

**SIU** Southern Illinois University  
CARBONDALE

# Graduate School Manual



**Spring 2020**

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Disclaimer: This is a procedures manual and not a Graduate Catalog. For policies, please follow the Graduate Catalog. <http://gradschool.siu.edu/about-us/grad-catalog/>

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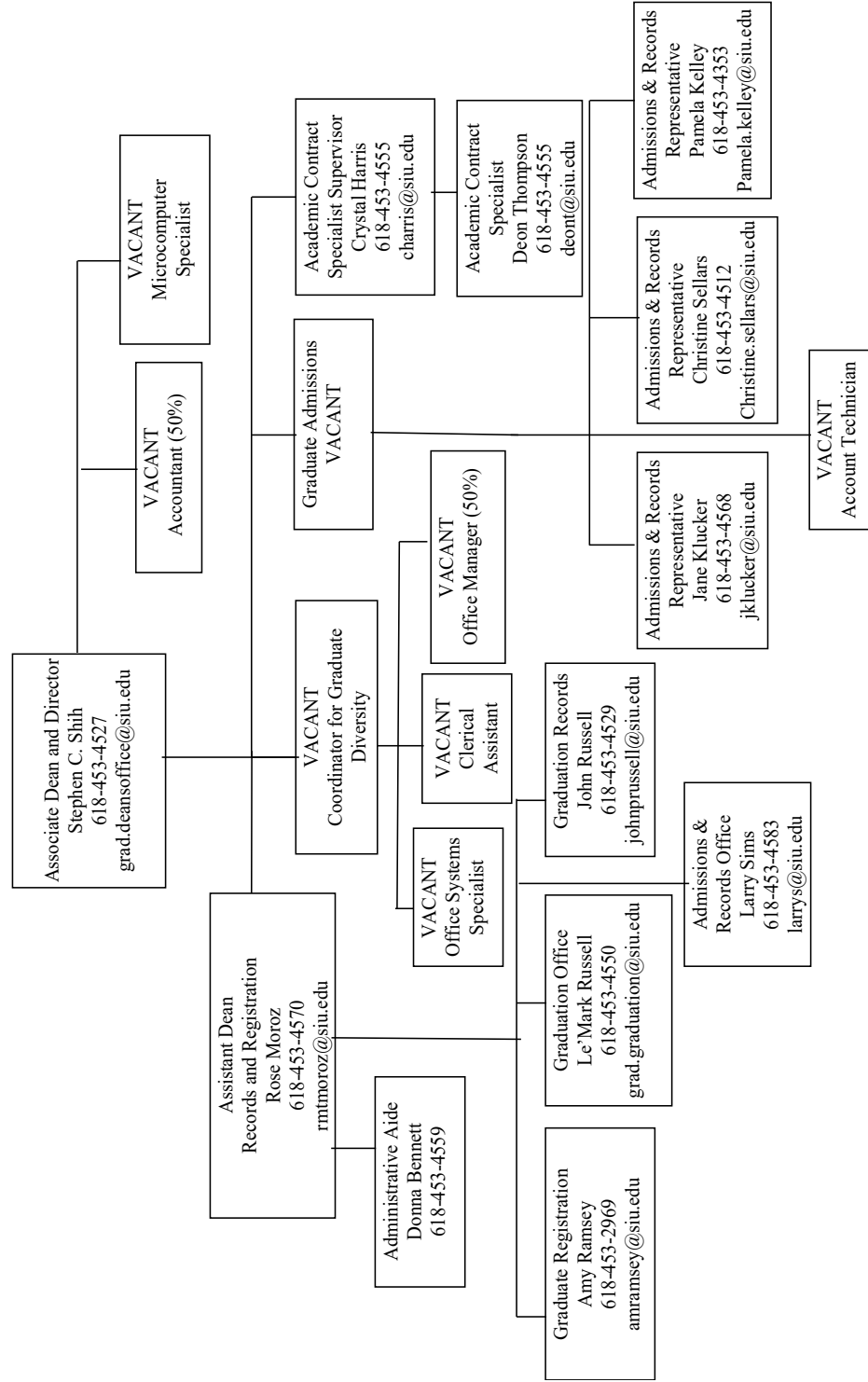
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## Graduate School 2020-Academic Organizational Structure





## **GRADUATE SCHOOL DEADLINES**

### **Admissions**

Application deadline – varies by department

Change of major – week 2

### **Awards**

Richard and Donna Falvo Outstanding Dissertation Award – 4<sup>th</sup> week of January

Outstanding Thesis Award – 4<sup>th</sup> week of September

### **Fellowships**

Delyte and Dorothy Morris Doctoral Fellowship – 3<sup>rd</sup> week of January

Doctoral Fellowship Master's – 3<sup>rd</sup> week of January

Fellowship PROMPT– 4<sup>th</sup> week of January

Fellowship Graduate Dean's – 4<sup>th</sup> week of January

Fellowship – 4<sup>th</sup> week of January

Dissertation Research Assistantship – 4<sup>th</sup> week of March

Diversifying Higher Education Faculty in Illinois (DFI) Fellowship – 3<sup>rd</sup> week of February

### **Graduation Application**

Fall/Spring - Friday, week 4

Summer – Friday, week 2

### **Leave of Absence**

Fall/ Spring - Week 8

## **Registration**

Late registration – assessed from first day of the semester

Drop deadline with full refund deadline – week 2 (full semester courses)

Drop deadline with no refund - Friday, week 10

Withdrawal from the University - Friday, week 2 with full refund; Friday, week 10 with no refund

## **Thesis/Dissertation/Research Paper Deadlines**

Format Check Deadlines:

Fall/Spring – Friday, week 11

Summer – Friday, week 3

Final Submission Deadlines:

Fall/Spring – Friday, week 12

Summer – Friday, week 4

## WHO GETS WHAT FORMS

| <b>Forms</b>                               | <b>Person/Office</b>                | <b>SSB Room</b> | <b>Phone</b> |
|--------------------------------------------|-------------------------------------|-----------------|--------------|
| Admission to Candidacy                     | John Russell - Records              | 325             | 453-4529     |
| Change from Grad to Undergrad              | Amy Ramsey                          | 324             | 453-4552     |
| Change of Major                            | Admissions Office                   | 310             | 536-7791     |
| Graduation Clearance form                  | Le'Mark Russell - Graduation Office | 329             | 453-4550     |
| Committee Approval form                    | Donna Bennett                       | 322             | 453-4527     |
| Double Major                               | John Russell - Records              | 325             | 453-4529     |
| Fulbright                                  | Christine Sellars – Admissions      | 313             | 453-4512     |
| Graduation Application                     | Le'Mark Russell - Graduation Office | 329             | 453-4550     |
| Graduate Credit as an Undergrad            | Rose Moroz                          | 321             | 453-4570     |
| Graduate Faculty Status                    | Donna Bennett                       | 322             | 453-4521     |
| Human Subject Approval                     | Rose Moroz                          | 321             | 453-4570     |
| Oral Defense form (Research Paper)         | Le'Mark Russell - Graduation Office | 329             | 453-4550     |
| Oral Defense form<br>(Thesis/Dissertation) | Rose Moroz                          | 321             | 453-4570     |
| Outstanding Thesis/Dissertation            | Donna Bennett                       | 322             | 453-4521     |
| Registration form                          | Amy Ramsey - Registration           | 324             | 453-4552     |
| Research Paper Approval                    | John Russell - Records              | 325             | 453-4529     |
| Thesis/Dissertation Approval               | Rose Moroz                          | 321             | 453-4570     |
| Withdrawal form                            | Amy Ramsey - Registration           | 324             | 453-4552     |
| 500-level course for Undergrad             | Amy Ramsey - Registration           | 324             | 453-4552     |
| Illinois Residency                         | Amy Ramsey - Registration           | 324             | 453-4552     |



# Graduate Admissions

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## **GRADUATE SCHOOL ADMISSION REQUIREMENTS**

### Submission of Application

All applicants are required to submit the online graduate application. The application system allows students to upload copies of their documents for admission consideration only. If offered admission, students are required to submit official documents prior to registering. All official documents may be submitted directly by the department, with the exception of TOEFL/IELTS/iTEP scores. English language test scores are received directly by the Graduate School. Any official transcripts and GRE scores received will need to be forwarded to the Graduate School

Departments may access all application information uploaded by an applicant or recommender through Slate. Access to Slate is given upon request after training at the Graduate School is completed. Please contact your admission representative for additional information. The formal admission process is completed through Slate electronically.

### Master's Program Requirements

Minimum GPA of 2.70 (A=4.0) on the last 2 years of bachelor's coursework

Undergraduate coursework taken after completion of a bachelor's degree will not be included in the calculation of the GPA unless a second bachelor's degree is completed.

If an applicant has completed graduate work, regardless of whether a degree is completed, a minimum GPA of 3.00 (A=4.0) on all graduate coursework is required. Graduate coursework does not expire.

### Doctoral Program Requirements

Minimum GPA of 3.0 (A=4.0) on all graduate coursework. This includes degrees that may not be completed.

### Exception to GPA Requirements

In rare cases with unusual circumstances, the Director of Graduate Study and/or Departmental Chair may make a request to the Dean of the Graduate School asking for a GPA exception. A thorough justification for the exception must be made.

### English Language Proficiency Requirements

International students are required to submit proof of English language proficiency. The

English language requirement may be met by submitting:

1. A minimum internet based TOEFL (IBT) score of 80
2. A minimum overall band score of 6.5 on the IELTS exam
3. A minimum overall score of 5.0 on the iTEP exam

Individual departments may require higher English proficiency scores. Any English language exam submitted must be no more than 24 months old at the time of enrollment. Students are required to have their official test score submitted directly to the Graduate School and should include a photocopy as part of their departmental application.

International students who have recently (within the past 12 months) completed a minimum of 60 semester hours of graded (pass/fail, proficiency credit does not count) coursework at a U.S. college/university may be exempt from the English language requirement.

International students currently enrolled at a U.S. college/university with less than 60 semester hours of graded coursework may be exempted from the English language requirement by submitting an official copy of the TOEFL/IELTS score used to gain admission at their previous institution. If the test score is more than 24 months old, the student must have the previous school submit a copy of the test score along with certification that it is a copy of an original score, which they have in their files. As long as enrollment in the U.S. has been continuous, the English language requirement may be met.

Students who have completed a master's program at a college/university in the U.S. and have continuous residence in the U.S. are able to have the TOEFL requirement waived.

#### Conditional Admission for English Proficiency

Conditional admissions are available on a case-by-case basis through the Graduate School. A conditional admission is offered when the applicant has met all admissions requirements except for proof of English language proficiency. Students offered a conditional admission are required to complete and pass all required courses through the Center for English as a Second Language (CESL). Students must pass Graduate School English (GSE) with a class grade of 80% or higher and a minimum TOEFL score of 550 before matriculation into a degree program will be allowed. Departments may request a higher TOEFL score upon completion of GSE but must do so at the time of admission. Please note: The Graduate School has final approval over whether a conditional admission can/will be offered. Please contact Christine Sellars at 453-4557 or [Christine.sellars@siu.edu](mailto:Christine.sellars@siu.edu) should you have any questions or need additional information regarding conditional admission.

### Financial Clearance

In order for an international student to be formally admitted to SIU, proof of funding for the first year of schooling must be verified. If appropriate funding amounts are not verified, the student will not be offered admission. Funding is verified by the Graduate School after admission is recommended.

The department should pay close attention to the information provided on the financial statement by the applicant. If the applicant indicated on the form they are dependent upon funding from the department and the department is not able to provide funding, admission should not be recommended unless the department receives verification from the applicant that they can in fact provide their own funding. If the applicant can provide funding, a new financial statement, along with all supporting bank statements from the applicant's sponsor must be received. If the applicant is not able to provide funding, their admission should not be recommended unless the department is able to provide funding.

### Nondeclared Admission Requirements

No minimum GPA is required. Applicants must be either a U.S. citizen or Permanent Resident. Completion of an accredited bachelor's degree is required.

If a U.S. Citizen or Permanent Resident does not have the minimum GPA required for admission into a master's program, they may initially apply as a nondeclared graduate student. When the applicant has completed 9 semester hours of graded graduate coursework with a minimum graduate GPA of 3.00, they are eligible to apply for admission to a degree program. The graduate GPA will override the low undergraduate GPA.

International F-1 students who hold the I-20 are not allowed to be admitted as a nondeclared student. International exchange students on a J-1 visa who will be enrolling for one semester or year are admitted as a nondeclared student.

### Direct Entry

Departments approved by the Graduate School to admit students via direct entry may admit applicants directly to the Ph.D. program after having completed only a bachelor's degree. The applicant must have a minimum GPA of 3.0 on the last two years of bachelor's work and cannot have any prior graduate work. An application for admission to the doctoral program must be submitted by the applicant. The department must notify their admission representative that admission via direct entry is requested.

### Accelerated Entry

Departments approved by the Graduate School to admit students via accelerated entry may admit applicants directly to the Ph.D. program after completion of at least one

semester of master's work. The applicant must have a minimum GPA of 3.0 on all graduate coursework. An application for admission to the doctoral program must be submitted by the applicant. The department must notify their admission representative that admission via accelerated entry is requested.

### Double Major

Students wishing to complete a double major must submit a completed double major form. The double major form is available online on the form section of the Graduate School web page. The double major must be approved by both departments involved. Please consult the Graduate Catalog for additional information.

### Change of Major

Students enrolled in a graduate program who wish to change to a different degree program may do so by submitting a completed change of major. The change of major form is available online through the Graduate School home page. The change of major must be approved by both departments involved. Please consult the Graduate Catalog for additional information.

