

## **SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE**

### **GRADUATE CATALOG 2011-2012**

#### **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.

*U.S. News & World Report* lists SIUE among the top ten public master's level universities in the Midwest region. Beautifully situated on 2,660 acres, SIUE is a public institution offering a broad choice of degrees and programs ranging from liberal arts to professional studies. Nearly 14,000 students choose SIUE for the enlightening programs, engaging faculty, and convenient location just 25 minutes from St. Louis.

Graduate degree programs are offered in 40 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.

#### **SIUE**

Southern Illinois University Edwardsville/2011-2012.

Graduate School - 618-650-3010, [gradsch@siue.edu](mailto:gradsch@siue.edu)

Graduate Admissions - 618-650-3770

Graduate Records - 618-650-3167

Service Center - 618-650-2080

Visit the Graduate School on the web at [www.siue.edu/graduate](http://www.siue.edu/graduate)

#### **THIS ISSUE**

The Southern Illinois University Edwardsville Graduate Catalog covers in detail questions concerning the Graduate School and

applies to Southern Illinois University Edwardsville. It supersedes the 2010-2011 issue of the Southern Illinois University Edwardsville Graduate Catalog.

The following publications can be obtained online at [www.siu.edu](http://www.siu.edu): Schedule of Classes; the Undergraduate Catalog; the Graduate Catalog.

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. The University has joined the Academic Quality Improvement Program (AQIP), a new and innovative method for maintaining regional accreditation. Detailed information is available at [www.siu.edu/AQIP](http://www.siu.edu/AQIP).

For more information, contact the HLC at [www.ncahlc.org](http://www.ncahlc.org) or 800-621-7440.

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

AACSB International - The Association to Advance Collegiate Schools of Business-International (MBA & Accountancy)

Accrediting Council on Education in Journalism and Mass

Communication

American Art Therapy Association (Approved Program)

Council on Social Work Education

National Association of Schools of Music

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National Association of School Psychologists

National Council for Accreditation of Teacher Education

Illinois State Board of Education (All Teacher Education  
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Accreditation Council for Pharmacy Education

### **ACADEMIC CALENDAR**

For the most up-to-date academic calendar, go to the appropriate  
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### **SOUTHERN ILLINOIS UNIVERSITY BOARD OF TRUSTEES**

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Lynn M. Maurer, Associate Dean

## **SOUTHERN ILLINOIS UNIVERSITY**

Southern Illinois University is a public multi-campus university comprising two institutions, Southern Illinois University Carbondale (SIUC), with a School of Medicine at Springfield, and Southern Illinois University Edwardsville (SIUE), with a School of Dental Medicine at Alton and a center in East St. Louis. The University, with an annual operating budget of more than \$748 million, enrolls more than 34,000 students in programs from two-year technical curricula to Ph.D. programs in 32 fields along with law, medicine, pharmacy, 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, post-baccalaureate and post-masters, cooperative 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.

### **UNIVERSITY 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.

### **UNIVERSITY 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 excellent 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, which 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.

## **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, go to the University's website at [www.siu.edu](http://www.siu.edu).

Students seeking specific information about professional degrees in the School of Dental Medicine and in the School of Pharmacy should go directly to [www.siu.edu/dentalmedicine](http://www.siu.edu/dentalmedicine) or [www.siu.edu/pharmacy](http://www.siu.edu/pharmacy)

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## **APPLICATION AND ADMISSION 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 Office of Admissions website at [www.siu.edu/](http://www.siu.edu/) or from the Graduate School office, Rendleman Hall, Room 2202, 618/650-3010, or in person at the Service Center, Rendleman Hall, Room 1309. Completed applications may be submitted online or can be mailed to Campus Box 1042 along with a check for the nonrefundable \$30 fee. The \$30 application fee can also be paid online at [www.siu.edu/bursar](http://www.siu.edu/bursar). Applications and procedures for the School of Dental Medicine at [www.siu.edu/dentalmedicine](http://www.siu.edu/dentalmedicine) and the School of Pharmacy at [www.siu.edu/pharmacy](http://www.siu.edu/pharmacy).

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 for up to three terms. Returning graduate applicants who have not been in attendance at SIUE for nine consecutive terms will be assessed the \$30 application 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 the Office of 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 2.0-2.49 may be given consideration. Applicants still in progress with a GPA below 2.5 will be disapproved.

The application deadline for domestic classified students (degree-seeking) status requires that the Office of 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 in country international students for classified (degree-seeking) status requires that Office of Admissions receive all documents for admission to Graduate School no later than July 15<sup>th</sup> for Fall Semester, November 15<sup>th</sup> for Spring Semester and April 15<sup>th</sup> for Summer Semester. The application deadline for out of country international students for classified (degree-seeking) status requires that the Office of Admissions receive all documents for admission to Graduate School no later than June 1<sup>st</sup> for Fall Semester, October 1<sup>st</sup> for Spring Semester and March 1<sup>st</sup> for Summer Semester. See the Academic Calendar at [www.siu.edu/registrar/schedules/](http://www.siu.edu/registrar/schedules/) for specific information on the start of classes. Any application file completed after the deadline will be moved to the next available term. Students moved forward are required to check with an Admissions Officer to make sure all documents are still valid.

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. Individual graduate program requirements may be found at [www.siu.edu/prospectivestudents/grad\\_admission\\_requirements.shtml](http://www.siu.edu/prospectivestudents/grad_admission_requirements.shtml).

## CLASSIFIED (DEGREE-SEEKING) STATUS

The application for a U.S. degree seeking student can be submitted electronically at [www.siu.edu/apply](http://www.siu.edu/apply).

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 1<sup>st</sup> for Fall Semester, October 1<sup>st</sup> for Spring Semester and March 1<sup>st</sup> for Summer Semester. Failure to enclose the application fee or delay in forwarding transcripts to the Office of Admissions Office will result in delayed processing of an application. Applicants whose official transcripts have not been received by the Office of Admissions cannot be admitted to the Graduate School.

When the Graduate School admission file is complete, the applicant's record is evaluated in the Office of 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. Individual graduate program requirements may be found at [www.siue.edu/prospectivestudents/grad\\_admission\\_requirements.shtml](http://www.siue.edu/prospectivestudents/grad_admission_requirements.shtml).

Upon acceptance by the Graduate School and approval for admission by the appropriate program faculty, the applicant is notified by the Graduate Admissions Office and sent information concerning enrollment. Applicants who are not accepted are so notified. If conditions are not completed, student is subject to dismissal to from program.

## 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 the Office of 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."

## 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. Any student with F-2 visa status needs to contact International Student Services, 618-650-3785, located in the Morris University Center, Room 2053.

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 Office of Admissions website at [www.siu.edu/graduate/apply/instructions\\_international.shtml](http://www.siu.edu/graduate/apply/instructions_international.shtml) or address inquiries to the Office of Admissions, Southern Illinois University Edwardsville, Edwardsville, Illinois, 62026, or [gradadmissions@siue.edu](mailto:gradadmissions@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) or 80 (79-80) (internet 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. We also accept International English Language Testing

System (IELTS) results to satisfy our English language proficiency admission requirement. The minimum IELTS total band score required is 6.5. Some degree programs may require a higher score. The English proficiency is waived for international students who have completed a baccalaureate degree in the United States. The English proficiency 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 English proficiency requirement may also be granted to applicants who satisfactorily complete at least two academic years of full-time graduate study under the provisions described in this paragraph. Full-time graduate study is a minimum of 18 completed hours in a full academic year, with a cumulative grade point average of 2.5 or higher on a 4.0 scale. 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. Individual graduate program requirements may also be found at [www.siu.edu/prospectivestudents/grad\\_admission\\_requirements.shtml](http://www.siu.edu/prospectivestudents/grad_admission_requirements.shtml). 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, out-of-country applicants should have applications and all supporting documents on file with the University by the posted deadline.

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 the paper-based official test, 213 on the computer-based official test, or 79-80 on the internet-based 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.

## 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 "Unclassified Graduate Admission Application." An official baccalaureate degree-bearing transcript must be forwarded to the Office of Admissions. 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.

## UNDERGRADUATES ENROLLED 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/current/pdf/GSRF.pdf](http://www.siu.edu/graduate/current/pdf/GSRF.pdf), 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, Mathematics, Civil Engineering, Computer Science, Electrical Engineering, or Mechanical 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.

#### 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**

#### 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. Applicants with domestic credentials 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.

## POST-BACCALAUREATE CERTIFICATE

A post-baccalaureate certificate is an organized program of study requiring at least 18 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 Master'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.

## 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 between 3.0 and 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 "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.

## DOCTORAL PROGRAMS

The School of Education offers a Doctor of Education (Ed.D.) in Educational Leadership. Specific information about admissions, course of study, and the degree completion can be found at [siue.edu/edd](http://siue.edu/edd).

The School of Nursing offers a Doctor of Nursing Practice program. Specific information about admissions, plan of study, and graduation can be found in depth at [www.siue.edu/nursing](http://www.siue.edu/nursing).

