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SIUE

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**SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE**

**GRADUATE CATALOG 2003-2005**

**SIUE**

Southern Illinois University Edwardsville/Vol. 33, No.4,  
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Visit the Graduate School and the Graduate Catalog on the  
web at [www.siu.edu/GRADUATE](http://www.siu.edu/GRADUATE).

## **THIS ISSUE**

of the Southern Illinois University Graduate Catalog covers in detail questions concerning the Graduate School and applies to Southern Illinois University Edwardsville. It supersedes Volume 31, Number 4 of the Southern Illinois University Edwardsville Graduate Catalog. The following publications can be obtained free from the SIUE website at [www.siu.edu](http://www.siu.edu) and from the Office of Admissions and Records, Southern Illinois University Edwardsville, Edwardsville, Illinois 62026-1085.

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

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

The Graduate Catalog can be accessed on the Graduate School website at, purchased for \$3.00 at the University Center Book Store in the Morris University Center, or obtained through Academic Marketing, Southern Illinois University Edwardsville, Edwardsville, Illinois 62026-1083.

This publication is not a contract or offer to contract. The Board of Trustees, University executive officers, and their agents reserve the right to change information contained herein without notice when circumstances warrant such action.

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## **ACCREDITATION**

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

Many of the University's graduate programs, departments, and

schools are accredited by professional agencies, including the following:

American Art Therapy Association

Association to Advance Collegiate Schools of Business

Commission on Collegiate Nursing Education

Council of Academic Accreditation in Audiology and Speech-Language Pathology

Council on Social Work Education

Council on Accreditation of Nurse Anesthesia Educational Programs

International Association for Management Education

National Association of School Psychologists

National Association of Schools of Music

National Association of Schools of Public Affairs and Administration

National Council for Accreditation of Teacher Education

National League for Nursing

#### **ACADEMIC CALENDAR**

Fall 2003

August 25 - Fall classes begin

September 1 - Labor Day - No classes

September 6 - Weekend classes begin

November 24-30 - Thanksgiving break - no classes

December 13-19 - Final exams

December 20 - Commencement

Note: No weekend classes August 30-31, October 11-12, and November 29-30. Final exams for weekend classes are scheduled for December 13.

Spring 2004

January 12 - Spring classes begin

January 17 - Weekend classes begin

January 19 - Martin Luther King Day - no classes

March 8-14 - Spring Break - no classes

May 1-7 - Final exams

May 8 - Commencement

Note: No weekend classes February 7-8, March 19-14, and April 10-11. Final exams for weekend classes are scheduled for May 1.

Summer 2004

May 24 - Summer classes begin

May 31 - Memorial Day - no classes

June 5 - Weekend classes begin

July 5 - Independence Day - no classes

August 2-7 - Final exams

August 7 - Commencement

Note: No weekend classes May 29-30 and July 3-4. Final exams for weekend classes are scheduled for August 7 following the final class session.

Fall 2004

August 23 - Fall classes begin

August 28 - Weekend classes begin

September 6 - Labor Day - no classes

November 22-28 - Thanksgiving Break - no classes

December 11-17 - Final exams

December 18 - Commencement

Note: No weekend classes September 4-5, October 9-10, and November 27-28. Final exams for weekend classes are scheduled for December 11.

Spring 2005

January 10 - Spring classes begin

January 15 - Weekend classes begin

January 17 - Martin Luther King Day - no classes

March 7-13 - Spring break - no classes

April 30 - May 6 - Final exams

May 7 - Commencement

Note: No weekend classes February 12-13, March 12-13, and March 26-27. Final exams for weekend classes are scheduled for May 7.

Summer 2005

May 23 - Summer classes begin

May 30 - Memorial Day - no classes

June 4 - Weekend classes begin

July 4 - Independence Day - no classes

August 1-6 - Final exams

August 6 - Commencement

Note: No weekend classes May 28-29 and July 2-3. Final exams for weekend classes are scheduled for August 6 following the final class session.—

Fall 2005

August 22 - Fall classes begin

August 27 - Weekend classes begin

September 5 - Labor Day - no classes

November 21-27 - Thanksgiving break - no classes

December 10-16 - Final exams

December 17 - Commencement

Note: No weekend classes September 3-4, October 8-9, and November 26-27. Final exams for weekend classes are scheduled for December 10.

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#### **SOUTHERN ILLINOIS UNIVERSITY**

Southern Illinois University is a multi-campus university comprising two institutions, Southern Illinois University Carbondale (SIUC), with a School of Medicine at Springfield and a campus in Niigata, Japan, and Southern Illinois University Edwardsville (SIUE), with a School of Dental Medicine at Alton and a center in East St. Louis. The University, with an annual operating budget of \$557 million, enrolls more than 34,000 students in programs from two-year technical curricula to Ph.D. programs in 27 fields along with law, medicine, and dental medicine. SIU was chartered in 1869 as Southern Illinois Normal University, a teachers' college. In 1947, the name was changed to Southern Illinois University, reflecting the institution's academic expansion. The University also expanded geographically. In 1949, SIU began offering off-campus academic courses in the metropolitan East St. Louis area, which led to the eventual development of a separate institution in Edwardsville.

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

The instructional, research, and service missions of the two constituent institutions reflect the needs of the geographic areas in which they are located. The University also is committed to serving statewide, national, and international needs. This commitment is reflected in educational activities located off the main campuses in communities

throughout the state. It is realized also through research and training exchanges and through world-wide student exchange programs.

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

## **SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE**

### **UNIVERSITY MISSION**

Southern Illinois University Edwardsville is a public comprehensive university dedicated to the communication, expansion and integration of knowledge through excellent undergraduate education as its first priority and complementary excellent graduate and professional academic programs; through the scholarly, creative and research activity of its faculty, staff and students; and through public service and cultural and arts programming in its region.

### **VISION**

Southern Illinois University Edwardsville, as a premier Metropolitan University, will be recognized nationally for the excellence of its programs and development of professional and community leaders.

### **VALUES**

Recognizing public education as the cornerstone of a democracy, SIUE carries out its mission based on certain fundamental, shared values. We value:

#### **Citizenship**

- Social, civic and political responsibility, globally, nationally, locally, and within the University
- Active partnerships and a climate of collaboration and cooperation among faculty, staff, students and the larger community
- Environmental stewardship



## Excellence

- High quality student learning
- Continuous improvement and innovation
- Outstanding scholarship and public service
- Standards consonant with the premier status to which we aspire

## Integrity

- Accountability to those we serve and from whom we receive support
- Honesty in our communications and in our actions

## Openness

- Inclusion of the rich diversity of humankind in all aspects of university life
- Respect for individual differences
- Intellectual freedom and diversity of thought
- Access for all who can benefit from our programs

## Wisdom

- Creation, preservation, and sharing of knowledge
- Application of knowledge in a manner that promotes the common good
- Life-long learning

## STATEMENT ON DIVERSITY

All societies and peoples have contributed to the rich mix of contemporary humanity. In order to achieve domestic and international peace, social justice, and the development of full human potential, we must build on this diversity. SIUE nurtures an open, harmonious, and hospitable climate that facilitates learning and work. Each member of the University is responsible for contributing to such a campus environment.

SIUE is committed to education that explores the historic significance of diversity in order to understand the present and to better enable our community to engage the future.

Integral to this commitment, SIUE strives for a student body and a workforce that manifests diversity.

#### ACHIEVING THE VISION: SIUE'S LONG-TERM GOALS

The primary focus of SIUE's long-term goals is student learning. Achieving the following goals will help students become lifelong learners and effective leaders in their professions and communities:

**Engaged students and Capable Graduates**—Attract a diverse student body, including traditional, non-traditional, commuter, and residential scholars, and nurture, educate, and graduate students who achieve the objectives for baccalaureate, graduate, and professional degrees.

**Innovative High Quality Programs**—Develop, deliver, and continually improve high quality academic programs appropriate for a metropolitan university.

**Committed Faculty and Staff**—Recruit and support a diverse faculty and staff known for providing the highest quality educational opportunity, scholarship, and service.

**Harmonious Campus Climate**—Foster a harmonious student-centered campus characterized by integrity, cooperation, open dialogue, and mutual respect among individuals with different backgrounds, cultures, and perspectives.

**Active Community Engagement**—Achieve an integral and indispensable relationship with Illinois and the St. Louis metropolitan area; work cooperatively within SIU to make the whole greater than the sum of its parts.

**Sound Physical and Financial Assets**—Develop, maintain, and protect the university's assets in a financially, aesthetically, and environmentally responsible manner.

**Excellent Reputation**—Participate and excel in actions that earn national recognition for quality.

#### GRADUATE SCHOOL MISSION STATEMENT

The Graduate School of Southern Illinois University Edwardsville is committed to promoting graduate education and research of the highest quality. The mission is to provide high-quality programs, foster intellectual development, and facilitate excellence in research and scholarly and creative activities.