### Concurrent Degree Program

A concurrent master's program allows a student to be enrolled in two-degree programs at the same time and receive two master's degrees. Applicants must apply and be admitted to both programs which have an approved concurrent degree arrangement. Please consult the Graduate Catalog for additional information.

### Application Deferral

All admissions are for the specific term indicated on the student's admission paperwork. Students may, with department and Graduate School approval, request to defer their admission up to one calendar year. Transcripts for any coursework completed since the initial admission must be submitted. International students may be required to submit a new TOEFL/IELTS/iTEP score before a new admission will be granted.

### Suggested Deadlines for International Admission

Admission representatives must have sufficient time to process paperwork in a timely manner without being rushed by last minute requests. We must allow for times when the office will be short staffed due to vacations, holidays and times during the semester when the office is particularly busy.

International students must have ample time to make a visa appointment, especially in countries that do not contain a U.S. Embassy. Visa appointments fill up fast. The sooner a student is admitted, the better chance of obtaining an appointment that will allow enough



time to obtain a visa to arrive in a timely manner. Please be aware: International students are required to arrive for orientation a week prior to the semester beginning. With this information in mind, please adhere to the following deadline dates for admission as much as possible.

Fall

April 15th

Spring

October 15th

Summer

February 15th

Please note: The Graduate School will determine whether there is sufficient time for admission processing and whether the student will have enough time to obtain a visa. If it is judged there is insufficient time for either the admission paperwork to be processed or for the student to obtain a visa, the student's application must be deferred to a later term.

High Achievers Alternate Tuition Rate – Effective Fall 2016 for New Graduate Students

Starting with the Fall 2016 semester, non-resident new first-time graduate students who demonstrate high academic achievement on the GRE, GMAT or MAT Graduate School entrance exams will pay an alternate tuition rate of 1.0 times the current in-state graduate tuition rate.

The definition of "high academic achievement on the GRE, GMAT or MAT Graduate School entrance exams" is a GRE Verbal Reasoning score or a GRE Quantitative Reasoning score or a GMAT score or a MAT score whose percentile rank is 80% or higher as determined by the creators of the particular exam.

Official GRE, GMAT or MAT scores must be sent directly to the appropriate SIU graduate department at the time of application. Failure to properly complete these steps in a timely fashion may result in the incoming graduate student not qualifying for this alternate tuition rate.

Procedure for Processing Admission Decisions

The following procedure should be followed when recommending an applicant for admission:

1. A graduate application must be submitted by the student.
2. The appropriate person within the department fills out and signs the department review form in Slate. This is usually done by the Chair or Director of Graduate Studies. Other department personnel may fill out this form if they have been approved to sign graduate forms. Please contact your admissions representative if you have any questions as to who is approved to sign graduate paperwork.

3. Department uploads the following information into Slate:

- Copy of the checklist
- Copy of letter recommending admission or copy of denial letter. Please note: Department letters should never use the statement “a student has been admitted”. Please use the verbiage “you have been recommended for admission”.
- All official transcripts with envelopes attached. If unofficial transcripts are being used for admission processing, please include copies of each transcript.
- Copy of TOEFL/IELTS/iTEP score for international students.
- Official Copy of GRE score, if received.
- Financial statement, bank statements or funding guarantees need to be forwarded to Graduate school.
- Any other miscellaneous documents. For example, a copy of an alien resident card for permanent residents.
- If all documents are uploaded into Slate, only the checklist needs to be received. Checklists may be uploaded into Slate as well.

No action will be taken on the student’s file by Graduate School until the above documents are received. Files are processed in date order as received.



# Graduate Assistantships, Fellowships and Scholarships

## Contact Information

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## INTRODUCTION

The Graduate Assistantships, Fellowships and Scholarships Office is located in the Student Services Building in Room 334. This office is responsible for administrating, processing graduate assistantships, internally funded fellowships, and scholarships for the SIU Graduate School. This office also appeals to holds stemming from not meeting graduate-level satisfactory academic progress requirements.

The following guide summarizes many, but not all, Assistantship, Fellowship and Scholarship by-laws and processes for your convenience. The guide is not intended to replace any of the by-laws set forth in the GA United Agreement. Thus, any information found in this guide remains subject to the articles set forth in the GA United Agreement. The entire GA United Agreement may be found at [http://gradschool.siu.edu/common/documents/GAU\\_2010-14.pdf](http://gradschool.siu.edu/common/documents/GAU_2010-14.pdf).

## GRADUATE ASSISTANTSHIPS

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

### *Types of Graduate Assistantships*

Graduate Assistantships are generally offered by the SIU Graduate School as half-time FTE (50%), which is an average of 20 hours per week over the course of the appointment, or quarter-time FTE (25%) which is an average of 10 hours per week over the course of the appointment. However, there may be instances when an assistantship carries an FTE percentage somewhere between 25% and 50%. ***In such cases, the department is required to attach a memo justifying the reason for the specific FTE percentage and indicating the student's work expectations, including the average hours to be worked per week.*** Two quarter-time assistantships may be held without special approval. There are three types of graduate assistantships offered: 1) Teaching Assistantships, 2) Research Assistantships, and 3) Administrative Assistantships. All graduate assistantships receive stipends and benefits such as a tuition scholarship and a 50% credit on the student health fee. For more information on these benefits, please see the "Stipends and Benefits" section in this guide.

### *Teaching Assistantships (TAs)*

Teaching Assistants are expected to participate directly in the teaching of a course. They are to be assigned specific teaching support or related activities. TAs are expected to be a learning experience that attributes to the completion of degree requirements and helps the student prepare for a professional academic career.

Each academic department that employs TAs or RAs shall post the guidelines used for filling their vacant assistantship positions on their website.

All TAs must be appointed on an academic semester basis and must follow University Calendar Appointment Periods. The year(s) of the appointment should be filled in only on the “Academic Year Basis” space(s) on the student’s appointment form. Changes in an appointment’s start date may be allowed to accommodate for special circumstance of TAs hired after the beginning of a semester. The University Calendar Appointment Periods are as follows:

- Spring 01/01/20xx to 05/15/20xx
- Intersession 05/16/20xx to 06/15/20xx
- Summer 06/16/20xx to 08/15/20xx
- Fall 08/16/20xx to 12/31/20xx

All TAs (domestic and international) are required to submit a Certification of Oral English Proficiency. International TAs from countries where English is not their primary language must pass an exam demonstrating their proficiency in speaking English. The exam is given by a committee of three (3) which includes a representative from the employing department, a representative from the Center for English as a Second Language, and a representative from the Graduate School. The results of the oral exam will be a consensus of all committee members.

#### *Research Assistantships (RAs)*

Research Assistants are expected to participate in research as directed by the principal investigator of a research project. The appointment is primarily a learning experience in how to conduct research. RAs help the student prepare for an academic or non-academic career.

Each academic department that employs TAs or RAs shall post the guidelines used for filling their vacant assistantship positions on their website.

RAs may either be placed on an academic or fiscal semester basis. Information on the academic semester basis may be found in the preceding TA section. If an RA is appointed on a fiscal basis, both the appointment start date and end date should be filled in only on the “Fiscal Year Basis” spaces on the student’s appointment form. If possible, the start date should be on a Monday and the end date should be on a Friday. The dates on the fiscal year can vary slightly but should follow as closely as possible to the University Calendar Appointment Periods. Dates should be written on the provided line in the following format: DD/MM/YYYY.

#### *Administrative Assistantships*

Administrative Assistants are expected to participate in the administration or service activities of the appointing unit. It is primarily a learning experience that helps the student prepare for a professional career by learning the functions of the office as well as educational management procedures. The appointment should not be made solely to provide routine student clerical support. **Unlike TAs and RAs, tuition waivers stemming from an Administrative Assistantships are taxed.** For more information on this tax, please visit: <https://gradschool.siu.edu/common/documents/ga-taxation-faq.pdf>.

Unless the position is filled by reappointment, notices for available administrative assistantship positions must be posted for fourteen (14) on the Graduate School website: <https://gradschool.siu.edu/cost-aid/ga/job-posting.php>.

The form and instructions for having an available administrative assistantship position posted can be found here [Administrative Assistantship Posting Form](#).

All Administrative Assistants must be appointed on a fiscal semester basis. Both the appointment start date and end date should be filled in only on the “Fiscal Year Basis” spaces on the student’s appointment form. If possible, the start date should be on a Monday and the end date should be on a Friday. The dates on the fiscal year may vary slightly but should follow as closely as possible to the University Calendar Appointment Periods. Dates should be written on the provided line in the following format: DD/MM/YYYY.

### *Eligibility for Assistantship Appointment*

#### *Admitted to Degree Seeking Program*

Only degree seeking students in good academic standing in a graduate program at SIU are eligible to hold an assistantship.

#### *Graduate Credit Hour Minimum*

During the fall and spring semesters, an assistant must be enrolled as a student for at least eight (8) graduate level hours (excluding 601 and audit hours) for the respective semester. During the summer, an assistant must be enrolled as a student for at least three (3) graduate level hours (excluding 601 and audit hours). Undergraduate credit hours do not count toward the graduate credit hour minimum unless the course is listed in the Graduate School Catalog. Undergraduate credit hours may be covered by the assistant’s tuition scholarship only if taken in addition to the graduate credit hour minimum.

#### *Months of Support*

Generally, a student may receive no more than two calendar years of financial support (24 months) while at a Master's level unless granted an exception by the Graduate School. Generally, a student may receive no more than four calendar years of financial support (48 months) at a Doctoral level unless granted an exception by the Graduate School. For more information about this exception, please see the section entitled, “Exceptions”. Students admitted into a doctoral program by admission status direct entry are allowed 60 months of support. These time limits apply to assistantships, fellowships, traineeships, internships and other similar awards and appointments administered by SIU, regardless of source of funds. Time limits may vary by department or unit.

### *Graduate Assistant Evaluation*

Performance of assistants shall normally be reviewed at least once during the academic year or term of the appointment, whichever is greater. Evaluations shall be based on the assistant's performance of assistantship duties as defined by the employing department. The Graduate Assistant Annual Performance Evaluation Form and instructions may be found at [http://gradschool.siu.edu/common/documents/GA\\_performance\\_evaluation.pdf](http://gradschool.siu.edu/common/documents/GA_performance_evaluation.pdf).

### *Re-Employment Notification*

Departments must notify Graduate Assistants of their decision to re-employ or not to re-employ for the following fall semester or Fall and Spring semesters consecutively by May 1. Notification for the following spring semester must be given by December 1.

### *Graduate Assistant Stipends and Benefits*

#### *Stipend and Student Health Fee Benefit*

All assistants receive a monthly stipend and a fifty percent (50%) credit for their Student Health Fee for the semester of the appointment. The amount of the monthly stipend will depend on the academic level of the student (i.e. Master's or Doctoral), the FTE (i.e. 25% or 50%), and the department in which the student is appointed. The stipend rates may be found at the end of the GA United Agreement: [http://gradschool.siu.edu/common/documents/GAU\\_2010-14.pdf](http://gradschool.siu.edu/common/documents/GAU_2010-14.pdf).

#### *Tuition Scholarship (Working Tuition Waiver)*

Fall and Spring assistantship appointments receive a full tuition scholarship (waiver) if the appointment is for 75% of the semester (13 out of 17 weeks) and when the students are registered for a minimum of 8 graduate level credit hours. All assistants receive a full tuition scholarship. Tuition scholarships pay tuition only; students are required to pay all their fees for the number of credit hours they are registered for in the Fall and Spring semesters.

Summer assistantships receive a tuition scholarship, up to 9 hours, if the appointment is for 50% of the entire summer semester (6 out of the 12 weeks) and when the students are registered for a minimum of 3 graduate level credit hours. Summer scholarships pay for all summer classes (i.e. intercession, 6-week or 8-week courses). Tuition scholarships pay tuition only; students are required to pay all their fees for the number of credit hours they are registered for in the summer semesters.

#### *Non-Working Tuition Scholarship (Non-Working Tuition Waiver)*

Graduate assistants that have held a consecutive Fall and Spring contract for 75% of the semester (13 out of 17 weeks), automatically will receive a non-working tuition scholarship for the summer that covers a maximum of nine (9) credit hours. As this tuition scholarship is "non-working," this scholarship does not include an appointment or stipend.

### *Graduate Assistant Dependent Out of State Tuition Waiver*

A dependent (i.e. spouse and/or children) of an out-of-state Graduate Assistant may apply to have the out-of-state portion of tuition waived. This would allow the dependent to pay the in-state amount but does not waive the tuition entirely. For this waiver, dependents must contact the registration office in the Graduate School.

### *Leaves and Holidays*

#### *Paid Leave, Vacations and Holidays*

Assistants on fiscal appointments are eligible for non-accruable paid leave and vacation based on a rate of one (1) workday per month (i.e., 25% FTE = 2-hour workday per month, 50% FTE = 4-hour workday per month). Holidays recognized by the University are not chargeable to vacation benefits. Assistants on academic appointments do not receive paid leave or vacations; they, however, receive the same vacation benefits as faculty appointments (i.e. university holidays and break periods). Vacation time does not accrue, and any unused vacation time shall not be compensated.

#### *Sick Leave*

Assistants on fiscal and academic appointments are eligible for non-accruable sick leave based on a rate of one (1) workday per month (i.e., 25% FTE = 2-hour workday per month, 50% FTE = 4-hour workday per month). Assistants unable to work because of illness or injury must promptly notify their department head or supervisor and are subject to University policies including documentation of the illness or injury from a physician or other acceptable sources.

#### *Type of Graduate Assistantship Forms*

Generally, there are four forms used for graduate assistantships. These are:

- Notice of Graduate Assistantship Appointment (Contract)
- Assignment Costing Form
- Change of Assignment (C.O.A.)
- Graduate Assistant Resignation/Termination

The forms may be found on the Human Resources website: <http://hr.siu.edu/forms/grad.php>.