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 "Classified (Degree-Seeking) Status."

The School of Dental Medicine offers the latest technology in today's oral healthcare field helping over 8,000 patients a year receive excellent dental care through a state-of-the-art main clinic in Alton as well as a community clinic in East St. Louis. Information on admission to Doctor of Dental Science may be found at

[www.siu.edu/dentalmedicine](http://www.siu.edu/dentalmedicine).

The School of Pharmacy offers technologically advanced classrooms, research laboratories and a contemporary curriculum that emphasizes critical thinking, problem solving, professionalism and teamwork. Information on admission to the pharmacy doctorate program can be found at [www.siu.edu/pharmacy](http://www.siu.edu/pharmacy).

## **DEGREE COMPLETION, GENERAL REQUIREMENTS**

### **REQUIREMENTS FOR COMPLETING DOCTORAL DEGREES**

Students in the cooperative doctoral programs should also refer to Chapter 2 and to the SIU Carbondale website. Students seeking the Doctor of Pharmacy should go to [www.siu.edu/pharmacy](http://www.siu.edu/pharmacy). Students pursuing the Doctor of Dental Science should refer to [www.siu.edu.edu/dentalmedicine](http://www.siu.edu.edu/dentalmedicine). Students seeking the Doctor of Nursing Practice (DNP) degree should go to [www.siu.edu/nursing](http://www.siu.edu/nursing).

### **REQUIREMENTS FOR COMPLETING POST-BACCALAUREATE CERTIFICATES**

For a post-baccalaureate certificate to be awarded, a student is required to complete at least 18 semester hours of graduate credit with a grade point average of 3.0 or higher (A=4.0). Minimum credit requirements vary by program. For detailed explanation of specific graduation requirements, see program descriptions in Chapter 2. One-half of the required credits must be earned in courses numbered 500 or above. NO CREDIT is allowed toward a graduate program for courses in which a grade below C is earned. Only credit earned within a six-year period preceding the completion of all requirements, whether at SIUE or elsewhere, is counted toward a certificate. No more than 3 of these required hours can be independent readings, directed research, practicum, or other similar courses. No substitution or waiver of courses or completion requirements is permissible for a certificate program. By policy, up to one-third of the total number of hours required for the certificate can be approved for transfer to the program, subject to the additional requirements and restrictions described elsewhere in this publication. Courses taken in a certificate program may also be counted toward the completion of a graduate degree.

### **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 online at [www.siue.edu/graduate/Forms.shtml](http://www.siue.edu/graduate/Forms.shtml) and in the Office of the Registrar, Rendleman Hall, Room 1207. 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 the Graduate School or on the web at [www.siu.edu/orp/humansubjectsprotection/index.shtml](http://www.siu.edu/orp/humansubjectsprotection/index.shtml) The "Registration of Thesis Title" form and "Guidelines for the Preparation of Theses" are available on-line at <http://www.siu.edu/graduate/forms.shtml>

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 the Graduate School 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 School.

#### 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.

#### EXIT REQUIREMENTS

Each master's degree program has individual exit requirements. Check the graduate program for the specific exit requirements. A report of the results of the exit requirements is filed with Graduate Records on a form entitled "Summary of Completion of Requirements for Graduate Degrees."

## REQUIREMENTS FOR COMPLETING POST-MASTER'S CERTIFICATES

For a post-master's certificate to be awarded, a student is required to complete at least 18 semester hours of graduate credit with a grade point average of 3.0 or higher (A=4.0). Minimum credit requirements vary by program. For detailed explanation of specific graduation requirements, see the program descriptions in Chapter 2. One-half of the required credits must be earned in courses numbered 500 or above. NO CREDIT is allowed toward a graduate program for courses in which a grade below C is earned. Only credit earned within a six-year period preceding the completion of all requirements, whether at SIUE or elsewhere, is counted toward a certificate. No more than 3 of these required hours can be in independent readings, directed research, practicum, or other similar courses. No substitution or waiver of courses and of completion requirements is permissible for a certificate program.

## 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 school psychology.

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.

## 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. Individual graduate program requirements may also be found at [www.siu.edu/prospectivestudents/grad\\_admission\\_requirements.shtml](http://www.siu.edu/prospectivestudents/grad_admission_requirements.shtml).

## **MASTER'S DEGREES**

Accountancy\* (GMAT)

Specialization in Taxation

Art Studio

Art Therapy Counseling (MAT)

Biological Sciences (GRE)

Biotechnology Management (GRE)

Business Administration\* (GMAT)

Specialization in Management Information Systems

Chemistry\*

Civil Engineering\*

Computer Management and Information Systems\* (GMAT)

Computer Science (GRE)

Curriculum and Instruction\*

Economics and Finance\*(GMAT or GRE)

Educational Administration\* (GRE for Ed.D. only)

Electrical Engineering\*

English

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

Environmental Sciences (GRE for applicants with a grade point

average less than 3.0)

Environmental Science Management (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)

Industrial Engineering (GRE for applicants whose degree is from a non-ABET accredited institution)

Instructional Technology\*

Kinesiology\*

Learning, Culture, and Society

Literacy Education

Marketing Research\* (GMAT)

Mass Communications\*

Mathematics\*

Mechanical Engineering

Music

Specializations in Music Education; Music Performance

Nursing

Specializations in Family Nurse Practitioner\*; Health Care and Nursing Administration (online); Nurse Anesthesia; Nurse Educator (online)

Psychology

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

Public Administration\*

Secondary Education\*

Teaching fields include: art, biology, chemistry, Earth and space sciences, English/language arts, foreign languages, history, mathematics, physics

Social Work\*

Sociology\*

Special Education\*

Speech Communication\*

Speech Language Pathology (GRE)

Teaching (MAT - Secondary Education)

#### **SPECIALIST DEGREES**

Educational Administration \*

School Psychology (GRE)

#### **DOCTORAL PROGRAMS**

Doctor of Nursing Practice (online)

Doctor of Dental Science

Doctor of Pharmacy

Doctor of Education

Cooperative Doctor of Philosophy degree in Engineering Science  
(degree conferred by SIU Carbondale)

Cooperative Doctor of Philosophy degree in History (degree  
conferred by SIU Carbondale)

#### **CERTIFICATE PROGRAMS**

Post-Master's Certificate

Literacy Education

Literacy Specialist

Nursing

Health Care and Nursing Administration (online); Nurse Anesthesia; Nurse Educator (online); Family Nurse Practitioner\*

Special Education

**POST-BACCALAUREATE CERTIFICATES**

English

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

History

Museum Studies

Instructional Technology

Web-Based Learning

Mass Communications

Media Literacy

Music

Piano Pedagogy

Vocal Pedagogy

**FINANCIAL SUPPORT FOR GRADUATE STUDENTS**

There are several types of financial support for graduate students regularly administered through The Graduate School. From time to time, other special awards may become available. The Office of Student Financial Aid administers additional financial aid programs that are also addressed in this section. Students receiving any type of financial assistance are expected to satisfy the requirements of the Graduate School's retention policy (see Retention Policy).

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.

Southern Illinois University Edwardsville is an equal opportunity employer and will not discriminate against any person on the basis of race, religion, national origin, or sex in violation of Title VII.

Southern Illinois University Edwardsville prohibits discrimination against employees, applicants for employment and students on the basis of age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran's status.

Information on graduate assistantships, Competitive Graduate Awards, Graduate Scholar Award, and other financial assistance can be obtained from The Graduate School, Rendleman Hall, room 2202, Campus Box 1046, telephone (618) 650-3010. More detailed information on other forms of financial assistance can 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*.

#### 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 exceed 150% of the published program length.

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.

#### COMPETITIVE GRADUATE AWARDS (CGA)

Competitive Graduate Awards are administered through The Graduate School, Rendleman Hall, Room 2202. To be considered for an award, applications and all supporting materials must be received in The Graduate School no later than 4:30 p.m. on January 15 or the closest business date if this date falls on a weekend. (Check the website for any date changes). Application packets are available on The Graduate School website at <http://www.siue.edu/graduatestudents/fellowshipsandgrants/index.shtml> or by request from The Graduate School, Campus Box 1046, Edwardsville, IL 62026-1046 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 who have completed their master's degree are not eligible for this award.

Awards include a stipend of \$8,370 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 concurrent appointments in the University; 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.

#### DIVERSIFYING FACULTY IN ILLINOIS (DFI)

The Diversifying Higher Education Faculty in Illinois (DFI) program administered through the Illinois Board of Higher Education, provides awards of up to \$14,000 for a full-time graduate student. The Award is renewable for one year for master's students and up to three years for doctoral students, contingent upon satisfactory academic progress. An applicant must be an Illinois resident, from an underrepresented group (African American/Black, Hispanic American, Asian American, Native American or Alaskan Native), above average academic ability, and must demonstrate financial need to be considered for this award. An award recipient must agree to actively seek and accept when offered a teaching or non-teaching full-time appointment at an Illinois post-secondary educational institution or at a state office, equal to the number of years for which he or she receives the DFI fellowship. The DFI website is <http://www.ibhe.org>. Applications are due to Dr. Venessa A. Brown, Assistant Provost for Faculty Development and Diversity, in early February and awards are announced in late March for the following academic year. Applications and guidelines are available at <http://www.ibhe.org>.

