resolving harassment claims.

This policy shall not abridge any individual's speech and due process rights under the First and Fourteenth Amendments; nor shall it abridge principles or rights of academic freedom or the University's educational mission. Prohibited sexual harassment and discrimination are not expression protected as a matter of academic freedom.

2. Definition of Sexual Harassment

Sexual Harassment in Employment

means any unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature, when:

- a. Submissions to or toleration of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment (this is a type of quid pro quo – meaning “this for that” – sexual harassment); or
- b. Submission to or rejection of such conduct by an individual is used as a basis (or threatened to be used as a basis) for employment decisions or assessments affecting such individual (this is a type of quid pro quo – meaning “this for that” – sexual harassment); or
- c. Such conduct has the purpose or effect of substantially interfere with an individual's work performance or creating an intimidating, hostile, or offensive working environment (this is a type of hostile environment sexual harassment).

Sexual Harassment in Higher Education

means any unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature, when:

- a. Submissions to or toleration of such conduct is made, either explicitly or implicitly, a term or condition affecting the student's participation in or benefit from any of the academic educational, extra-curricular, athletic, or other programs of the University (this is a type of quid pro quo – meaning “this for that” – sexual harassment); or
- b. Such conduct has the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment (this is a type of hostile environment sexual harassment).

Hostile environment sexual harassment occurs when unwelcome conduct of a sexual nature is so severe, persistent, or pervasive that it affects an employee's work performance, limits a student's ability to participate in or benefit from a University program or activity, or creates an intimidating, threatening or abusive working or academic environment. Sexual harassment generally includes something beyond the mere expression or display of views, words, symbols, images, or thoughts that some persons find offensive.

Totality of the Circumstances:

In determining whether alleged conduct constitutes sexual harassment, the record as a whole and the totality of the circumstances will be considered. Circumstances may include the frequency of the conduct; its severity; whether it was physically threatening or humiliating, or a mere offensive utterance; and whether it unreasonably interfered with the alleged victim's work performance or ability to participate in or benefit from the University's programs. The objective severity of the conduct will be judged from the perspective of a reasonable person in the position of the alleged victim and not on the intent of the person engaging in the conduct.

Examples of behavior that may be considered sexual harassment include, but are not limited to:

- a. Physical sexual assault or coerced sexual intercourse;
- b. Unwelcome physical contact, such as touching of a person's body, hair or clothing, or hugging, patting or pinching;
- c. Direct or implied threats that submission to sexual advances will or could be a condition of employment, work status, promotion, performance evaluation, grades, letters of recommendation, or other work or educational benefits (quid pro quo);
- d. Severe or persistent unwelcome verbal, physical or other expressive conduct that is offensive or humiliating in a sexual way. Such conduct may include comments of a sexual nature and/or sexually explicit statements, questions, jokes, anecdotes, gestures, or facial expressions that would offend or humiliate a reasonable person in the circumstances of the individual experiencing this conduct. Conduct need not be in person but can be any form of communication including but not limited to written, telephone, or electronic communication such as electronic mail and/or comments sent via the internet.

- e. Exhibition or use of sexually explicit materials in the workplace or learning environment that have no relationship to the curriculum or research or the mission of the University and substantially interfere with an employee’s work performance or a student’s ability to benefit from University programs. Such materials may be in the form of music, documents, objects, photographs, film or electronically generated materials.
- f. Any unwanted, inappropriate behavior that is targeted to a person or person(s) because of their gender or sexual orientation, for example repeatedly telling women (or men) that they are not capable of doing a certain kind of work.
- g. Amorous or sexual relationships between a faculty member and a student under his or her academic supervision or between a supervisor and an employee under his or her supervision, where the direct power differential compromises the subordinate’s free choice. (Even consenting relationships may lead to an actual or perceived conflict of interest or other unethical conduct. See policies on consenting relationships.)

Retaliation

is defined as any act of reprisal, including negative or otherwise unwarranted treatment, related to the reporting of, or participation in a complaint of sexual harassment. Retaliation may include, but is not limited to:

- a. Taking negative tangible employment actions against a person;
- b. Taking actions that substantially interfere with or have a chilling effect on the employee’s or student’s ability to participate fully in and benefit from the work or educational environment;
- c. Failing to provide assistance or instruction that would otherwise be provided;
- d. Failing to fairly and/or objectively evaluate an employee’s or student’s performance;
- e. Failing to record an appropriately earned grade for a student; or
- f. Otherwise sabotaging an employee’s or student’s performance or evaluation.

It is a violation of this policy to engage in any retaliatory acts against an employee or student who reports an alleged incident of sexual harassment, or any employee or student who testifies, assists, or participates in a proceeding, investigation, or hearing relating to an allegation or complaint of sexual harassment.

3. Duty to File in Good Faith/False Reports

Any person who reports alleged sexual harassment or provides information during the investigation of a complaint is presumed to have participated in the investigatory process in good faith. It is a violation of this policy for persons to knowingly make a false sexual harassment complaint or knowingly provide false information during the investigation of a complaint.

4. Implementing Procedures

This Sexual Harassment Policy is to be implemented throughout the University, and procedures consistent with this policy for such implementation are to be established on each campus. The President is authorized to delegate to each Chancellor, the authority to develop procedures for the implementation of this Sexual Harassment Policy.

Attribution

Sexual harassment policies are governed by state and federal laws and statutes. As such, policies at many institutions can look very similar to that proposed by SIU. This policy was developed in accordance with the Illinois Human Rights Act (775 ILCS 5/2 and 775 ILCS 5/5 and 775 ILCS 5/5a), the Equal Employment Opportunity Commission Regulations (29 C.F.R. § 1604.11); and guidance issued by the United States Department of Education Office of Civil Rights. Additionally, policies from several other universities were reviewed including: University of Massachusetts Amherst, University of Michigan, University of North Carolina at Chapel Hill, Michigan State University, University of North Carolina At Greensboro, University of Maine, Indiana University, Indiana University - Purdue University at Indianapolis, Purdue University, University of Southern Indiana - Evansville, New York University, University of Illinois, University of Massachusetts - Boston, City University of New York, Northwestern University, Illinois State University, University of Colorado System, Youngstown State University, Princeton University, Michigan State University, and University of Florida - Gainesville.

Where to Get Information Regarding SIU’s Sexual Harassment Policy

COMPLAINT RESOLUTION OFFICER

Linda McCabe Smith, Associate Chancellor
for Institutional Diversity

AFFIRMATIVE ACTION OFFICE

Linda McCabe Smith, 453-1186, or Phyllis JL Khaaliq, 536-6618

INFORMATION ADVISORS

Criminology and		
Criminal Justice	Christopher Mullins	453-6368
Human Resources	Jennifer Watson	453-6661
Center for International		
Education	Carla Coppi	453-5774
Office of Diversity		
& Equity	Casey Parker	453-4807
School of Law	Judith Ray	453-8740
University Women’s Professional		
Advancement	Linda McCabe Smith	453-1366
Women, Gender &		
Sexuality Studies	Barbara Bickel	453-5141

WEB SITE

http://policies.siu.edu/personnel_policies/chapter4/ch4-all/sexual.html

In an emergency situation that involves possible criminal sexual misconduct or in the event of criminal sexual assault please notify Campus Police at 453-2381 or dial 911 (both lines are TTY/TDD accessible.) If it is not an emergency, please report to safe.siu.edu.

Academic Resources

Library Affairs

Morris Library is named after the late Delyte W. Morris, University President from 1948 to 1970. Students, faculty, and staff of the University benefit from unlimited access to millions of dollars of research materials carefully selected and maintained by professional library faculty and staff through <http://lib.siu.edu>. The catalog, I-Share@Morris Library (available via <http://www.lib.siu.edu>), is the gateway to identify and request items held in Morris Library, as well as in 86 other academic libraries in Illinois. Items requested from other libraries arrive within a few days through I-Share or Interlibrary Loan. Online resources include academic journals, e-books (now over 235,000 in number), full-text databases, and freely-available resources. The building houses nearly three and a half million volumes, three and a half million microforms, and 53,500 currently-received periodicals and serials. The physical collections also include government documents, maps, films, DVDs, and sound recordings. Morris Library is a selective U.S. Federal Depository Library and an Illinois State Depository. With the exception of materials in the Special Collections Research Center, library materials are arranged on open shelves for convenient browsing.