## Notice of Graduate Assistantship Appointment Procedures

The Notice of Graduate Assistant Appointment is essentially the assistantship “contract” between the student and the hiring department. The hiring department is responsible for completing the Notice of Graduate Assistant Appointment. The Notice of Graduate Assistant Appointment require that additional documents be sent to the Assistantship Office before the process hiring process is complete. Until these required additional documents (checklist, course registration, applicable memo’s, any international student forms) are received, the contract will not be processed by the Graduate School and may cause a delay in the graduate assistant’s receipt of their stipend and tuition scholarship.

### *New and Rehire Required Documents*

A student is considered a “New Hire” if the student has never been appointed as a graduate assistant anywhere on campus at SIU. If the student has worked as a student employee, they would still be considered a “New Hire”.

All hires require additional documents be sent to the Assistantship Office (checklist, course registration, applicable memo’s, any international student forms). The required checklists may be found below:

- [Domestic Teaching Assistant New Hire Paperwork Checklist](#)
- [Domestic Research Assistant New Hire Paperwork Checklist or Domestic Administrative Assistant New Hire Paperwork Checklist](#)
- [International Teaching Assistant New Hire Paperwork Checklist](#)
- [International Research Assistant New Hire Paperwork Checklist or International Administrative Assistant New Hire Paperwork Checklist](#)

### *Rehire Appointment Procedures and Required Documents*

A student is considered a “Rehire” if the student has previously been appointed as a graduate assistant anywhere on campus at SIUC. Rehires are required to have the same documents as new hires sent to the Assistantship Office (international forms can be excluded unless there has been updates to any information).

### *Paper Flow and Signature Process for Notice of Appointments*

After the hiring department has completed the Notice and the student has signed the appropriate fields on the Notice and all required additional documents, the packet of documents should then be signed by the hiring department’s fiscal officer or chair where required. The packet should then be forwarded to the Dean’s Office for the Dean’s signature and any other necessary signatures (e.g., Vice Chancellor, Chancellor, etc.). In cases where the appointment does not come from an academic unit, the Notice must have a signature from the Director or Vice Chancellor/Provost.

Once those signatures have been acquired, the packet should be forwarded to the Graduate School where the Notice and additional documents will be reviewed, a tuition scholarship and the student health fee benefit will be entered for the student, and the Notice will be signed by the Dean of the Graduate School. The Graduate School will then forward the original packet of documents to Human Resources (the ultimate office of record for Notice of Appointments) and a copy of the Notice of Appointment to the Dean/Director's Office for their records. The Dean/Director's Office should then make and distribute a copy of the Notice of Appointment to the appropriate department for their records. Finally, the department should make and distribute a copy of the Notice of Appointment to the appropriate student for his/her records.

### *Notice of GA Appointment Submission Deadlines*

To ensure timely stipend payment and tuition waiving, the deadlines to submit Notice of GA Appointments are as follows:

- Fall Appointments – July 1
- Spring Appointments – December 1
- Summer Appointments – May 1

### Exceptions

Exceptions to the policies may be requested in advance for 1) a reduction in the graduate credit hour minimum for final semester, 2) additional months of support, 3) student employment eligibility. Exceptions are made on a semester-by-semester basis. All letters of exception should be on department letterhead; addressed to the Dean of the Graduate School, and then sent to the Assistantship Office (scan of letter may be emailed). If possible, it is preferred that the two letters are attached to the graduate assistant's appointment. The following outlines the procedures for each exception.

### *Graduate Credit Hour Minimum*

Doctoral students who have achieved candidacy prior to the beginning of the semester listed on their appointment, and master's students who are in their last semester, are only required to register for six (6) graduate level credit hours. For Master's students to receive this exception, either a copy of the student's graduation application or a letter from their academic unit verifying that the student is in their last semester must be submitted to the Graduate School.

An assistant may also request to be permitted to register for only six (6) graduate level hours in either the Fall or the Spring semesters if classes are not available to the assistant that would satisfy degree requirements or otherwise advance the assistant's education in their discipline. Requests for this exception shall be presented to the academic department's Director of Graduate Studies or Chair. If the Director or Chair approves the request, they shall certify in writing there are no appropriate courses available and that they are recommending the approval of the request and forwarding the request to the Dean of the Graduate School for review. The Dean shall notify the Director or Chair of the decision.

### *Months of Support*

To request an extension for additional months of support, the hiring department must write a letter requesting an extension for the student. A second letter from the student's academic department must also be written, stating whether the student is making satisfactory progress towards the degree and the anticipated graduation date.

### *Student Employment*

To request an exception to allow a graduate assistant holding a 25% appointment to also hold a student employment position, the student employment-hiring department must write a letter requesting an exception for the student. A second letter from the student's academic department must also be written, stating that the student employment hours will not interfere with the student's academic responsibilities.

If the exception is granted, GAs with a 25% appointment will be allowed to work up to a maximum of ten (10) hours of student employment. Requests for an exception to allow a graduate assistant with a 50% appointment to also hold a student work position will not be granted.

### *Change of Assignment (C.O.A.)*

A Change of Assignment is used for changing the salary, job category, FTE, and/or fiscal/academic calendar to an existing appointment. The information placed in the "present status" section of the C.O.A. should correspond with the information on the existing appointment. The information placed in the "recommended status" should indicate the new, desired information. The type of change(s) should be indicated at the bottom section of the form.

The start and end dates for a Change of Assignment must correspond with or be within the start and end dates of the existing appointment. Thus, a C.O.A. cannot be used to extend an appointment (i.e. a new appointment should be drafted and signed).

If the change of assignment involves a costing (i.e., budget, account) change, an assignment costing form must be attached. The change of assignment should be marked in the bottom comments section if an assignment costing is attached.

### *Assignment Costing*

An Assignment Costing is used for changing account information (i.e., budget name, budget proportion, budget purpose number, etc.) on an existing appointment. The information placed in the "From" section should correspond with the account information on the existing appointment (or an existing assignment costing). The information placed in the "To" should indicate the new, desired account information. The start and end dates for an Assignment Costing must correspond with or be within the start and end dates of the existing appointment.

Required signatures on the Assignment Costing are the same as those on the Notice of Appointment. If an Assignment Costing is attached to a corresponding Notice of Appointment, however, signatures are not needed so long as the Notice of Appointment has the requisite signatures.

### Resignation/Termination

A Resignation/Termination form is used to shorten the end date of a graduate assistant's existing appointment. The form must be marked as either "Resignation" or "Termination", and the last date the student worked (i.e., the new end date) must be indicated. Do not date the resignation/termination after the student has already stopped working.

The form can only be marked "Resignation" if the student is available to sign and date it or a letter of resignation is attached. Otherwise, the form must be marked "Termination." Required signatures on the Resignation/Termination form are the same as those on the Notice of Appointment.

### Dissertation Research Assistantships

Dissertation Research Assistantships are academic awards designed for students who are in the dissertation preparation stage of their graduate education. Students should be able to complete the dissertation during the period of the award. Eligibility for the Dissertation Research Assistantship Award is based on:

1. An overall graduate grade point average of at least 3.25 (No minimum undergraduate grade point average is required).
2. The student must have prepared a dissertation proposal with tentative or final approval by at least the chairperson of the dissertation committee.
3. Students nominated for the DRA must be advanced to candidacy at the time of nomination.
4. The student must not have more than four calendar years of financial support as a Doctoral student, including this award for which the student is being nominated, unless granted an exception by the Graduate School (Note: Support limits vary among academic departments).
5. Students who have held or currently hold a Dissertation Research Assistantship are ineligible for the current competition. Doctoral students are limited to two years of support of any combination of Doctoral fellowship or Dissertation Research Award (Note: The Morris Doctoral Fellows may be nominated for the Dissertation Research Assistantship Award but not for the Doctoral Fellowship).
6. The student cannot hold any other paid position within the university.

Students holding Dissertation Research Assistantship Awards must have a service requirement, with specific duties assigned by the chairperson of the department. A student should be enrolled for six dissertation hours during the term of the award (normal maximum is twelve semester hours per semester). A student will be expected to resign the award at the time the dissertation is submitted to the Graduate School, if this occurs prior to three weeks before the end of the time period for the award.

Students cannot apply for the award on their own; the academic department must nominate them. Interested students should contact their academic department for information on how to be nominated. For more information and the application materials, please visit: <https://gradschool.siu.edu/cost-aid/fellowships/>.

## SCHOLARSHIPS

A limited number of scholarships are awarded each semester to graduate students. The Graduate Assistantships, Fellowships and Scholarships Office oversee the following two scholarships: 1) Tuition Waiver Scholarship and 2) Graduate Scholarship Program.

### *Tuition Waiver Scholarship*

The purpose of the SIU Graduate School Tuition Waiver Scholarship as designated by the Board of Trustees is to assist students who have attained high levels of academic achievement. This scholarship is a scholastic award. The number of Tuition Waiver Scholarships allocated to each college at SIU will depend on the percentage of Graduate School enrollment they contribute. After the number of scholarships per college is calculated, current GPA in program of study (if two semesters within the program have been completed) will be the determining factor for who receives the award. Otherwise, the decision will be based on GPA from most recent previous degree program. The award is for remission of tuition only; the student must pay fees. The award provides a full tuition scholarship and a tuition scholarship for up to nine (9) hours in the summer. This scholarship award will be posted to the student's account.

For more information on the Tuition Waiver Scholarship, please visit: <http://gradschool.siu.edu/cost-aid/scholarships/>.

### *Eligibility Criteria*

To be eligible, the student must be an active student, admitted to the Graduate School, be in good academic standing in a graduate program at SIUC, and the student may not hold another University appointment, which provides a tuition waiver scholarship (i.e. graduate assistantship, fellowship). Eligible applicants must also have a minimum GPA of 3.0. Applicants need at least two full semesters of grades on their official or unofficial current transcript, or the GPA will be based on the previous degree. Tuition waiver scholarship recipients must enroll for a minimum of nine (9) graduate credit hours for fall and spring semesters or three (3) graduate credit hours in summer. Students may receive a tuition waiver scholarship for a maximum of 3 semesters during their enrollment in the University. Applicants must reapply each semester. **\*Note: Please check with the program for eligibility BEFORE applying.**

### *Application Procedure*

Domestic students should apply by visiting this link: <http://gradschool.siu.edu/cost-aid/scholarships/>  
International students should contact the Center for International Education about applying for this scholarship. A limited number of tuition waiver scholarships are available to international students who have completed at least one full year at SIU. These awards are granted on a competitive basis, and the limited number means that many qualified students are unable to secure them. Applications are generally available at the end of each spring semester at the Center for International Education, 425 Clock Tower Drive, Woody Hall.

### *Deadlines*

- Fall Semester - July 15
- Spring Semester - November 15
- Summer Session - April 15

### *Graduate Scholarship Program (formerly Excellence through Commitment)*

The purpose of the Graduate Scholarship Program (GSP) is to provide a 1/3 tuition waiver **academically outstanding graduate students who have been admitted into their first semester of a graduate program for the remainder of that academic year**. A student awarded the GSP receives the scholarship for the academic year in which they are admitted, application, however, must be completed and submitted **each semester** of the awarded academic year. The academic department based on outstanding academic performance must select the student.

The GSP provides a tuition waiver for 1/3 of the student's credit hours in the first year. For the Fall or Spring Semester, if the student is registered for:

- 9-11 graduate credit hours, they will receive a 3-hour scholarship
- 12-14 graduate credit hours, they will receive a 4-hour scholarship
- 15+ graduate credit hours, they will receive a 5-hour scholarship

For the Summer Semester, if the student is registered for:

- 6+ graduate credit hours, they will receive a 3-hour scholarship

This scholarship award will be posted to the student's account. For more information on the GSP, please visit: <https://gradschool.siu.edu/cost-aid/scholarships/>.

### *Eligibility Criteria*

Graduate students who have been admitted into their first semester of a graduate program are eligible for the GSP. Recipients must be enrolled for a minimum of nine graduate credit hours for Fall and Spring semesters, and six graduate credit hours for summer semester. If the student is already receiving payment of tuition from another source, they are not eligible. **\*Note: Please check with the program for eligibility BEFORE applying.**

### *Application Procedure*

To apply please visit: <http://gradschool.siu.edu/cost-aid/scholarships/>.

The application must be completed and signed by the student's academic department. The student must sign the Draft Registration Compliance Statement on the application. If a student is awarded the GSP, an application must be completed and submitted **each semester** of the awarded academic year.

### *Deadlines*

- Fall Semester – August 25
- Spring Semester – January 5
- Summer Session – May 1

### *Willis Swartz Graduate Student Scholarship Award*

This fund is established to honor the work of Dr. Willis Swartz. The award selection committee of the Graduate School will make the selection of the recipient of the Willis Swartz Graduate Student Award. Award letters for the Willis Swartz Graduate Student Award shall carry the name of the honoree of this award in such a manner that the recipient(s) will understand the source of the funds awarded. At least one award each year will be given to a student conducting, or projecting to conduct, research in materials technology, as long as such a student is in the applicant pool for this award and meets the other criteria. The Willis Swartz Graduate Student Award will be open to all applicants with the following qualifications, regardless of race, color, religion, sex, national origin, disability, age or veteran status:

### *Scholarship provisions*

- A. The Willis Swartz Graduate Student Scholarship Award is currently being offered to support graduate students who are conducting, or projected to conduct, research in materials technology, including science, engineering, and other areas; as long as such a student is in the applicant pool for this award and meets the other criteria.
- B. One new incoming graduate student, or international graduate student, will be selected by the Award Selection Committee and will receive a \$1,000 scholarship (this amount subject to change each year).