#### GRADUATE ASSISTANTSHIPS

Graduate assistantships at the masters 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 \$896 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 or 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 the Graduate School.

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 the Graduate School.

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 from 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 the Graduate School. 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.

#### GRADUATE SCHOLAR AWARD

Students from underrepresented groups may be eligible to apply for assistance through the Graduate Scholar Award program. The program provides a tuition waiver for qualified students. Students must be nominated for the award by their academic unit. More information is at [www.siu.edu/graduatestudents/fellowshipsandgrants/scholar-award.shtml](http://www.siu.edu/graduatestudents/fellowshipsandgrants/scholar-award.shtml)

## GRANTS, OTHER ILLINOIS

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 permanently 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 mandatory fees and are available for up to 8 semesters. See [www.collegeillinois.org](http://www.collegeillinois.org) for more information.

## LOANS

Southern Illinois University Edwardsville participates in the William D. Ford Direct Loan program. Guaranteed federal student loans, subsidized and unsubsidized, are available to graduate students to assist with educational costs. Students must complete and submit a FAFSA application to be eligible for student loans. To apply for a loan after the FAFSA is received by SIUE, students must accept the loan(s) on their award letter on CougarNet. After accepting the loan(s) on CougarNet, students must complete a master promissory note (mpn) at [www.studentloans.gov](http://www.studentloans.gov). If the student has never received student loans in the past, the student must also complete entrance loan counseling for graduate students at the same website ([www.studentloans.gov](http://www.studentloans.gov)). Loan money is paid directly to the University which administers the funds. Applicants interested in student loans 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 is deferred until six months after a student graduates, leaves school, or drops below half time; however, interest on this loan begins accruing as soon as the loan funds are disbursed to the student.

Graduate students may borrow up to \$20,500 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).

Students may also apply for a Grad PLUS student loan if the subsidized and unsubsidized loan amounts are not enough to cover their educational expenses. These loans are not guaranteed and will require a check of the student's credit history. The amount a student may borrow in an academic year is determined by their Cost of Attendance/Budget minus any other financial aid awarded.

A third option for loans is available to students in the form of Alternative Loans. These loans are obtained through private student loan lenders. These loans are not guaranteed and will require the lender to conduct a check of the student's credit history. Interest rates for these loans vary by lender. A list of suggestions for lenders is available on the Office of Student Financial Aid website, [www.siu.edu/financialaid](http://www.siu.edu/financialaid). Direct Loans does not offer loans in this program. The amount a student may borrow in an academic year is determined by their Cost of Attendance/Budget minus any other financial aid awarded.

#### LOANS, SHORT TERM

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 \$300) are made for 30 days.

#### SCHOLARSHIPS AND FELLOWSHIPS, STATE OF ILLINOIS

Scholarships 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 at 800-899-4722 or [www.collegeillinois.org](http://www.collegeillinois.org).

##### **Illinois General Assembly Scholarships**

These Scholarships are 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 and check the website

[www.isbe.state.il.us/gov\\_relations/html/scholarships.htm](http://www.isbe.state.il.us/gov_relations/html/scholarships.htm).

##### **Illinois Future Teacher Corps (IFTC)**

The IFTC scholarships are awarded to academically talented students who plan to pursue careers as preschool, elementary, or secondary school teachers in the State of Illinois. Priority is

given to students with financial need, minority students and those planning to teach in a teacher shortage discipline and/or a hard-to-staff school. Based on the teaching commitment made, awards may be up to \$5,000 or \$10,000 per year for payment of tuition, fees, room and board charges. Priority consideration is given to renewal applications in date received order, until funds are exhausted. Applicants also must apply for federal student financial aid (FAFSA) to determine their expected family contribution, which is part of the selection criteria for the scholarship. Recipients must enroll at least half time as juniors or above and must fulfill the teaching commitment or repay funds received plus interest. Contact ISAC for more information or [www.collegeillinois.org](http://www.collegeillinois.org).

#### **Minority Teachers of Illinois Scholarship (MTI)**

The Minority Teachers Scholarship Program provides scholarships of up to \$5,000 per year to assist individuals of African American, Hispanic American, Asian American, or Native American origin who plan to become teachers at the preschool, elementary, or high school level. Students receiving this scholarship must fulfill a teaching commitment by teaching full time one year for each year of assistance received. The teaching agreement must be fulfilled at a school in which no less than 30 percent of those enrolled are minority students. If the teaching commitment is not fulfilled, the scholarship converts to a loan. The deadline to apply for these scholarships is May 1<sup>st</sup>. Contact ISAC for more information or [www.collegeillinois.org](http://www.collegeillinois.org).

#### **Illinois National Guard Program (ING)**

The ING Program is administered by the Illinois Student Assistance Commission (ISAC) and provides for tuition, application, activity, and graduation 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 and non-credit courses are eligible for the ING Grant. Candidates should apply to ISAC by October 1 of the academic year for which assistance is being requested. Contact ISAC for more information or [www.collegeillinois.org](http://www.collegeillinois.org) to print an ING application.

#### **Illinois Veterans' Grant (IVG)**

The Illinois Veterans' Grant covers tuition, mandatory fees, application, 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 ISAC for more information or [www.collegeillinois.org](http://www.collegeillinois.org) to print an IVG application.

## 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. For more information see [www.siue.edu/studentemployment](http://www.siue.edu/studentemployment).

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.siue.edu/studentemployment](http://www.siue.edu/studentemployment). Students usually begin working at 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 some of their wages, and the unit in which they work pays the remainder. Federal Work Study eligibility is awarded as part of the financial aid package; students must also indicate on their FAFSA they are interested in Work-Study.

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.

#### STUDENT FINANCIAL AID, OFFICE OF

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; owe no refund on federal grants and have no current default on federal student loans. In addition, male students between the ages of 18 and 25 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 Programs 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 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 (IVG), which covers tuition, mandatory fees, application, and graduation fee, may use it concurrently with the Veterans' Administration benefits. The IVG is processed through the Illinois Student Assistance Commission (ISAC). Veterans are notified by ISAC of eligibility and should submit a copy of that correspondence to 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.

## **GRADUATION AND COMMENCEMENT**

Degrees are awarded at the end of each academic term. In order

to qualify for a diploma signifying the award of a graduate degree, the student must file the "Application for Graduation" form no later than the first day of the term in which the student expects to complete all degree requirements. This form, and other graduation information, is available online at [www.siu.edu/registrar/forms/graduation.shtml](http://www.siu.edu/registrar/forms/graduation.shtml) or in the Service Center. 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.

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 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.

#### ACADEMIC POLICIES AND STANDARDS

The following policies and standards are applicable to graduate students. Professional students in Pharmacy and in Dental Medicine should consult those school's policies and procedures.

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 may repeat courses at SIUE under the following conditions and restrictions:

- When a course is repeated, only the grade earned in the final attempt will be used in computing the student's grade point average. All grades will appear on the transcript.
- 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.
- Courses may not be repeated more than three times.

The University is not obligated to offer a course simply to provide students an opportunity to repeat a previously attempted course. Additionally, individual academic units and programs may set more stringent conditions and restrictions regarding repeated courses.

## 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.

BK-Blank. Used as a deferred grade until international Study Abroad graduate transcripts arrive and can be evaluated for a grade and for non-graded courses such as UNIV 500.

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.

NG-No Grade Assigned. No grade or credit hours earned.

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 600-,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. 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 graduate student whose cumulative grade point average falls below the required minimum (3.0 for master's degree, post-baccalaureate certificate, or unclassified students and 3.25 for specialist degree students) or fails to satisfy the standards for retention for the student's individual graduate programs, the status of the student will be reviewed by the Graduate Dean and the student's program director.

If a graduate student fails to meet the appropriate retention standards stated above after 15 semester hours, the Graduate Dean may drop the student from the Graduate School. The Graduate Dean may approve the retention of any such students upon the recommendation of the graduate program director. If the student is permitted to continue, the conditions for continuance will be put in writing by the student's program director and, upon concurrence of the Dean of Graduate Studies and Research, communicated to the student. A student dropped from the Graduate School is ordinarily not admissible to another 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/Forms.shtml](http://www.siue.edu/graduate/Forms.shtml) 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/Forms.shtml](http://www.siu.edu/graduate/Forms.shtml) 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.