#### Goals of Graduate Student Learning

The purpose of graduate education at SIUE is to provide

students with the intellectual ability to understand, create, integrate, and apply sophisticated discipline specific knowledge. Because knowledge is dynamic, students are additionally expected to learn the intellectual system of the discipline, that is the discipline's system of thinking, knowing, and acting, in order to acquire and evaluate future knowledge. Toward those ends, the Graduate Council adopts the following goals for graduate student learning.

DEMONSTRATE BREADTH AND DEPTH OF KNOWLEDGE IN THE DISCIPLINE

Graduate students should understand the current and historical theories, concepts, and models of the discipline. They should possess the ability to access and evaluate the literature of the discipline and understand the major issues in the current state of knowledge. In addition to knowing the specific content of the discipline, students should be able to understand and appropriately use the methods and techniques of advancing and/or applying knowledge in the field of study.

EFFECTIVELY COMMUNICATE KNOWLEDGE IN THE DISCIPLINE

Graduate students should possess the ability to write and speak about the current issues of the discipline to peers, practitioners, and the public. They should be able to articulate and demonstrate knowledge of the discipline and write and present scholarship to professionals.

DEMONSTRATE AN ABILITY FOR ANALYTICAL THINKING IN THE DISCIPLINE

Graduate students should be able to identify and understand critical issues in the discipline. They should possess the ability to challenge and evaluate information, as well as to synthesize and integrate knowledge in the discipline.

EXHIBIT THE BEST PRACTICES, VALUES, AND ETHICS OF THE PROFESSION

Graduate students should understand and exhibit the professional standards for responsible conduct of research in the discipline and understand the values and ethics of practicing the profession in society.

APPLY KNOWLEDGE OF THE DISCIPLINE

Graduate students should possess the ability to apply knowledge in the discipline to solve sophisticated

problems and to interpret technical issues.

## **SIUE GRADUATE STUDENT ADVANTAGES**

SIUE graduate students have a **supportive learning environment**, tailored to the needs of responsible adult learners, in which they can study, develop greater competence and skill, and increase their intellectual independence. They are treated fairly and professionally.

SIUE graduate students have a **rich intellectual environment** in which they can pursue, create, apply, and disseminate new knowledge. Since SIUE is committed to the principles of intellectual openness and civility of discourse, graduate students enjoy freedom of inquiry, thought, and discussion, and the opportunity to take reasoned exception to classroom information.

SIUE graduate students have **access to distinguished faculty**. They have the opportunity to meet with, to have research directed by, and to receive classroom instruction from full-time faculty who have achieved the highest degrees awarded in their fields of study.

SIUE graduate students receive **responsible and comprehensive instruction** taught by faculty who are actively engaged in their profession through research and practice. Graduate students will receive advanced and specialized knowledge and training in theory and skills, which will prepare them for professional work and continued learning.

SIUE graduate students receive **mentoring that supports and engages** them in their learning experience. This mentoring helps the students with careful, competent, and timely advising concerning academic requirements for degree completion and graduation.

## **CHAPTER 1**

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

complete the chapter.

For more information about graduate studies at SIUE visit our website at [www.siu.edu/GRADUATE](http://www.siu.edu/GRADUATE) or call us at 618/650-3010.

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### **THE GRADUATE SCHOOL**

The Graduate School is the central agency for organizing and supervising all graduate programs of Southern Illinois University Edwardsville (SIUE), as well as for facilitating and administering the University's research activities.

Located on a modern campus, the University is easily accessible from St. Louis, Missouri, and from rural and major urban areas of southwestern Illinois. Graduate degree programs are offered in 34 fields. Courses are offered evenings as well as days and weekends in order to accommodate those students who are actively engaged in the community as professional workers. As part of the University's commitment to make educational opportunities available to students in a variety of environments, some degree programs are offered at off-campus locations in the region. Excellent library services are available on the main campus and in the St. Louis metropolitan area; the resources of major libraries in Illinois are available through Lovejoy Library.

For more information about graduate studies at SIUE visit our website at [www.siu.edu/GRADUATE](http://www.siu.edu/GRADUATE) or call us at 618/650-3010.

### **GRADUATE DEGREES OFFERED**

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



detailed program descriptions.

#### MASTER'S DEGREES

Accountancy\* (GMAT)

    Specialization in Taxation

Art Studio

Art Therapy Counseling (MAT)

Biological Sciences (GRE)

Business Administration\* (GMAT)

    Specialization in Electronic Business

    Specialization in Management Information Systems

Chemistry\*

Civil Engineering\*

Computer Management and Information Systems\* (GMAT)

Computer Science (GRE)

Economics and Finance\*(GMAT or GRE)

Educational Administration\* (MAT)

Electrical Engineering\*

Elementary Education\* (MAT)

English

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

Environmental Sciences (GRE for applicants with a grade point average less than 3.0)

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

History\* (GRE for applicants with a grade point average less than 2.8)

Instructional Design and Learning Technologies\* (MAT)

Kinesiology\*

Marketing Research\* (GMAT)

Mass Communications\*

Mathematics\*

Mechanical Engineering

Music

Specializations in Music Education; Music Performance

Nursing

Specializations in; Health Care and Nursing Administration; Medical-Surgical Nursing; Nurse Anesthesia; Nurse Educator; Nurse Practitioner, Adult, Family, or Dual; Psychiatric-Mental Health Nursing; Public Health Nursing

Physics\*

Psychology

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

Public Administration\*

Secondary Education\* (MAT)

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

Social Work\* (GRE or MAT)

Sociology\*

Special Education\* (MAT)

Speech Communication\*

Speech Language Pathology (GRE)

SPECIALIST DEGREES

Educational Administration \* (GRE or MAT)

School Psychology (GRE)

COOPERATIVE DOCTORAL PROGRAMS

(Degree conferred by Southern Illinois University Carbondale)

Doctor of Philosophy degree in Educational Administration\*

Doctor of Philosophy degree in Engineering Science

Doctor of Philosophy degree in History

#### CERTIFICATE PROGRAMS

Post-Master's Certificate

##### Nursing

Health Care and Nursing Administration; Medical-Surgical Nursing; Nurse Educator; Nurse Practitioner; Psychiatric-Mental Health Nursing; Public Health Nursing

Post-Baccalaureate Certificates

Art Therapy Counseling

##### English

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

##### History

Museum Studies

##### Kinesiology

Exercise Physiology; Pedagogy/Administration; Sport & Exercise Behavior,

##### Mass Communications

Media Literacy

##### Speech Communication

Corporate and Organizational Communication

Certificate of Completion

##### Gerontology

All international students are required to take the Test of English as a Foreign Language (TOEFL) for admission to the Graduate School. Information on testing services is available on-line at [www.siu.edu/IS/TEST](http://www.siu.edu/IS/TEST) or at (618) 650-2295. Testing Services is located in Peck Hall, room 1404.

#### **GENERAL ADMISSIONS INFORMATION**

Prospective students can apply for admission in classified or unclassified status. Classified students are those admitted to a specific master's or specialist degree program; unclassified students are those who wish to enroll

in graduate level courses but are not seeking a degree. All applicants, whether or not they are seeking a degree, must present evidence that they hold a baccalaureate degree or the equivalent from an accredited institution.

All students entering the University who were born on or after January 1, 1957 are required to provide Health Service with a completed Immunization Record Form and proof of immunization against measles, mumps, rubella, and tetanus/diphtheria. This requirement is in compliance with legislation enacted by the State of Illinois.

#### APPLICATIONS, APPLICATION FEES, AND DEADLINES

Application forms can be obtained from the Graduate Admissions website at [www.siu.edu/GRADUATE/application](http://www.siu.edu/GRADUATE/application), by phone at 618/650-3010, from the Graduate School Office, Rendleman Hall, Campus Box 1046 or in person at the Service Center, Rendleman Hall, room 1309. U.S. degree seeking students may also apply online. See website listed above. Completed applications should be mailed to Campus Box 1047 together with a check for the nonrefundable \$30 fee. In person, the application can be delivered to the Service Center after paying the application fee in the Bursar Office, also located in Rendleman Hall.

An application fee is charged for the first application submitted; i.e., classified or unclassified. Thereafter, modifications or changes to that application will not require an additional fee; however, re-entry applications and applications to change from one degree program to another upon re-entry will be assessed a new \$30 fee. An application submitted without the required fee will not be processed.

To be considered for admission to Graduate School, applicants must request that an official transcript be forwarded to Graduate Admissions from the institution granting the baccalaureate degree and from all institutions at which post-baccalaureate course work has been completed or is in progress. A minimum undergraduate grade point average of 2.5 (A=4.0) is required for full admission to Graduate School, but applicants with a grade point average from 2.0-2.4 may be given consideration.