### *Selection Criteria*

1. Must be admitted to a graduate degree program on campus.
2. Must be a full-time graduate student.
3. Must be conducting, or projected to conduct, research in materials technology.

### *Application (Deadline - December 15)*

Departments are encouraged to nominate students for this award by submitting a complete application packet that should include: (1) application, (2) student's biographical statement of graduate research interest, and (3) copies of all transcripts. The recipient will be notified via email from the Graduate School if selected.

To apply, please visit: <https://gradschool.siu.edu/cost-aid/scholarships/>.



Send all information to:  
Graduate School Award Selection Committee  
Graduate School - MC 4716

## FELLOWSHIPS

A limited number of fellowships are awarded each year to scholastically exceptional graduate students. The Graduate Assistantships, Fellowships and Scholarships Office oversee the following three fellowships: 1) Master's Fellowship, 2) Doctoral Fellowship and 3) Delyte and Dorothy Morris Fellowship.

### Master's Fellowship

The Master's Fellowship is a one-time award at the master's degree level that is designed for those nominees who show the greatest promise for scholarly and professional achievement in their respective disciplines. The Fellowship will be awarded for three semesters: Fall, Spring and Summer for a total of eleven (11) months. The Master's Fellowship pays a monthly stipend (excluding summer Intersession May 16 thru June 15) and provides a full tuition scholarship for Fall, Spring and up to nine (9) hours in the Summer.

Fellowship recipients will be assigned a ten-hour per week research assignment that will provide professional development opportunities for the student and be of value to the department. The research assignment will be consistent with the student's educational objectives. The Department Chair will determine the research assignment and monitor the student's progress. Fellowship recipients may not accept employment inside or outside of the University. Fellowship recipients are required to register for a minimum of nine (9) graduate credit hours for Fall and Spring semesters and three (3) graduate credit hours from Summer. Please note that 601 or audit courses do not count toward the registration requirements for fellows.

For more information on the Master's Fellowship, please visit:

<http://gradschool.siu.edu/cost-aid/fellowships/>.

### *Eligibility*

Although a student who has not yet completed all steps in the application process to the Graduate School and the Department may be nominated, there must be sufficient documentation (transcripts, letters of recommendation, standardized test scores, **required**) to ensure that the student is fully admissible and fully qualified. The nominee must meet the following eligibility criteria\*:

- An overall undergraduate grade point average of at least 3.40 (A=4); **or**
- An undergraduate grade point average for the last two years of at least 3.50 (A=4); **or**
- A score at or above the 75th percentile on a standardized test such as the GRE, MAT, or GMAT (copy must be attached).

*\*At least one standardized test score is required for nomination and must be submitted as part of the nomination packet regardless of eligibility criteria met.*

Students may only receive the Master's Fellowship once. A master's student cannot receive more than

two calendar years (24 months) of financial support of all types (support limits may vary across departments) unless granted an exception by the Graduate School.

### *Criteria for Awarding Fellowship*

Master's level awards will be offered to those nominees who show the greatest promise for scholarly and professional achievement in their respective disciplines as determined by an interdisciplinary evaluation panel. It is expected that both undergraduate and graduate grade point averages will be high, and in particular, the nominee's graduate work will have been of very high caliber, if applicable. The following criteria will be employed as indices of promise:

1. The assessment by the department of the nominee's abilities and achievements including honors and publications
2. Overall undergraduate and graduate grade point averages
3. Strength of letters of recommendation
4. Personal statement of the student
5. Standardized Test scores (required)

### *Application/Nomination Procedure*

Students are not to submit their Fellowship nomination packet to the Graduate School on their own. Their department must nominate them, and the department is responsible for the submission of Fellowship nomination packet to the Graduate School. The Fellowship nomination packet should be submitted by the department via email (in pdf format) to [charris@siu.edu](mailto:charris@siu.edu) **AND** in hard copy to the Assistantship/Fellowship office by the deadline date. Departments submitting multiple nomination packets should create a pdf file for each individual nomination packet (i.e. one pdf per student). Crystal Harris ([charris@siu.edu](mailto:charris@siu.edu)) must receive the pdf no later than 4 P.M. on the due date. No exceptions or extensions will be granted. Pdf copies may be made simply by scanning the entire application file through most Xerox machines. Departments who are unable to do the conversion may visit either their Dean's office or the Center for Teaching Excellence for assistance.

Only nominees whose nomination materials are complete will be considered in the competition. A completed nomination dossier will include the following in the order listed below. Each of the below documents is **required** including the Standardized Test Score.

1. Fellowship Packet Checklist
2. Application for Fellowship Award
3. Personal Statement
4. Curriculum Vitae
5. Departmental Fellowships Nomination Form
6. Three (3) Letters of Recommendation
7. Official Transcripts
8. Standardized Test Score

### Doctoral Fellowship

The Doctoral Fellowship is designed for those nominees who show the greatest promise for scholarly and professional achievement in their respective disciplines at the doctoral level. Fellowships will be awarded for three semesters, Fall, Spring, and Summer, for a total of eleven (11) months. The Doctoral Fellowship pays a monthly stipend (excluding Summer Intersession May 16 thru June 15) and provides a full tuition scholarship for Fall, Spring, and up to nine (9) hours in the Summer.

Fellowship recipients will be assigned a ten-hour per week research assignment that will provide professional development opportunities for the student and be of value to the department. The research assignment will be consistent with the student's educational objectives. The Department Chair will determine the research assignment and monitor the student's progress. Fellowship recipients may not accept employment inside or outside of the University. Fellowship recipients are required to register for a minimum of nine (9) graduate credit hours for Fall and Spring semesters and three (3) graduate credit hours from Summer. Please note 601 or audit courses do not count toward the registration requirements for fellows.

For more information on the Doctoral Fellowship, please visit:

<http://gradschool.siu.edu/cost-aid/fellowships/>.

### *Eligibility*

Although a student who has not yet completed all steps in the application process to the Graduate School and the Department may be nominated, there must be sufficient documentation (transcripts, letters of recommendation, standardized test scores, **required**) to ensure that the student is fully admissible and fully qualified. The nominee must meet the following eligibility criteria\*:

- An overall undergraduate grade point average of at least 3.0 (A=4) or a grade point average for the last two years of work in the bachelor's degree of 3.5 (A=4); **and**
- An overall graduate grade point average of at least 3.70 (A=4); **or**
- A score at or above the 75th percentile on a standardized test such as the GRE, MAT, or GMAT (copy must be attached).

*\*At least one standardized test score is required for nomination and must be submitted as part of the nomination packet regardless of eligibility criteria met.*

Doctoral students who have previously held a Doctoral-level Fellowship are eligible to be nominated for another year of Fellowship support. However, doctoral students are limited to two years of support of any combination of Doctoral Fellowship or Dissertation Research Assistantship (Morris Fellows are ineligible to apply for a Doctoral Fellowship Award). Doctoral students cannot receive more than four calendar years (48 months) of financial support of all types (support limits may vary across departments) unless granted an exception by the Graduate School.

### *Criteria for Awarding Fellowship*

Doctoral Fellowship awards will be offered to those nominees who show the greatest promise for scholarly and professional achievement in their respective disciplines as determined by an interdisciplinary evaluation panel. It is expected that both undergraduate and graduate grade point averages will be high and in particular, that the nominee's graduate work will have been of very high caliber. The following criteria will be employed as indices of promise:

1. The assessment by the department of the nominee's abilities and achievements including honors and publications
2. Overall undergraduate and graduate grade point averages
3. Strength of letters of recommendation
4. Personal statement of the student
5. Standardized Test scores (required)

#### *Application/Nomination Procedure*

Students are not to submit their Fellowship nomination packet to the Graduate School on their own. Their department must nominate them, and the department is responsible for the submission of the Fellowship nomination packet to the Graduate School. The Fellowship nomination packet should be submitted by the department via email (in pdf format) to [charris@siu.edu](mailto:charris@siu.edu) **AND** in hard copy to the Assistantship/Fellowship office by the deadline date. Departments submitting multiple nomination packets should create a PDF file for each individual nomination packet (i.e. one pdf per student). Crystal Harris ([charris@siu.edu](mailto:charris@siu.edu)) must receive the pdf no later than 4 P.M. on the due date. No exceptions or extensions will be granted. PDF copies may be made simply by scanning the entire application file through most Xerox machines. Departments who are unable to do the conversion may either visit their Dean's office or the Center for Teaching Excellence for assistance.

Only nominees whose nomination materials are complete will be considered in the competition. A completed nomination dossier will include the following in the order listed below. Each of the below documents are **required** including the Standardized Test Score.

1. Fellowship Packet Checklist
2. Application for Fellowship Award
3. Personal Statement
4. Curriculum Vitae
5. Departmental Fellowships Nomination Form
6. Three (3) Letters of Recommendation
7. Official Transcripts
8. Standardized Test Score

#### *The Delyte and Dorothy Morris Fellowship (Morris Doctoral)*

The primary purpose of the Delyte and Dorothy Morris Doctoral (Morris Doctoral) Fellowship is the recruitment and support of new doctoral students of the highest quality. Thus, the fellowship program is not intended for students who are already enrolled in doctoral

programs at SIU, although such students continue to be eligible for the regular doctoral fellowship program.

The Morris Doctoral Fellowship is a five-year financial support package. The Graduate School provides a 12-month 50% research Fellowship award for the first three years, and the department provides a 12-month 50% graduate assistantship for the last two years. The Morris Fellowship pays a monthly stipend amount that is above the Doctoral Fellowship stipend rate, with an annual \$1,000 book/travel allowance for the first three years. A full tuition scholarship will be awarded for Fall, Spring and Summer semesters for the term of the award.

Fellowship recipients will be assigned a ten-hour per week research assignment that will provide professional development opportunities for the student and be of value to the department. The research assignment will be consistent with the student's educational objectives. The Department Chair will determine the research assignment and monitor the student's progress. Fellowship recipients may not accept employment inside or outside of the University. Fellowship recipients are required to register for a minimum of nine (9) graduate credit hours for Fall and Spring semesters and three (3) graduate credit hours from Summer. Please note that 601 or audit courses do not count toward the registration requirement for fellows.

For more information on the Morris Fellowship, please visit:

<http://gradschool.siu.edu/cost-aid/fellowships/>.

### *Eligibility*

Although a student who has not yet completed all steps in the application process to the Graduate School and the Department may be nominated, there must be sufficient documentation (transcripts, letters of recommendation, standardized test scores, **required**) to ensure that the student is fully admissible and fully qualified. The nominee must meet the following eligibility criteria\*:

- An overall undergraduate grade point average of at least 3.25 (A=4) or a grade point average for the last two years of work in the bachelor's degree of 3.5 (A=4); **and**
- If prior graduate study has been undertaken, an overall graduate grade point average of at least 3.70 (A=4); **and**
- A score at or above the 75th percentile on a standardized test such as the GRE, MAT, or GMAT (copy must be attached).
- May not already be enrolled in a doctoral program and may have no previous enrollments at SIU.
- Must be US citizen or permanent resident of the US

*\*At least one standardized test score is required for nomination and must be submitted as part of the nomination packet regardless of eligibility criteria met.*

Students with bachelor's and master's degrees are both eligible if the doctoral degree granting department which nominates the student certifies that the student is a doctoral-track student in the department. What this means is that if the nominating department certifies that the student, although officially admitted to a master's program, is indeed a doctoral-track student, the department may nominate such a student for a Morris Doctoral Fellowship.

### *Criteria for Awarding Fellowship*

Morris Fellowship awards will be offered to those nominees who show the greatest promise for scholarly and professional achievement in their respective disciplines as determined by an interdisciplinary evaluation panel. It is expected that both undergraduate and graduate grade point averages will be high, and in particular, that the nominee's graduate work will have been of very high caliber. Preference will be given to those who have not previously enrolled in a graduate program (direct post baccalaureate entry). The following criteria will be employed as indices of promise:

1. The assessment by the department of the nominee's abilities and achievements including honors and publications
2. Overall undergraduate and graduate grade point averages
3. Strength of letters of recommendation
4. Personal statement of the student
5. Standardized Test scores (required)

### *Application/Nomination Procedure*

Students are not to submit their Fellowship nomination packet to the Graduate School on their own. Their department must nominate them, and the department is responsible for the submission of the Fellowship nomination packet to the Graduate School. The Fellowship nomination packet should be submitted by the department via email (in pdf format) to [charris@siu.edu](mailto:charris@siu.edu) **AND** in hard copy to the Assistantship/Fellowship office by the deadline date. Departments submitting multiple nomination packets should create a pdf file for each individual nomination packet (i.e. one pdf per student). Crystal Harris ([charris@siu.edu](mailto:charris@siu.edu)) must receive the pdf no later than 4 P.M. on the due date. No exceptions or extensions will be granted. Pdf copies may be made simply by scanning the entire application file through most Xerox machines. Departments who are unable to do the conversion may visit either their Dean's office or the Center for Teaching Excellence for assistance.

Only nominees whose nomination materials are complete will be considered in the competition. A completed nomination dossier will include the following in the order listed below. Each of the below documents is **required** including the Standardized Test Score.

1. Fellowship Packet Checklist
2. Application for Fellowship Award
3. Personal Statement
4. Curriculum Vitae
5. Departmental Fellowships Nomination Form
6. Three (3) Letters of Recommendation

7. Official Transcripts
8. Standardized Test Score

Departments nominating the same students for both the Morris Fellowship and the Doctoral Fellowship should prepare separate nomination dossiers and rank order nominees independently within each competition.