## **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.



## ILLINOIS EDUCATION RESEARCH COUNCIL (IERC)

The [Illinois Education Research Council](#) was established in 2000 to provide Illinois with education research to support P-20 education policy making and program development. In 2006, the IERC was appointed as the research arm of the Illinois P-20 Council. The IERC undertakes independent research and policy analysis, often in collaboration with other researchers, that informs and strengthens Illinois' commitment to providing a seamless system of educational opportunities for its citizens. Through publications, presentations, participation on state-wide committees, and an annual research symposium, the IERC brings objective and reliable evidence to the work of state policy makers and practitioners. See [ierc.siue.edu](http://ierc.siue.edu) for more information.

## INSTITUTE FOR URBAN RESEARCH

The SIUE Institute for Urban Research (IUR) was established in 2000 by a grant from the U.S. Department of Health and Human Services. Its primary purpose is to promote research on urban issues and problems, especially those experienced by older core cities and their suburbs. The IUR works on campus and off to pursue its mission. Internally, the IUR works with faculty and staff from many disciplines to advance research on urban topics and to enhance external funding for this important work. Externally, the IUR works with local governments and nonprofit organizations to use scholarship as a way to address regional decision-making needs. This "applied research" is an important part of the IUR's work, and the IUR collaborates with other academic institutions in the St. Louis area to advance applied research goals in the entire region. The IUR welcomes inquiries about urban research and applied research needs, and is a fine example of how SIUE is a growing and vibrant metropolitan university. Visit [www.siue.edu/iur](http://www.siue.edu/iur) for more information.

## LOVEJOY LIBRARY

Lovejoy Library maintains more than 810,217 volumes, over 1.6 million microform units and 32,653 audio visual items. The Library subscribes to more than 25,811 journals and periodicals, 22,630 of which are electronic and available to members of the University from their homes or offices. Lovejoy Library offers assistance to students, faculty, and staff, and acquaints users with procedures for locating information and resources for papers, theses, or other research projects. The library's resource-sharing agreements make it possible for University students to use other academic, public, and special libraries in the St. Louis area. Electronic access also is provided to the collections of other libraries in Illinois and throughout the world. Materials from these collections may be obtained through interlibrary loan. See

[www.siu.edu/lovejoylibrary/about/about.shtml](http://www.siu.edu/lovejoylibrary/about/about.shtml) for more information.

## NATIONAL CORN-TO-ETHANOL RESEARCH CENTER

The National Corn-to-Ethanol Research Center (NCERC) located in University Park of SIUE is the only public entity of its kind.

The NCERC is Unique in that it is the only facility in the world to house the following all under one roof:

- Analytical Laboratory
- Fermentation Laboratory
- Pilot Scale Ethanol Production Process
- Workforce Development Training Programs

The NCERC is available to test new products and technologies that have been demonstrated on a laboratory scale for their viability in a commercial operation.

The NCERC Pilot Plant fully emulates a commercial fuel ethanol production plant.

The NCERC includes a wet chemistry Analytical Laboratory as well as a Fermentation Research laboratory. The laboratories offer commercial services to many segments of the ethanol, agri-processing, fuel, feed, food and grain industries.

In addition to the Pilot Plant and Laboratories, the NCERC is the only facility in the world to house both classroom training and a computer simulation center of the ethanol production process.

The NCERC Workforce Training Programs are unique in that persons receive classroom instruction, computer simulation training and applied hands on learning all in the same building.

What makes NCERC truly unique is the flexibility of the facility's design. The process and the plant layout are intended to allow multiple clients access to the facility simultaneously. The laboratory, milling/refining and carbohydrate processing/fermentation portions of the plant are completely separated and can be entirely decoupled as required. Or, if desired, a single customer may utilize the entire Pilot Plant and Laboratories to study the process of taking feedstocks all the way to denatured anhydrous ethanol and their corresponding co-product.

In addition to the installed processes, the layout and piping design of NCERC allow adequate floor space and utilities to support either additional or substitutionary equipment and systems. See [www.ethanolresearch.com](http://www.ethanolresearch.com).

## SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS CENTER (STEM)

Southern Illinois University Edwardsville's Center for STEM Research, Education, and Outreach is a collaborative enterprise among several SIUE academic units (the College of Arts and Sciences (CAS), the Schools of Education (SOEd), and Engineering (SOEn), and others), local community colleges and school districts, regional offices of education, and the community at large. The Center's Mission is to develop, strengthen, and promote STEM research, education, and outreach in the region. The STEM Center provides opportunities for improving the teaching and learning of science, technology, engineering, and mathematics on campus and in local public schools and community colleges. Stakeholders generate these opportunities via collaborative grantsmanship and outreach activities. Specifically, the Center will provide centralized leadership for STEM research and education coordination across all academic units at SIUE, provide centralized and coordinated strategies for enhancing external funding for STEM programming, foster a faculty exchange program between SIUE and area public schools at all levels, create and deliver outreach activities that will enhance professional competencies in science education and provide effective assessment of STEM initiatives.

## SPECIAL INSTRUCTIONAL, RESEARCH, AND PRACTICUM FACILITIES

Facilities and resources in the College of **Arts and Sciences** enhance graduate study and research opportunities in the individual academic units and are specific to their research and classroom needs. The Sciences have 20,000 square feet of laboratory space for research and teaching. Within the Department of **Biological Sciences** are facilities and equipment supporting research ranging from molecular to ecosystem levels. Facilities include a greenhouse, vivarium, environmental chambers, growth chambers, tissue culture, and equipment for automated DNA sequencing, real-time PCR, cell transformation, and imaging analysis. Microscopy facilities and equipment include fluorescence microscopy confocal microscopy, and scanning electron microscopy. The 2660 acre campus provides access to upland forest and prairie habitats, a 70 acre reservoir, a protected environmental research area, as well as various wetland habitats. The campus is adjacent to two Illinois State Nature Preserves, the Watershed Nature Center, and floodplain habitats of the Mississippi and Missouri Rivers.

Major equipment in the **Chemistry** department includes an EG&G PAR Versastat Potentiostat, a Bruker ER 200 D EPR Spectrometer (VT), a Vacuum Atmosphere System TS-400 Glove Box equipped with electrochemical connections, a 300 MHz Varian Unity Plus NMR Spectrometer (multinuclear, VT), a MALDI-MS, a Varian 300-series LC-MS with direct injection ESI-MS capability, a Varian 200 GC-MS for identification of organic by-products, a scanning electron microscope, a Harrod Industries TGA / DTA, and a Rigaku/MS MiniFlex+ powder X-ray diffractometer, and Bruker

Raman and infrared microscopes.

The **Environmental Sciences** program has the state-of-the-art research facilities, supporting faculty and student research. The major analytical instruments include: an Agilent GC-MS and ICP-MS, a Dionex IC and Accelerated Solvent Extractor, and a Varian AAS (equipped with graphite furnace and hydride generation). The program also has a photosynthesis analyzer (LI-COR 6400), an environmental chamber, and a cold-frame greenhouse on a 1-acre field study plot. Individual faculty research laboratories provide students with hands-on research experience in different disciplines, ranging from molecular toxicology to GIS spatial analysis.

The Department of Physics provides excellent facilities for experimental research in the areas of thin-film optics, optical spectroscopy, nonlinear optics, volume holographic storage, ultrafast optics, Plasminics and nanophotonics, and photon counting in scintillating optical fibers. The optical coating lab has complete facilities for design, production, and analysis of multi-layer thin films. The laser and spectroscopy lab is equipped with state-of-the-art lasers and devices. It contains nanosecond Nd:YAG, two ultrafast Ti:Sapphire, ultrafast 1550nm fiber based laser, two argon, a 5W cw 532nm, and a cw Spectra Physics "Millennia V" lasers, as well as a Raman & Fluorescence spectrometers, Perkin-Elmer Lambda 19 UV/VIS/NIR spectrophotometer, ultrafast detectors, microstructure optical fiber, Buehler Vector Grinder-polisher and powerhead, a Diamon saw, and submicron resolution translation stages. The optical scintillating fiber lab is equipped with state-of-the-art photon counting systems and associated electronics. The observatory facility houses a 20" fully automated and remotely controlled telescope.

The Lovejoy Library is an important asset to the academic and research activities of the Department of **English Language and Literature** and others. They hold about 800,000 volumes, 690,000 documents. The English department also houses state-of-the-art recording devices for the study of language.

The Department of **Geography** operates a state-of-the-art Geographic Information System (GIS) and Remote Sensing computer lab, equipped with the most up-to-date software and hardware. This lab enables students to assemble, manipulate, analyze, and display spatial data. In addition, the department also operates a 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 and abundance of plants and animals, local weather, and the effects of human impact on all of these components.

The Department of **Mass Communications** has state-of-the-art facilities including a digital TV studio, an Avid editing lab, a

multimedia laboratory, a full line of ENG cameras and accessories, plus non-linear radio production studios. Students gain additional experience at the National Public Radio station, WSIE-FM, in SIUE's Web-radio, or through participation in the department's television program, Global Village. Moreover, the St. Louis metropolitan area is the 21st largest media market in the United States. SIUE's Mass Communications Department program takes advantage of the resources of the region by regularly scheduling media professionals for guest appearances in classes, by employing working professionals as part-time faculty, and by sponsoring events such as Mass Communications Week, in which a number of programs on topics as varied as the job search, television and film lighting, independent video producing in St. Louis, seminars by corporate media consultants, and a dialogue with a St. Louis Post-Dispatch columnist are conducted by working professionals and the faculty.