Nearly 400 computers distributed throughout the building provide access to the catalog and to all of the online resources while patrons are in the Morris Library building. Throughout the building, patrons find wireless access, study tables with integrated power outlets, comfortable seating, and group study rooms of various sizes and configurations. Students may reserve group study rooms online. The basement, 4th and 5th floors are reserved for quiet study. Other frequently-used services available in the building include copiers, scanners, printers, Debit Dawg machine, fax machines, vending machines, and free electronic device charging stations.

Morris Library has been transformed into a spectacular center of academic, social and aesthetic activity for the University and local community during the last decade. In addition to abundant natural light, a variety of seating arrangements cater to every patron's study preference. Visitors enjoy intellectual, historical, cultural, and artistic events in the 200-seat Guyon Auditorium, Hall of Presidents and Chancellors, and two Rotundas. Events are also scheduled in meeting rooms, classrooms, and computer labs/classrooms. Art and exhibits adorn many areas of the building with receptions and lectures announced frequently.

Delyte's Cafe serves Seattle's Best Coffee and other beverages as well as yogurt, soup, sandwiches, salads, baked goods, and snacks from early morning into the late evening. Delyte's is located in the lobby on the north side of the building. During the academic year, the lobby area is open to the University community 24 hours a day, five days a week while the rest of the building is open to all Sundays from 11 a.m. - Midnight, Mondays - Thursdays 7:30 a.m. - Midnight, Fridays 7:30 a.m. - 9 p.m. and Saturday 9 a.m. - 7p.m.

Library services provided in Morris Library include:

- The Information Desk invites patrons to ask questions, obtain assistance with academic, professional, and personal research, and get technology help (Saluki Tech). The Information Desk and the "Ask a Librarian" service (<http://libguides.lib.siu.edu/askalibrarian>) are staffed by library faculty and staff who are eager to help students, faculty, staff, and others in fulfilling their research needs. Consultations, instructional sessions, online tutorials, videos, and guides are provided free of charge on a continuous basis.
- Disability Support Services features software, hardware, and assistance for those who need adaptive technologies.
- Circulation Services checks out library materials, course reserves, interlibrary loan items, room keys, laptops, adaptors, and other devices.
- Instructional Materials Center (IMC) contains a collection of PreK-12 materials designed to provide students, teachers, and school administrators both on-campus and in southern Illinois with sample teaching materials that can be used in the classroom or in evaluating curricular materials.
- Geospatial Resources includes the Map Library and Geographic Information Services (GIS). The Map Library houses more than a quarter of a million maps and nearly 100,000 aerial photographs. GIS assists patrons in locating existing digital maps or in creating customized maps.

The Special Collections Research Center (SCRC) is located off the Hall of Presidents and Chancellors. SCRC houses unique materials such as rare books, manuscript collections, and the University archives. It contains significant research collections in American Philosophy, First Amendment Freedoms, American and British twentieth century literature and theatre, a Political Papers archive, and the history of southern Illinois.

In addition to comprehensive library services, the Morris Library building is home to Math Central (classrooms and lab), Learning Support Services (Tutoring Center, Testing Services), Center for Teaching Excellence, the University Honors Program, the Writing Center, the Speaker's Center, and Saluki Tech (walk-up technology support and personal device configuration).

Information Technology

The Department of Information Technology assists students, faculty, and staff in the achievement of instruction, research, service administrative goals and objectives of the University. SIU's campus area network provides network-based information resources as well as Internet2 connectivity to all main campus buildings. Campus wireless service and five Computer Learning Centers with computer classrooms and general access areas are available. SIU's network is connected through the Illinois Century Network (ICN). Additional networks connect our Edwardsville and Springfield campuses.

Information Technology provides a wide range of technology services. They include campus telephone services; records management services; administrative information systems; student information systems; network infrastructure; electronic mail; network id services; computer, telephone, e-mail, instant messaging and walk-in support via the campus helpdesk; ethernet access in the student residence halls; campus wireless access; student printing services in computer labs and libraries; site

license software distribution; and UNIX computational accounts.

Students have access to the student information resource “SalukiNet” salukinet.siu.edu. SalukiNet provides access for students to their SIU personal records, including admissions, housing, financial aid, grades, transcripts, account information, student payroll and much more.

Computer services are available on-line to the University academic, research and administrative communities 24 hours per day, seven days a week.

Research and Service Centers

Advanced Coal and Energy Research Center

The Advanced Coal and Energy Research Center (ACERC) assists faculty, students and others in the campus research community in engaging in advanced coal and energy-related research and service opportunities. Established in 1974 as the Coal Research Center and expanding its focus in 2014 to include the broad array of energy research occurring across campus, ACERC is the hub for access to resources and information regarding advanced coal and energy research for SIU and the regional community. Research has been conducted ranging from mine reclamation, coal processing, and gasification to energy policy, biofuels and renewables. Ever at the forefront of efforts for safer, cleaner and more efficient energy, SIU researchers are making discoveries in areas such as carbon dioxide utilization, chemical looping combustion, microalgal fermentation and advanced materials for fuel cells. Faculty and students from such diverse fields as engineering and technology, science, business, education, law and agriculture have contributed to the University’s international reputation in advanced coal and energy research. In addition to the various graduate degree and research opportunities in colleges across campus related to energy topics, ACERC supports SIU’s Professional Science Masters in Advanced Energy and Fuels Management program, which affirms an impressive post-graduation employment percentage.

Since 1990 ACERC has managed the Illinois Coal Development Park (ICDP) at SIU’s Carterville Campus in cooperation with the Illinois Department of Commerce and Economic Opportunity. Efforts at the ICDP have targeted technologies that promise near-term commercial application. The ICDP has housed numerous technology projects including federal, state, and privately funded projects exploring advanced mining and coal utilization technologies. It houses one of only two Longwall Dust Control Facilities in the nation, laboratories and equipment, administrative space as well as a high bay building for large demonstration pilot projects.

In addition, the Advanced Coal and Energy Research Center facilitates the activities of Clean Coal Review Board which assists in the development of commercial applications related to coal, fuels, and energy.

More information can be found by exploring www.acerc.siu.edu, emailing acerc@siu.edu or by calling (618) 536-5521.

Center for Alzheimer’s Disease and Related Disorders

The School of Medicine’s center in Springfield has research projects that cover a wide range of basic science and clinical stud-

ies relating to normal aging, memory impairment, Alzheimer’s disease, Parkinson disease, tremor and functional MRI. The Center also maintains a brain bank of human brain tissue. The web address is: <http://www.siu.edu/alz>.

Center for Archaeological Investigations

The Center for Archaeological Investigations engages in research in the American Midwest and Southeast, and Mexico. Funding is provided by state and federal agencies, and private institutions. The Center also conducts archaeological research for firms and government agencies that are required to comply with environmental and antiquities laws. The Center supports an annual field school with the Department of Anthropology and provides thesis/dissertation data and research opportunities for students. It also curates large collections of archaeological materials, representing more than 60 years of research in the American Midwest and Southwest. The web address for the Center for Archaeological Investigations is <http://cai.siu.edu/>.

Center for Autism Spectrum Disorders

The Center for Autism Spectrum Disorder (CASD) is a service program within the Rehabilitation Institute and a partner in the Illinois Autism Program. The CASD provides interdisciplinary training for students enrolled in various programs at SIU, including Communication Disorders and Sciences, Behavior Analysis and Therapy, and Psychology. The CASD also collaborates with several area service providers, such as local special education districts, Early Intervention, and state agencies, in providing best practice treatment. Diagnostic and treatment planning assessments are conducted to determine the presence of ASD and functional objectives in therapy. Research on areas related to ASD, such as intervention methods, staff training, and early identification, is also a focus. The web address is <http://www/casd.siu.edu/>.

Center for Delta Studies

The Center for Delta Studies builds linkages among scholars in the SIU system, universities in the region encompassed by the Delta Regional Authority, and between researchers and the larger publics. Its mission is to promote groundbreaking research that will contribute innovative solutions to the endearing problems of poverty and associated human and ecological endemic to the Delta region. The web address for the Center for Delta Studies is www.deltastudies.siu.edu.

