

SIU Southern Illinois University
CARBONDALE

Graduate School Manual

for Graduate Studies Personnel



2023

GRADUATE SCHOOL ADMINISTRATION AND STAFF	1
GRADUATE SCHOOL DEADLINES.....	4
WHO GETS WHAT FORMS.....	5
Graduate Admissions	6
GRADUATE SCHOOL ADMISSION REQUIREMENTS	7
<i>Submission of Application</i>	7
<i>Master's Program Requirements</i>	7
<i>Doctoral Program Requirements</i>	7
<i>Exception to GPA Requirements</i>	7
<i>English Language Proficiency Requirements</i>	7
<i>Conditional Admission for English Proficiency</i>	8
<i>Financial Clearance</i>	9
<i>Nondeclared Admission Requirements</i>	9
<i>Direct Entry</i>	9
<i>Accelerated Entry</i>	9
<i>Double Major</i>	10
<i>Change of Major</i>	10
<i>Concurrent Degree Program</i>	10
<i>Application Deferral</i>	10
<i>Suggested Graduate School Deadlines for International Admission</i>	10
<i>High Achievers Alternate Tuition Rate – Effective Fall 2016 for New Graduate Students</i>	11
<i>Procedure for Processing Admission Decisions</i>	11
Graduate Assistantships,.....	13
Fellowships and Scholarships.....	13
INTRODUCTION	14
GRADUATE ASSISTANTSHIPS.....	14
<i>Types of Graduate Assistantships</i>	14
<i>Eligibility for Assistantship Appointment</i>	16
<i>Graduate Assistant Evaluation</i>	17
<i>Re-Employment Notification</i>	17
<i>Graduate Assistant Stipends and Benefits</i>	17

<i>Leaves and Holidays</i>	18
<i>GA Time Logs</i>	19
<i>Types of Graduate Assistantship Forms</i>	19
<i>Notice of Graduate Assistantship Appointment Procedures</i>	19
<i>Paper Flow and Signature Process for Notice of Appointments</i>	20
<i>Notice of GA Appointment Submission Deadlines</i>	20
<i>Exceptions</i>	21
<i>Graduate Credit Hour Minimum</i>	21
<i>Months of Support</i>	21
<i>Student Employment</i>	21
<i>Change of Assignment (C.O.A.)</i>	22
<i>Assignment Costing</i>	22
<i>Resignation/Termination</i>	22
<i>Dissertation Research Assistantships</i>	22
SCHOLARSHIPS	23
<i>Tuition Waiver Scholarship (TWS)</i>	23
<i>Graduate Scholarship Program (GSP)</i>	24
<i>Willis Swartz Graduate Student Scholarship Award</i>	25
FELLOWSHIPS	26
<i>Master’s Fellowship</i>	26
<i>Doctoral Fellowship</i>	28
<i>The Delyte and Dorothy Morris Fellowship (Morris Doctoral)</i>	30
<i>PROMPT Assistantship</i>	32
<i>Graduate Dean’s Fellowship</i>	36
<i>Native American Scholarship</i>	39
SATISFACTORY ACADEMIC PROGRESS	40
<i>Appeals Procedure</i>	42
Graduate	43
Registration	43
REGISTRATION DEADLINES	44
REGISTRATION INFORMATION	45
AUDIT GRADE INFORMATION	45
LATE REGISTRATION AT THE GRADUATE SCHOOL	46