The Department of **Social Work** is located in the 1300 Wing of Peck Hall. The Social Work Department facilities include three labs, each equipped with a recording camera and new DVD recording and playback capabilities. These labs are used as part of both the Bachelor of Social Work and Master of Social Work curricula. Labs are used for students to role-play with simulated clients as they develop their clinical skills. Research has demonstrated that the use of simulated clients and practical experience enhances clinical competency.

In the Fine Arts, the Department of **Art and Design** offers two Masters' programs, a Master of Fine Arts in Art Studio and a Master of Art in Art Therapy Counseling. The well-equipped contemporary art and design building houses eleven studio art disciplines ranging from drawing and painting to digital arts and metals. Several pieces of highly specialized equipment are available for student use such as the Pillar electric induction furnace in sculpture, the Dufa press in printmaking, and the Anagama kiln in ceramics. In addition SIUE offers classes in glass working which is unique to the region. As a teaching institution, studio art faculty are working artists who are fully vested in their students' academic and artistic development.

The Department of **Music**, offering the Master of Music, is housed in its modern teaching and rehearsal facility, featuring a state-of-the-art recording studio, spacious ensemble rehearsal rooms, and numerous practice rooms. In addition, the Department of **Theater and Dance** operates two theaters. One features a well-equipped 400 seat proscenium house with high end sound and lighting technologies. The other, the James F. Metcalf Student Experimental Theater, also computerized, is a black box

space 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 (COMPUSTAT, CRSP, AuditAnalytics, the FASB Codification, Execucomp, and LEXIS/NEXIS).

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; Curriculum and Instruction (elementary and secondary teaching); and Special Education and Communication Disorders. Resources include a specially-equipped Reading Center, instructional computing labs and classrooms, facilities for digital audio and video production, hardware and software for web-based learning applications, and laboratory facilities for human research.

Facilities often combine research with community outreach functions. For example, graduate students in Speech-Language Pathology provide services for children and adults with communication disorders at the Speech, Language, and Hearing Center. The Center provides therapeutic and diagnostic services for SIUE students, faculty and staff and for individuals within the surrounding area. The Audiology Suite located on the third floor of Founders Hall includes a laboratory area for audiological assessment and specialty hearing assessments. In addition, rehabilitation services are provided for individuals who are hearing impaired. The Department also operates an Assistive Technology Lab and Classroom. This facility is equipped with state-of-the-art technology to train students and provide services for individuals with multiple handicaps needing assistive technology or augmentative communication. Graduate students in psychology deliver services to children with attention and behavior problems in the department's Attention & Behavior Clinic. Graduate students in Curriculum and Instruction in the Literacy Specialist program provide diagnostic and tutoring services to children and adolescents in the community who are experiencing challenges in the development of reading and writing skills and strategies.

The Exercise Physiology Laboratory housed in the Department of Kinesiology and Health Education is a state-of-the-art, 2200 square-foot facility with the capability for detailed assessment of physical activity and cardiovascular fitness, anthropometrics and body composition, and other physiological outcomes. The laboratory accommodates both clinical and basic research and contains a reception area, conference room, private exam room, private changing room, and separate rooms for body composition, cardiovascular, and biochemical assessments. The laboratory is equipped with a GE Lunar DXA Prodigy, a BODPOD, Two Parvo Medics True One metabolic carts, and a COSMED K4b2 for portable measurement of metabolism. Residing next door to the laboratory is the Physical Activity Clinic. This 2500 square-foot facility houses cardiovascular and resistance strength training equipment including a full line of Paramount Circuit Strength Training machines, a free weight section with exercise benches, and a number of LifeFitness elliptical and treadmill machines. Both the

laboratory and clinic are used exclusively by participants in the Wight Management Clinic and SIUE students enrolled in Department of Kinesiology and Health Education courses.

Graduate students are also engaged within the community. For example, students in Speech-Language Pathology, Special Education, and Curriculum and Instruction provide services to the East St. Louis Center, Head Start and residents of East St. Louis and Metro East as part of their practical experiences.

Within the School of **Engineering**, there are electrical engineering laboratories for control systems, image processing, digital signal processing, computer and network architecture, microprocessor interfacing, electronic circuits, VLSI design, and electrical machines. There are civil engineering laboratories for materials and structures, soil mechanics, hydraulics, and environmental processes. Mechanical engineering laboratories include solid mechanics, dynamics and control, heat transfer and fluid mechanics. There are also three laboratories for Industrial and Manufacturing Engineering; computer integrated manufacturing, manufacturing processes, manufacturing enterprise, biomechanics, and computer aided 3D design. Computer Science laboratories include network programming, human-computer interaction, mobile robotics, and virtual reality.

The School of **Nursing** has a state-of-the-art Simulated Learning Center for Health Sciences which provides nursing students with realistic clinical settings in a controlled laboratory environment. The 3,000 square feet of space includes three hospital rooms and three clinic rooms which can be used both for health assessment and physical examinations as well as for psychiatric interviews. There is one intensive care room and one operating room, each with a one-way viewing window, one labor and delivery room, and a medication preparation room with an automated medication dispensing system. In the laboratory, students have access to four computers. Students have the opportunity to practice during open hours when classes are not scheduled. This laboratory 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. The Dental School has a state of the art microscopy facility which includes scanning electron microscopy, scanning transmission electron microscopy, X-ray analysis and confocal microscopy. The pain research laboratories have been enhanced through addition of an electrophysiology unit. Other laboratories are equipped to support research in molecular biology and anaerobic microbial pathogenesis. Additional sophisticated equipment is available to support our major areas of research focus which include orofacial pain, dental materials/implants, microbial pathogenesis of oral disease and correlations of oral health with diet, nutrition and systemic health. 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.

The School of Pharmacy has 5,000 square feet of dedicated research space. The laboratories are fully equipped to perform molecular biology, pharmacology, biochemistry, drug delivery, and medicinal chemistry research. Major equipment housed in the School of Pharmacy includes a flow cytometer with accessories, a TA Q1000 differential scanning calorimeter, a Leica DMIRE 2 inverted fluorescence microscopy system equipped with temperature controlled stage, Z-motor and deconvolution software module, a Sorvall Discovery M120 micro ultracentrifuge, a Varian ultraviolet-visible spectrophotometer, a Varian 800 FT-infrared spectrometer, a Stratagene multiplex qPCR, a Beckman Coulter Z2 particle counter and size analyzer, molecular modeling and computational software, a Perkin Elmer LS6500 multi-purpose scintillation counter, a JEOL 400 MHz NMR, a Waters Alliance-SQ 3100 LCMS, a Shimadzu 2010 HPLC with uv and mass detectors, a Vibratone cryostate, and a TA Q 50 therogravimetric analyzer.

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.

## **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 Office of Institutional Compliance.

## **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. 4. Any other conduct which seriously conflicts with accepted ethical standards in research and scholarship. See [www.siu.edu/policies/1q5.shtml](http://www.siu.edu/policies/1q5.shtml) for more information.

## AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY

Southern Illinois University Edwardsville (SIUE) is committed to affirmative action and equal opportunity for all persons as regards to its academic and educational programs and services offered to the University Community. SIUE administers its activities, programs, services, and educational and employment opportunities without regard to age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or other prohibited categories.

SIUE complies in letter and spirit with appropriate federal and state legislation prohibiting discrimination including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, The Americans with Disabilities Act of 1990, and the Illinois Human Rights Act.

Anyone seeking more information concerning SIUE's Affirmative Action Plan and equal opportunity should contact Mr. Paul Pitts, ([ppitts@siue.edu](mailto:ppitts@siue.edu)) Assistant Chancellor for Institutional Compliance, Room 3310, Rendleman Hall, Box 1025, Edwardsville, IL, 62026-1025, (618)650-2333.

## CONDUCT CODE, STUDENT AND ACADEMIC CODE, STUDENT

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 Graduate School, The Office of Admissions, and the Office of the Dean in the School of Dental Medicine. Also see <http://www.siu.edu/policies/3c2.shtml>, <http://www.siu.edu/policies/3c1.shtml>.

## **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 the Registrar.

In addition, the University, through the 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, local address, home town address, 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 the form of a letter to the Registrar or by

completion of a Directory Information Release Action Request Form. Such objection must be filed as directed by the notice published in The Alestle at the beginning of the academic term in which it is to be effective and, once effective, it remains so until a written cancellation is filed with the Registrar.

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.

See [www.siu.edu/registrar/privacy.shtml](http://www.siu.edu/registrar/privacy.shtml).

## **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 requirements. 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.

## **SEXUAL HARASSMENT POLICY**

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.