Center for Dewey Studies

The Center for Dewey Studies was established in 1961 as the “Dewey Project.” In the course of collecting and editing the works of John Dewey (1859–1952), the Center has amassed a wealth of source materials for the study of America’s quintessential philosopher-educator. By virtue of its publications and research, the Center has become the international focal point for research on Dewey’s life and work. The Center has been instrumental in establishing Dewey Centers in China, Japan, Germany, Italy, Poland, Hungary, Turkey, Argentina, Spain, and Brazil.

In 1990, the staff of the Center completed work on the monumental thirty-seven-volume edition of Dewey’s complete writings, *The Collected Works of John Dewey, 1882–1953*, published by the Southern Illinois University Press. Support for this project was provided by the National Endowment for the Human-

ties, an independent federal agency, as well as the John Dewey Foundation and individual donors. In 1996, the Center in cooperation with the InteLex Corporation, published an electronic edition of *The Collected Works*.

In 2005, the Center, in cooperation with the InteLex Corporation, published the third volume of *The Correspondence of John Dewey, 1871-1952*. This electronic edition, funded by the National Endowment for the Humanities, the John Dewey Foundation, and individual donors, makes available more than 25,000 items of John Dewey's correspondence in an easily searchable database. The Center is now at work on an edition of Dewey's class lectures. The Center also compiles and edits the standard bibliography of secondary works about Dewey, *Works About Dewey*. Additional information about activities of the Center can be found at its website, <http://deweycenter.siu.edu/>.

Center for Ecology

The purpose of the Center for Ecology is to provide an umbrella for ecological research, teaching, and training at SIU. More than 50 faculty members and numerous students and staff from several departments in the Colleges of Agricultural Sciences, Engineering, Science, and Liberal Arts participate in this interdisciplinary program. Independent, cooperative, and collaborative research conducted by Center faculty takes advantage of the exceptional range of natural resources of the region across a variety of ecosystems in Illinois, throughout the United States, and around the world. The Center offers a variety of resources and opportunities for graduate and undergraduate students at SIU and beyond, including internships, a state of the art analytical laboratory, and the 1,400 acre Middle Mississippi River Wetland Field Station. Doctoral students pursuing ecological studies at SIU can earn a Specialization in Ecology, which appears on the transcript, through the Center. Learn more about the Center for Ecology at <http://www.ecology.siu.edu/>.

Center for Environmental Health and Safety

This center is responsible for the facilitating and monitoring of campus-wide compliance to policies, guidelines, and regulations of the University, state agencies, Environmental Protection Agency, Illinois Emergency Management Agency-Division of Nuclear Safety Agency, Occupational Safety and Health Administration, National Institutes of Health, and the Office of the Illinois State Fire Marshal with respect to campus health and safety. The center's web address is <http://www.cehs.siu.edu/>.

Illinois Soybean Center

Established in 1997, the Illinois Soybean Center focuses on developing information and technologies that enhance soybean production in Illinois and the North Central region, increase soybean utilization by the global community, contribute to the base of scientific knowledge, and educate human capital in the various attributes and applications of soybean. SIU faculty members in the College of Agricultural Sciences collaborate with those in the College of Science and the School of Medicine, along with university colleagues throughout the nation, to implement interdisciplinary research, education, and outreach programs on soybeans. The Center addresses issues related to all aspects of soybean production, utilization and policy, including breeding and genetics, biotechnology, crop protection, human nutrition and food, animal nutrition, marketing, and

consumer acceptance. For more information see the website at <http://coas.siu.edu/research/illinois-soybean-center/index.html>.

Center for Rural Health and Social Service Development

The Center for Rural Health and Social Service Development enables faculty, staff, and students to work as partners with health and social service agencies to strengthen rural health infrastructure and to promote opportunities for health enhancement in rural communities of the region, the State, and the Nation. The center develops grants and projects, conducts cooperative research efforts, needs assessments, demonstration projects, and program evaluations; designs and implements training programs; tests new models of health care delivery; and develops policy recommendations to improve the health of rural populations. It has received grants from many public and private agencies concerned with health and social service issues, including the National Institutes of Health, Department of Health and Human Services, and the Centers for Disease Control and Prevention. Current priorities include rural health, transportation, childhood obesity, health and social service workforce, and health care access. For more information, visit the center's website: <http://crhssd.siu.edu/>.

Center For Rural Schools And Communities

The Center for Rural Schools and Communities serves as a catalyst for collaborative research and outreach with regional schools and community agencies. Center goals emphasize the following principles:

1. To seek and secure external funding to support the improvement of teaching and learning and human service delivery to rural schools and communities.
2. To foster and support interdisciplinary efforts to respond to complex society issues like the achievement gap between student groups.
3. To foster and support research and service opportunities for faculty and both undergraduate and graduate students.

The Center for Rural Schools and Communities supports research on best practice for teaching and learning and delivery of human services to rural schools and communities.

The Center for Workforce Development

The Center for Workforce Development was established to create a research, education and training group that provides students and faculty with the opportunity to collaborate on research and development, education and training, and information and product dissemination. The objectives of the Center emphasize:

1. Research and Development—addressing the broad array of issues affecting the nature of the workforce and workplace settings.
2. Education and Training—addressing development and delivery of customized workforce education and training programs/courses in collaboration with agencies and organizations in the public and private sectors.
3. Information and Product Dissemination—addressing the need for dissemination of curriculum and instructional resources useful for promoting work-related education and training.

The Center for Workforce Development will serve as a broker in the exchange and sharing of information and higher education resources associated with the nature of the workplace and workforce. Further, the Center will act as a catalyst in bringing together leaders from business, research, education and government to interact and work together to formulate public policy associated with workforce development. For more information, visit the center's website: <http://ehs.siu.edu/WED/research/index.php>.

Center for Fisheries, Aquaculture, and Aquatic Sciences

Graduate research in fisheries, aquaculture, and aquatic ecology is conducted through the Center for Fisheries, Aquaculture, and Aquatic Sciences. Graduate study in fisheries, culminating in the Master of Science or Doctor of Philosophy degree, is offered in the Department of Zoology. In addition to a wide variety of support courses, ten fisheries courses are taught. Research activities include studies in fish management, fish genetics, aquatic toxicology, and aquaculture. Emphases include warm-water, coolwater, and coldwater fishes native to Illinois. There are also opportunities to work with exotic species of fishes and shellfishes, both freshwater and marine, particularly through the international fisheries program. Some of the areas of research stressed are trophic ecology, water quality, large river ecology, pond culture, tank culture, polyculture, culture system development, nutrition, fish physiology, fish genetics, utilization of nursery areas, ecology of larval fishes, age and growth studies, introduction of hybrid fish species, utilization of power plant cooling lakes, population dynamics, and aquatic toxicology. Facilities in the Center for Fisheries, Aquaculture, and Aquatic Sciences include offices, well equipped laboratories, a computing faculty, aquarium rooms, culture ponds, a greenhouse for hydroponic and recirculating water system studies and an 8,300 square-foot wet-laboratory building and a 90-pond research/demonstration facility. The web address for the Center for Fisheries, Aquaculture, and Aquatic Sciences is <http://fisheries.siu.edu/>. Phone number: 618-536-7761.

Global Media Research Center

The Global Media Research Center serves as an intellectual hub for research on international, national and local media involving the College of Mass Communication and Media Arts and University faculty and in partnership with colleagues and institutions around the world. Center-sponsored research produces a body of knowledge that expands and extends the critical dialogue surrounding issues of importance in global media studies.

The phrase "global media" designates not only the long-established profession of foreign news reporting, and international sales of television programs and recorded music. It also denotes the global advertising and public relations industries, world cinema, business telecommunications, and other worldwide applications of the internet, including those of arts, environmentalist, religious and other civic groups. Research in this field may address global media activities, engage in comparative media studies, investigate media responsibility and ethics, or explore the interface between media arts and research.