The application deadline for domestic classified and in country international students (degree-seeking) status requires that Graduate Admissions receive all documents for admission to Graduate School no later than one month prior to the first day of classes in a term. The deadline for submitting an application for unclassified status is no later than five working days preceding the first day of regularly scheduled classes in a term. The application deadline for out of country international students for

classified (degree-seeking) status requires that Graduate Admissions receive all documents for admission to Graduate School no later than June 15<sup>th</sup> for Fall Semester, October 15<sup>th</sup> for Spring Semester and March 15<sup>th</sup> for Summer Semester. See the Academic Calendar at the front of this catalog for specific information on the start of classes.

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

#### ADMISSION TO CLASSIFIED (DEGREE-SEEKING) STATUS

In order to enroll as a domestic classified (degree-seeking) graduate student, an applicant must have completed all requirements for admission to the Graduate School no later than one month prior to the first day of classes in a term. In order to enroll as an international classified (degree-seeking) graduate student, an applicant must have completed all requirements for admission to the Graduate School no later than June 15<sup>th</sup> for Fall Semester, October 15<sup>th</sup> for Spring Semester and March 15<sup>th</sup> for Summer Semester. Failure to enclose the application fee or delay in forwarding transcripts to the Graduate Admissions Office will result in delayed processing of an application. Applicants whose official transcripts have not been received by Graduate Admissions cannot be admitted to the Graduate School.

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

If a program has admission requirements in addition to those of the Graduate School (such as test scores, letters of recommendation, etc.), these items will also be reviewed by the program director.

Upon acceptance by the Graduate School and approval for admission by the program faculty, the applicant is notified

by the Graduate Admissions Office and sent information concerning enrollment. Admission to a program becomes effective only after approval by the appropriate program faculty and the Graduate Dean. Applicants who are not accepted are so notified. Conditions may be attached to a student's admission. The fulfillment of those conditions is the responsibility of the student.

#### ADMISSION IN CLASSIFICATION PENDING STATUS

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

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

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

#### ADMISSION TO UNCLASSIFIED STATUS

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

Applicants seeking admission in unclassified status submit the "Application for Admission as an Unclassified Graduate Student-Non-degree Studies." Their official baccalaureate degree-bearing transcript must be forwarded to the Graduate Admissions Office. The deadline for submitting an application for enrollment in unclassified status is no later than five working days preceding the first day of regularly scheduled classes in a term. A nonrefundable fee of \$30 is charged for the submission of an application for admission in unclassified status.

#### ADMISSION OF INTERNATIONAL STUDENTS

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

In order to be considered for admission, international applicants are expected to have completed a baccalaureate degree or a degree that is comparable to the U.S. baccalaureate from an internationally-recognized institution of higher learning. The baccalaureate degree usually represents four years of work at the college level and a total of 16 years of formal education. For information concerning the admission of international applicants, visit the Graduate Admissions website at [www.siu.edu/GRADUATE/application](http://www.siu.edu/GRADUATE/application) or address inquiries to the International and Out-of-State Recruitment Office, Southern Illinois University Edwardsville, Edwardsville, Illinois, 62026, or [intladm@siue.edu](mailto:intladm@siue.edu).

An international applicant whose native language is not English is required to demonstrate proficiency in the English language. A minimum score of 550 (paper based) or 213 (computer based) on the Test of English as a Foreign Language (TOEFL) taken within two years prior to the term for which admission is sought is required. Some degree programs may require a higher score. The TOEFL is waived for international students who have completed a baccalaureate degree in the United States. The TOEFL is also waived for applicants who, within five years of the proposed date of enrollment in the University, have graduated with an acceptable baccalaureate (or comparable) degree from a college or university in a country where English is the native language and at which English is the primary language of instruction. A waiver of the TOEFL requirement may also be granted to applicants who satisfactorily complete at least two academic years of full-time study under the provisions described in this paragraph. International students may be required to take additional English language testing when they arrive on campus.

Other test scores may be required depending on the specific area of study. Applicants should consult the academic unit to which application is made for specific information about required tests. Applicants who can provide scores on the Graduate Record Examination (GRE), the Graduate Management Admissions Test (GMAT), or other similar tests are encouraged to do so whether or not these tests are specifically required. In addition, recommendations from three of the applicant's professors from the major field of study are suggested. If the applicant offers evidence of completion of an undergraduate degree from an American institution, it is suggested that one of the recommendations be from the chairperson of the academic unit in which the degree was earned. For a full description of specific program admission requirements, see the program descriptions in Chapter 2 of this publication.

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

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



requirement must be satisfied before an application will be processed by the Graduate Admissions Office.

#### ADMISSION OF UNDERGRADUATES AND ENROLLMENT IN GRADUATE LEVEL COURSES

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

SIUE undergraduate students who are within 12 semester hours and not more than one academic term of completing requirements for the baccalaureate degree may take courses for graduate credit only after filing an application for admission to the Graduate School, together with a nonrefundable application fee of \$30, as a degree-seeking graduate student. Such students must also have the written approval of the Graduate Program Director and the Graduate Dean before enrolling in courses for which credit toward a graduate degree will be sought following admission to a graduate program. Approval of the instructor of the course(s) is also required. Exceptions to the 12-hour rule may be recommended by the director of the graduate program to which a student has applied for admission. Such requests must be approved by the Graduate Dean prior to enrollment in any courses bearing credit that is to be applied later to a graduate degree.

Undergraduate students utilizing this plan are expected to concentrate their efforts on finishing the baccalaureate degree, taking courses for graduate credit only where necessary to fill out their schedules. A "Graduate Student Request Form," available on the web at [www.siu.edu/GRADUATE/student](http://www.siu.edu/GRADUATE/student), or in Graduate Records in the Service Center, is used to obtain the Graduate Dean's approval to enroll in graduate level courses.

Special arrangements are made for students pursuing combined baccalaureate-master's degree programs in Biological Sciences, Chemistry, Computer Science, or Civil, Mechanical, or Electrical Engineering.

Except under the special conditions described previously, undergraduate students are not permitted to enroll in courses numbered at the 500-level, which are designated in the course numbering system as being for graduate

students only. Courses taken for graduate credit and courses numbered in the 500 series may not be applied toward an undergraduate degree.

#### Enrollment In Off-Campus Programs

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

### **ADMISSION TO DEGREE AND CERTIFICATE PROGRAMS**

#### ADMISSION TO MASTER'S DEGREE PROGRAMS

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

1. Applicants must have earned a baccalaureate degree or the equivalent from an accredited college or university, or be within 12 semester hours and not more than one academic term of such a degree, or present equivalent credentials. A professional degree in law, medicine, or dentistry is considered equivalent to a baccalaureate degree for this purpose if the professional degree program (1) requires for admission at least 60 semester hours of general college credit from an accredited college or university, and (2) is of at least 27 months' duration.

2. The overall grade point average for undergraduate work should be at least 2.5 (A=4.0). Some degree programs require a grade point average higher than 2.5 for admission. Applicants should check specific program descriptions for additional information. Credentials of applicants whose undergraduate average falls between 2.0 and 2.49 and who have completed their undergraduate degree may receive individual consideration for admission to degree programs. College records and supporting evidence used in these evaluations include such factors as (1) higher grade point average in the last two years of undergraduate work than the overall average; (2) higher grade point average in the undergraduate major than in general undergraduate studies; (3) acceptable scores on tests such as the Graduate Record Examination; and (4) successful professional experience.

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

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

of the Graduate School.

#### ADMISSION TO SPECIALIST DEGREE PROGRAMS

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

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

#### ADMISSION TO COOPERATIVE DOCTORAL PROGRAMS

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

#### ADMISSION TO POST-BACCALAUREATE CERTIFICATE

A post-baccalaureate certificate is an organized program of study requiring at least 12 semester hours of graduate credit which leads to a specific set of skills or knowledge. A certificate confirms that a student has mastery of the content of a clearly defined sub-field of an academic major field of study. A certificate provides in-depth training, but not to the breadth of a graduate degree. The completion

of a certificate is noted on a student's transcript and is part of the University's official graduate offerings.

Prospective students interested in a certificate program should follow application procedures detailed above in "Admission to Mater's Degree Programs." In order to begin a certificate program, a student must be admitted to the Graduate School as a classified graduate student. The program faculty must approve the admission of all students into the certificate program and may add additional admission requirements such as course prerequisites.

#### **ACADEMIC POLICIES AND STANDARDS**

It is the responsibility of the graduate student to be familiar with policies that influence progress toward degree completion. In addition to the Graduate Catalog, students should consult the University's policies at [www.siu.edu](http://www.siu.edu).

#### **AUDITING COURSES**

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

#### **COURSE REPEAT POLICY**

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

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

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

average.

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

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

#### GRADING SYSTEM

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

Other grades are:

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

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

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

S-Satisfactory. Used for thesis, internship, or practicum at the program's discretion.

U-Unsatisfactory. Used for thesis, internship, or practicum at the program's discretion.

AU-Audit. No grade or credit hours earned.