COURSE LOADS.....	46
<i>Financial Aid Awards</i>	46
<i>Enrollment Certification</i>	46
<i>Minimum and Maximum Course Loads</i>	47
601 CONTINUING ENROLLMENT	48
UNDERGRADUATE STUDENT REGISTRATION IN GRADUATE COURSES	48
<i>Graduate Credit</i>	48
<i>Undergraduate Credit</i>	49
RETROACTIVE ACADEMIC ACTION INFORMATION	49
<i>General Information</i>	49
<i>Criteria for Retroactive Academic Action Requests</i>	50
<i>Documentation Examples</i>	50
ILLINOIS RESIDENCY.....	51
<i>Applying for Illinois Residency</i>	51
WITHDRAWAL FROM COURSES AND FROM THE UNIVERSITY.....	52
<i>Dropping Courses</i>	52
<i>Deadlines for Dropping from a Course(s)</i>	52
<i>Withdrawal from the University</i>	53
<i>SIUC Refund Policy for Withdraws for Semester Length Courses</i>	53
Graduate	54
Records	54
GRADUATE RECORDS OFFICE INFORMATION.....	55
<i>Admission to Candidacy</i>	55
<i>Transfer Credit</i>	55
<i>Continuing Enrollment (601</i>	56
<i>Retention</i>	56
<i>Graduation</i>	56
<i>General Information</i>	57
Graduation	58
APPLICATION FOR GRADUATION	59
<i>Reapplications</i>	59
<i>Commencement Ceremony</i>	59

<i>Guidelines for Preparation of Thesis/Dissertation and Research Paper</i>	59
<i>Letters of Completion</i>	59
<i>Forms</i>	60
ETD (ELECTRONIC THESIS AND DISSERTATION)	60
<i>Organization of Materials</i>	61
Filing of Final Papers with the Graduate School (Research Paper, Capstone Report, Thesis, Dissertation)	61
<i>Approval Forms</i>	61
<i>Research Involving Human Subjects or Live Vertebrate Animals</i>	61
<i>ETD Submission Fee</i>	62
<i>Survey of Earned Doctorates</i>	62
<i>Copies of Thesis/Dissertations</i>	62
<i>Copyright and Intellectual Property – The Use of Copyrighted Material</i>	62
<i>ETD Submission</i>	62
<i>Deadlines for Submission</i>	63
OUTSTANDING THESIS AWARD	63
OUTSTANDING DISSERTATION AWARD	64
GRADUATE FACULTY STATUS	64
<i>Graduate Faculty Status Guidelines</i>	65
<i>Requesting Graduate Faculty Status</i>	65
GRADUATE FACULTY COMMITTEE APPROVAL FORMS.....	66
<i>Requirements for Committee Composition</i>	67
<i>Thesis</i>	67
<i>Doctorate</i>	67
ORGANIZATION OF THE GRADUATE SCHOOL*	68
GRADUATE SCHOOL MONETARY SUPPORT OF STUDENT PROFESSIONAL DEVELOPMENT	70
Post-Baccalaureate (Graduate).....	71
Certificate Programs.....	71
REQUIREMENTS AND GUIDELINES.....	72
ADMISSION	72
COMPLETION	72

OTHER INFORMATION73

HELPFUL LINKS74

Disclaimer: This is a procedures manual and not a Graduate Catalog. For policies, please follow the Graduate Catalog: <https://gradcatalog.siu.edu/>

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GRADUATE SCHOOL DEADLINES

Visit <https://gradschool.siu.edu/about-us/dates-deadlines.php>

for all Graduate School dates and deadlines.