The Center builds upon SIU's long tradition of international academic exchange and takes it a step further by conducting a strong and innovative research program directed to the dynamic, complex field of global media communication. The Center orga-

nizes seminar programs with outside speakers as well as campus presentations by faculty and graduate students, which help create a steady momentum and alertness to new and unfolding issues. The Center also hosts visiting scholars and artists, arranges exchange programs for faculty and students, and engages in grant-sponsored research initiatives. For more information visit the Center's website <http://mcma.siu.edu/research-creative/gmrc/index.html>

The Materials Technology Center

The Materials Technology Center was established in 1983 as a result of a high-technology thrust by the state of Illinois. Charged with stimulating materials-related research on the campus of SIU, the center accomplishes this mission through initiating interdisciplinary research in the Colleges of Engineering and Science, disseminating results to researchers in academia, industry, and national laboratories, and organizing Materials seminars and discussion groups. The center encourages research in new areas by administering a competitive grant program that funds start-up projects for faculty entering new areas of materials research and provides technical, administrative and financial support to start-up and established research programs.

A historical strength of the center has been research in the area of carbon-carbon composites, but the center has expanded its leadership and expertise in carbon science to include studies in areas such as carbon nanotubes and development of carbon-material precursors. New areas of emphasis include Materials Design by Iterative Computation, Synthesis and Characterization, Sensors and Biosensors, and Energy Storage. Other research programs included catalysis, magnetic materials, materials for alternative and traditional energy, polymers, chemical vapor deposition and infiltration, and plasma induced deposition techniques. Under the guidance of established experts, students associated with MTC receive hands-on training and valuable experience. The total program of the center offers an opportunity for students at all levels of experience to train in the fields of Materials Science and Engineering. The web address for the Materials Technology Center is <http://mtc.siu.edu/>.

Meyers Institute for Interdisciplinary Research in Organic and Medicinal Chemistry

The Meyers Institute, founded in 2000 through an endowment provided by Dr. Cal Y. Meyers, Distinguished Professor Emeritus, advances knowledge in fundamental and applied organic and medicinal chemistry. Institute personnel include members of the College of Science, College of Agricultural Sciences, and School of Medicine, among others. In conjunction mainly with the Department of Chemistry, undergraduate and graduate students and postdoctoral fellows are afforded stipends to participate in advanced research projects. As part of its activities, the Institute hosts annual symposia. The Institute's web address is <http://www.chem.siu.edu/research/meyers-institute/index.php>.

Neuroscience Research Center

The mission of the Neuroscience Research Center (formerly the Center for Integrated Research in Cognitive & Neural Sciences) is to advance and disseminate knowledge in areas of Neuroscience and Cognitive Behavior. The Center currently has 47 SIU faculty affiliates from 15 different departments located on either the Carbondale or Springfield campuses. This diverse

group conducts a wide variety of nationally recognized research activities on topics including basic neural connectivity, ion channel physiology, studies of the mechanisms underlying the deleterious effects of brain injury and neurological diseases, and human behavior. A goal of the Center is to encourage the development of interdisciplinary research collaborations. Research opportunities for students are available at both undergraduate and graduate levels. For more information, visit the Center's website: <http://www.nrc.siu.edu>

The Paul Simon Public Policy Institute

The Paul Simon Public Policy Institute strives to make an impact on regional, state and national policy matters by addressing and calling attention to critical issues such as the need for greater ethics in government, engaging young people in citizenship and public service, and conducting polls to guide decision makers on key policy issues facing the state.

The Simon Institute enriches the educational atmosphere at SIU by bringing noted leaders in public policy, politics, journalism and other fields to campus for speeches, conferences, and informal events with students and faculty and by including students and faculty in its conferences, research and polling. The Institute's popular "Pizza and Politics" programs are geared to both undergraduate and graduate students of all majors to interact with Institute guests. Recent speakers have included the Assistant Majority Leader of the U.S. Senate, Dick Durbin (D-Ill.), U.S. Congressman John Shimkus (R-Illinois), Illinois Senate Minority Leader Christine Radogno (R-Lemont), and state and national political reporters.

The Simon Institute also administers a state government internship program for undergraduate students, hosts an annual statewide youth government day program at the state Capitol, holds a leadership day for southern Illinois high school students, and organizes a high school leadership retreat for African American males from the East St. Louis region. Paul Simon established the public policy institute in 1997 upon his retirement from more than 40 years in elected office. Simon was a state Representative, state Senator and Illinois Lieutenant Governor before being elected to five terms in the U.S. House of Representatives beginning in 1974 and then serving two terms as U.S. Senator. Additionally, he was a candidate for the Democratic nomination for President of the United States in 1988. He remains one of Illinois' most revered political leaders and enjoyed broad bipartisan support from voters most of his career.

Simon died in 2003. Mike Lawrence, who had been press secretary and senior adviser to Illinois Governor Jim Edgar in the 1990s was named director upon Simon's death. He retired in 2008. David Yepsen, a nationally recognized political columnist at the Des Moines Register for more than 30 years, was named director in 2009. Yepsen covered the Iowa caucuses dating back to the 1976 presidential race and is a frequent guest on national news shows. Like his predecessors, Yepsen teaches courses on journalism and political science as Institute director. Learn more at www.paulsimoninstitute.org.

Safety Center

The Safety Center was established in 1960 and is affiliated with the Department of Health Education and Recreation. The center's research activities, carried out by faculty, staff, and graduate students, focus on injury control and prevention and traffic

safety. The center also offers training programs in motorcycle rider safety, emergency/evasive driving/protective services, and child and occupant safety protection. It provides consulting services to business and agencies; holds short meetings, courses, seminars, and conferences on a wide range of injury prevention and health promotion topics. The center's programming and research activity can be viewed at the Department's Web page, <http://ehs.siu.edu/her/safety.php>.

STEM Education Research Center

With the approval of the Illinois Board of Higher Education, SIU and the College of Science have created a Research Center of Science, Technology, Engineering, and Mathematics (STEM) Education. The need for such a Center flows from critical issues that have emerged or are emerging in STEM education at the national, state, and local level.

At the national level, there is a clarion call for an increase in college graduates in STEM programs to address the critical need in the very industries that will be at the center of the continuing transformation of the world economy. National reports indicate the danger of the U.S. economy losing ground internationally unless our educational system becomes more effective at producing students interested in and capable of the rigors of the educational programs in the STEM disciplines. In addition, once these students enter university-level STEM programs, they must be greeted with effective state-of-the-art STEM content and pedagogy.

At the state and local level, one of the key components of an increase in the effectiveness of STEM education is the implementation of the Common Core State Standards (<http://www.corestandards.org/>) and the Next Generation Science Standards (NGSS; <http://www.nextgenscience.org/>) at the state level. While adopting these national standards is voluntary at the state level, Illinois has agreed to implement the Common Core and is an active lead state partner in the NGSS efforts. The implications of these decisions are just beginning to emerge and will completely transform the content and pedagogy employed in K-12 classrooms across the state. In addition, new high-stakes assessments (PARCC) have been prepared that have replaced the Prairie State Exam at the high school level. As the state research University in the Southern Illinois region, SIU has an obligation to provide as much support as possible during this important transition period to our local school districts.

The structure and programs of the STEM Education Research Center will correspond to the primary areas of interest: K-12 STEM education, undergraduate STEM education, and graduate STEM education. As indicated above, K-12 STEM education is in a period of rapid transformation. One area of emphasis of the Center will be coordination of the existing programs already implemented at SIU, many of which reside in the College of Science.

STEM education at the undergraduate level is under increasing scrutiny. From finding ways to improve success rates in lower-level undergraduate STEM classes to identifying new and innovative ways to deliver undergraduate STEM content in our courses, our programs are undergoing rapid change. SIU must continue to ensure that the content and structure of undergraduate STEM courses provide the optimal preparation either for graduate school or for our students' chosen profes-

sions. In support of our undergraduates, the Center will be the natural leader in developing internship opportunities. One important collection of current programs that will be natural candidates for continued research will be the research experience for undergraduates (REU) programs that exist in the STEM disciplines.

Graduate STEM education must also stay current with the massive technological changes that are affecting our entire educational system. While the advisor-student mentorship which is at the heart of graduate education will almost certainly be preserved, the optimal uses of technology should be explored, and this will also be included under the umbrella of research programs at the STEM Education Research Center.