Students may receive a copy of the University's Sexual Harassment Policy from the Office of Institutional Compliance, Room 3316, Rendleman Hall, or online at [www.siu.edu/policies/2c5.shtml](http://www.siu.edu/policies/2c5.shtml).

## **VIOLENCE PREVENTION**

The Illinois General Assembly has recently adopted new statutory requirements affecting all institutions of higher education in the State of Illinois relating to campus violence prevention. Specifically, the Illinois Campus Security Enhancement Act of 2008 mandates all institutions of higher education to create a campus violence prevention plan and training program. In response to this statutory mandate, Southern Illinois University Edwardsville ("University") has developed a campus violence prevention plan which sets forth violence prevention strategies, measures, policies and programs for the purpose of preventing violence and enhancing safety on campus. This plan incorporates the statutory requirements which include the plan itself, the formation of a violence prevention committee and training/notification procedures for the campus community.

## **STUDENT SERVICES**

### **INFORMATION TECHNOLOGY SERVICES (ITS)**

Information Technology Services 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, Bluff Hall, Evergreen Hall, Prairie Hall, Woodland Hall, Cougar Village Commons, Founders Hall, Peck Hall, Dunham Hall, the Science Building, the Art and Design Building, and the Engineering 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.

For more information or if you have questions, call (618)650-5500, email [oac\\_help@siue.edu](mailto:oac_help@siue.edu), or see [www.siu.edu/its](http://www.siu.edu/its).

## Audio Visual Services at ITS

AV equipment scheduling – AV equipment orders can be placed via phone, online or in person. The AV equipment is delivered to the classroom, and then picked up at the end of class. For Additional information, contact AVS at (618)650-5500, [http://www.siue.edu/lovejoylibrary/avs/media\\_library.shtml](http://www.siue.edu/lovejoylibrary/avs/media_library.shtml) or at Lovejoy Library – LB 0005.

Smart classrooms – A computer, DVD/VCR player, sound system and data projector are permanently housed in numerous “smart” classrooms. ITS provides equipment training, support and maintenance for these rooms. “Smart” classrooms are unlocked before the first classes in the morning and locked after the last classes at night. Currently there are 55 smart classrooms in various buildings supported by ITS.

DVD and Video Usage and Scheduling – All DVDs and tapes are now housed in Lovejoy Library and scheduled via phone, online or in person. DVDs or tapes for use in the classrooms may be picked up in person or, scheduled for smart classroom or traditional classroom delivery and pickup by ITS staff. For additional information, contact AVS at (618)650-3051, [http://www.siue.edu/lovejoylibrary/avs/media\\_library.shtml](http://www.siue.edu/lovejoylibrary/avs/media_library.shtml) or at Lovejoy Library – Self-Instruction Lab/Microfiche – Second Floor.

Equipment consultation – Advise clientele in interfacing various instructional technology not normally housed in the ITS Smart classrooms.

## AUDIO VISUAL SERVICES

DVDs, films, videos and other media software can be scheduled via the Media Library office. Media covering a broad range of educational interests is available for classroom or personal viewing. Faculty, staff and students may check out media, arrange to have it delivered to their classroom or view it in the [Self-Instruction Lab](#). Students may check out 2 titles for a maximum of 7 days. Faculty, teaching assistants and staff may use their [proxy borrowing privileges](#) to have students pick up media by ordering it in advance, then sending a [proxy form](#) and Faculty ID with the students picking up the media. Students picking up media for personal use must do so in person and present a valid student ID.

Media titles held by Lovejoy Library may be located through the Library's [online catalog](#). Since media availability varies, clients should schedule orders well in advance of the date needed. Arrangements for classroom use of any program may be made through the Media Librarian or [online](#). To avoid scheduling conflicts of limited resources and to allow adequate processing time, faculty needing delivery of media must contact the

Media Librarian **by phone (3051) or in person, no later than 24 hours before** it is required. However, when media is requested for pickup, this 24-hour policy may be waived subject to the Media Librarian's workload. When the 24-hour policy is not observed, a minimum advance notice of 2 hours is required for the order. **Online requests** must be received **no later than 72 working hours before** the media is needed. The Media Library is open during regular library hours. All media ordered for pickup will be checked out and returned to microforms/media, located on the 2nd floor of Lovejoy Library. Please, do not return media in the library book returns. Damage is the user's responsibility.

The Library's media collection is available for checkout only to SIUE faculty, staff, and students. For additional information about the Media Library, see [www.siue.edu/lovejoylibrary/avs/media\\_library.shtml](http://www.siue.edu/lovejoylibrary/avs/media_library.shtml).

## 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 helps assists students and alumni relate their academic majors to career fields; implement and enhance their career development; explore and confirm career/major choices; and develop job-search strategies. These are accomplished through the integration of various career development theories, career interest inventories, and personal style inventories.

Career guidance is provided through personal counseling. Our Cooperative Education (Co-op) and Internship Program is a major component of the career development process, assisting students in all majors to gain career-related work experience in paid paraprofessional positions or unpaid internships 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.

Accessing the Career Development Center's home page ([www.siue.edu/careerdevelopmentcenter](http://www.siue.edu/careerdevelopmentcenter)) via the Internet allows complete access to the

Center. Students can register with the Cougar Jobline to view career, Co-op, and internship positions and to sign up for on-campus interview opportunities. Career fairs are held annually, allowing students and alumni to network with employers, both local and national.

For details about the Career Development Center, please call (618)650-3708, stop by the office Student Success Center 0281, or visit our website at [www.siu.edu/careerdevelopmentcenter](http://www.siu.edu/careerdevelopmentcenter).

## COUNSELING SERVICES

Counseling Services provides counseling to students coping with personal, psychological, and/or interpersonal issues. Crisis intervention for residential students, alcohol and drug information and psycho-educational outreach programs are also offered. The Counseling Services department serves as a practicum site for graduate students, enrolled in clinical psychology, counseling and social work programs. Our counselors are committed to assisting students in their adjustment to living and learning in a university environment and in realizing their full worth and potential. Appointments are conducted in a private setting, and all consultations are confidential.

For additional information regarding Counseling Services, please visit our webpage at [www.siu.edu/counseling](http://www.siu.edu/counseling), call (618) 650-2197 or send an e-mail to [lbrase@siu.edu](mailto:lbrase@siu.edu). The office is open Monday through Friday from 8:00 a.m. to 4:30 p.m.

To schedule an appointment, please go to our webpage [www.siu.edu/counseling](http://www.siu.edu/counseling) and under "General Information" click on "Forms." Next, click on "Intake Forms." Download and print out the forms. Complete the forms with your information. Come to the Counseling Services office located on the lower level of the Student Success Center, Room 0220. Present your information and request an appointment. You will be matched to a therapist based on your needs and scheduled in a timely way. If there is a crisis, please come to the Counseling Service office and let the secretary know you are in crisis and need to speak to the first available therapist. If there is an emergency, dial 911 and request assistance or go to the nearest emergency room.

## DISABILITY SUPPORT SERVICES

Disability Support Services is responsible to provide all academic accommodations at SIUE. Any student with a documented disability who requires accommodations should make an appointment with Disability Support Services to coordinate academic accommodations.

All students with disabilities are encouraged to visit DSS in the Student Success Center Room 1270. Students may contact the office via phone at (618) 650-3726 (V/T) or via e-mail at [disabilitysupport@siue.edu](mailto:disabilitysupport@siue.edu) or review our website [www.siue.edu/dss](http://www.siue.edu/dss).

## EARLY CHILDHOOD CENTER

Preschool education is available for children of SIUE students, University employees, and community members. This center is located on North West University Drive 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. Please note the Center works off of a waiting list. For more information, call (618) 650-2556 or visit our website at [www.siue.edu/earlychildhood](http://www.siue.edu/earlychildhood).

## EVENING AND WEEKEND STUDENTS

For evening 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, including Parking Services and Textbook Service, offer some extended evening hours when classes are in session. 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. Information Technology Services has extended hours Monday through Friday, and is also on Saturdays. Inquire at each office for specific hours of operation.

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 [www.siue.edu/registrar](http://www.siue.edu/registrar), or send e-mail to [servicecenter@siue.edu](mailto:servicecenter@siue.edu).

## HEALTH SERVICE

Health Service, located in the Student Success Center, room 0220, provides acute care medical care, immunizations, 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, and may have their classes cancelled.

International students should contact Health Services for information about additional requirements before entering the University. International students must also provide proof of health insurance coverage at the Health Service Office for every semester of enrollment. Information about the insurance is available on the website.

For further information about [Health](#) Service, please call (618) 650-2842 or visit the website at [www.siu.edu/healthservice](http://www.siu.edu/healthservice). For specific information about the immunization requirements, call (618) 650-2843.

## CENTER OF INTERNATIONAL PROGRAMS

The Center of International Programs provides a comprehensive range of services for international students at SIUE. These services include orientation assistance, immigration advisement, coordination of community hospitality programs, and general support services and referral assistance. The office is located on the lower level of the Student Success Center. For more information, call (618) 650-3785 or go to [www.siu.edu/international](http://www.siu.edu/international).