### PROMPT Assistantship

The PROMPT Program (Proactive Recruitment of Multicultural Professionals for Tomorrow) is an initiative developed by the Graduate School of Southern Illinois University (SIU) to increase the number of individuals receiving advanced degrees in the United States from families which have traditionally not had access to the opportunities of higher education and who, through their life and/or cultural experiences, have unique and potentially positive contributions to make to the program, the discipline and in the larger academic community. The Graduate School, in alliance with participating academic departments, will provide financial assistance packages to competitive, admissible students to pursue advanced study at SIU.

The PROMPT Assistantship is a two-year, half-time assistantship for **new** students who have been unconditionally admitted to either a master's or doctoral degree program. Recipients will receive a nine-month assistantship appointment for Fall and Spring for up to a maximum of two years. The monthly stipend for the recipients of the PROMPT Assistantship will be based on the current departmental graduate assistantship rate. This assistantship provides a tuition scholarship waiver for Fall, Spring and Summer. Recipients are responsible for fees. Students may only receive a PROMPT Assistantship once.

Students holding PROMPT assistantship appointments will be required to commit twenty (20) hours per week to teaching, research or clinical activities that will be assigned and supervised by the Fellows' academic departments. During special recruitment and graduate enhancement events held at SIU, the Graduate School will solicit the assistance of the PROMPT recipients to participate in seminars and orientation programs. Depending on their academic course work, they may also be asked to return to their home campus for recruitment purposes. PROMPT recipients must remain in the Carbondale area as fulfillment of their award except with permission by the Graduate Dean or his/her designee. PROMPT recipients must enroll as full-time students (a minimum of eight graduate credit hours for Fall and Spring, and optional Summer enrollment of three graduate credit hours). A minimum grade point average of 3.0 must be maintained each term.

Note: The PROMPT Assistantship is considered a recruitment tool and will not be awarded to continuing students. Students who have previously held a PROMPT Assistantship are not eligible for this award.

For more information on the PROMPT Assistantship, please visit: <https://gradschool.siu.edu/cost-aid/fellowships/>.



## *Eligibility*

Nominees must meet the following criteria:

- A **new** incoming student who has been unconditionally admitted to either a Master's or Doctoral degree program.
- An earned degree(s) from an accredited institution of higher learning.
- A minimum grade point average (scale 4.0 = A) of 3.0 on approximately the last 60 hours of undergraduate work (or the last 45 hours if the student has not graduated), and, when appropriate, a graduate grade point average of 3.25.
- A member of a traditionally underserved group.
- A U.S. Citizen.

PROMPT awards will be offered to those nominees who show the greatest promise for scholarly and professional achievement in their respective disciplines as determined by an evaluation panel. The following criteria will be employed as indices of promise:

1. The assessment by the department of the nominee's abilities, achievements, and promise for success in Graduate School.
2. Overall undergraduate and graduate grade point averages. Scores on standard tests such as GRE, MAT or GMAT will be considered as appropriate.
3. Strength of letters of recommendation from persons who are familiar with nominee's academic record and who are qualified to judge his/her promise for success in the program.
4. Academic indicators of potential, other than, grade point average or test scores, such as honors, publications, and awards.
5. Department's commitment to participate in the "1+1" match or the shared assistantship.

## *Application/Nomination Procedure*

A completed nomination packet is comprised of two portions: An application (submitted by the student) and a department nomination (submitted by the department). The application and department nomination should be submitted in hard copy form to the Fellowship Office by the deadline date. Late or incomplete packets will be disqualified from consideration.

Only nominees whose nomination materials are complete will be considered in the competition. A completed nomination packet will include the following:

### **Application**

- PROMPT Assistantship Application
- Award Essay
- Autobiographical Statement

### **Nomination**

- Department Nomination Form

- Letters of Recommendation
- Official Transcripts
- Standardized Test Score (if required for admission to program)

### Graduate Dean's Fellowship

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

In year one, the Graduate School will fund the award for eleven (11) months as a fellowship. During this appointment, the recipient is awarded a monthly stipend at the current Graduate School's graduate assistant rate for Fall, Spring and Summer. The recipient will be assigned a 10-hour per week research assignment that will provide professional development opportunities for the student and be of value to the academic department. The research assignment will be consistent with the student's educational objectives and training. The Department Chair will determine the training module and monitor the student's progress. The recipient must enroll for a minimum of nine (9) graduate credit hours for Fall and Spring and three (3) for Summer.

In year two, the academic department will fund the award for nine (9) months as an assistantship. During this appointment, the recipient is awarded a monthly stipend based on the current academic department's graduate assistant rate for fall and spring. In year two, the recipient will be assigned 20 hours per week during fall and spring semesters in teaching or research activities that will be assigned and supervised by the academic department. The recipient must enroll for a minimum of eight (8) graduate credit hours for fall and spring semesters, and optional summer enrollment of three (3) graduate credit hours. During special recruitment and graduate enhancement events held at SIU, the Graduate School will solicit the assistance of the Graduate Dean's Fellows to participate in seminars and orientation programs.

Note: The Graduate Dean's Fellowship is considered as a recruitment/retention tool, and it is not to be given to students who are in the final stages of their degree. Students who have previously held a GDF are not eligible for this award.

For more information on the Graduate Dean's Fellowship, please visit: <https://gradschool.siu.edu/cost-aid/fellowships/>.

## *Eligibility*

Nominees must meet the following criteria:

- A new or continuing student who has been unconditionally admitted to either a Master's or Doctoral degree program.
- An earned degree(s) from an accredited institution of higher learning.
- A minimum grade point average (scale 4.0 = A) of 2.7 on approximately the last 60 hours of undergraduate work (or the last 45 hours if the student has not graduated), and, when appropriate, a graduate grade point average of 3.25.
- A member of a traditionally underserved group.
- A citizen or permanent resident/immigrant of the United States.

## *Criteria for Awarding Graduate Dean's Fellowship*

Graduate Dean's awards will be offered to those nominees who show the greatest promise for scholarly and professional achievement in their respective disciplines as determined by an evaluation panel. The following criteria will be employed as indices of promise:

1. The assessment by the department of the nominee's abilities, achievements, and promise for success in Graduate School.
2. Overall undergraduate and graduate grade point averages. Scores on standard tests such as GRE, MAT or GMAT will be considered as appropriate.
3. Strength of letters of recommendation from persons who are familiar with nominee's academic record and who are qualified to judge his/her promise for success in the program.
4. Academic indicators of potential, other than grade point average or test scores, such as honors, publications and awards.
5. Department's commitment to provide a half-time assistantship appointment to the academically successful applicant in his/her second year of graduate study.

## *Application/Nomination Procedure*

A completed nomination packet is comprised of two portions: An application (submitted by the student) and a department nomination (submitted by the department). The application and department nomination should be submitted in hard copy form to the Fellowship Office by the deadline date. Late or incomplete packets will be disqualified from consideration.

Within the department nomination, departments are required to rank each nominee relative to other nominees from the department for the award, taking into consideration improvement of GPA; strength of letters of recommendation; assessment of transcript(s); and special information concerning background of nominee academic quality of the program from which the student received degree(s), accomplishments or qualifications for the award. For each nominee, state that he/she was "1 of 3" or "2 of 3", etc.

Only nominees whose nomination materials are complete will be considered in the competition.

A completed nomination packet will include the following:

### **Application**

- Application for Graduate Dean's Fellowship
- Award Essay
- Autobiographical Statement

### **Nomination**

- Department Nomination Form
- Personal Statement
- Letters of Recommendation
- Official Transcripts
- Standardized Test Score (if required for admission to program)

### *Native American Scholarship*

The *former* American Indian Association (AIA) of SIU offers scholarship awards. There is both an Undergraduate (\$500) and a Graduate (\$1,000) student award.

Recipients of the Native American Scholarship will receive the monetary award credited to their Bursar account for the following academic year. After the year is complete, recipients will need to submit a 1-page final report to the Fellowship Office stating what they did to accomplish their career goals or research and what the outcome was.

For more information on the Native American Scholarship, please visit:

<http://www.gradschool.siu.edu/cost-aid/scholarships/>.

### *Eligibility*

Applicants are required to meet the following criteria:

- Of Native American heritage
- A full-time student
- A minimum GPA of 3.0

### *Criteria for Awarding Scholarship*

Native American Scholarship awards will be offered to those applicants who show the greatest promise for scholarly and professional achievement in their respective disciplines as determined by an evaluation panel. The following criteria will be employed as indices of promise:

### **Undergraduate Students**

1. Current grade point average.
2. Strength of Career Goal Statement.
3. Strength of letters of recommendation.
4. Academic indicators of potential, other than grade point average, such as honors and awards.

### **Graduate Students**

1. Current grade point average.
2. Strength of Career Goal Statement **or** Proposal for Planned Research.
3. Strength of letters of recommendation.
4. Academic indicators of potential, other than grade point average, such as honors, publications, and awards.

### *Application Procedure*

Each applicant is responsible for submitting the Native American Scholarship Application form and all materials listed on it by the deadline date. Application materials may be submitted in digital (PDF only) or print form. Late or incomplete applications will be disqualified from consideration.

Only applicants whose materials are complete will be considered in the competition. A completed application will include the following:

### **Undergraduate Students**

- Native American Scholarship Application
- Current Academic Transcript
- Career Goal Statement
- Two (2) letters of recommendation

### **Graduate Students**

- Native American Scholarship Application
- Current Academic Transcript
- Curriculum Vitae
- Career Goal Statement **or** Proposal for Planned Research
- Two (2) letters of recommendation (one from the applicant's major professor and another from faculty/persons who are familiar with the applicant's plan of study)

## **SATISFACTORY ACADEMIC PROGRESS**

For purposes of convenience, the following is a summary of the policies and procedures for Satisfactory Academic Progress in order for graduate students to receive federally funded financial aid.

The full policies and procedures may be found at <https://gradschool.siu.edu/cost-aid/financial-aid.php>.

For more information regarding Satisfactory Academic Progress, visit the Financial Aid Office's webpage at <https://fao.siu.edu/forms/academic-progress-forms.php>.

### *Appeals Procedure*

Graduate students who do not meet the standards for Satisfactory Academic Progress (SAP) are ineligible to receive federally-funded financial aid. SAP is measured at the end of each semester, unless conditional eligibility was previously provided. For those graduate students previously provided conditional eligibility, SAP will be checked at the end of each semester. In order to receive federal financial aid funds, graduate students must meet three minimum requirements:

- Minimum Required Credit Hour Completion Rate ("Pass Rate Rule" – completed at least 67% of cumulative attempted credit hours attempted at SIU)
- Minimum Required Grade Point Average ("GPA Rule" – minimum cumulative GPA of 2.0 by end of Spring Semester)
- Maximum Credit Hours Attempted ("Max Hours Rule" – students must complete their degree program before reaching 150% of the number of credits needed to complete their degree program)

Graduate students unable to receive federal financial aid funds due to not meeting any one of the three minimum requirements can appeal to explain "mitigating circumstances". The appeals process may be found at <https://gradschool.siu.edu/cost-aid/financial-aid.php>.



# Graduate Registration

Contact Information:

SIUC Graduate School - Graduate Registration Office

Student Services Building, Room 309

Carbondale, IL 62901

Phone (618) 453-2969

Fax (618) 453-4562

## REGISTRATION DEADLINES

| <b>Deadlines</b>                                                                                        | <b>16-Week Semester<br/>(Fall and Spring)</b> | <b>8-Week Session<br/>(Summer)</b> |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------|------------------------------------|
| Late Registration (\$15.00 fee)                                                                         | First day of the semester                     | First day of the semester          |
| Deadline to add a course, or change sections for full-term courses (without the Instructor's signature) | Week 1                                        | Week 1                             |
| Deadline to change credit/audit status of a full-term course                                            | Week 2                                        | Week 2                             |
| Deadline to drop a full-term course with a full refund                                                  | Week 2                                        | Week 2                             |
| Deadline to withdraw from the University with a full refund                                             | Week 2                                        | Week 2                             |
| Deadline to withdraw from the University with 50% tuition and 100% fees refund                          | Week 3                                        | Week 3                             |
| Deadline to withdraw from the University with 50% tuition and no fees refund                            | Week 4                                        | Week 4                             |
| Deadline to drop a full-term course with no refund (W grade)                                            | Week 10                                       | Week 5                             |
| Deadline to withdraw from the University with no refund                                                 | Week 10                                       | Week 5                             |
| Deadline to add a full-term course                                                                      | Week 14                                       | Week 7                             |



## REGISTRATION INFORMATION

The Schedule of Classes for a particular semester is available online at <http://registrar.siu.edu/schedclass/>. Registration dates, Course Drop (with full refund) dates and Course Withdrawal (with W grade) dates are listed for every course.

Students can register themselves (via SalukiNet - <http://salukinet.siu.edu/> ) for full-semester courses through the 1<sup>st</sup> week of the semester and for late-starting courses up to the first day of the course. After that, the student must get a Course Request Form (CRF) signed by the instructor to add the course. A CRF for a course add or a section switch may be processed through the 14<sup>th</sup> week of the semester. Additionally, a CRF is used to change a student's previously-completed registration in a course to an audit (AU), which must be done before the end of the 2<sup>nd</sup> week of the semester.

Students can drop a full-semester course with refund themselves through the 2<sup>nd</sup> week of the semester and can withdraw from a course with a W grade themselves through the 10<sup>th</sup> week; afterward, a Retroactive Academic Petition will need to be completed to get a course dropped. A CRF is required when a student with a registration hold needs to drop a course. A CRF is also used for an administrative drop initiated by the instructor and department when a student is determined to not be eligible to be in a course.