Cooperative Wildlife Research Laboratory

Since its founding in 1950, the Laboratory has achieved a distinguished record training graduate students in basic and applied principles of vertebrate ecology and wildlife biology. It is a comprehensive program that is recognized among the premier wildlife research units in the nation. Independent, cooperative, and collaborative research supported by industry, foundations, and state and federal agencies lead to better understanding and management of natural resources. Areas of acknowledged laboratory expertise include the biology and ecology of a variety of terrestrial wildlife species; land-use impact on wildlife resources; wildlife and environmental toxicology; waterfowl/wetland ecology; thermal ecology; and the epizootiology of zoonotic and other diseases in wildlife. The laboratory has pioneered in the reclamation and enhancement of mined lands for the benefit of various resources; and current efforts provide unique research and training opportunities. More than 30 projects directed by laboratory staff currently afford broad and varied research opportunities to graduate fellows and research assistants, as well as undergraduate students. These activities exceed \$1,000,000 each year in contracts and grants, resulting in significant contribution to academic needs of students and staff and requests for service by state, federal, and private agencies. The web address for the Cooperative Wildlife Research Laboratory is <http://wildlife.siu.edu/>.

Research Support Facilities

The services of several centralized research support facilities are available to faculty, staff, and students at minimal cost. IMAGE (Integrated Microscopy and Graphics Expertise) provides training, technical service, and research in electron, atomic-force, and light microscopy (www.image.siu.edu). It also offers technical assistance to those in need of scientific photography or computer-graphics illustration as part of their research. The Mass Spectrometry Facility (housed within the Chemistry Department but available to researchers across campus) has a variety of instruments and offers qualitative and quantitative analysis services (www.mass-spec.siu.edu). The Laboratory Animal Program, a fully accredited facility, is directed by a veterinarian with specialty training in laboratory animal medicine to ensure proper and humane care of research animals (www.iacuc.siu.edu). The Central Research Shop designs and constructs laboratory equipment for special research requirements (<http://ospa.siu.edu/resources/central-research-shop.html>)

Office of Sponsored Projects Administration

The Office of Sponsored Projects Administration (OSPA) offers a number of services for faculty, staff, and students who wish to submit grant applications to funding agencies. Graduate students seeking funding for their research projects (dissertation support, research fellowships, travel grants, etc.) should start with OSPA's website <http://ospa.siu.edu/>, which offers access to searchable grants database (Grant Forward), links to funding agencies, and much other grant-related material. OSPA offers grant-writing workshops and can provide advice to graduate students seeking grants to support their scholarly activities. For this and other information specific to graduate students, visit <http://ospa.siu.edu/student-research/index.html>.

Many of the necessary forms and data required to complete grant proposals are easily available on the website. OSPA staff is available for assistance in proposal preparation. OSPA also works with faculty and student researchers in negotiating grant/contract award agreements, processing awards, and handling invention disclosures.

One of OSPA's responsibilities is to ensure that research conducted at SIU complies with all applicable federal and funding-agency regulations. Funded or unfunded research that will involve any of the following must have institutional approval before the research project begins: human subjects (including administering questionnaires, conducting interviews, or accessing confidential databases), research animals, radiological materials, hazardous biological materials, recombinant DNA, or hazardous waste. Students should contact OSPA (453-4533) or their graduate advisor for guidance. (See related information in section on Student Responsibility elsewhere in this chapter.)

Accreditations

The Graduate School, as a part of SIU, is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Web address: <http://www.ncahlc.org/>.

Other accreditations and affiliations include:

AABI Aviation Accreditation Board International
3410 Skyway Drive
Auburn, AL 36830
Telephone: (334) 844-2431
www.aabi.aero/programs.html

AACSB International—The Association to Advance
Collegiate Schools of Business
777 S. Harbour Island Blvd., Suite 750
Tampa, FL 33602-5730
Telephone: (813) 769-6512
www.aacsb.edu/

Accreditation Association for Ambulatory Health Care, Inc.
5250 Old Orchard Road, Suite 200
Skokie, IL 60077
Telephone: (847) 853-6060
www.aaahc.org

ABET, Inc.
415 N. Charles Street
Baltimore, MD 21202-4012
Telephone: (410) 347-7700
www.abet.org/

Accreditation Commission for Programs in Hospitality
Administration (ACPHA)
211 Tred Avon Street
P.O. Box 400
Oxford, MD 21654
Telephone: (410) 226-5527
www.acpha-cahm.org/

Accreditation Council for Education in
Nutrition and Dietetics (ACEND)
120 South Riverside Plaza, Suite 2000
Chicago, IL 60605-6995
Telephone: (312) 899-0040 ext. 5400
www.eatright.org/acend/

Accreditation Review Commission on Education for the
Physician Assistant (ARC-PA)
12000 Findley Road, Suite 150
Johns Creek, GA 30097
Telephone: (770) 476-1224
www.arc-pa.org/

Accrediting Council on Education in Journalism and
Mass Communications
School of Journalism
University of Kansas
1435 Jayhawk Blvd./ Stauffer-Flint Hall
Lawrence, KS 66045
Telephone: (785) 864-3973
www2.ku.edu/~acejmc/

American Association of Museums (AAM)
1575 Eye Street, Suite 400
Washington, DC 20005
Telephone: (202) 289-9116
www.aam-us.org/

American Bar Association, Section of Legal Ed and
Admissions to the Bar, Office of the Consultant on Legal Ed
321 North Clark Street, 21st Floor
Chicago, IL 60654
Telephone: (312) 988-6738
www.americanbar.org

American Bar Association Standing Committee on Paralegals
321 N. Clark Street
Chicago, IL 60654
Telephone: (312) 988-5617
www.americanbar.org/groups/paralegals.html

American Board of Funeral Service Education
3414 Ashland Avenue, Suite G
St. Joseph, MO 64506
Telephone: (816) 233-3747
www.abfse.org/

American Camp Association, Illinois Section
5 S. Wabash Street, Suite 1406
Chicago, IL 60603
Telephone: (312) 332-0833
www.acail.org/

American Chemistry Society
1155 16th Street
Washington, DC 20036
Telephone: (202) 872-4600
www.acs.org

American Psychological Association
Committee on Accreditation
Office of Program Consultation and Accreditation
750 First Street, N.E.
Washington, D.C. 20002-4242
Telephone: (202) 336-5979
www.apa.org/ed/accreditation/

Association of American Law Schools (AALS)
1614 20th Street
Washington, DC 20036-2717
Telephone: (202) 296-8851
www.aals.org/

Association for Assessment and Accreditation of Laboratory
Animal Care International (AAALAC)
5283 Corporate Dr., Suite 203
Frederick, MD 21703
Telephone: (301) 696-9626
www.aaalac.org/

Association for Behavior Analysis International (ABAI)
550 W. Centre Avenue
Portage, MI 49024
Telephone: (269) 492-9310
www.abainternational.org/

The Association of Technology Management and Applied Engineering (ATMAE)
1390 Eisenhower Place
Ann Arbor, MI 48108
Telephone: (734) 677-0720
www.atmae.org

Clinical Lab Improvement Amendment (CLIA) Illinois
Department of Public Health-Health Care Facilities and Programs
233 N. Michigan Avenue, Suite 600
Chicago, IL 60601
Telephone: (312) 886-6432
www.cms.hhs.gov/clia/

Commission on Office Laboratory Accreditation (COLA)
Reference ID #5438 #0455
9881 Broken Land Parkway, Suite 200
Columbia, MD 21046
Telephone: (800) 981-9883
www.cola.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
Telephone: (727) 210-2350
www.caahep.org/

Commission on Accreditation in Physical Therapy Education (CAPTE)
1111 N. Fairfax Street
Alexandria, VA 22314-1488
Telephone: (703) 684-2782
www.apta.org

Commission on Accreditation of Rehabilitation Facilities (CARF)
6951 East Southpoint Road
Tucson, AZ 85756-
Telephone: (520) 325-1044 or (888) 281-6531
www.carf.org/

Commission on Dental Accreditation of the American Dental Association
211 E. Chicago Avenue, Suite 1900
Chicago, IL 60611-2678
Telephone: (312) 440-4653
www.ada.org/