## 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. For more information, see [www.siu.edu/lovejoylibrary/about/about.shtml](http://www.siu.edu/lovejoylibrary/about/about.shtml).

## PARKING SERVICES

SIUE parking is based on color-coded lots with corresponding permits. All students, faculty, and staff who park a vehicle on University property must purchase and display a current, valid SIUE permit. **You may not purchase a permit if you have outstanding parking fines.** Permits may be purchased online at [www.siu.edu/parking](http://www.siu.edu/parking) or by mail to the Parking Services Office, Box 1044, Edwardsville, IL 62026. Permits may also be purchased in person at Parking Services, Rendleman Hall, Room 1113.

Evening Students have the option of purchasing one of a limited number of evening permits. These permits are sold on a first come, first served basis and allow parking after 4:00 p.m. in specific lots that are closer to the classroom buildings.

All citations issued to a registered vehicle are the responsibility of the person in whose name the permit is issued. Citations 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. Citations may be paid online at [www.siu.edu/parking](http://www.siu.edu/parking) or by mail to the Parking Services office, Box 1044, Edwardsville, IL 62026. Payment may also be made at the Parking Services office. Include the citation with the appropriate payment and be sure that they are received in Parking Services within ten (10) working days of the citation issue date. Appeals may be filed online at <http://www.siu.edu/parking> or you may obtain an appeal form from the website or from Parking Services. An appeal may not be filed until a \$5 partial payment has been made. Appeals must be written and filed within ten (10) working days immediately following the citation issue date.

For more information, please call (618) 650-3680 or visit the parking website at [www.siu.edu/parking](http://www.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 parking permits in order to use parking spaces for persons with disabilities on University property. For short-term problems, one 30 day temporary disability parking permit may be authorized by the University's Health Service. If an individual already has a note from his or her doctor, it may be taken directly to Parking Services for the 30 day permit. 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 parking that is closer, more convenient. A state-issued permit is required if the need persists for more than 30 days.

### **STUDENT 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, adds, drops and 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
- class registration and adds, drops, and withdrawals

- Cougar Card student identification cards and debit plan deposits
- Cougar Net access to student records
- enrollment certification requests
- forms and general information related to a variety of student concerns
- 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 6 p.m., Monday and Thursday and 8 a.m. to 4:30p.m. Tuesday, Wednesday and Friday. During Summer term (approximately May 1 through August 15) hours of service may be reduced. The Service Center offers additional hours of service at the beginning of each term. These hours are subject to change when classes are not in session and at other times as needed.

## SPEECH, LANGUAGE, AND HEARING CENTER

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

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 and an Illinois license in Speech-Language Pathology. 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.

## 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, call (618) 650-2686 or go to [www.siu.edu/kimmel/sldp](http://www.siu.edu/kimmel/sldp).

## TESTING SERVICES

Testing Services administers examinations that prospective graduate students may be required to take before they can be admitted to graduate programs. These examinations include the Miller Analogies Test (MAT) and the Graduate Record Examinations (GRE) Subject Tests.

For more information about these examinations, visit the Testing Services Web site at <http://www.siu.edu/is/test/>, call the Testing Services office at (618) 650-1246, or visit the Testing Services office in the Student Success Center, Room 1246 from 8:00 a.m. until 4:30 p.m. on Monday through Friday.

## UNIVERSITY HOUSING

Graduate students at SIUE have two options for living on campus, Evergreen Hall and Cougar Village.

### Evergreen Hall

Evergreen Hall combines the independence of apartment-style living with the amenities of a residence hall. Evergreen Hall offers four different floor plans:

- Studio apartment – one person, private unit with kitchen
- 4 bedroom suite – four people, private bedrooms, one bath, living room, no kitchen
- 4 bedroom apartment – four people, private bedrooms, one bath, living room, full kitchen
- 4 bedroom apartment – six people, two private bedrooms, two shared bedrooms,

two baths, living room, full kitchen

All Evergreen Hall units are air conditioned and fully furnished. There are fully equipped kitchens in each apartment and throughout the building. Evergreen features 24-hour security, expanded basic cable TV, wireless access to the SIUE network (active data jacks also available), and an active telephone jack in each unit. The building also features social and study lounges on each wing, a 24-hour computer lab, fitness center and social and academic activities. Residents are not required to purchase a meal plan in Evergreen Hall, but they are available.

### Cougar Village

Cougar Village is a 62 building traditional apartment complex. 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.

Students may access the SIUE wireless network from their apartment, as well as take advantage of the computer lab in the Cougar Village Commons. On-site laundry facilities are available. All utilities, except off-campus telephone calls, are included in the University Housing contract payment. Residents are not required to purchase a meal plan in Cougar Village, but they are available.

To apply for Housing at SIUE, students must complete and submit the housing 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 is not complete and will not be considered without the required \$300 deposit. Students should apply for Housing as soon as possible due to limited availability. The preferred application deadline for fall-spring is May 1, the preferred deadline for spring is December 1 and the preferred deadline for summer is April 1.

For additional information regarding University Housing, contact the Central Housing Office at 618-650-3931 or via e-mail, [housing@siue.edu](mailto:housing@siue.edu). Information is also available on the University Housing website at [www.siue.edu/housing](http://www.siue.edu/housing). The Central Housing Office is located in Rendleman Hall, room 0224. Information is also available on the University Housing website at [www.siue.edu/housing](http://www.siue.edu/housing)

### UNIVERSITY POLICE

Southern Illinois University Edwardsville 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.

The 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.

The SIUE Annual Security Report is available online at [www.siu.edu/securityreport](http://www.siu.edu/securityreport). The report contains campus safety and security information and crime statistics for the past three calendar years. This report is published in compliance with Federal law, titled the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." For those without computer access, a paper copy of the report may be obtained from the Office of the Vice Chancellor for Administration, Rendleman Hall, Room 2228, 618-650-2536.

Southern Illinois University Edwardsville 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.

Non-Emergency Telephone Number: 650-3324  
Emergency: Dial 911

## WRITING CENTER

Writing Center is a resource open to SIUE students, freshman through graduate level in every discipline. Students can work with tutors who provide individual assistance on all types of writing assignments, or they can work independently on computerized grammar or rhetoric tutorials. In addition, there are tutors who specialize in working with students whose native language is not English. The Writing Center also has many handouts and worksheets on specific aspects of the writing process, grammar, and punctuation and gives workshops on a variety of writing-related topics. And Writing Center staff work with instructors individually creating and presenting workshops tailored to their classes. Appointments are recommended. Located in the Student Success Center, room 1254, the Writing Center is open for daytime, evening, and weekend use. For more information, call 618) 650-2045 or e-mail [wcenter@siue.edu](mailto:wcenter@siue.edu).

## TUITION AND FEES

The tuition and fees charged to students are established by the University Board of Trustees and are subject to change without prior notice whenever conditions make such changes necessary. Tuition and fees, as approved by the Board of Trustees, are published on the University's website, [www.siu.edu/apply/tuition](http://www.siu.edu/apply/tuition).

In addition to fees noted on the University's tuition and fee schedule, a student is subject to certain other charges such as graduation fees, transcript fees and course specific fees.

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.

#### FINANCIAL RESPONSIBILITY

Students at SIUE will incur certain financial obligations. Although they may be eligible for various forms of financial assistance, the final responsibility for those financial obligations is the student's. These financial obligations constitute an educational loan to assist in financing the student's education and are not dischargeable under the United States Bankruptcy Court. 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: late fees will be applied to past due amounts and transcripts and diplomas will not be issued. Continued failure to pay a past due debt may result in the debt being referred to a collection agency. In that event, collection costs may be added to the student's account. For information regarding the Installment Payment Plan's policies, procedures, due dates and more, please visit our website, [www.siu.edu/bursar](http://www.siu.edu/bursar).

#### RESIDENCY STATUS, DETERMINATION OF

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 for

admission to the University. If such evidence is insufficient, or if records establish that students do not meet the requirements for resident status as defined in the following regulations, non-resident status is assigned.

### **Definitions and Conditions**

Adults, to be considered residents for purposes of tuition, must have been bona fide residents of the State of Illinois for 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.

Persons under 18 years of age are considered minors. 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 reside in the state, they 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.

The term 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 returns, proof of property ownership or year-'round residence, driver's license, automobile registration, or place of employment.

Nonresident students married to residents of the state may be classified as residents while residing in the state. The spouses through whom students claim residence must demonstrate resident status according to the requirements that applies 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 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 of Illinois 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 if they were 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 under the following conditions:

1. they were residents of the state at the time of entry into military service, or
2. they were treated as residents while in the military by attending school at this University while stationed within the state, or
3. they resided within the state for a period of six months after separation and immediately prior to the term for which they claim residency.

Persons incarcerated in a state or federal place of detention within the State of Illinois will be treated as residents for tuition assessment purposes while remaining in that place of detention. If bona fide residence is established in Illinois upon release from detention, the duration of residence shall be deemed to include the prior period of detention.