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

UW-Unauthorized Withdrawal. Calculated as an F.

WR-Withdrawal per Instructor. Assigned on recommendation of

instructor during weeks 3-10. Undergraduates only.

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

#### GRADUATE COURSES

Graduate students may take 500- level and certain designated 400- level courses. At least one half of a student's program of study must be completed with 500- level courses.

Students may earn graduate credit in 400- level courses only in 400- level courses that are designated as being available for graduate credit (see Chapter 3 for a listing of graduate courses). In those 400- level courses, graduate students must complete additional assignments and be evaluated at a higher standard than undergraduate students taking that same 400- level course.

#### GRADUATE COURSE LOAD

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

Students who receive financial support for their studies are advised to familiarize themselves with applicable regulations concerning course loads. In some cases, the specified hours for full-time enrollment may differ from those stipulated by Graduate School policy; in such situations, the regulations governing the financial award take precedence. Recipients of the Competitive Graduate Awards (CGA) and Graduate Assistantships (GA) have different requirements. Consult those sections of this chapter for requirements.

#### RETENTION

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

Graduate program directors are notified by the Graduate Records Office when a student's grade point average falls

below the required minimum. If the degree-seeking student is permitted to continue, the conditions for continuance will be put in writing in a memorandum to Graduate Records by the graduate program director and, upon concurrence of the Graduate Dean, communicated to the student. Students should consult with their academic advisers regarding any specific retention standards required by the academic unit.

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

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

#### SECOND MAJORS/SPECIALIZATIONS

A student may complete a second graduate major under a single degree title at the master's level by: (1) completing all of the requirements for a degree in the first major; and (2) applying to the Graduate School and the appropriate academic unit and completing no less than two-thirds of the total hours required for a degree in the second major as well as all other requirements for the second major.

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

A person who holds a master's degree from SIUE may complete a second major and have it added to the official transcripts, provided the academic unit offering the second major admits the person for this purpose. Course equivalencies from the former master's program amounting to no more than one-third of the total hours for a degree in the second major may be considered for application toward the second major program.

A student may complete two or more specializations within a major by: (1) completing all the requirements for the major and for each specialization; (2) applying to the Graduate School and the appropriate department for admission into the

additional specializations. Students must complete all the requirements for the additional specialization, except they do not have to repeat courses in common among the specializations as long as the student completes two-thirds of the total hours required for the additional specializations except a thesis or final project.

#### TRANSFER OF CREDIT

Once admitted and enrolled in classified (degree-seeking) status, a student may request that credit for graduate level courses earned elsewhere or while in unclassified status at SIUE be accepted for application toward the program to which the student has been admitted. To request transfer of credit the student will need to complete the "Graduate Student Request Form." This form is available on the web at [www.siue.edu/GRADUATE/student](http://www.siue.edu/GRADUATE/student) or in Graduate Records in the Service Center. To be considered for transfer, the credit must have been earned at an accredited institution or the foreign equivalent and must be credit that is applicable to a graduate degree at that institution.

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

Requests to transfer credit for some types of courses are to be accompanied by syllabi or other descriptive materials that help to define their nature or content, as well as by documentation showing satisfactory completion of course requirements.

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

Course work taken at another institution must be validated through an official transcript sent directly to Graduate Admissions, Campus Box 1047, from the institution at which the course(s) was taken. Transcripts submitted must show the course number, title, number of hours credit, letter grade received, enrollment status (undergraduate or graduate), and date of completion in order to receive consideration for transfer of credit. Transfer credit is awarded only for courses bearing grades of B or better. Requests to transfer credit for courses bearing grades such as P (Pass), CR (Credit), or S (Satisfactory) must be supported by certification from the instructor that the student's work was of at least B quality on an A to F scale.



Limits on the number of credits that may be presented for transfer vary by degree level and by program. Ordinarily, no more than one-third of the number of hours required to complete the graduate degree program may be transfer credits. Where graduate program faculty have established policies concerning transfer of credit that are more restrictive than those of the Graduate School, decisions on transfer credit will conform to these limitations.

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

## **GENERAL REQUIREMENTS FOR DEGREE COMPLETION**

### **REQUIREMENTS FOR COMPLETING MASTER'S DEGREES**

For a master's degree to be awarded, a student is required to complete at least 30 semester hours of acceptable graduate credit with a grade point average of 3.0 or higher (A=4.0). One-half of the required credits must be earned in courses numbered 500 or above, and at least two-thirds must be earned in a major field of study or cooperative or interdisciplinary program. Only credit earned within a six-year period preceding the completion of all requirements, whether at SIUE or elsewhere, is counted toward a master's degree. By policy, up to one-third of the total number of hours required for the master's degree can be approved for transfer to the degree program, subject to the additional requirements and restrictions described elsewhere in this publication. Minimum credit requirements vary by program. For detailed explanation of specific degree requirements, see program descriptions in Chapter 2.

NO CREDIT is allowed toward a graduate degree for courses in which a grade below C is earned.

#### CREDIT EARNED IN WORKSHOPS

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

#### THESIS OR OTHER CREATIVE EFFORT

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

Each master's degree thesis must be supervised by a committee of at least three members of the graduate faculty. Emeritus faculty may serve on thesis committees but may not serve as chair unless the chair position was held prior to retirement. The thesis proposal must be approved by the committee and the title of the thesis registered with Graduate Records in the Service Center. It is recommended that thesis registration be completed no later than the last day of classes in the term preceding the one in which the student expects to graduate. **In order to comply with federal regulations, proposals that involve human subjects, animals, biohazards, or recombinant DNA must be cleared by the appropriate University committee and approved by the**

**Graduate Dean before data collection begins.** Information and guidelines for research with human subjects are available in Graduate Studies and Research or on the web at [www.siu.edu/ORP/ORP\\_POL/orppol.html](http://www.siu.edu/ORP/ORP_POL/orppol.html). "Registration of Thesis or Dissertation Title" forms and "Guidelines for the Preparation of Theses" are available in Graduate Records in the Service Center.

Approval of the thesis by the student's advisory committee is validated on a thesis approval page. The original and an acceptable copy of the approved thesis must be presented to Graduate Records for review no later than the last day of classes in the term in which graduation is expected. A student's responsibility for fulfilling this degree requirement does not end until the thesis has been formally accepted in the Graduate Records office.

#### NON-THESIS PROGRAMS

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

#### FINAL EXAMINATION

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

#### REQUIREMENTS FOR COMPLETING SPECIALIST DEGREES

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

A specialist degree requires a minimum of 32 semester hours

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

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

#### **APPLICATION FOR GRADUATION**

Degrees are awarded at the end of each academic term. In order to qualify for a diploma signifying the award of a graduate degree, the student must file the "Application for Graduation" form no later than the first day of the term preceding the one in which the student expects to complete all degree requirements. This form, and other graduation information, is available from Graduate Records in the Service Center and from the Graduation Department of the Admissions and Records Office. A fee of \$35, payable to the Bursar Office, is required at the time of application for graduation.

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

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

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

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

#### COMMENCEMENT

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

#### **TUITION AND FEES**

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

Graduate Student Tuition

| Hours | Illinois Residents | Non-Illinois Residents | Missouri Residents |
|-------|--------------------|------------------------|--------------------|
| 1     | \$ 134.00          | \$ 268.00              | \$ 134.00          |
| 2     | 268.00             | 536.00                 | 268.00             |
| 3     | 402.00             | 804.00                 | 402.00             |
| 4     | 536.00             | 1,072.00               | 536.00             |
| 5     | 670.00             | 1,340.00               | 670.00             |
| 6     | 804.00             | 1,608.00               | 804.00             |
| 7     | 938.00             | 1,876.00               | 1,876.00           |
| 8     | 1,072.00           | 2,144.00               | 2,144.00           |
| 9     | 1,206.00           | 2,412.00               | 2,412.00           |
| 10    | 1,340.00           | 2,680.00               | 2,680.00           |
| 11    | 1,474.00           | 2,948.00               | 2,948.00           |
| 12    | 1,608.00           | 3,216.00               | 3,216.00           |

13 and Over \*

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Note: \*For students taking 13 hours and above add \$85.00 per semester hour for Illinois residents tuition; \$170.00 per semester hour for non-Illinois residents and Missouri residents tuition. (Missouri graduate students carrying 6 hours or less pay the same rates as Illinois residents)

#### Graduate Student Fees

Applicable to Illinois, Non-Illinois, and Missouri Residents

Student Fitness Center \$44.35

#### Morris University Center Fee

1 hour \$29.95  
2 hours 59.90  
3 hours 89.85  
4 hours 119.80

More than 4 hours 149.75

#### Athletics Fee

1 hour \$ 8.70

2 hour \$ 17.40

3 hour \$ 26.10

4 hour \$ 34.80

5 hour \$ 43.50

6 hours or more 52.20

#### Student Welfare and Activity Fee

1 hour \$48.50

2 hours 50.55

3 hours 52.60

4 hours 54.65

5 hours 56.70

6 hours or more 64.50

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

The Student Welfare and Activity Fee provides funding for health services, student legal service, recreational programs, special events programming, the student newspaper, student activities and organizations, and the student government. In addition to previously mentioned fees, a student is subject to certain other charges under the conditions listed below:

1. Graduate students who wish to use University resources without otherwise enrolling in course work are expected to register in UNIV 500 for a fee of \$37.50. Master's degree candidates who have completed required thesis credit hours and all other course requirements should use this form of enrollment to maintain student status while meeting with faculty and using Lovejoy Library, computer labs, and other

such campus facilities. The tuition associated with enrollment in UNIV 500 does not provide access to campus services that would otherwise be available through payment of student fees.