WHO GETS WHAT FORMS

Forms	Person/Office	SSB Room	Phone
Admission to Candidacy	John Russell	325	453-4529
Change from Grad to Undergrad	Amy Ramsey	324	453-4552
Change of Major	Admissions	310	536-7791
Change of Degree within Major	John Russell	325	453-4529
Committee Approval Form	Cecilia Porter	335B	453-4521
Double Major Form	John Russell	325	453-4529
Fulbright	Admissions	313	453-4557
Graduate Credit as an Undergrad	Rose Moroz	321	453-4570
Graduate Faculty Status	Cecilia Porter	335B	453-4521
Graduate Scholarship Application	GA Office	334	453-4555
Graduation Application	Le'Mark Russell - Graduation	329	453-4550
Graduation Clearance Form	Le'Mark Russell - Graduation	329	453-4550
Human Subjects & IACUC Approval	Rose Moroz	321	453-4570
Illinois Residency	Amy Ramsey - Registration	324	453-4552
Oral Defense Form (Research Paper)	John Russell	325	453-4529
Oral Defense Form (Thesis/Dissertation)	Rose Moroz	321	453-4570
Outstanding Thesis/Dissertation	Cecilia Porter	335B	453-4521
Registration Form	Amy Ramsey - Registration	324	453-4552
Research Paper Approval	John Russell	325	453-4529
Thesis/Dissertation Approval Form	Rose Moroz	321	453-4570
Tuition Scholarship Application	GA Office	334	453-4555
Withdrawal Form	Amy Ramsey - Registration	324	453-4552
500-Level Course for Undergrad	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 graduate program, 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

Program representatives 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 School Director 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 score of 80 on the internet based TOEFL (IBT) Exam
2. A minimum overall band score of 6.5 on the IELTS Exam
3. A minimum score of 105 on the Duolingo English Exam
4. A minimum overall score of 5.0 on the iTEP exam

Individual graduate programs 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 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. Graduate programs 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 Deon Thompson at 453-4557 or deont@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 program 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 program, and the program is not able to provide funding, admission should not be recommended unless the program 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 program is able to provide funding.

[https://gradschool.siu.edu/ common/documents/forms/updated-financial-statement.pdf](https://gradschool.siu.edu/common/documents/forms/updated-financial-statement.pdf)

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

Graduate programs that are 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 program must notify their admission representative that admission via direct entry is requested.

Accelerated Entry

Graduate programs that are 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 program 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 programs involved. Please consult the Graduate Catalog for additional information.

<https://gradschool.siu.edu/common/documents/forms/doubleMajor.pdf>

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 programs involved. Please consult the Graduate Catalog for additional information.

<https://gradschool.siu.edu/common/documents/forms/change-of-major-form.pdf>

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 program 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 Graduate School 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 Graduate School application submission 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 program 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 program completes the admission review form in Slate. This is usually done by the Program Director or Director of Graduate Studies. Other program personnel may complete this form if they have been approved. Please contact your admissions representative if you have any questions as to who is approved to sign graduate paperwork.
3. The program should send their admission decision to the Graduate School ONLY after all required documents are received and uploaded. There may be a delay if all documents are not submitted at the time of the admission decision.

4. Graduate program representative uploads the following information into Slate:
- Copy of letter recommending admission or copy of denial letter.
 - Please note: Program letters should never use the statement “a student has been admitted.” Instead, 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.
 - International admission requires a financial statement, bank statements or funding guarantees. The form is found here: [https://gradschool.siu.edu/ common/documents/forms/updated-financial-statement.pdf](https://gradschool.siu.edu/common/documents/forms/updated-financial-statement.pdf) and needs to be forwarded to the Graduate school.
 - Any other miscellaneous documents. For example, a copy of an alien resident card for permanent residents.

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

Graduate Assistantships, Fellowships and Scholarships Office

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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 and 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 https://gradschool.siu.edu/_common/documents/gau-agreement.pdf.

GRADUATE ASSISTANTSHIPS

Graduate assistantships are available in a variety of places across campus, from academic units 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 hiring unit 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. Teaching assistant duties include, but are not limited to, duties primarily in support of instruction and educational services such as: leading discussion sections; leading class discussions; holding lectures; assisting with the design of course materials; preparing exams; proctoring and grading assignments or exams; holding office hours; note-taking; meeting special needs of students with disabilities; and/or providing any other educational activities or service.

Each academic unit 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 unit, 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. Research assistants work under the direction of a principal investigator and/or faculty/staff member on a research/scholarly/creative project or assignment. Duties may include, but are not limited to, the following: operating specialized equipment, such as in a laboratory; data collection, coding, or analysis; research activity in the field; in libraries; or in archives; working with collections of documents, artifacts, faunal, or botanical materials; and other duties that contribute to the execution of a research project. Research assistants are subject to the same university wide ethical and legal rules and policies governing their research as are faculty and staff.