When filling out the CRF, include the Term, student identifying information (ID, name, etc.) and information about each affected course (especially the CRN) (including the drop date if it is a drop). With this electronic fill-able form, you only need to type the entries into the first CRF, and they will automatically be copied to the other two CRFs. After printing the CRF, the student and the instructor(s) should hand sign each CRF. Then, the CRF should be forwarded to the Graduate School Registration Office (Student Services Building Room 324) for processing, while other copies are for the student and the department.

If the CRF contains course adds for which restriction and pre-requisite overrides will be applied, those should be done in Banner by the department before the CRF is sent over. Failure to do overrides in advance will result in the CRF being returned to the department for override processing.

The Course Request Form (CRF) can be downloaded at <https://gradschool.siu.edu/about-us/forms.php> under Registration Forms.

## **AUDIT GRADE INFORMATION**

Students enrolling for an *Audit* must designate their intent to enroll on an *Audit* basis at the time of registration or prior to the end of the second week of a sixteen-week semester (prior to the end of the second week of an eight-week summer session). An equivalent prorated amount of time would be allowed for courses of shorter duration. Students registering for short courses must register for *Audit* prior to the beginning of those classes.

Students cannot designate a course for *Audit* from within SalukiNet Self-Service. Instead, they should first register for the course in SalukiNet Self-Service, then fill out a Course Request Form (CRF) which designates the change from regular registration to *Audit*. The CRF must be submitted to the Graduate Registration office.

Students registering for a course on an *Audit* basis receive no credit.

Auditing students' CRFs must be marked accordingly, and such students pay the same tuition and fees as though they were registering for credit. Students are expected to attend regularly and to determine from the instructor the amount of work expected of them. If an auditing student does not attend regularly, the instructor may determine that the student should not have a satisfactory (*AU*) audit grade. If the audited class is unsatisfactory, a grade of *UAU* will appear on the student's transcript.

## **LATE REGISTRATION AT THE GRADUATE SCHOOL**

The Graduate Registration Center is located in the Student Services Building Room 324. After the first week of classes, students are required to have the Graduate Dean's permission to add courses and must come to the Center to process a registration or add. After the first week of classes, all registration and section changes must be processed at the Center. Drops may be processed in SalukiNet through week 10 for full-semester courses.

A late registration fee of \$15 shall be assessed to all students taking on-campus classes who register after the designated registration period. This fee shall be non-refundable and non-waiverable, except when it is clearly shown that the late registration was caused by faculty or administrative action. Off-campus classes and registration in 599, 600 and 601 shall be exempt from such fee.

## COURSE LOADS

### Financial Aid Awards

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

| Status    | 16-Week Semester | 8-Week Session |
|-----------|------------------|----------------|
| Full-time | 12               | 6              |
| Half-time | 6                | 3              |

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

### Enrollment Certification

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

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

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

### Minimum and Maximum Course Loads

Maximum coursework for graduate students is 16 hours each semester; 9 hours is considered normal load. The minimum and maximum loads for graduate students under various types of financial support are summarized below, a graduate student must enroll in graduate-level course(s) (typically a 400- and 500-level course; certain 400-level courses are not available for graduate credit.) Please consult the Graduate Catalog for available 400-level graduate courses. Audit work will not qualify to meet the minimum load. An exception to the 16-credit hour maximum load may be possible only with advanced written permission of the graduate dean.

Graduate students with a Graduate Assistantship must enroll in a minimum of eight graduate credit hours during the fall/spring to receive a full tuition waiver. During the summer, a minimum of three graduate credit hours are required to receive a tuition waiver for up to 9 hours. Students with a Graduate Fellowship

or SIU Scholarship must enroll in a minimum of nine graduate credit hours during fall/spring and three during the summer.

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

All University employees who wish to use the employee tuition fee waiver (faculty and staff) and are classified as graduate students are only permitted to register for six hours. To request permission to take over six hours, a memo from their hiring department approving the extra hours must be submitted to the Graduate School Records Office. If graduate students' enrollments fail to meet the minimum hours required by their type of financial support, the financial support will be terminated.

## **601 CONTINUING ENROLLMENT**

All students in a graduate program but not enrolled in classes by the Friday of the first week of the fall or spring semester will be registered in 601 by the Graduate School. This hour will be dropped if the student subsequently enrolls in a class that semester or is granted a leave of absence by his/her graduate program by the 10<sup>th</sup> week of the semester. Each program has its own policy of whether and when to grant leaves of absence. Students on leave are not required to enroll in 601 for the period of leave but a leave of absence does not affect the time-to-degree requirement. Summer sessions are exempt from the continuing enrollment requirement.

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

Students registering in 601 are assessed only in-state tuition for the credit hour associated with the registration. Since none of the other student fees are assessed for 601, the student is not eligible for the benefits of any other programs such as Recreation Center use, Health Service and Student Medical Benefits, Students' Attorney Program assistance, etc. Students needing the above benefits that require fees may instead register for additional research, thesis or dissertation hours.

Students who have not paid their bills and owe more than \$200 will not be allowed to enroll, and this may affect their graduate standing. They should enroll as soon as their Bursar hold is lifted.

## UNDERGRADUATE STUDENT REGISTRATION IN GRADUATE COURSES

### Graduate Credit

Undergraduate students who wish to register for a graduate level course (400- or 500-level course) for graduate credit must file the standard application for admission to the Graduate School and submit a request for graduate credit. If the student is academically eligible for admission to a degree program, the student will be allowed to register as an undergraduate for graduate credit when within 12 semester hours of completing requirements for the bachelor's degree. To request graduate credit, you must:

1. Apply to the Graduate School for the semester following the completion of all undergraduate requirements including the graduation application.
2. Have at least a 2.7/4.0 overall grade point average on approximately the last 2 years of coursework completed.
3. Receive permission from the instructor teaching each 400-level course. For 500-level courses, permission of the instructor and the chair of the department is required.

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

The *Request for Graduate Credit by an Undergraduate* form and *Course Request Form* are available at <https://gradschool.siu.edu/about-us/forms.php> under Registration Forms.

Both forms need to be submitted to:

**Dr. Rose Moroz**  
**Student Services Building, Room 321**  
**618-453-4570**  
rmtmoroz@siu.edu

### Undergraduate Credit

The Graduate School has the responsibility of approving the registration of undergraduate students in 500-level courses for undergraduate credit. Undergraduate students should only be encouraged to take 500-level courses if they are properly qualified. To request undergraduate credit of a 500-level course you must:

1. Have a GPA of 3.0 or higher.
2. Receive approval from the chair of the department offering the course.
3. Receive approval from the instructor of the course.
4. Have a registration form signed by the undergraduate academic advisor.

Both forms are at <https://gradschool.siu.edu/about-us/forms.php> under Registration Forms.

All documentation needs to be submitted to:

**Amy Ramsey**  
**Graduate School Registration**  
**Student Services Building, Room 324**  
**1263 Lincoln Drive MC 4716**  
**Carbondale, Illinois 62901**  
**Fax: 618-453-4562**

## RETROACTIVE ACADEMIC ACTION INFORMATION

### General Information

No tuition or general student fees shall be refunded in cases where withdrawal occurs after the deadline stated in the Board of Trustees policy, except for students in grave circumstances who demonstrate that, for reasons beyond control, they are utterly unable to continue their education programs.

A student must be withdrawn from the University for the semester requesting a refund before the request may be considered.

Tuition and fees will not be refunded for courses that have already been completed earlier in the semester and for which a final grade has been earned.

Only circumstances fitting one of the conditions listed below will be considered for any retroactive changes. Supporting documentation must be provided to the Retroactive Academic Actions Appeals Committee.

In any case, you must complete both pages of the Retroactive Academic Action Petition and submit your supporting documentation to the Office of the Registrar before any consideration will be given.

### Criteria for Retroactive Academic Action Requests

1. Accident or illness occurring prior to the withdrawal deadline which incapacitated the student and made it impossible for them to withdraw prior to the deadline
2. Accident or illness in the student's immediate family that occurred prior to the withdrawal deadline and is of such nature as to prevent the student from continuing their education
3. Emotional or psychological trauma resulting from an incident which occurred prior to the deadline and for which the student is undergoing counseling or therapy.
4. A disciplinary, academic, or financial aid termination appeal that is not accepted if the appeal was initiated prior to the withdrawal deadline.
5. Induction into military service for a period not less than six months.

### Documentation Examples

- Written verification from a physician as to the accident or illness to the student or in the student's immediate family and the student's inability to withdraw prior to the deadline. Written verification from a physician or counselor supporting the condition of emotional or psychological trauma that substantiates the incident occurred prior to the deadline.

- Copy of letter denying disciplinary, academic, or financial aid termination appeal with verification the appeal was filed before the deadline.
- Written correspondence from the military which verifies when the student is to report for military service and the length of time the student is expected to serve.

The Retroactive Academic Action Petition is located at  
<http://registrar.siu.edu/pdf/RetroactiveAcademicActionPetition.pdf>.

For more information about the Retroactive Academic Action Petition please contact:

Registrar's Office  
Student Services Building, Room 0251  
618-453-5663 [registrar@siu.edu](mailto:registrar@siu.edu)

All documentation needs to be submitted to:

**Registrar's Office**  
**Student Services Building, 2<sup>nd</sup> Floor**  
**1263 Lincoln Drive MC 4701**  
**Carbondale, Illinois 62901**  
**Fax: 618-453-2915**



## ILLINOIS RESIDENCY

Determination of residency status of each applicant for admission to the University is made at the time of admission. A student may petition for change to Illinois residency by contacting the Graduate Registration Office.

### Applying for Illinois Residency

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

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

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

The deadline to submit the Illinois Residency application and all documentation is by the end of the first month of the semester.

All documentation needs to be submitted to:

**Amy Ramsey**  
**Graduate School Registration**  
**Student Services Building, Room 324**  
**1263 Lincoln Drive MC 4716**  
**Carbondale, Illinois 62901**  
**Fax: 618-453-4562**

## WITHDRAWAL FROM COURSES AND FROM THE UNIVERSITY

### Dropping Courses

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

### Deadlines for Dropping from a Course(s)

| <b>If classes meet for</b> | <b>Deadline to Drop to Receive a Refund</b> | <b>Deadline to Drop</b> |
|----------------------------|---------------------------------------------|-------------------------|
| 13 to 16 weeks             | 2nd week                                    | 10th week               |
| 9 to 12 weeks              | 2nd week                                    | 8th week                |
| 8 weeks                    | 2nd week                                    | 5th week                |
| 7 weeks                    | 1st week                                    | 4th week                |
| 4 to 6 weeks               | 1st week                                    | 3rd week                |
| 2 or 3 weeks               | 1st day                                     | 1st week                |
| less than 2 weeks          | 1st day                                     | 2nd day                 |

\*Students must drop a course or withdraw from the University by these deadlines to receive an account credit equal to a full refund of tuition and fees. Students who drop courses after the full refund deadline but remain enrolled in the University will not receive any refund. Students who withdraw from the University after the full refund period will receive an account credit equal to a pro-rata refund of tuition and fees through the duration of the enrollment period. An administrative fee will be assessed to all students who withdraw from the University and receive a pro-rata refund. The amount of the fee will be a fixed charge of \$100.

Graduate Students may drop from a course through the 10th week of the fall and spring semesters. Drop deadlines for shorter sessions are correspondingly earlier (see schedule above). Official withdrawals after the second week but prior to the 10th week of classes will result in the course listed on the student's record with the symbol W. No drop from a course will be authorized after the 10th week of classes. It is the student's responsibility to ensure that the drop process is officially completed.

## Withdrawal from the University

Please refer to the Schedule of Classes for specific deadline dates. Students who withdraw from all classes will have a statement of withdrawal from the University and the week of withdrawal entered on their records. Students who find it necessary to withdraw from the University after school has started and who are on campus should contact the Graduate School in person to initiate the withdrawal process. If they are unable to come to campus, they may send an email to [gradregistration@siu.edu](mailto:gradregistration@siu.edu) asking that the Graduate Registration Office process a withdrawal.

Students who advance register, including the paying of tuition and fees, and then find they cannot attend school must process an official withdrawal the same as those who withdraw after school starts. In this case, the process is the same as outlined in the paragraph above. Students must officially withdraw if they stop attending classes; the failure to pay tuition and fees by the deadline date does not cancel one's registration nor remove the obligation to pay tuition and fees.

### SIUC Refund Policy for Withdraws for Semester Length Courses

| <b>Withdraw By</b>  | <b>Tuition Refund Percentage</b> | <b>Fee Refund Percentage</b> |
|---------------------|----------------------------------|------------------------------|
| Week One            | 100%                             | 100%                         |
| Week Two            | 100%                             | 100%                         |
| Week Three          | 50%                              | 100%                         |
| Week Four           | 50%                              | 0%                           |
| Week Five and after | 0%                               | 0%                           |



# Graduate Records

Contact Information:

SIUC Graduate School - Graduate Records Office

1263 Lincoln Drive, Room 325

Carbondale, IL 62901

Phone (618) 453-4529

Fax (618) 453-4562

## GRADUATE RECORDS OFFICE INFORMATION

The Graduate Records Office is responsible for monitoring the records function of the Graduate School for all graduate students after admission and through the graduation process. It provides assessment and recommendations regarding student academic issues for the Graduate Dean and interprets Graduate School policies relating to registration, graduation and other post admission policies. The following information is provided as a guideline for the processing of student records. Most of this information may also be found in the Graduate School Catalog.

### Admission to Candidacy

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

The Admission to Candidacy date is determined by the date the Graduate School receives the request. This is different from the date preliminary examinations were completed.