2. A graduation fee of \$35, payable at the time of application for graduation.

3. A fee of \$5 per transcript for official transcripts.

4. Other charges for field trips, library fines, and excess breakage. A student taking a course involving use of materials, distinct from equipment, ordinarily pays for such materials.

5. Limited hospitalization insurance for students and their dependents can be purchased at an economical rate through the Bursar's Office.

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

#### FINANCIAL RESPONSIBILITY

The University has an installment payment plan designed to make payment of tuition, fees, and other charges as convenient as possible. Failure to meet financial obligations will have serious consequences. In addition to service charges on past due amounts, transcripts and diplomas will not be issued to students with a past due debt to the University. Continued failure to pay a past due debt may result in the debt being referred to a collection agency. In that event, collection costs will be added to the student's account.

#### DETERMINATION OF RESIDENCY STATUS

Students' residency status affects two primary considerations: tuition and financial assistance. Ordinarily, determination of residency status is made by the Office of Admissions Review and Processing from evidence furnished on the application to the University. If such evidence is not sufficient or if records establish that students do not meet the requirements for resident status as defined in the following regulations, nonresident status shall be assigned.

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



Adults, to be considered residents for purposes of tuition, must have been bona fide residents of the State of Illinois for a period of at least six consecutive months immediately preceding the beginning of any term at the University and must continue to maintain a bona fide residence in the State. Adult students who have a parent or both parents maintaining bona fide residence in the State and who reside in the parental home or elsewhere in the State are considered resident students. "Bona Fide Residence" refers to the true, fixed, and permanent home and place of habitation to which individuals intend to return after a temporary absence. Evidence used to determine bona fide residence includes such items as voter registration, place of filing tax return, proof of property ownership or year-around residence, driver's license, automobile registration, or place of employment.

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

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

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

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

them.

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

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

#### OFFICIAL WITHDRAWAL AND REFUNDS

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

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

Graduate School policy allows holders of Competitive Graduate Awards full use of the tuition waiver for any awardee who is enrolled for at least one-half of the semester and for graduate assistants who remain enrolled and under contract until the completion of the semester or academic term. To avoid liability for tuition for the term in which withdrawal occurs, a student who holds an assistantship must officially withdraw from classes during the first two weeks of the semester or academic term. To avoid liability for tuition for the term in which withdrawal occurs, a CGA awardee must either officially withdraw and formally resign the award during the first two weeks of the

semester or remain enrolled for at least half of the semester.

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

Students may withdraw from classes after consultation with their advisers. During the first two weeks, withdrawal can be made without permission of the instructor, and no entry will appear on the student's record. A student may also withdraw from classes after the end of the second through the tenth weeks without permission of the instructor; then, a grade of W is automatically assigned. Withdrawals from classes during the eleventh through the thirteenth week must be approved by the instructor, and a grade of WP or WF must be assigned. In determining grade point averages, WF will be computed as an F. No classes can be dropped after the thirteenth week, and the instructor must assign a grade other than W, WP, or WF. Students who stop attending a class or classes or who fail to withdraw officially receive a UW rather than a W.

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

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

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

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

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

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

## **FINANCIAL SUPPORT FOR GRADUATE STUDENTS**

The two types of financial support for graduate students regularly administered through Graduate Studies and Research in Rendleman Hall are Competitive Graduate Awards and graduate assistantships. From time to time, other special awards may become available. The Office of Student Financial Aid administers additional financial aid programs that are addressed later in this section. Students receiving any type of financial assistance are expected to satisfy the requirements of the Graduate School's retention policy (presented earlier in this chapter under "Retention").

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

### **COMPETITIVE GRADUATE AWARDS (CGA)**

Competitive Graduate Awards are administered through Graduate Studies and Research, Rendleman Hall, room 2202. To be considered for an award, applications and all supporting materials must be received in Graduate Studies and Research no later than 4:30 p.m. on the first Monday in February. Application packets are available on the Graduate Studies and Research website at [www.siue.edu/GRADUATE/student/award](http://www.siue.edu/GRADUATE/student/award) or by request from Graduate Studies and Research, Campus Box 1046, Edwardsville, IL 62026 or 618/650-3010. Awards are made for the following academic year fall and spring semesters.

To be eligible for consideration, an applicant must be admitted to a graduate degree program at SIUE and must not have begun graduate study before the summer term preceding the fall semester for which the award is granted. Students approved for admission in a combined baccalaureate/master's

five-year program are also eligible to compete for an award provided the admission term for which they are approved is no earlier than the summer term preceding the academic year for which the award is offered.

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

Awards include a stipend of \$6,705 for the academic year, as well as waiver of tuition. Recipients are expected to enroll in a minimum of 9 hours of graduate credit for each semester and maintain the required minimum grade point average for retention in the student's graduate program. The awards are for a maximum of two consecutive semesters, beginning with the fall term, and are nonrenewable. Holders of these awards shall not accept other appointments in the University, and employment outside the University is strongly discouraged. Graduate School policy allows holders of Competitive Graduate Awards full use of the tuition waiver for any awardee who is enrolled for at least one-half of the semester.

#### FEDERAL DIRECT STUDENT LOANS

Loans are available through the Federal Direct Loan Program to assist with educational costs. Some loans require the applicant to demonstrate financial need, but others are available to students with no financial need. The Direct Loan Program provides the equivalent of the Federal Stafford Loan program, except that the United States Department of Education (USDE) is the source of funds. Loan funds are administered by the University.

Students seeking Federal Direct Loans apply on the FAFSA. The University will obtain funds for these loans, which have the advantage of repayment through consolidation with other loans and provide several flexible repayment options. Applicants interested in the direct lending program will be considered first for subsidized loans, which are based on financial need, then unsubsidized loans, which are not need-based.

Repayment of subsidized loans is deferred until six months after a student graduates, leaves school, or drops below half-time, at which time interest begins to accrue on the loan. Repayment of unsubsidized loans can be delayed until after graduation, but the interest begins to accrue as soon as the loan funds are disbursed to the borrower.

Graduate students may borrow up to \$18,500 annually, with no more than \$8,500 of this in subsidized loan funds. Ordinarily, students are limited to borrowing their annual maximum across three terms (fall, spring, and summer).

#### FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

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

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

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

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

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

#### GRADUATE ASSISTANTSHIPS

Graduate assistantships at the master's and specialist levels are available in a number of academic, service, and

research units. Students seeking assistantships should apply directly to the prospective unit.

Assistantships carry a minimum stipend of \$745 per month plus waiver of tuition. They have a work requirement relative to the percentage of the appointment. Appointments will not be made for less than 25 percent nor more than 50 percent time. Graduate assistants with a 50 percent appointment may work a maximum of 20 clock hours per week. They may not hold any other paid positions with the University. Students with an appointment of less than 50 percent may hold a concurrent position elsewhere in the University as a graduate assistant or student worker, as long as the total hours worked do not exceed 20 hours per week at any time during the assistantship period. Teaching assistants' hours include preparation and grading, as well as time spent in the classroom.

Any student holding an appointment, who resigns that appointment prior to the completion of the academic term, will forfeit the tuition waiver and be liable for full payment of tuition, and will not be eligible for appointment in another unit at the university until the beginning of a new term. Exceptions to this condition may be granted upon recommendation from the original hiring unit and approval by the Dean of Graduate Studies and Research.

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

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

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

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

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

Graduate assistants can carry no more than 12 hours and must carry at least 6 hours of graduate credit per academic term (maximum of 6 and minimum of 3 during a summer session) unless specifically authorized to do so by the Graduate Dean. Courses taken for audit do not count toward the minimum hours but must be authorized if they are in excess of the maximum hours. Requests for exceptions to these restrictions must be made on the "Overload/Underload Petition for Graduate Assistants and Awardees," available from Graduate Studies and Research. Graduate School policy allows holders of graduate assistantships full use of the tuition waiver for any awardee who remains enrolled and under contract until the completion of the semester or academic term. To avoid liability for tuition for the term in which withdrawal occurs, a student who holds an assistantship must officially withdraw from classes during the first two weeks of the semester or academic term.