Commission on English Language Program Accreditation (CEA)
801 North Fairfax Street Suite 402A
Alexandria, VA 22314
Telephone: (703) 519-2070
http://www.cea-accredit.org/

Council for Accreditation of Counseling and Related Educational Programs (CACREP)
1001 N. Fairfax, Suite 510
Alexandria, VA 22314
Telephone: (703) 535-5990
www.cacrep.org/

Council for the Accreditation of Educator Preparation (CAEP)
2010 Massachusetts Avenue, Suite 500
Washington, DC 20036-1023
Telephone: (202) 223-0077
www.ncate.org/

Council for Interior Design Accreditation (CIDA)
206 Grandville Avenue, Suite 350
Grand Rapids, MI 49503-4014
Telephone: (616) 458-0400
www.accredit-id.org

Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA)
2200 Research Boulevard
Rockville, MD 20850-3289
Telephone: (301) 296-5781
www.asha.org

Council on Education for Public Health (CEHP)
1010 Wayne Avenue, Suite 220
Silver Springs, MD 20910
Telephone: (202) 789-1050
www.ceph.org/

Council on Rehabilitation Education (CORE)
1699 E. Woodfield Road, Suite 300
Schaumburg, IL 60173
Telephone: (847) 944-1345
www.core-rehab.org/

Council on Social Work Education
1701 Duke Street, Suite 200
Alexandria, VA 22314
Telephone: (703) 683-8080
www.cswe.org/

Federal Aviation Administration
Flight Standards District Office
1250 North Airport Drive, Suite 1
Springfield, IL 62707-8417
Telephone: (217) 744-1910
www.faa.gov/fsdo/spi

(The) Higher Learning Commission of North Central Association of Colleges and Schools
230 S. Lasalle Street, Suite 7-500
Chicago, IL 60604-1411
Telephone: (312) 263-0456 or (800) 621-7440
www.ncahlc.org

Illinois Certification Board d/b/a
Alcohol and Other Drug Abuse Professional Certification Association, Inc. (IAODAPCA)
401 E. Sangamon Avenue
Springfield, IL 62702
Telephone: (217) 698-8110
www.iaodapca.org/

International Association of Counseling Services
 101 S. Whiting Street, Suite 211
 Alexandria, VA 22304
 Telephone: (703) 823-9840
www.iacsinc.org/

International Fire Service Accreditation Congress
 Oklahoma State University
 1812 Tyler Avenue
 Stillwater, OK 74078-8075
 Telephone: (405) 744-8303
<http://www.ifsac.org/>

Joint Review Committee on Education in Radiologic
 Technology (JRCERT)
 20 N. Wacker Drive, Suite 2850
 Chicago, IL 60606-3182
 Telephone: (312) 704-5300
<http://www.jrcert.org>

Liaison Committee on Medical Education (LCME)
 American Medical Association (AMA) LCME Secretariat
 330 N. Wabash Avenue, Suite 39300
 Chicago, IL 60654
 Telephone: (312) 464-4933
www.lcme.org/

National Architectural Accrediting Board, Inc. (NAAB)
 1101 Connecticut Avenue NW, Suite 410
 Washington, DC 20006
 Telephone: (202) 783-2007
www.naab.org

National Association for the Education of Young Children
 (NAEYC)
 1313 L Street, NW, Suite 500
 Washington, DC 20005
 Telephone: (800) 424-2460 ext. 11318
www.naeyc.org/

National Association of Schools of Art and Design (NASAD)
 11250 Roger Bacon Drive, Suite 21
 Reston, VA 20190
 Telephone: (703) 437-0700 ext. 12
www.arts-accredit.org/

National Association of Schools of Music
 11250 Roger Bacon Drive, Suite 21
 Reston, VA 20190
 Telephone: (703) 437-0700 ext. 10
www.arts-accredit.org/

National Association of Schools of Public Affairs and
 Administration
 1029 Vermont Avenue NW, Suite 1100
 Washington, DC 20005
 Telephone: (202) 628-8965 ext. 103
www.naspaa.org/

National Association of Schools of Theatre (NAST)
 11250 Roger Bacon Drive, Suite 21
 Reston, VA 20190
 Telephone: (703) 437-0700 ext. 10
www.arts-accredit.org/

National Automotive Technicians Education Foundation
 101 Blue Seal Drive, SE, Suite 101
 Leesburg, VA 20175
 Telephone: (703) 669-6650
www.natef.org/

Society of American Foresters (SAF)
 5400 Grosvenor Lane
 Bethesda, MD 20814-2198
 Telephone: (301) 897-8720 ext. 240
www.safnet.org/

Associations

CONSORTIUM FOR ADVANCED RADIATION SOURCES

The University is a member of the Consortium for Advanced Radiation Sources (CARS), a research consortium composed of Northern Illinois University, the University of Illinois at Chicago, the University of Chicago, Southern Illinois University Carbondale, and the Australian Nuclear Science and Technology Organization. Membership with CARS provides access to the facilities being developed at the Advanced Photon Source sited in Illinois and facilities at other federal laboratories.

COUNCIL OF GRADUATE SCHOOLS OF THE UNITED STATES AND CANADA

The University is a regular member of the Council of Graduate Schools (CGS) of the United States and Canada. CGS was established to provide graduate schools with both a comprehensive and widely representative organization through which they can counsel and act together. Web address: www.cgsnet.org.

COUNCIL ON RESEARCH POLICY AND GRADUATE EDUCATION (CRPGE) IN THE ASSOCIATION OF PUBLIC AND LAND-GRANT UNIVERSITIES (APLU)

The Graduate School is an active member of this major research and graduate educational council of the largest association of public research universities in the United States. Web address: www.aplu.org.

OAK RIDGE ASSOCIATED UNIVERSITIES

Since 1980, students and faculty of Southern Illinois University Carbondale have benefited from its membership in Oak Ridge Associated Universities (ORAU). ORAU is a consortium of 98 colleges and universities and a contractor for the U.S. Department of Energy (DOE) located in Oak Ridge, Tennessee. ORAU works with its member institutions to help their students and faculty gain access to federal research facilities throughout the country; to keep its members informed about opportunities for fellowship, scholarship, and research appointments; and to organize research alliances among its members.

Through the Oak Ridge Institute for Science and Education (ORISE), the DOE facility that ORAU operates, undergraduates, graduates, postgraduates, as well as faculty enjoy access to a multitude of opportunities for study and research. Students can participate in programs covering a wide variety of disciplines including business, earth sciences, epidemiology, engineering, physics, geological sciences, pharmacology, ocean sciences, biomedical sciences, nuclear chemistry, and mathematics. Appointment and program length range from one month to four years. Many of these programs are especially designed to increase the numbers of underrepresented minority students pursuing degrees in science- and engineering-related disciplines. A comprehensive listing of these programs and other opportunities, their disciplines, and details on locations and benefits can be found in the ORISE Catalog of Education and Training Programs, which is available at <http://see.orau.org>, or by calling either of the contacts below.

ORAU's Office of Partnership Development seeks opportunities for partnerships and alliances among ORAU's members, private industry, and major federal facilities. Activities include

faculty development programs, such as the Ralph E. Powe Junior Faculty Enhancement Awards, the Visiting Industrial Scholars Program, consortium research funding initiatives, faculty research, and support programs as well as services to chief research officers.

For more information about ORAU and its programs, contact James E. Garvey, Interim Vice Chancellor for Research, ORAU Councilor for Southern Illinois University Carbondale, at 618-453-4551; Monnie E. Champion, ORAU Corporate Secretary, at 865-576-3306; or visit the ORAU Home Page at <http://www.orau.gov>.

THE SCIENCE COALITION

The Science Coalition is a nonprofit, nonpartisan organization of more than 50 of the nation's leading public and private research universities. It is dedicated to sustaining the federal government's investment in basic scientific research as a means to stimulate the economy, spur innovation and drive America's global competitiveness. Web address: www.sciencecoalition.org.