**STUDENTS SHOULD NOT REGISTER FOR MORE THAN 6 HOURS OF DISSERTATION PRIOR TO THE SEMESTER IN WHICH THEY ARE ADMITTED TO CANDIDACY.**

### Transfer Credit

All graduate credits earned by a student in good standing at an accredited university, which have not been applied toward fulfillment of requirements for another degree, are eligible for transfer to that student's degree program, subject to general limitations of Graduate School regulations, residency requirements for doctoral degree programs, and acceptance by the student's major department. All transfer credits are subject to final review by the graduate dean. No transfer credit will be given for work bearing a grade below B or graded "satisfactory". In the case of a master's degree, the student must earn at least half of the credit applied toward fulfillment of degree requirements in courses offered by SIU.

Transfer credit should fall with the student's time to degree ratio.

Graduate credit earned as a nondeclared graduate student of credit not applied toward a previous degree earned at SIU may be transferred as long as it is a passing grade.

Courses not applied or in excess of a bachelor's degree are not acceptable for transfer credit unless they were specifically taken for graduate credit and the appropriate forms are on file.

### Continuing Enrollment (601)

Registration in 601 (1 hour per semester) is required of all graduate students, whether in residence or not, who are not otherwise enrolled for fall or spring semester. All students in a graduate program, but not enrolled in classes by the Friday of the first week of the fall or spring semester, will be registered in 601 by the Graduate School and charged tuition for 1 hour of 601. This hour will be dropped if the student subsequently enrolls in a class that semester or is granted a Leave of Absence by his/her graduate program by the 8th week of the semester. Departments need to inform the Graduate School in writing (memo or e-mail) if a student has left the program or is granted a Leave of Absence, this information cannot come directly from the student. Summer semesters are exempt from continuing enrollment (601) unless required by the department, or for international students in their final semester, who must be enrolled unless they have left the country or are on OPT.

### Retention

Any graduate student whose cumulative grade point average falls below 3.00 will be placed on academic probation. Faculty of a degree program-unit may determine its own grade point average requirements (above the grade point minimum for retention in their particular program). All 400- and 500-level courses taken after a student is admitted to the Graduate School are considered graduate level, unless the course is specifically designated, "Not for Graduate Credit", for all students. Grade point averages for doctoral students are based on graduate credit work completed at SIU after admission to the doctoral program. Grade point averages for master's degree students and nondeclared graduate students are based on all graduate credit work completed at SIU. Any graduate student on academic probation whose grade point average remains below 3.0 for two consecutive semesters in which she or he is enrolled, excluding summer sessions, will be permanently suspended from the Graduate School, unless the department and the collegiate dean petition the graduate dean for an exception.

Although summer semesters are not applied toward determining suspension, a student can be placed on probation following a summer term.

### Graduation

The Graduate Records Office is responsible for determining if a student has met the degree requirements of the Graduate School. The Graduate School check addresses the basic Graduate School requirements necessary for a particular degree while the department maintains and determines the specific course requirements for the degree.

A student must have a minimum cumulative grade point average of 3.0 to graduate. Checklist for graduation clearance:

- Departmental Clearance form on file
- Oral defense form (dissertation, thesis and research papers)
- Current committee form on file (thesis and dissertation)
- Grade changes for incomplete or deferred work
- Transfer of credit (if necessary)

### General Information

Questions regarding degree time limits, extension requests and procedures requesting an exception may be answered by the Graduate Records Office.

Double Major forms are processed in the Graduate School Records Office. Please reference the Graduate School Catalog for detailed information.





# Graduation

## Deadlines, Procedures and Paperwork for Graduation Applications

Contact Information:

Graduate Graduation Office

1263 Lincoln Drive, Room 329

Student Services Building – MC 4716

SIUC Graduate School, Carbondale, IL 62901

Phone (618) 453-4523

Fax (618) 453-4562

Email [grad.graduation@siu.edu](mailto:grad.graduation@siu.edu)

## APPLICATION FOR GRADUATION

A student must submit a formal graduation application even if the student is not planning on participating in the commencement ceremony. Applications should be submitted via [SalukiNet](#).

Graduation applications may also be found on the Graduate School website if unable to apply through SalukiNet. ([http://www.gradschool.siu.edu/common/documents/graduation\\_app.pdf](http://www.gradschool.siu.edu/common/documents/graduation_app.pdf)). Paper applications should be submitted to the Graduation Office or scanned and sent to [grad.graduation@siu.edu](mailto:grad.graduation@siu.edu). Payment of graduation application fees must be made with check or money order when using the paper application.

The deadline to apply for graduation is the fourth Friday after the semester begins in fall and spring and the second Friday of the semester in summer.

### Reapplications

Graduation applications are good for two semesters. If a student does not graduate within two semesters, their file will be queued/expired. It is the student's responsibility to reapply.

### Commencement Ceremony

The place and time of the spring and fall ceremonies are available on the commencement website. (<http://commencement.siu.edu/>) **MASTER'S** students who graduate in August can participate in the May ceremony as long as they are within 6 hours of completing their degree and they obtain approval from their department. **DOCTORAL** students who graduate in August **cannot** participate in the May ceremony; however, they can participate in the December ceremony.

### Guidelines for Preparation of Thesis/Dissertation and Research Paper

Guidelines are available on the Graduate School website under the "Thesis, Dissertation, and Research Paper" tab. (<http://gradschool.siu.edu/current-students/thesis-dissertation-researchpaper/>). Submissions must meet both the initial format check deadline and the final submission deadline.

### Letters of Completion

Official letters of completion may be requested via email to [grad.graduation@siu.edu](mailto:grad.graduation@siu.edu). This is an official letter from the Graduate School stating that the student has completed all requirements for the degree and will receive the diploma upon graduation. The Letter of Completion contains the Graduate School Dean's signature and the university seal. Therefore, the letter may only be written after the graduation clearance process is completed, not at the time the paper is submitted. Students should allow up to two weeks for this process.

If a student is completing a master's program and wishes to begin a Ph.D. program or a second master's program, the student will not be able to register in the new program until clearance by the Graduate School in the first program has been processed. Again, the student should discuss this when the final paper is submitted to the Graduate School and procedures can be explained.

### Forms

Graduate School graduation clearance, thesis, dissertation and research paper forms may be downloaded on the Graduate School's website under the "forms" tab. Approval forms (thesis, dissertation and research paper) must be printed on 25% cotton paper. Once a thesis, dissertation, or research paper has been approved by the department, an original Approval and Oral Defense form must be signed and submitted to the Graduate School. Forms may be signed by hand (preferred) or (when committee members are away from campus) signed using Adobe Reader official digital signature software. Forms available on the Graduate School website are digital-signature-ready. <https://gradschool.siu.edu/about-us/forms.php>

## **ETD (ELECTRONIC THESIS AND DISSERTATION)**

In the Spring of 2005, the Graduate Council at SIUC approved mandatory electronic submissions of theses and dissertations. Students may prepare their ETD using nearly any word processor or document preparation system, however, theses and dissertations must be submitted as one PDF file. Templates are available on the Graduate School website. <https://gradschool.siu.edu/current-students/thesis-dissertation-researchpaper/etd-templates.php>

ETD may include color diagrams, color images, hypertext links, audio, video, animations, spreadsheets, databases, simulations and virtual reality worlds.

### Organization of Materials

Organizational format should be as follows:

1. Title page
2. Copyright statement (when applicable)
3. Approval page
4. Abstract
5. Acknowledgments/Dedication (not required)
6. Preface (not required)
7. Table of Contents
8. List of tables with page references (when applicable)
9. List of figures with page references (when applicable)
10. Text
11. Exhibits (tables, figures, photographs, etc. when not distributed in the text)
12. Bibliography (or appropriate title prescribed by style manual chosen)
13. Appendices (not required)
14. Vita

## Filing of Theses and Dissertations with the Graduate School

### *Approval Forms*

The Graduate School must have an original Approval form and Oral Defense form signed by the student's committee and the department chair. Some departments prefer to submit the forms directly to the Graduate School. The Graduate School will hold ETD approval pending the submission of the approval forms. Forms may be signed by hand (preferred) or signed using Adobe Reader official digital signature software.

### *Research Involving Human Subjects or Live Vertebrate Animals*

SIUC has policies governing all faculty, staff and student research that involve human subjects and live vertebrate animals. A human subject is defined as any individual whom a researcher contacts in person, by mail or by phone and makes a request for information. Project methods must be reviewed and approved prior to the start of the research.

Research Papers, Theses, and Dissertations that require either Human Subjects Committee or Institutional Animal Care and Use Committee approval must submit a copy of the approval letter to the Graduate School prior to the final paper submission. Submit the approval letter scanned and attached to an email to Dr. Rose Moroz at [rmtmoroz@siu.edu](mailto:rmtmoroz@siu.edu).

### *ETD Submission Fee*

The fee for submission of thesis and dissertation is \$25.00 + tax (Library fee). If the thesis/dissertation is to be copyrighted (optional), an additional fee of \$55.00 is due.

### *Survey of Earned Doctorates*

The survey of earned Doctorates is required for all graduating doctoral students. The survey should be submitted online prior to ETD approval. <https://sed-ncses.org/login.aspx>

### *Copies of Theses/Dissertations*

Students may contact the SIU University Bookstore about binding their papers for a fee of approximately \$30. ProQuest also offers binding services; however, ProQuest charges more and usually takes several weeks-months longer to deliver.

### *Copyright and Intellectual Property – The Use of Copyrighted Material*

Compliance with copyright law is imperative. It is the student's responsibility to obtain permission to reproduce copyrighted material such as adapting all or part of a table or figure from a

copyrighted source for inclusion in their thesis or dissertation. When permission is granted, the reproduced table or figure must be noted with the original author and copyright holder, and a copy of the letter or email granting permission should be included in the ETD Appendix. Information on copyright issues is available from the following web site:  
[https://media2.proquest.com/documents/copyright\\_disstheis\\_ownership.pdf](https://media2.proquest.com/documents/copyright_disstheis_ownership.pdf)

#### *ETD Submission*

Theses and Dissertations should be submitted to ProQuest [dissertations.umi.com/siu](https://dissertations.umi.com/siu)

Research Papers should be submitted to OpenSIUC  
([http://opensiuc.lib.siu.edu/gs\\_rp/author\\_guidelines.html](http://opensiuc.lib.siu.edu/gs_rp/author_guidelines.html))

Appointments for thesis and dissertation format review are not required. Students submit directly to the ProQuest website. Assistance is available by contacting [etdsupport@siu.edu](mailto:etdsupport@siu.edu).

#### *Deadlines for Submission*

**Submissions must meet both the initial format check deadline and the final submission deadline. ALL REVISIONS ARE DUE BY THE FINAL SUBMISSION DEADLINE DATE! NO EXCEPTIONS!**

**(For specific deadline information, refer to page 6 deadline section of this manual.)**

For Thesis and Dissertation information, contact:

Dr. Rose Moroz  
618-453-4570  
Graduate School Room 321  
[rmtmoroz@siu.edu](mailto:rmtmoroz@siu.edu)  
[etdsupport@siu.edu](mailto:etdsupport@siu.edu)

For Research Paper information, contact:

John Russell  
618-453-4529  
Graduate School Room 325  
[johnprussell@siu.edu](mailto:johnprussell@siu.edu)

## OUTSTANDING THESIS AWARD

Each master's program that has a thesis option may nominate one thesis annually for this award. Nominations are to be prepared by the thesis project director with the student's approval.

Guidelines/Forms may be found online at <https://gradschool.siu.edu/>, under "Forms" and "Outstanding Thesis Materials".

The nomination deadline is preannounced by a memo/email from the Graduate Dean sent to all departments and is listed on the Graduate School website at <https://gradschool.siu.edu/about-us/dates-deadlines.php>.

### Nomination for Outstanding Thesis Award

A department must submit the following for a complete nomination:

1. Nomination Form (typed and signed by the thesis director).
2. Statement of the Nature and Importance of the Thesis Research/Creative Activity (350 words maximum).
3. Supporting statements from other members of the Thesis Committee or other faculty at SIU familiar with the thesis research.
4. Independent, outside evidence of the significance of the Thesis Research/Creative Activity (e.g., report from reviewers, editors or referees of journals to which the thesis research has been submitted for publication, outside evaluations from faculty not on Thesis Committee or at SIU) (as available and appropriate).
5. One copy of the thesis or record of the thesis project, including abstract and student vitae.

## OUTSTANDING DISSERTATION AWARD

Each doctoral program may nominate one dissertation annually for this award. Nominations are to be prepared by the dissertation adviser with the student's approval.

Guidelines/Forms may be found online at <https://gradschool.siu.edu/>, under "Forms" and "Outstanding Dissertation Award Materials".

The nomination deadline is preannounced by a memo/email from the Graduate Dean sent to all departments and is listed on the Graduate School website at <https://gradschool.siu.edu/about-us/dates-deadlines.php>.

### Nomination for Outstanding Dissertation Award

A department must submit the following for a complete nomination:

1. Nomination Form (typed and signed by the dissertation director).
2. Statement of the Nature and Importance of the Dissertation Research. This puts it in a disciplinary and societal context. The committee finds this information particularly important (350 words maximum).
3. Supporting statements from other members of the dissertation committee or other faculty at SIU familiar with the dissertation research.
4. Independent, outside evidence of the significance of the dissertation research (e.g., outside evaluations from faculty not on dissertation committee or at SIUC, report from editors or referees of journals to which the dissertation research has been submitted for publication) (as available and appropriate).
5. One copy of the dissertation, including abstract and student vitae.



# Dean's Approval

Contact Information:

Student Services Building – Room 335A

SIUC Graduate School, Carbondale, IL 62901

Phone (618) 453-4527

Fax (618) 453-4562



## GRADUATE FACULTY STATUS

Information regarding the Graduate Faculty can be found in the Graduate School Operating Paper, Section Two (pages 4-5):

[http://gradcouncil.siu.edu/common/documents/other/GS\\_Operating\\_Paper.pdf](http://gradcouncil.siu.edu/common/documents/other/GS_Operating_Paper.pdf)

Graduate Faculty Status allows a faculty member to teach graduate level courses and to serve on graduate committees (master's and doctorate). Graduate Faculty Status is awarded upon recommendation of the graduate program and approval of the Graduate Dean.