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

#### ILLINOIS CONSORTIUM FOR EDUCATIONAL OPPORTUNITY PROGRAM (ICEOP)

The Illinois Consortium for Educational Opportunity Program (ICEOP), a program of the Illinois Board of Higher Education, provides awards of up to \$10,000 per year for students from traditionally underrepresented groups to pursue graduate degrees at Illinois institutions. An



applicant must be an Illinois resident to be considered for this award, which is renewable up to four years. An award recipient must agree to accept a teaching or nonteaching full-time appointment at an Illinois institution of higher education or a position at one of the higher education governing or coordinating boards in Illinois for a period equal to the number of years of the award. Applications are available in early November. Applications are due to the Graduate School on February 15, and awards are announced in late March for the following academic year. Information is available through the Graduate School, Rendleman Hall, room 2202, box 1046, Edwardsville, IL 62026, or online at [www.siu.edu/GRADUATE/student/award](http://www.siu.edu/GRADUATE/student/award).

#### OTHER ILLINOIS GRANTS

Grants may also be available to the spouse and children of Illinois police or fire personnel killed in the line of duty and to the spouse and children of State of Illinois Department of Corrections officers killed or 90 percent disabled in the line of duty. Recipients need not be Illinois residents at the time of enrollment but must be enrolled in at least 6 semester hours of study. The awards cover tuition and some fees and are available for up to 10 semesters, depending on the award.

#### SHORT TERM LOANS

Emergency Short-Term Loans are available through the Office of Student Financial Aid (OSFA) for emergency situations only and are not for payment of tuition and fees. Small loans (up to \$250) are made for 30 days.

#### STATE OF ILLINOIS SCHOLARSHIPS AND FELLOWSHIPS

Scholarships and fellowships assist students with educational expenses and do not have to be repaid. Illinois residents may be eligible for scholarships provided by state dollars. The following programs are administered by the Illinois Student Assistance Commission (ISAC). Applications and information on these programs are available from ISAC, 500 West Monroe, Springfield, Illinois 62704 or [www.isac1.org](http://www.isac1.org).

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

The ITEACH Teacher Shortage Scholarship (formerly the David A. Debolt Teacher Shortage Scholarship) encourages academically talented Illinois resident students to pursue

careers as public preschool, elementary, and secondary school teachers in disciplines that have been designated "teacher shortage disciplines" in the State of Illinois. A priority is given to minority students. Awards must not exceed \$5,000 and can be used for tuition, fees, and room and board allowances. Priority deadline to apply for the ITEACH scholarships is March 1.

Applicants must also apply for federal student financial aid to determine their expected family contribution, which is part of the selection criteria for the scholarship. Recipients of the scholarship will sign an agreement to teach one year for each year of scholarship received in the discipline for which the recipient has applied. The teaching requirement must be fulfilled within five years following completion of certification in the shortage field.

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

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

The Illinois Veterans' Grant covers tuition, athletic fee, activity fee, and graduation fee for qualifying veterans and may be used concurrently with the GI Bill benefits. It is available to students who served one-year full-time active duty or were assigned to any length of active service in the Persian Gulf or Somalia in the U.S. Armed Forces and who meet Illinois residency requirements. Veterans must have been residents of Illinois for six months at the time of entering the U.S. Armed Forces. Veterans must have returned to Illinois within six months of separation from such service. Residents of Illinois who are currently members of the U.S. Armed Forces are entitled to receive the grant if they have served at least one year and otherwise meet the

eligibility and residency requirements if discharged from the service. Contact the Office of Student Financial Aid (OSFA) for more information.

#### STUDENT EMPLOYMENT

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

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

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

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

#### OFFICE OF STUDENT FINANCIAL AID

Eligibility for most federal and state student financial aid programs administered by the Office of Student Financial Aid (OSFA) requires that a graduate student be a U.S. citizen or eligible noncitizen; be admitted to a graduate degree program in classified status; be enrolled for at least 5 semester hours each term; maintain satisfactory academic progress; be debt free relative to refunds owed on federal grants and have no defaults on federal student loans. In addition, male students born on or after January 1, 1960, must be registered for the draft if not currently serving in

the Armed Forces. All financial aid based on federal funding is subject to changes in federal law.

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

Graduate students applying for need-based financial aid are encouraged to submit the Free Application for Federal Student Aid (FAFSA) by March 1 each year so that aid can be credited on the first fall semester bill in July. The FAFSA can be filed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Although March 1 is the preferred filing date for those who wish to enroll for fall semester, students may apply for loan assistance throughout the year.

Students who have never submitted an application for federal student aid previously will submit the regular FAFSA. Thereafter, renewal application forms are provided by the United States Department of Education in December or January of each year.

Students who have received financial aid and who officially withdraw or otherwise separate from the University may be required to repay financial aid funds that they have received. Those who terminate attendance after the tuition and fee refund date and who have received financial aid may be considered to be in overpayment status. The Office of Student Financial Aid will make this determination taking into account the week of withdrawal, federal policies, and the amount of financial aid received in the payment period. Students who are in an overpayment status will be notified in writing of such overpayment and will be asked to repay immediately.

#### VETERANS' EDUCATIONAL BENEFITS

Veterans applying for benefits through the Department of Veterans' Affairs can obtain necessary forms from the Veterans' Administration or the Veterans' Certification Section located in the Office of Admissions and Records, Rendleman Hall, room 1207, telephone (618) 650-2234. Applicants must supply a copy of the Veterans' DD 214 (Report of Separation from the Armed Forces) and certified proof of any dependents. The marriage certificate and/or birth certificates of children will meet this requirement. The enrollment certification will be completed by the Veterans' Certification Section and forwarded to the Veterans' Administration Regional Office. Benefits are determined by the length of active duty in service, number of dependents, enrollment status, incentives awarded by the branch of military service in which the veteran served, and

other factors. Since benefits for nontraditional courses may vary, students enrolling in courses that meet in nontraditional formats should contact the Veterans' Certification Section for specific information.

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

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

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

## **RESEARCH AND ACADEMIC FACILITIES**

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

### **SPECIAL INSTRUCTIONAL, RESEARCH, AND PRACTICUM FACILITIES**

The individual academic units support facilities that are specific to their research and classroom needs. The Sciences have 20,000 square feet of laboratory space for research and teaching, which is enhanced by a scanning electron microscopy facility provided with an I.S.I. Super III A SEM with supporting equipment and an operator. Within the Department of Biological Sciences are tissue culture facilities and growth chambers for plants and insects. Other sophisticated equipment facilitates research in enzymes, proteins, and genetic engineering.

Major equipment in the Chemistry department includes a 300 Mhz multinuclear NMR spectrometer, Varian 2000 Ion trap GC-mass spectrometer, Fourier transform infrared spectrometers, UV/Vis spectrometers, a fluorescence spectrometer, Atomic Absorption spectrometers, HPLC's, GC's, Scanning Tunneling Microscope, laser systems, and molecular modeling computer

systems.

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

The Department of Geography operates a state-of-the-art cartography Geographic Information System (GIS) computer lab, with raster and vector software. These labs enable students to analyze and display spatial data. In addition, the department also operates the Physical Geography and Geology Lab, which includes our campus weather station. This lab enables students to conduct research on surface and ground water, minerals and soils, the distribution of plants and animals, as well as the elements of our weather.

The Department of Mass Communications has one broadcast quality TV studio with both linear and non-linear video editing suites, a multimedia laboratory, plus three state-of-the-art radio production studios. Students gain additional experience at the National Public Radio station, WSIE-FM.

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

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

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

Within the School of Engineering, there are electrical engineering laboratories for control systems, image processing, digital signal processing, computer and network architecture, microprocessor interfacing, and VLSI design. There are civil engineering laboratories for materials and structures, soil mechanics, and environmental processes. Mechanical engineering laboratories include solid mechanics, dynamics and control, heat transfer and fluid mechanics. Computer Science laboratories include network programming, human-computer interaction, mobile robotics, and virtual reality.

The School of Nursing has a state-of-the-art Psychomotor Skills Laboratory, which provides nursing students with realistic clinical settings in a controlled laboratory experience. The 3,000 square feet of space includes a mock nursing station, three hospital rooms, three clinic rooms, one psychiatric interview room, one intensive care room, one labor and delivery room, one operating room, one computer lab, and a laboratory room equipped with teaching and student microscopes. Students have the opportunity to practice during open hours when classes are not scheduled. This facility is fully equipped with products and equipment used in actual health care facilities. Adult and pediatric human patient simulators are state-of-the-art computerized mannequins, which can simulate real-life patients with a variety of health conditions for students to learn critical incident nursing management.