Facilities and Services

University Career Services

Career Services offers a wide variety of services to graduate students and alumni. From helping students research careers in their field of study to helping them connect with potential employers, Career Services is here to assist graduate students with their career and professional development needs. Services included: career research, resume critiques, curriculum vitae critiques, cover letter critiques, research and teaching statement reviews, mock interviews, salary negotiation, career fairs, on-campus interviews. Check out the services and resources online at careerservices.siu.edu or visit us in the Student Services Building, Suite 179. Appointments can be scheduled by calling University Career Services at (618) 453-2391.

University Housing

Many SIU Carbondale graduate students live on campus. Our on-campus apartments and residence halls offer professional, live-in staff; convenient locations; 24-hour emergency maintenance; air-conditioning and laundry facilities.

Apartments

FAMILY & GRADUATE HOUSING

Evergreen Terrace Apartments offers two- and three-bedroom unfurnished apartments. Water and trash are included and a computer lab is located on site. Programs and activities for adults and children are available.

ELIGIBILITY: SIU Carbondale students with up to four children, married students, domestic partner students and single graduate students. Subtenants may be considered for single graduate students.

UNDERGRADUATE & GRADUATE HOUSING

Wall & Grand Apartments offer two- and four bedroom fully-furnished, all-inclusive. Each apartment houses four students and includes all utilities, cable and wireless Internet, a complete kitchen and washer/dryer in each unit. Accessible and co-ed apartments are available

ELIGIBILITY: Single SIU Carbondale sophomore, junior, senior and graduate students of any age and freshmen age 21 and older.

GRADUATE HOUSING

Elizabeth Apartments offer furnished efficiency apartments. All utilities are included.

ELIGIBILITY: SIU Carbondale single graduate students.

Residence Halls

Single graduate students may live in an East Campus or West Campus resident hall. The traditional residence hall contract includes a dining plan, all utilities, air-conditioning, wireless Internet and cable television. Designated junior/senior housing is available on East Campus.

Contracts & Applications

Students may apply online for an apartment or contract online for a residence hall once they are admitted to SIU Carbondale. More information, including applications and contracts, is online at housing.siu.edu. Direct questions to the University Housing Contracts Office at (618) 453-2301 or housing@siu.edu.

Parking On Campus

Graduate students parking a motor vehicle on campus must display a valid and appropriate parking permit obtained from the Parking Division. The Parking Division of the Department of Public Safety assists students with parking on campus by issuing a parking decal or a temporary parking permit for individuals with short-term parking needs. Parking regulations are enforced twenty-four hours a day, seven days a week and can be reviewed at our website. Applications for parking privileges can be completed online at <http://www.parking.siu.edu>. The type of decal an applicant is eligible to receive and the date of purchase determines decal cost. Graduate students with an assistantship do not qualify for faculty/staff decals.

The Parking Division office is open 7:30 a.m - 4:30 p.m. Monday through Friday. After hours, please contact the SIU Police Department for parking guidance at (618) 453-3771.

Please visit the Department of Public Safety website at <http://www.parking.siu.edu> for additional parking information and policies or contact us at (618) 453-5369 or parkingdiv@dps.siu.edu.

Center for International Education

The office of the director for Center for International Education (CIE) is responsible for developing and supporting faculty, staff, and students in international education. The office administers International Development, Study Abroad, International Students and Scholars, and International Undergraduate Admissions.

Primary goals include increasing the numbers of externally funded grants and contracts in the international arena for SIU; increasing international enrollment, serving international students, and providing international opportunities for faculty and students. Units of CIE are located in the Northwest Annex B. The web address is www.cie.siu.edu.

International Development

The Office of International Development provides university-wide leadership, coordination, and support for a variety of international activities. These activities include research and dissemination of information on external funding opportunities, development and administration of grants and contracts, maintenance of an international projects database, administration of international linkage agreements, coordination of Women and International Development activities, sponsorship of international forums, administrative support for international alumni, international student recruitment, and assistance with international visitors and protocol. A major focus of office activity is to assist faculty with grant proposals, training contracts, and related activities of an international nature.

The Office of International Development is located on the second floor of Northwest Annex, B wing (618-453-3070). Additional information can be obtained from the office Internet page www.cie.siu.edu/.

International Students and Scholars

The International Students and Scholars division provides comprehensive programs and services for international students and scholars from prearrival correspondence to post-graduate concerns. These programs and services include processing of

undergraduate admission applications, serving as liaison with foreign governments and sponsoring agencies, providing certification for foreign currency exchange, and other needs. This office has been designated by the U.S. Citizenship and Immigration Services (USCIS) as having the official responsibility for interpretation and adherence to USCIS laws and regulations as they apply to non-immigrant students and faculty. Also designated responsible officers administer proper compliance with the Exchange Visitor Program for the University. Assistance with USCIS regulations, forms, and procedures is provided to all non-immigrants related to University and broader community affairs.

Integral educative services include orientation programs, arrival and housing assistance, personal counseling and referral, a *Handbook for International Students and Faculty*, a newsletter (The International Dateline), advisement of international student associations, and a re-entry workshop for internationals going home.

Special programs which promote an international dimension of cross-cultural exchange to the broader community are provided. An annual International Festival and various national day celebrations are held. The Community Programs subdivision in cooperation with the International Friends Club coordinates a Host Family Program, International Speakers' Bureau, English in Action, Language Exchange, American and International Cooking Exchange, an International Spouses Group, and a Loan Closet.

The International Students and Scholars division is located on the first floor of Northwest Annex B (618-453-5774). The web address for the office is www.cie.siu.edu/ISS.

Study Abroad Programs

Study Abroad Programs coordinates overseas services for American students, including international grant programs, exchanges, and study abroad programs. It is the central referral point for information on the student Fulbright program and on the British Marshall, National Security Education Program, and Rhodes scholarships. Graduate students may also participate in inter-university international exchange programs and in travel/study programs offered during the summer and intercession periods under the auspices of this division.

Study Abroad Programs is located on the second floor of the Northwest Annex B (618-453-7670).

The web address for the office is: www.cie.siu.edu/SA.

Economic and Regional Development

The University established the Office of Economic and Regional Development (OERD) in 1986 as a means to improve the quality of life and economic climate in southern Illinois. OERD's mission is to establish and support an environment to foster innovation, commercialize University discoveries, and advance entrepreneurship and economic development within SIU and throughout the region. Located in SIU Research Park south of campus across from Saluki Football Stadium, OERD administers the Illinois Small Business Development Center at SIU, International Trade Center, Illinois Manufacturing Excellence Center, The Small Business Incubator Programs including the Saluki Innovation Lab and Saluki Ventures, Community Development and Outreach, Business Innovation and Research, and

SIU Research Park. Additionally, the department manages several other regional projects and training programs to support entrepreneurs, inventors, and regional community partners. Individuals or businesses may rent space in the Dunn-Richmond Economic Development Center for meetings, conferences or receptions. Space may also be leased within the Research Park for new business start-up or existing business expansion. For more information about OERD's programs and services, access our website at www.econdiv.com.

Student Health Services

Student Health Services is AAAHC accredited and is one of the largest and most comprehensive health centers in the nation. We serve as a medical facility and health information resource for a richly diverse campus community, supporting students in the achievement of their academic goals and personal development through the creation of a healthy campus. For more information, call 618-453-3311 or visit our website at www.shc.siu.edu.

OUR SERVICES INCLUDE:

Saluki Health Web Portal

From the Student Health Services' website, students can access the Saluki Health Web Portal with their SIU Network ID and Password. In the secure portal, students have many options including: make, view, and cancel appointments, send secure messages to the e-nurse, complete required forms, request a prescription refill. Go to our website at www.shc.siu.edu for more information.

Medical Clinic

Medical problems may interfere with your ability to succeed academically. Our Medical Clinic offers diagnostic services including lab and x-ray, treatment, and follow-up care. The Medical Clinic is known for delivering exceptional and responsive care. In most instances, students with an urgent medical need may be seen the same day they call for an appointment. Students may schedule an appointment by accessing the Saluki Health Web Portal anytime (www.shc.siu.edu) Monday–Friday 8:00 am - 4:30 pm.

Wellness and Health Promotion Services (WHPS)

WHPS provides current and accurate health information about important lifestyle decisions. Our professional staff provides resources and programs in nutrition, sexual health, stress management, alcohol and other drug use, and other areas of wellness that impact student success. For more information, call 618-536-4441.