The spouses and dependent children of all employees on appointment with the University are considered resident students for purposes of tuition assessment during the term of such appointment.

Students may have their residency status reclassified, on the basis of additional or changed information, by filing a written request for review at the Service Center. The written request for review must be filed within 30 school days of the day on which classes begin for the term for which a residency change is requested.

A student seeking reclassification from non-resident to resident status is liable for the tuition and fees assessed, but, if granted, the change of residency and any tuition change shall apply for the term in which reclassification occurs. In the case of a student classified as a resident who is reclassified as a non-resident, the change to nonresident status and adjustment of tuition shall apply for the term following the reclassification. If the University has classified a student as a resident on the basis of false or falsified documents furnished by the student, the reclassification to non-resident status shall be retroactive to the first term during which residence status was based on these incorrect documents. The student also may be subject to sanctions under student conduct guidelines.

### **Appeal of Residency Review Decisions**

A student who is dissatisfied with the ruling in response to a written request for review of residency status may appeal the ruling 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. Appeals should be sent to Campus Box 1058, SIUE, Edwardsville, IL 62026-1058.

## **Registration**

Registration is generally available to students by March 15 for Summer and Fall terms and by October 15 for the Spring term. Specific registration schedules are published on the Registrar's web site at [www.siu.edu/registrar](http://www.siu.edu/registrar). Online registration is available to students through CougarNet at [www.siu.edu/COUGARNET](http://www.siu.edu/COUGARNET).

All students, with the exception of unclassified students, must meet with an academic advisor prior to registration. During this advising session, an enrollment (alternate) PIN is issued that will be required to access web registration. It is important that you plan your schedule appropriately ensuring that all pre-requisites and class restrictions have been satisfied prior to enrollment. Pre-requisites and class restrictions may be reviewed in the class schedule published through CougarNet.

To avoid unnecessary problems with enrollment, please follow these guidelines:

- Meet with an adviser
- Retain your Enrollment PIN until the term begins
- Ensure that you have cleared any holds that may be on your record
- Ensure that pre-requisites and class restrictions are satisfied
- Obtain approval to enroll when necessary
- Register early in the registration period
- Obtain your billing information through CougarNet
- Make payment by the due date

Registrations may be cancelled by the University for academic, disciplinary or financial reasons. While the University reserves the right to cancel students for administrative reasons, it is the student's responsibility to drop classes in which enrollment is no longer desired. Schedule changes may be made online through the Friday preceding the first day of the term.

Students are expected to register before the term begins. It is advisable to register as early as possible to ensure sufficient space availability in desired classes. Beginning with the first day of the term, students will be assessed a non-refundable \$25 late registration fee. No registrations will be accepted after the second week of the semester.

### **Changes in Registration**

Students may make changes to your class schedule online via web registration or in the Service Center, Rendleman Hall, room 1309, or in the unit in which the student originally registered, through the Friday prior to the first day of class. Beginning with the first day of the term, all schedule changes must be made in the Service Center. The change is official only when this procedure is complete. Students are officially registered

for only those courses and sections appearing on their registration documents, and as modified by official changes they have made with their advisor. Students may add classes using CougarNet provided that class pre-requisites and restrictions have been satisfied, an enrollment (alternate) PIN has been obtained and if appropriate, the student does not have any holds. In addition, students may process changes in the Service Center using a signed registration or add/drop form. All schedule changes should be confirmed using CougarNet.

### **Adding Classes**

Effective the first day of the term, all undergraduate classes are considered “closed.” Students who want to add a class after the first day must obtain the instructor’s written approval. This permission to gain admission to the class will generally be given on the registration form, which must be taken to the Service Center, Rendleman Hall, room 1309, for processing by the end of the first week of classes. After the first week, the approval of the department chair and advisor is also needed to add a class. The only classes which may be added after the second week are those which start after the end of the second week; including workshops and independent reading classes. Exceptions must be approved by the appropriate dean and the registrar.

If students add classes that increase the amount of tuition and fees they are required to pay, the procedure is handled in one of two ways:

1. If tuition and fees have not been paid, a new tuition calculation is completed to reflect the increased amount.
2. If tuition and fees have been paid, the additional hours will generate a new tuition cost for that term, and the students will receive an additional e-bill in most cases.

### **WITHDRAWAL AND REFUNDS**

#### **Dropping Classes**

Students who find it necessary to drop a class must do so at the Service Center. Students may drop a course within the following guidelines by submitting a completed add/drop form with authorizations as appropriate. Students dropping a class during weeks 1–2 will receive a refund of tuition and fees for the class. After week 2, students remain financially responsible for all tuition and fees with no refund given. Students dropping all classes for the term should refer to the section titled “Withdrawing from the University.”

#### **Fall and Spring Semesters**

**Weeks 1–2** — Students may drop a class without permission of the instructor and have no entry on the transcript.

**Weeks 3–10** — Students may drop a class without permission of the instructor. Grade of “W” is automatically assigned.

**Weeks 11–13** — Students may drop a class only with approval of the instructor and advisor; grade of “WP” or “WF” must be assigned by instructor; “WF” is computed in the GPA as an “F.”

**After Week 13** — No class may be dropped; a grade other than “W,” “WP,” or “WF” must be assigned by the instructor.

#### **Summer Term**

**Weeks 1–2** — Students may drop a class without permission of the instructor and have no entry on the transcript.

**Weeks 3–5** — Students may drop a class without permission of the instructor. Grade of “W” is automatically assigned.

**Weeks 6–8** — Students may drop a class only with approval of the instructor and advisor; grade of “WP” or “WF” must be assigned by instructor; “WF” is computed in the GPA as an “F.”

**After Week 8** — No class may be dropped; a grade other than “W,” “WP,” or “WF” must be assigned by the instructor.

Different deadlines apply to weekend, short-term classes and workshops scheduled in nontraditional formats. Contact the Service Center for information or visit the registrar’s Web site, [www.siu.edu/registrar](http://www.siu.edu/registrar).

Absence from class does not constitute dropping a class or withdrawing from the University, so you must follow these instructions to avoid the assignment of failing grades. However, through the 10th week of each semester, faculty may request that students who fail to meet attendance requirements be removed from class.

Because students who drop all classes are considered to be withdrawing from the University for that term, that transaction must be initiated according to the procedure below.

#### **Withdrawing from the University**

Students who find it necessary to withdraw from the University during any term must initiate official withdrawal procedures in the Service Center, Rendleman Hall, room 1309. All withdrawals must be completed by the end of the 13th week of classes during fall and spring, and by the end of the 8th week for summer full-term classes. Different deadlines apply to short-term classes or workshops scheduled in non-traditional

formats. Inquiries regarding withdrawal deadlines should be directed to the Service Center. A 100% refund of tuition and fees (with the exception of the late registration fee) is possible only if withdrawal and refund requests are officially completed within the first two weeks of the term. All textbooks or library materials on loan must be returned before a withdrawal is considered effective and a refund is approved.

### **Tuition and Fee Refund**

All withdrawals must generally be completed by the end of the 8th week of classes. Different deadlines apply to short-term classes or workshops scheduled in non-traditional formats. Inquiries regarding withdrawal deadlines should be directed to the Service Center or the Office of Continuing Education as noted above.

A 100% refund of tuition and mandatory fees (including the Student-to-Student Grant fee but excluding the late registration fee) is possible only if withdrawal and refund requests are officially completed within:

- the first 2 weeks of the term for a course that lasts 8 weeks or more,
- the first week of the term for a course that lasts at least 4 weeks, but less than eight weeks, or
- the 1st class meeting for a course that lasts less than 4 weeks.

All textbooks or library materials on loan must be returned before a withdrawal is considered effective and a refund is approved.

A partial refund of 50% of tuition shall be given if the student's withdrawal from the University is processed after the dates outlined above, and before the deadlines outlined below:

- the last day of the 4th week for a course that lasts 8 weeks or more;
- the last day of the 2nd week for a course that lasts at least 4 weeks, but less than 8 weeks;
- the 4th class meeting for a course that lasts at least 11 days, but less than 4 weeks;
- the 2nd class meeting for a course that lasts 10 days or less.

Students enrolled in courses lasting longer than 8 weeks and who receive a partial refund of tuition shall be given a 100% refund of mandatory student fees if they officially withdraw from the university by the last day of the third week.

For all other students who receive a partial refund of tuition, no mandatory fees shall be refunded.

Students who receive a partial refund of tuition shall be assessed an administrative fee of \$100.

No tuition or mandatory fees shall be refunded after the deadlines stated above except for students entering military service for six months or longer, or students in grave circumstances who demonstrate to the satisfaction of the chancellor or the chancellor's designee that, for reasons beyond their control, they are unable to continue their educational program. Nothing in this policy shall preclude the chancellor from complying with any applicable state or federal law or regulation.

Please consult the Registrar's web site at [www.siue.edu/registrar](http://www.siue.edu/registrar) for withdrawal and refund deadlines.