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

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

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

#### SIUE INSTITUTE FOR URBAN RESEARCH

The Southern Illinois University Edwardsville Institute for Urban Research is a public policy research center created to address issues concerning the Metro East region, which is the largest metropolitan area in Illinois outside of Chicago and includes such communities as East St. Louis, Brooklyn, Madison, Venice and Cahokia. The Institute provides a crucial link among SIUE and its urban partners - academic, governmental, and citizen-based - in providing research-related services to the region. The Institute's fundamental objective is to create and test models and research programs that will help federal, state, and local agencies address urban issues. The research that is subsequently sponsored by the Institute is carried out by distinguished faculty members, postdoctoral research fellows, and graduate students from SIUE and other universities.

#### LOVEJOY LIBRARY

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

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

#### **STUDENT SERVICES**



## SERVICE CENTER

The Service Center is located in Rendleman Hall, room 1309. In this one location SIUE students can find information and assistance with registration, program changes, withdrawals, transcript requests and other student administrative business. Among the many services provided are the following:

- address, name, and student identification number changes
- admission applications (undergraduate and graduate)
- Bursar Satellite Cashiering Station (Monday through Friday only)
- class registration and program changes (adds, drops, withdrawals)
- Cougar Card student identification cards and debit plan deposits
- CougarNet access to student records
- enrollment certification requests
- forms and general information related to a variety of student concerns
- Graduate Records matters
- graduation applications (undergraduate and graduate)
- Illinois reclassification of residency applications
- transcript requests
- tuition calculation

During fall and spring semesters, Service Center hours of operation are 8 a.m. to 7 p.m., Monday through Thursday, 8 a.m. to 4:30p.m. Friday, and 8 a.m. to 1 p.m. Saturday. During Summer term (approximately May 1 through August 15) Saturday hours are 8 a.m. to noon and Monday through Thursday evening hours are until 7 p.m. These hours are subject to change when classes are not in session and at other times as needed.

### Special Information for Evening and Saturday Students.

For evening and Saturday students, the Service Center offers limited assistance for Parking Services and selected other offices when those offices are closed. Bursar services are available in the evening at the Satellite Cashiering Station located within the Service Center. In addition several offices offer extended evening hours when classes are in session. Student Financial Aid and Textbook Service are open until 6:30 p.m. Monday and Thursday evenings and Parking Services is open Monday evenings until 6:30 p.m. during the fall and spring semesters. During summer term these offices offer extended evening hours on Monday evenings only. Some

services, including Lovejoy Library, Academic Counseling and Advising, and the University Bookstore, have extended hours Monday through Thursday evenings when classes are in session.

For additional information about the Service Center phone 618-650-2080 or 888-328-5168 ext. 2080 (toll-free from St. Louis, Missouri), visit the Service Center website at <http://www.register.siu.edu>, or send e-mail to [servicecenter@siue.edu](mailto:servicecenter@siue.edu).

#### ACADEMIC COMPUTING

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

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

#### AUDIO VISUAL SERVICES

Audio Visual Services provides complete instructional material assistance, including the development of new media using state-of-the-art technology to meet the current needs of SIUE faculty, staff, and students. Audio Visual Services maintains a collection of 4,049 items including films, CD-ROMs, laserdiscs, and videotapes.

#### BUS/SHUTTLE SERVICE

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

#### CAREER DEVELOPMENT CENTER

The Career Development Center is a comprehensive center for the development of career objectives and direction for students and alumni. The Center assists students and alumni in relating their academic majors to career fields in the implementation and enhancement of their individual career development, exploration and confirmation of career/major choices and the development of job search strategies.

Cooperative Education is also a major component of the career development process in assisting students in all majors to gain career related work experience in paid paraprofessional positions while attending SIUE. Some of the many other services provided by the Center include workshops on various topics, resume referral, on-campus interviewing and a Career Resource Center with information on-line and printed material. Accessing our home page [www.careers.siue.edu](http://www.careers.siue.edu) via the Internet will allow complete access to the Career Development Center. One can register with our office, view career positions as well as Co-op jobs, and sign up for on-campus interviews simply by accessing our home page. Two career fairs are held annually, in March and October for students and alumni to network with employers both locally and nationally. For more detailed information on the Career Development Center, please call 618-650-3708, stop by the office located in 3126 Founders Hall, or visit our website at [www.careers.siue.edu](http://www.careers.siue.edu).

#### COUNSELING SERVICES

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

#### DISABILITY SUPPORT SERVICES

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

Persons with disabilities should visit the Disability Support Services Office, located in Peck Hall, room 1311, at their earliest convenience to meet the director and discuss

available services. Persons may also contact the director by calling (618) 650-3782, voice or Telecommunications Device for the Deaf (TDD). Hours are 8 a.m. to 4:30 p.m. on Monday through Friday, 8 a.m. to 7:00 p.m. Monday through Thursday, or by appointment.

#### EARLY CHILDHOOD CENTER

Preschool education is available for children of SIUE students, University employees, and community members. This center is located on North West Road off Circle Drive. The Early Childhood Center is open from 7:00 a.m. to 6:00 p.m. on Monday through Friday. Parents may choose from full day or morning programs. Children between the ages of two and five may be enrolled. During the fall and spring semesters, evening services are available Monday through Thursday from 4:30 p.m. until 10:00 p.m. for children up to twelve years of age. For more information, call (618) 650-2556 or visit our website at [www.siu.edu/EARLYCHILDHOOD](http://www.siu.edu/EARLYCHILDHOOD).

#### HEALTH SERVICE

Health Service, located in Rendleman Hall, room 0214, provides general out patient care, laboratory diagnostic testing, women's health services, and pharmacy services to members of the University community. Students must be enrolled and have paid the Student Welfare and Activity Fee in order to use the services at the student rate.

All students entering the University who were born on or after January 1, 1957 are required to provide Health Service with a completed Immunization Record Form and proof of immunization against measles, mumps, rubella, and tetanus/diphtheria. This requirement is in compliance with legislation enacted by the State of Illinois.

Students who fail to comply with the immunization requirement will not be allowed to register for any future term at the University, may be subject to a \$25 fine, or have classes cancelled.

International students should note that a PPD (Mantoux) Tuberculin skin test is required within five months of entering the University. This test can be administered on the same day as a MMR, but the student must otherwise wait a period of four weeks before receiving a MMR immunization after the PPD test is administered. International students must also provide proof of health insurance coverage for every semester of enrollment. Medical coverage must comply with minimum federal requirements 1) medical benefits of \$50,000, 2) \$7,500 and for repatriation coverage, and \$10,000 for evacuation, 3) deductibles that do not exceed \$500, 4) at least 80% coverage of medical expenses and psychiatric coverage.

For additional information about the immunization requirements, call (618) 650-2843; for other services available through Health Service, call (618) 650-2842 or go to [www.siue.edu/HEALTH](http://www.siue.edu/HEALTH).

#### INTENSIVE ENGLISH PROGRAM (IEP)

The Intensive English Program (IEP) at SIUE offers a noncredit program of intensive English language study for international students with Test of English as a Foreign Language (TOEFL) scores below the score required for academic admission to the University (213 computer-based TOEFL or 550 paper-based TOEFL score). IEP classes are offered at the intermediate to advanced levels only, and applicants are required to demonstrate adequate English proficiency for admission to the IEP (minimum 117 computer-based TOEFL or 430 paper-based TOEFL). The focus of the IEP is English for academic purposes with classes in reading, writing, grammar, and listening and speaking skills. In addition to approximately 20 classroom hours per week, students also benefit from TOEFL preparation and cultural field trips.

Upon successful completion of the IEP with a paper-based TOEFL score of 550 or higher or a computer based TOEFL score of 213 or higher, students otherwise academically and financially approved for graduate study may enroll in graduate level courses. 213 is SIUE's minimum computer-based TOEFL score requirement for graduate study. Individual SIUE graduate programs reserve the right to require higher TOEFL scores for admission to the program. Students are advised to check with their desired program of study for specific program requirements.

For more information about the Intensive English Program or to request an IEP brochure and application form, please contact the IEP office at (618) 650-5784 or send an e-mail message to [IEP@siue.edu](mailto:IEP@siue.edu). SIUE's IEP website is located at [www.siue.edu/CE/IEP](http://www.siue.edu/CE/IEP).

#### INTERNATIONAL STUDENT SERVICES

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

#### LIBRARY AND INFORMATION SERVICES

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

#### PARKING SERVICES

SIUE parking is based on color-coded lots with corresponding permits. All vehicles must be registered with a current SIUE permit that is properly displayed. Commuter and resident student permits may be obtained at Parking Services, Rendleman Hall, room 1113. During evenings and weekends, student commuter permits are available through the Service Center, Rendleman Hall, room 1309.

All violations assigned to a registered vehicle are the responsibility of the person in whose name the permit is issued. Tickets issued on a non-registered vehicle belonging to members of student's or employee's immediate, family will be the responsibility of the student or employee. Tickets may be paid and appeals filed at the Parking Services office.

Evening students have the option of purchasing one of a limited number of evening permits. These permits are sold per term on a first come, first served basis and allow parking after 3 p.m. in specific lots that are closer to the classroom buildings.