Counseling and Psychological Services (CAPS)

College is a time of change, transition and growth. At times, students find it useful to seek the assistance of a caring professional. Each year 1 out of 10 SIU Carbondale students seek services at CAPS. Counseling and Psychological Services provides crisis walk-in counseling, group, individual, and couples counseling to SIU Carbondale students. Our staff of professional psychologists and counselors is trained to help you discover ways to cope more effectively with problems in day-to-day living. The staff has a commitment to meet the needs of individuals from diverse backgrounds including differences of culture, race, gender, sexual orientation, ability, and religion/spirituality. CAPS is located in the Student Health Center on the sec-

ond floor, Room 253. For more information call 618-453-5371 or visit our website www.shc.siu.edu.

Sports Medicine & Physical Therapy

We offer a comprehensive approach towards the evaluation and treatment of activity-related injuries and physical impairments. After evaluation, recommendations are made which may include a supervised rehabilitation/treatment plan, a self-care plan or referral to a physician. Our therapy pool provides patients an aquatic environment to facilitate the rehabilitation process. Call 618-453-1292 for an appointment.

Psychiatry

Students can experience psychiatric difficulties which interfere with their academic and personal lives. The Psychiatric Clinic is staffed with a psychiatrist and psychiatric nurse who work closely with the psychologists and mental health professionals at the Counseling Center. Services include psychiatric evaluation and medication management. Call 618-453-4346 for an appointment.

Student Dental Service

Good oral care is one of the easiest ways to positively impact your overall health. We offer emergency, routine and preventive dental care for students. Routine dental services are provided on a fee-for-service basis. For an appointment or more information, call 618-536-2421.

Pharmacy

We have a full service pharmacy. You may fill prescriptions at our pharmacy from any licensed physician. In addition to prescriptions, the pharmacy has a selection of over-the-counter items available for purchase. You may purchase all pharmacy items with normal payment methods or by charging it to your Bursar account or Debit Dawg. Private insurance and Medicaid cards are not accepted. For pharmacy information, call 618-453-4417.

Insurance Benefits

The Student Medical Insurance Plan provides health insurance coverage that complements the on-campus primary care services with benefits for off-campus services such as hospitalization, surgery and specialty care. Most students are automatically enrolled in the Student Medical Insurance Plan as a condition of SIU Carbondale enrollment. Students with other health insurance coverage may be eligible for a refund of a portion of this fee. For more information go to our website at www.shc.siu.edu or call 618-453-4413.

Immunization Compliance

Illinois law requires that all students born after January 1, 1957, provide documentation for two (2) vaccinations against Measles, Mumps, & Rubella (MMR) after the age of one (1), and Tetanus Diphtheria (Td, Tdap, Dt, DPT) within the last 10 years. All international students, regardless of date of birth, must also complete a tuberculosis screening at the Student Health Center and provide documentation of a total of three Tetanus Diphtheria vaccinations, one of which is within the last 10 years. Elective immunizations such as Meningitis, Hepatitis, Flu and travel vaccinations are recommended and available but not required. Call 618-453-4326 for more information.

For after hours emergencies, call 911 or go to the emergency room. Your Student Medical Insurance will not cover non-emergent ER visits.

Student Health Services

374 E. Grand Avenue
Mail Code 6740
Carbondale, IL 62901
Ph: 618-453-3311
Fax: 618-453-4449
Email: shcinfo@siu.edu
www.shc.siu.edu

Disability Support Services

The University is committed to making all services, programs, and activities equally accessible to students with disabilities in integrated settings. Disability Support Services (DSS) provides federally mandated academic and programmatic support services to students with disabilities. DSS provides note takers, sign language interpreters, speech to text, adapted testing, adapted textbooks and course materials, and other services to qualified students with disabilities. Other disability services are located throughout the University in integrated settings. DSS provides centralized coordination and referral.

In order to utilize DSS services, students generally come to the DSS office to open cases. These transactions involve interviews, reviewing student-supplied documentation, and completing Accommodation Forms.

Documentation of disabilities should specify particular disabilities, be generated by appropriate professionals (medical doctors, psychologists, psychiatrists, etc.), and be reasonably current. Ideally, there should be recommendations for particular accommodations.

Students are responsible for identifying themselves to DSS, for providing documentation, and for requesting accommodations.

DSS staff tries to be available on a walk-in basis, but students may ensure prompt attention by calling ahead for appointments.

DSS can be reached at: Voice (618) 453-5738; TDD (618) 453-2293, or FAX (618) 453-5700. E-mail: dsssiu@siu.edu. Visit the office website at <http://disabilityservices.siu.edu/>, or come by the office in Woody Hall B150.

Center for English as a Second Language

The Center for English as a Second Language (CESL) is a unit of the Department of Linguistics on the campus of Southern Illinois University Carbondale and is staffed by members of the University faculty. The intensive English language program at CESL is open to prospective University undergraduate and graduate students, professionals and others wanting to learn English as a second language.

Graduate students who complete or place out of the highest intensive level may enroll in a special Graduate Student English course specifically designed to prepare them for graduate studies. Activities involving oral reports, research papers, critical reviews, and specialized readings associated with the individual student's major field of study are included.

International *Graduate Teaching Assistants* recommended by their departments may take a specialized course of instruction for prospective teachers. This course includes oral language, aspects of culture that affect the classroom and teaching strategies. Mini-lessons delivered by ITAs are recorded and

critiqued with a view toward improving the teacher's delivery in the English language.

Conditional admissions for English language proficiency are available only with departmental approval. For the English language proficiency requirement to be met, students must successfully complete and pass Graduate School English (GSE) AND submit a minimum TOEFL score as required by the student's individual department. All admissions requirements will be reflected on students' admission letters.

The CESL office is in Faner 3242, 618-453-2265. The CESL web address is <http://www.cesl.siu.edu/>.

Policy Accommodating Religious Observances of Students

Admissions/Registration

The University's admissions process provides ample opportunity for admission and registration activities without conflicting with religious holidays and observances. However, students may receive another appointment when an appointment for admission counseling, or an appointment for academic advising, or an appointment for registration for classes falls on a date or at a time that would conflict with the student's observances of major religious holidays. The individual student must notify in writing the appropriate admissions officer or academic adviser of the conflict with the student's observance of the religious holiday. That notification shall be made immediately after the student's receipt of the appointment or at least five work days prior to the appointment time, whichever is later.

Class Attendance

Students absent from classes because of observances of major religious holidays will be excused. Students *must notify the instructor at least three regular class periods in advance of an absence from class for a religious holiday* and must take the responsibility for making up work missed.

Examinations

Instructors are requested not to schedule class examinations on dates that would conflict with major religious holidays. In the event an examination must be scheduled on a date that conflicts with a student's required observance of a religious holiday, the student should be given reasonable opportunity to make up the examination. It is the student's responsibility to notify the instructor of the class when the examination will be missed. That notification must occur at least three regular class meeting periods in advance of the absence or at the time the announcement of the examination is made, whichever is later.

Grievance Procedure

A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices may petition in writing as follows:

Cases involving class attendance or class examinations that are unresolved at the class instructor level may be appealed by the student by filing a petition in writing, within thirty (30) calendar days of the incident being appealed, to the chair or coordinator of the department or program in which the course is offered. In the event the case is not resolved to the student's satisfaction at the department/program level within five (5) working days after the chair's receipt of the petition, the student

may petition in writing to the dean of the school or college to which that teaching department or program reports. The student's petition to the school or college level must be filed with the dean within five (5) working days of the decision at the department level. Should the case not be resolved to the student's satisfaction at the school or college level within five (5) working days of the petition filing at that level, the student may petition the Provost. If the student is still not satisfied at that level within the five (5) working day time period, he or she may petition to the Chancellor within another five (5) working days. Decisions of the Chancellor may be appealed to the President, and to the Board of Trustees if necessary, in accordance with Bylaws of the Board of Trustees.

In cases involving admissions, *the grievance process should follow the time frames described above*, with the initial petition being filed with the Graduate School Dean, which is the only filing point prior to the Provost.