### Graduate Faculty Status Guidelines

The following should be considered when requesting Graduate Faculty Status:

1. Direct Dissertation: Associate Professor or Professor with tenure
2. Regular status: Assistant Professor with a continuing appointment
3. Adjunct/Emeritus status:
  - a. Adjunct: may be non-tenure track faculty or faculty from another institution (for a period of three years)
  - b. Emeritus: retired SIU Carbondale faculty

### Requesting Graduate Faculty Status

To request Graduate Faculty Status, a department must electronically submit the following to the Graduate School via email, [donnab@siu.edu](mailto:donnab@siu.edu):

1. A signed memo requesting Regular/Direct Dissertation/Adjunct/Emeritus status for a faculty member. This memo should come from either the Department Chair or Director of Graduate Studies (scanned and attached to email).
2. A copy of the faculty member's current curriculum vitae (CV) (scanned and attached to email).

When the request is received via email ([donnab@siu.edu](mailto:donnab@siu.edu)), it will be reviewed by the Graduate Dean for approval. Once the request is approved, a memo will be sent (via email) from the Graduate Dean to the person who made the request, i.e. Chair/Graduate Director, Graduate Secretary.

## GRADUATE FACULTY COMMITTEE APPROVAL FORMS

The Graduate Faculty Committee Approval Form should be completed and submitted to the Graduate School for approval once a student has passed the preliminary examinations/prospectus defense. The form may be accessed at <http://www.gradschool.siu.edu/common/documents/CommitteeForm.PDF>.

Opening the file in Adobe Acrobat allows the user to *fill in the form and submit it electronically*. All applicable sections of the form must be filled-in prior to submission.

This includes the following:

1. **Date** that the form is completed
2. **Student's Name**
3. **Student's ID** (Dawg Tag)
4. **Department** in which the student is seeking degree
5. **Degree Sought** (master's or doctorate)
6. **Requestor's email address**
7. **Committee Composition**
  - a. **Name** of the committee members, beginning with the Chair. The Chair of the committee should be from the department in which the student is seeking the degree. It is also helpful to include their rank (e.g., Associate Professor).
  - b. **Department** in which the faculty member holds status.
  - c. **Graduate Faculty Status** of the faculty member (Direct Dissertation, Regular or Adjunct). Of note, retired faculty approved for Emeritus status should be indicated in the Adjunct column.

If you have questions on what Graduate Faculty Status a committee member holds and in which department, please contact Donna Bennett at the Graduate School (618-453-4559). We will be happy to look up that information in our database/files.

Once the form is complete and accurate, submit the electronic form to [donnab@siu.edu](mailto:donnab@siu.edu). When the Graduate School receives this form, it will be checked for accuracy, including committee requirements set by the Graduate Council. Once the form has been approved, a copy will be sent to the department via email, and the original will be kept in the Graduate School.

If there is a problem with the form, the Graduate School will contact the department (Graduate Secretary or Graduate Director) to notify them of the problem and indicate corrections/additions needed for approval.

### Requirements for Committee Composition

This information can be found in the Graduate School Operating Paper, Section Two: [http://gradcouncil.siu.edu/common/documents/other/GS\\_Operating\\_Paper.pdf](http://gradcouncil.siu.edu/common/documents/other/GS_Operating_Paper.pdf), as well as in

the Graduate Catalog within “Degree Requirements” under “Thesis” and “Dissertation”:  
[http://www.gradschool.siu.edu/ common/documents/catalog\\_13-14/8-Degree\\_Requirements.pdf](http://www.gradschool.siu.edu/common/documents/catalog_13-14/8-Degree_Requirements.pdf).

### *Master’s*

Must have a minimum of **three** committee members:

1. The committee Chair must have SIU Carbondale REGULAR or DIRECT DISSERTATION status in the student’s program.
2. Emeritus faculty members cannot serve as Chair; however, they can serve as Co-chair.
3. At least **two** of the committee members must have SIU Carbondale REGULAR or DIRECT DISSERTATION status.
4. Only **one** committee member can have ADJUNCT or EMERITUS status on a committee of three members.
5. There are no limits on the number of Adjunct or Emeritus committee members; however, the **majority** of the committee members must have REGULAR or DIRECT DISSERTATION status.

### *Doctorate*

Must have a minimum of **five** committee members:

1. The committee Chair must have SIU Carbondale DIRECT DISSERTATION status in the student’s program.
2. Emeritus faculty members cannot serve as Chair; however, they can serve as Co-chair.
3. Committee members, other than Chair, can have REGULAR or DIRECT DISSERTATION status. At least **four** committee members must have SIU Carbondale REGULAR or DIRECT DISSERTATION status.
4. **One** committee member must be outside of the student’s program.
5. There are no limits on the number of Adjunct or Emeritus committee members; however, the **majority** of the committee members must have REGULAR or DIRECT DISSERTATION status.
6. Only **one** committee member can have ADJUNCT or EMERITUS STATUS on a committee of five members.

## **SECTION TWO**

### **ORGANIZATION OF THE GRADUATE SCHOOL**

#### **I. ORGANIZATION FOR THE FORMULATION OF POLICY**

##### **A. The Graduate Faculty**

###### **1. Membership in the Graduate Faculty**

- a.** All University faculty members who have an appropriate terminal degree in the field in which they will perform Graduate Faculty functions, and who have a continuing appointment in a department with an approved graduate program, shall be deemed qualified for regular membership in the Graduate Faculty. Appointments to regular membership on the Graduate Faculty are made by the Graduate Dean upon recommendation of the graduate program.
- b.** Regular members of the Graduate Faculty may teach graduate-level courses, direct master's theses and serve on master's and doctoral committees.
- c.** Graduate Faculty members in departments with approved doctoral programs who are tenured with the rank of associate or full professor shall be recommended to be eligible to direct doctoral dissertations.
- d.** A faculty member who does not have a continuing appointment in a program with an approved graduate program may be recommended by a graduate program or may apply directly to the Graduate Dean for regular membership on the Graduate Faculty by reason of research or creative accomplishments.
- e.** A program with an approved graduate program may recommend to the Graduate Dean that a Graduate Faculty member who is not tenured with the rank of associate or full professor be authorized to direct doctoral dissertations. Such recommendations should be based on program criteria and procedures approved by the Graduate School.
- f.** Faculty at Southern Illinois University Edwardsville may be granted direct dissertation status at SIUC subject to the following conditions:
  - i.** They have an appropriate terminal degree in the field in which they will perform graduate faculty functions.
  - ii.** They are part of an approved joint SIUC/SIUE doctoral program, and they direct dissertations through that program.
  - iii.** They are tenured with the rank of associate or full professor or they fulfill section I.A.1.e.
  - iv.** If the committee chair is from SIUE, then the majority of the committee members must be SIUC faculty.

- v. The joint SIUC/SIUE doctoral program must undergo a Graduate Council sponsored review three years after the first SIUE faculty member is granted direct dissertation status for that program.
- vi. Should the joint SIUC/SIUE doctoral program be discontinued, SIUE faculty would retain direct dissertation status only for as long as, and for the sole purpose of, "teaching out" students working under their direction in that program.
- g. Ex-officio: The Chancellor of the University, the Vice Chancellor for Academic Affairs and Provost, the Graduate Dean, the deans of colleges and independent schools, and the Dean of the Library Affairs, hold ex-officio membership on the Graduate Faculty.
- h. Adjunct Membership: Individuals who can fulfill a specific need in the department's graduate program but who are not eligible for regular membership in the Graduate Faculty are eligible to be appointed adjunct members of the Graduate Faculty by the Graduate Dean. Such adjunct members are not eligible to direct dissertations, except for those adjunct faculty who are members of the administrative professional staff of the university, who may be granted direct dissertation status by the Graduate Faculty provided:
  - i. They hold an earned doctoral degree;
  - ii. They hold an adjunct faculty appointment at the rank of associate professor or higher in the relevant doctoral degree-granting program;
  - iii. Their academic and research record is reviewed, and their qualifications found to indeed be equivalent to at least an associate professor in the university;
  - iv. They are actively involved in research as evidenced by their current publication record; and
  - v. The direct dissertation status is recommended by the program Graduate Faculty who are at the rank of associate professor or above, the department chair, the collegiate dean and is approved by the Graduate Dean.
- i. Members of the Graduate Faculty at the time of adoption of these policies will continue to hold membership in the Graduate Faculty unless they ask to have such membership terminated.
- j. Membership on the Graduate Faculty other than, or in addition to, an ex-officio or adjunct basis confers full voting rights in the Graduate Faculty.
- k. Actions related to appointments to the Graduate Faculty may be appealed successively to the Graduate Faculty of the degree program, the Graduate Dean and the Graduate Council.
- l. Emeritus and adjunct faculty may serve on or co-chair students' theses and dissertation committees, serve on students' program committees, and/or evaluate students' preliminary examinations, upon the request of their respective department chair or director of graduate studies AND the approval of the Graduate Dean. All master's-level graduate committees

must include at least two members, and all doctoral-level committees must include at least four members with regular and/or direct dissertation graduate faculty status at SIUC. There are no limits on the number of adjunct or emeritus committee members; however, all such members must have their credentials approved by the Graduate School before committee approval, and a majority of committee members must be active SIUC faculty.



# **Post-Baccalaureate (Graduate) Certificate Programs**

Contact Information:

SIUC Graduate School – Assistant Dean’s Office

Student Services Building, Room 321

Carbondale, IL 62901

Phone (618) 453-4570

### Requirements and Guidelines

- Post-Baccalaureate/Graduate Certificate programs are designed to provide specialization to individuals who have already earned a bachelor's degree.
- All Certificate program students must be admitted to the Graduate School, either in a degree program or as a Nondeclared Graduate Student.
- Current SIUC Post-Baccalaureate/Graduate Certificate programs require between 15 and 24 credit hours for completion.
- Certificate programs do not lead to a degree, but one-half of the Certificate hours, up to a maximum of 15 hours, can be counted toward a graduate degree program.
- If a Certificate course is listed as required in the Graduate Catalog, and there is a substitute course taken, the Certificate program administrator must send a memo to the Dean of the Graduate School to request permission to count the substitute course for the Certificate for that student.
- Graduate Certificate programs must be reviewed every 8 years.

### Admission

- Applications for Certificate programs are handled by the programs and not via the Slate admission system. There is no way for students applying for Graduate Certificate programs to choose Certificate in the online application for master's, doctoral, or nondeclared graduate student admission. Instead, they should contact the program administrator for an application.
- Programs should include the requirements for admission and completion of the Graduate Certificate programs in the Graduate Catalog. Current Post-Baccalaureate Certificate program descriptions are listed on pages 4-7.
- Directly after a program admits a student to a Certificate program, the program administrator should send a Graduate Certificate Admission Form to [gradregistration@siu.edu](mailto:gradregistration@siu.edu). Amy Ramsey will document the student's admission on the Degree Summary SHADGMQ screen of Banner. This form is available for download on the Graduate School website at <https://gradschool.siu.edu/about-us/forms.php> under Admissions Forms.
- Certificate students must be admitted to the university either 1.) as a student in a graduate degree program or 2.) as a Nondeclared graduate student. The Certificate program will show as the Secondary Program.

### Completion

- When a student completes a Graduate Certificate program, the program administrator should complete a Graduate Certificate Completion Clearance Form and send it to the Graduate School Graduation Office via [grad.graduation@siu.edu](mailto:grad.graduation@siu.edu). The courses taken for the Graduate Certificate program should be listed on the form. This form is available for download on the Graduate School website at <https://gradschool.siu.edu/about-us/forms.php> under Graduation Forms.



- John Russell will confirm the required courses were taken and available for use toward the Certificate, and Le'Mark Russell will award the certificate in Banner and request a printed certificate for the student.
- The printed certificate can be claimed by the student at the Graduate School Graduation Office, or the Graduate School will mail it to the student.
- Currently there is no charge for the student to apply for Graduate Certificate clearance.
- The minimum GPA requirement of 3.0 applies to all graduate work, including Graduate Certificate programs.
- The earned Graduate Certificate will be noted on the student's transcript in two places: near the top, as a Secondary Program with the Major and Department listed and further down as Awarded: Certificate, Degree Date, Program, and Major.

#### Other Information

- A student may withdraw from a Graduate Certificate program at any time by sending an email to [gradregistration@siu.edu](mailto:gradregistration@siu.edu). There is no penalty for withdrawing from a Graduate Certificate program, but withdrawal from courses in progress must follow the rules of registration for eligibility for refund, etc.
- Students who are admitted to Graduate Certificate programs will add to the overall count of enrolled students for a program/department/college.

## HELPFUL LINKS

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Graduate School

<http://gradschool.siu.edu/>

Dates and Deadlines

<http://gradschool.siu.edu/about-us/dates-deadlines.html>

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Assistantship/Fellowship Information

<http://gradschool.siu.edu/cost-aid/index.html>

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Graduate School Forms

<http://gradschool.siu.edu/about-us/forms.html>

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Thesis/Dissertation/Research Paper Guidelines

<http://gradschool.siu.edu/current-students/thesis-dissertation-researchpaper/>

ProQuest ETD Administrator submission site for Thesis and Dissertation

<http://www.etdadmin.com/cgi-bin/school?siteId=48>

Research Paper submission site

[http://opensiuc.lib.siu.edu/gs\\_rp/author\\_guidelines.html](http://opensiuc.lib.siu.edu/gs_rp/author_guidelines.html)

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