Each academic unit 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. Administrative duties include, but are not limited to, tasks primarily in support of administrative functions, such as: office support (copying course materials, general office work/clerical/receptionist, correspondence, and supervising reading room); technical/support services; webmaster/assisting faculty with web pages, network administration/end user support, equipment management, monitoring instructional and service labs (computer, video, etc.); translation; routine support for publications (record keeping, writing copy for newsletters or non-research publications; correspondence, etc.); advising/providing curricular and academic advice to students, providing support to advisors; and outreach duties (recruiting students, publicizing programs and activities to campus and public constituencies, and working with/assisting with event management).

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 <https://gradschool.siu.edu/common/documents/ga-posting-form.doc>.

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 graduate program or unit.

Graduate Assistant Evaluation

An assistant's performance does not meet the expectations of his/her supervisor in any area, then s/he shall receive a performance evaluation. Further, an assistant shall receive a review if s/he requests a performance evaluation from the chair/supervisor. These performance evaluations should occur at least once during the academic year or term of the appointment, whichever is greater. Performance evaluations shall be based on the assistant's performance of assistantship duties as defined by the employing unit. The parties agree that if an assistant does not receive a performance evaluation stating that s/he does not meet expectations, then his/her performance shall be deemed to have met expectations and considered evaluated. You can find the performance evaluation form at: https://gradschool.siu.edu/_common/documents/ga_performance_evaluation_updated.pdf.

Re-Employment Notification

Hiring units must notify Graduate Assistants in writing 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 \$180 credit for their Student Health Fee for the semester of the appointment (fall and spring only). 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 unit in which the student is appointed. The stipend rates may be found at the end of the GA United Agreement: https://gradschool.siu.edu/_common/documents/gau-agreement.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.

SIU System Collaborative Tuition Waiver for Graduate Assistants

SIU Carbondale graduate assistants may request to utilize their tuition waiver to enroll in a course at SIU Edwardsville. Proper permissions must be secured, and the course must qualify for this program. Visit <https://gradschool.siu.edu/student-resources/collaborative-tuition-waiver.php> for more information.

Leaves and Holidays

Paid Leave, Vacations and Holidays

Assistantships typically require services on a 9-month or semester-by-semester basis, and some assistants will have separate summer appointment for part or all of the summer. Assistants on such appointments do not earn any vacation.

Assistants who are appointed on a fiscal year (12 month) appointment accrue 12 workdays of vacation each year, reduced by the percentage of their appointment. I.e., a full-time equivalent appointment (FTE) of .25 equates to 3 vacation days, a .50 equates to 6 vacation days, and a .75 equates to 9 vacation days. Vacation time does not accrue, and any unused vacation time shall not be compensated – unless the assistant receives back-to-back annual contracts, in which case the assistant’s vacation shall accrue.

Sick Leave

Assistants on fiscal year (12 month) and academic year (9 month) appointments are eligible for non-accruable sick leave based on a rate of one (1) workday per month. Workday leave is based on the percentage of appointment (i.e., .25 = 2 hours, .50 = 4 hours, and .75 = 6 hours). Sick leave shall be available to the assistant from the beginning of the appointment. Assistants unable to work because of illness or injury must promptly notify their supervisory so that arrangements for coverage of duties can be made and the usage recorded. Assistants with sick leave are subject to applicable University policies concerning use of sick leave, including documentation of an illness from a physician or other acceptable source.

GA Time Logs

Graduate Assistants are required to complete a time-worked log on a monthly basis.

