

GENERAL ACADEMIC REQUIREMENTS AND POLICIES

Every student should carefully read all regulations concerning graduate study since the student is held responsible for knowing and observing all relevant ISU regulations. Additionally, a Student-Advisor Handbook is available at <http://www-isu.indstate.edu/sogs/s-adhb/home.htm> The handbook is updated annually and contains all necessary forms.

ENROLLMENT AND REGISTRATION

Registration for graduate work at Indiana State University that is to be applied toward a degree, certification, or permit renewal requires a valid current admission to the School of Graduate Studies (see chapter on Admissions for further information).

Graduate students must consult with advisors and have courses approved prior to registration. Registration and late registration procedures will take place as outlined in the *Schedule of Classes Bulletin* for each semester or summer term.

CONTINUOUS ENROLLMENT AT ISU

Any student admitted to the School of Graduate Studies and to a department who has not enrolled and received graduate credit for work at Indiana State University for a period of two consecutive years will have his or her admission cancelled. The student must apply for readmission to the School of Graduate Studies and to the appropriate department and must follow the regulations in effect at the time of readmission.

COURSE NUMBERING SYSTEM

Courses bearing the catalog number 500 or above carry graduate credit. Courses numbered in the 500 series may also have 400 counterparts, which are open to undergraduate students. A course taken at the 400 level for undergraduate credit may not be repeated at the 500 level for graduate credit without the permission of the Dean of the School of Graduate Studies. Courses numbered in the 600 series and above are open only to graduate students. At least one-half of the credit hours required for a graduate degree must be earned in courses numbered 600 or above. Courses numbered in the 700 and 800 series are designed for students in post-masters and doctoral programs.

STUDENT LOAD

1. A full-time course load is considered to be nine semester hours. During a regular semester the maximum course load, graduate courses or any combination of graduate and undergraduate courses, is 12 semester hours. On approval of the student's advisor, the department chairperson, and the Dean of the School of Graduate Studies a student may be permitted to enroll in additional hours.
2. During a summer session of thirteen (13) weeks a student is allowed to earn a maximum of 15 semester hours. In determining allowable concurrent enrollment in multiple courses during the summer, each course is represented by an enrollment fraction, in which the number of semester hours is the numerator

and the number of weeks during which the course meets is the denominator, i.e., a three-semester-hour course which meets for five weeks is represented by the enrollment fraction $3/5$ or 0.6. The allowable fraction for which a student may be concurrently enrolled is two (2).

A student may enroll in a three-hour course that meets for thirteen (13) weeks and in addition be enrolled in two (2) five-week courses each of which earns three semester hours, i.e., $3/13 + 3/5 + 3/5 = 1.43$. A student may enroll in two (2) three-week courses, each of which earns three semester hours and which meet concurrently, i.e., $3/3 + 3/3 = 2.0$. A student may not enroll for concurrent courses that generate an enrollment fraction greater than two (2), i.e. one three-hour thirteen-week course and two three-hour three-week courses ($3/13 + 3/3 + 3/3 = 2.23$).

3. Full time graduate assistants and university fellows must enroll in a minimum of five semester hours each semester or two semester hours per five-week summer term. Except for unusual circumstances, the normal class load of 12 semester hours per semester will not be exceeded. During the summer session a full-time graduate assistant or university fellow may not enroll for concurrent courses that generate an enrollment fraction (as defined in #2 above) greater than 1.6 (for example, the student may concurrently enroll in a five-week three-hour course and a three-week three-hour course). Part-time graduate assistants must enroll in a minimum of 9 semester hours each semester and two semester hours per five-week summer session.

DROPPING OR ADDING COURSES

The Dean of the School of Graduate Studies must approve any changes to the class schedule. All procedures concerning changes of schedule are carefully explained in the *Schedule of Classes Bulletin* for each semester or summer term. See these publications for details regarding time for dropping and adding classes. Grade determination for dropped courses is based on the student's progress as of the date the *Change of Course Form* is submitted to the Office of Registration and Records for processing.

AUDIT STUDENTS

Students who wish to audit a graduate course for no credit must obtain written permission from the instructor of the course, the chairperson of the department which offers the course, and the Dean of the School of Graduate Studies during the add period of each semester. Permission to Audit forms are available in the School of Graduate Studies. Permission may be denied if the classroom is crowded or the course is not appropriate for auditing; that is, a course which requires any type of student participation and faculty interaction, such as physical education, art, foreign language, computer science, etc. Those who audit do so for the purpose of hearing and seeing only; they do not have the privilege of participating in class discussions, laboratory work, or field work. They do not take tests, submit term papers, nor **receive grades**. Students who audit a course will not appear on the final class rolls or grade rolls and **no notation** of the audit will be made on the student's transcript. A student may not transfer from **audit** to **credit** or from **credit** to **audit**. The fee for auditing a course is \$5 per credit hour.