For more information, please call (618) 650-3680 or visit the parking website at <http://admin.siu.edu/parking/>

## PARKING FOR PERSONS WITH DISABILITIES

Members of the University Community who have state-issued disability hang tags, parking cards or plates are also required to purchase and display current SIUE disability permits in order to use parking spaces for persons with disabilities on University property. A verification process may be conducted to ensure that the requester and the person to whom the state disability parking permit/license plate has been issued are one and the same. For short-term problems, temporary disability parking permits may be issued by the University. Certification by the University's Health Service is a prerequisite. The purchase of a current SIUE parking permit is also required. A SIUE temporary disability permit does not authorize an individual to park in a space for individuals with a disability. Rather, Health Service and Parking Services work together to provide these individuals with closer, more convenient parking than they would normally have.

## SPEECH, LANGUAGE, AND HEARING CENTER

The Speech, Language, and Hearing Center, located in the Department of Special Education and Communication Disorders on the first floor of Founders Hall, provides evaluative and therapeutic services to SIUE students, faculty, staff, and individuals from the surrounding communities.

For Children and adults, diagnostic and therapeutic services are available in the following areas:

Speech: articulation disorders/Phonological disorders; developmental delay; neuromotor disorders (cerebral palsy and other congenital disorders/syndromes; fluency disorders (stuttering); voice disorders; dysarthria; stroke/head injury rehabilitation; aural rehabilitation (hearing loss/impairment); speech disorders related to craniofacial anomalies.

Language: developmental delays; acquired language disorders (due to traumatic brain injury, illness); language-learning disabilities; cognitive disorders due to brain injury; aphasia and related disorders; auditory processing disorders.

Audiology: complete audiologic evaluations; middle ear function studies; auditory processing disorders; hearing screenings (on and off-campus); electrophysiological testing (auditory brainstem response, otoacoustic emissions); aural rehabilitation.

Faculty all hold certification from the American Speech-Language and Hearing Association. The SIUE Speech, Language, and Hearing Center operates year round on the

academic schedule. The center serves as a primary training site for graduate students in the Department of Special Education and Communication Disorders.

Referrals and further information can be obtained by calling the Center Secretary at (618) 650-5623. There is no fee for services for students, faculty, and staff.

#### STUDENT LEADERSHIP DEVELOPMENT PROGRAM

The Student Leadership Development Program (SLDP) is open to all graduate students. The leadership program provides opportunities for students to develop leadership and professional development skills, gain practical experience, and increase civic awareness through participation in University and community service, leadership modules, Seven Habits of Highly Effective People, and IMAGE, a professional development program. Involvement in the program is designed to accommodate each student's interests and schedule. There is no time limit for program completion; students participate at their own pace. Students who complete the program receive a Student Leadership Transcript. For more information, visit the Carol Kimmel Student Leadership Development Center located on the first floor of the Morris University Center, or call (618) 650-2686.

#### TESTING SERVICES

Testing Services offers several tests that may be required for admission to graduate programs. Tests offered include the Miller Analogies Test (MAT) and the subject tests only for the Graduate Record Examination (GRE). Information regarding examination fees, administration dates, and registration procedures for these and other examinations can be obtained from Testing Services. The office is located in Instructional Services, Peck Hall 1404. Hours of operation are from 8:00 a.m. until 6:00 p.m. on Monday and 8:00 a.m. until 4:30 p.m. Tuesday through Friday. For additional information, call (618) 650-3717 or check the website at [www.siu.edu/IS/TEST](http://www.siu.edu/IS/TEST).

#### UNIVERSITY HOUSING

Graduate students at SIUE may choose to reside on campus in the apartments at Cougar Village or at Bluff Hall, which are both just short walks from classrooms, the library, and campus events. At Cougar Village, single students and family residents reside in smoke-free two- and three-bedroom apartments that include a full kitchen with appliances, dining room, bathroom, and living room. Single student apartments are fully furnished. Family residents may choose between furnished and unfurnished accommodations. At Bluff Hall, residents will occupy a four-person non-smoking suite with a common bath. Students may access the SIUE computer



network from their room, as well as take advantage of the 24-hour computer lab and laundry facilities. Bluff Hall also features a multifunction room for activities, classroom, and the Bluff Hall Cafe.

All utilities, except off-campus telephone calls are included in the University Housing contract payment. Persons residing in Bluff Hall will be required to purchase a declining meal plan, while meal plans are optional at Cougar Village.

For single students who desire a more controlled living environment, "Graduate Student," "24 Hour Quiet" and "Substance Free" buildings will be available on a first-come, first-served basis. Graduate students living in Bluff Hall will be assigned to the same general area.

To apply for housing at SIUE, students must complete and sign the application/contract and pay a nonrefundable \$25 application fee, \$75 reservation deposit (which becomes a damage deposit when the applicant becomes a resident of University Housing), and a \$200 advance payment. The application/contract will not be accepted without the required \$300 deposit. Students should apply for housing as soon as possible due to limited availability. The preferred application deadline for fall semester is May 1, and December 1, for Spring Semester.

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

#### UNIVERSITY POLICE

Southern Illinois University Police are committed to providing a safe and secure environment for students, employees, and visitors, and to enforce fully all state and federal laws and institutional policies and regulations to ensure such an environment.

Southern Illinois University Police Department is located in the Supporting Services Building and provides services 24 hours per day, 365 days per year. The non-emergency telephone number for University Police is (618) 650-3324. Emergency 911 calls are directed to University Police, which is responsible for dispatching appropriate police, fire, or ambulance services.

The University Police operate under a Community Oriented Policing philosophy which sets the foundation for providing

quality service based on high ethical standards. It includes being responsive and responsible to the community by building partnerships with students, faculty, and staff. University Police are highly visible through bike patrols, foot patrols, and vehicular means.

In compliance with federal law, entitled the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," the SIUE annual Security Report containing safety and security information and crime statistics for the past three calendar years is available online at [admin.siue.edu/studentrightto](http://admin.siue.edu/studentrightto).

Southern Illinois University is strongly committed to crime prevention, law enforcement, and crime reporting. University campuses, like all other communities, are not immune to crime. Students, faculty, and staff are urged to take advantage of safety programs, to take all reasonable precautions for their own safety, and to report all crimes.

#### WRITING CENTER

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

#### **STUDENT RIGHTS**

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

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

#### ACADEMIC INTEGRITY

Southern Illinois University Edwardsville is dedicated to learning and research, and hence is committed to truth and accuracy. Integrity and intellectual honesty in scholarship

and scientific investigation are of paramount importance. The faculty, staff, and students are responsible for maintaining high ethical standards of professional integrity.

SIUE considers any of the following to be a breach of professional standards of competence and responsibility: 1. Fabrication or falsification of data, including intentionally misleading selective reporting. 2. Plagiarism, breach of confidentiality with respect to unpublished material, violations of accepted standards regarding submission and publication of scholarly works, and other misrepresentations of originality. 3. Failure to comply with research regulations, such as those applying to human subjects, laboratory animals, and standards of safety.

#### EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

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

The University complies in letter and spirit with federal and state legislation, which includes but is not limited to: Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act, the Age Discrimination in Employment Act, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Titles VII and VIII of the Public Health Service Act, Americans with Disabilities Act of 1990, Civil Rights Act of 1991, and the Illinois Human Rights Act and related state laws. Inquiries regarding equal opportunity and affirmative action in admissions, administration, and employment should be directed to the Equal Opportunity Programs Office.

#### POLICY ON SEXUAL HARASSMENT

Sexual harassment will not be tolerated at Southern Illinois University Edwardsville. It is prohibited by law and conflicts with the policies and interests of the University. Therefore, no member of the University community shall engage in sexual harassment. Student-to-student harassment, employee-to-student harassment, student-to-employee harassment, and employee-to-employee harassment in on and off-campus settings will be covered by this policy. Students may receive a copy of the Sexual Harassment Policy from the Office of Equal Opportunity Programs or from the

University's home page.

#### RIGHT TO PRIVACY AND NONDISCLOSURE

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

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

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

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

numbers. Social security numbers may be used to determine eligibility for financial assistance, student status, and school attendance.

#### STUDENT CONDUCT CODE AND STUDENT ACADEMIC CODE

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

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

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

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

#### UNIVERSITY RELIGIOUS OBSERVANCE ACT

The University Religious Observances Act (110 ILCS 110) prohibits public institutions of higher education from discriminating against students for observing religious holidays in regard to admissions, class attendance and scheduling of examinations and work. A student who believes that he or she has not been reasonably accommodated may seek redress directly with the professor of the class or supervisor. If the grievance is not resolved, the student may file a student grievance pursuant to the Student

Grievance Code. Personnel matters will be referred through the channels of the unit in which the student is employed. Under the Act, "religious observance" or "religious practice" includes all aspects of religious observance and practice, as well as belief.