CORRESPONDENCE STUDY

Correspondence study will not count toward a graduate degree at Indiana State University, and such credit cannot be transferred from another institution.

GRADING

The following grading standards apply to graduate work:

GRADE	GRADE POINTS	TYPE OF GRADUATE WORK
A	4.00	Excellent
B+	3.50	Above Average
B	3.00	Average
C+	2.50	Below Average counting as Graduate Credit
C	2.00	Below Average counting as Graduate Credit
F	0.00	Failure
S		Satisfactory
U		Unsatisfactory

An average of at least 3.00 is required to remain in the School of Graduate Studies, for admission to candidacy, and for graduation on any graduate degree program. The minimum GPA may be increased in specific schools and departments. (See departmental statements in this *Catalog*.)

Incomplete grades may be given only at the end of a semester or term to those students whose work is passing but who have left unfinished a small amount of work, for instance, a final examination, a paper, or a term project, which may be completed without further class attendance, or who have unfinished theses or graduate research projects. When a grade of incomplete (IN) is assigned, the professor will specify in a report to the dean of his/her college or school the work necessary to complete the course and receive a grade, the deadline date for completion, and the grade to be assigned if the work is not completed by the specified date. The date for completion will normally be within four weeks of the beginning of the next semester, but will not be longer than one calendar year. The sole exception is for graduate research courses, which will have no maximum deadline. The alternate grade assigned may be any letter grade from "A" to "F."

When a student officially drops a course or withdraws from the University after the deadline to drop a course (the tenth week of the semester) a grade of "F" or "N" may be assigned. Specific guidelines for assigning "N" or "F" grades for students dropping a course during the summer are contained in the summer session *Schedule of Classes Bulletin*. An "N" means the student cannot receive credit for the course under any circumstances.

STUDY WEEK

Study Week is intended to encourage student preparation for final exams given during the final exam week, but class attendance is expected.

No examination of any kind, including quizzes that count for over 4% of the grade, shall be given during Study Week preceding Finals week.

Papers due during Study Week shall be specified in the class syllabus handed out to the student at the beginning of the semester.

The student is responsible for notifying the Student Government Association (SGA) of a violation of any of the above terms. The Student Government Association will take the correct procedures for informing the faculty member and the academic department chairperson of the failure to comply with the terms of the Study Week Policy.

The student's name will be confidential to SGA.

Examination for laboratory, intensive, mini-courses or summer sessions are permitted.

RETENTION

A student whose grade point average drops below a 3.00 (3.25 or 3.50 in certain programs) will be placed on probation, suspended from graduate study, or dismissed from the School of Graduate Studies. The Dean of the School of Graduate Studies, in accordance with the regulations of the department and the School of Graduate Studies, will make decisions in such matters. A student who is suspended from graduate study or dismissed from the School of Graduate Studies may request a review of the case by the Graduate Student Appeals Committee of the Graduate Council.

PREPARATION OF THESES/DISSERTATIONS

For the convenience of graduate students, the School of Graduate Studies has prepared a *Handbook for Theses and Dissertations* which can be purchased at the University Bookstore or accessed through the ISU web pages (<http://www-isu.indstate.edu/sogs/t-dhand/home.htm>)

A thesis should represent original scholarship such as:

1. A review and synthesis of literature or documentary evidence (master's level only).
2. The collection and analysis of data not previously available.
3. A creative project involving the formulation of new problems, the elaboration of new implications, or the development of new relationships.

Once the general area of research is determined through conference with the appropriate departmental faculty, the student begins the process necessary for preparation of the thesis or dissertation.

1. On the recommendation of the department chairperson with the concurrence of the student and faculty involved, a thesis committee of three faculty or dissertation committee of five faculty (three faculty for the School of Education) including one from outside the department is appointed by the Dean of the School of Graduate Studies.
2. Under the direction of the committee, the student prepares and submits a thesis or dissertation proposal for approval in the School of Graduate Studies. The proposal, as completely and explicitly as possible, describes the proposed original scholarship for the thesis or dissertation. If the research involves human

subjects or animal subjects, approval from the appropriate ISU committee (Institutional Review Board, Approved Institutional Review Committees, or Animal Care and Use Committee) must accompany the proposal. Only after formal approval of the thesis proposal is obtained, Master's students may register for Course 699 (Thesis). Ph.D. students may register for Course 899 (Dissertation) after admission to candidacy. Psy.D. students may register for Course 799 (Ed.S. Advanced Thesis or Doctoral Project) after admission to candidacy.

3. Students must enroll for thesis or dissertation credit in Course 699 (Master's Thesis), Course 799 (Ed.S. Advanced Thesis or Psy.D. Doctoral Project), or Course 899 (Ph.D. Dissertation). Once a student enrolls in Course 699, 799, or 899, continuous enrollment during Fall and Spring semester is required until the student has completed all degree requirements, regardless of whether a student is in residence or is away from campus. A student who applies to graduate in the summer will register for Course 699, 799, or 899 dependent upon degree program.
4. During preparation and final approval of the thesis/dissertation, the student has available for consultation the Thesis and Dissertation Editor of the School of Graduate Studies. It is expected that when copy is presented to the editor, however, few corrections will need to be made.
5. The student defends the thesis or dissertation at an open meeting, the time and place of which are announced in *Academic Notes* at least two weeks in advance of the defense. For master's students, a thesis approval form is submitted by the committee verifying the successful completion of the defense of the thesis. For doctoral students, a dissertation approval form is submitted by the committee verifying the successful completion of the defense of the dissertation.
6. The Thesis and Dissertation Editor of the School of Graduate Studies must approve the thesis or dissertation after the student's defense of the thesis.
7. Three copies of the thesis or dissertation (the original and two copies) are submitted to the School of Graduate Studies. Three copies of an abstract not to exceed 350 words should accompany the thesis; four copies of an abstract should be submitted with the dissertation. A thesis or dissertation approval form must be completed and bound with each copy of the thesis or dissertation. While the Graduate Office sends the material to the bindery, the student pays the binding fee at the Office of the Controller and brings the receipt to the Office of the School of Graduate Studies.
8. Upon final approval of the thesis or dissertation, the thesis or dissertation committee chairperson submits a letter grade for the thesis or a "satisfactory" for the dissertation.

APPLYING FOR GRADUATION

Students who expect to complete a graduate degree during the academic year or subsequent summer must file an **Application for Graduation** in the School of Graduate Studies by October 1 for December graduation, or February 1 for May and August graduation. Only students who meet these deadlines can be assured of having their names appear in the **commencement program**. In order to qualify for a degree, the student must complete all academic program requirements, all School of Graduate Studies requirements,

and have submitted a completed **Program of Study Form** signed by the student, the student's advisor, and the Dean of the School of Graduate Studies. The deadline dates for the completion of theses, dissertations, and the removal of incomplete grades for each of the graduation periods are shown in the front of this *Catalog*.

While degrees are conferred in May, August, and December, commencement ceremonies are held only in May and December. Participation in commencement is not required but it is encouraged as a memorable part of the University experience. Candidates for the Ed.S., Psy.D., or Ph.D. degrees must have completed all degree requirements prior to participation in a commencement ceremony. Those attending the ceremony will be charged a fee to purchase or rent the appropriate cap, gown, and hood.

STUDENT WITHDRAWAL FROM ENROLLMENT--ACADEMIC YEAR

The University recognizes that numerous circumstances may arise which will necessitate a separation of the student from the institution. If a student leaves without properly withdrawing, the absences from class and from the campus will be justification for the grade of "F" to be assigned for the courses in which the student is enrolled.

Withdrawal Following Registration. Students who participate in registration must initiate an official withdrawal if they elect not to attend any classes during the session for which they are registered. To officially withdraw a student must complete a **Withdrawal Form** in person or over the phone with the Office of the Dean of Graduate Studies, Erickson Hall, room 114. Refund information is posted in the section on Financial Information.

Grade Determination. Beyond the tenth week of a regular semester, if a student's course work is failing at the time of withdrawal, a grade of "F" will be given; if the student's course work is passing, a grade of "N" will be given. An "N" grade may be assigned only when the student has officially dropped a course or withdrawn from enrollment.

Official Withdrawal During a Summer Term. All procedures concerning withdrawal are explained in the *Schedule of Classes Bulletin* published each semester and summer session. See these publications for details regarding grading, refund provisions, and calendar limits.

PETITION PROCEDURES

Students wishing to request an exception to any of the policies of the School of Graduate Studies should contact the Associate Dean for information about petition procedures. The Graduate Student Appeals Committee considers academic petitions. The petition form is available in the Student Advisor Handbook at <http://www-isu.indstate.edu/sogs/s-ahb/home.htm>.