1. Graduate students should complete and submit their GA Time Log, (<https://gradschool.siu.edu/common/documents/forms/graduate-assistant-time-log.pdf>), by the 5th of each month to the appropriate supervisor in their hiring unit.
2. The supervisor should then, on a monthly basis, scan and send each GA Time Log to: GA-LOG-SUBMIT@SIU.EDU.
3. Please save each GA Time Log as: Name-Month-Year (John Smith-Aug-2020)

Types 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: <https://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 unit. The hiring unit 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 memos, 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 memos, any international student forms). The required checklists may be found below:

- Domestic New Hire Teaching Assistant Checklist - <https://gradschool.siu.edu/common/documents/forms/Checklist/domestic-ta-new-hire.pdf>
- Domestic New Hire Research Assistant or Administrative Assistant Checklist - <https://gradschool.siu.edu/common/documents/forms/Checklist/domestic-ra-admin-asst-new-hire.pdf>

- International New Hire Teaching Assistant Checklist:
https://gradschool.siu.edu/_common/documents/forms/Checklist/international-ta-new-hire.pdf
- International New Hire Research Assistant or Administrative Assistant Checklist -
https://gradschool.siu.edu/_common/documents/forms/Checklist/international-ra-admin-asst-new-hire.pdf
- Graduate Assistant **REHIRE** Forms -
https://gradschool.siu.edu/_common/documents/forms/Checklist/rehire-ga.pdf

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 only required to submit the Rehire Checklist, Notice of Appointment, Student’s Class registration, and any exception memos 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 unit has completed the Notice of Appointment and the student has signed the appropriate fields on the Notice of Appointment and all required additional documents, the packet of documents should then be signed by the hiring unit’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 of Appointment and additional documents will be reviewed, a tuition scholarship and the student health fee benefit will be entered for the student, and the Notice of Appointment 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 hiring unit for their records. Finally, the hiring unit should make and distribute a copy of the Notice of Appointment to the appropriate student for their 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 program/school/college letterhead; addressed to the Dean of the Graduate School, and then sent to the Assistantship Office (scan of letter may be emailed). 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 unit's Director of Graduate Studies or School Director. If the director 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 of the Graduate School shall notify the director of the decision.

Months of Support

An academic unit may request an exception to the 24 months of support for master's students and 48 months of support for doctoral students by completing the extension request form and submitting it via email to the Dean of the Graduate School. The process request and form can be found at: <https://gradschool.siu.edu/about-us/forms.php>

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 unit must write a letter requesting an exception for the student. A second letter from the student's academic program 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. “Assignment Costing” should be noted in the Reason for Change 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. The student must be admitted to candidacy at the time of nomination (Note, the candidacy must be on file with the Graduate School Records office).
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 programs).
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.
7. Recipient agrees to remain in the Carbondale area (except where the unique nature of the research study or availability of appropriate supervision as recommended by the program is determined and special approval to be away from campus is granted by the Graduate School).

Students holding Dissertation Research Assistantship Awards must have a research service requirement, with specific duties assigned by the Director of Graduate Studies. 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 program must nominate them. Interested students should contact their academic advisor 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 (TWS)

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: <https://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: <https://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 (GSP)

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, applications, however, must be completed and submitted **each semester** of the awarded academic year. The academic program/school 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: <https://gradschool.siu.edu/cost-aid/scholarships/>.

The application must be completed and signed by the student's academic program. 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. Programs may nominate up to two students for this award by submitting a complete nomination packet that should include: nomination, student's biographical statement of graduate research interest, and copies of all transcripts.
- B. Two incoming, international graduate students will be selected by the Award Selection Committee to receive a \$1,000 scholarship (this amount subject to change each year). 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.

Selection Criteria

Preference will be given to the following:

1. International students.
2. Incoming students
3. Graduate students interested in conducting research in Materials Technology including science, engineering, and other areas.

Other Criteria

1. Must be admitted to a graduate degree program.
2. Must be a full-time graduate student. (9 credit hours or 8 credit hours with a graduate assistantship)

Application (Deadline – TBD)

The recipient(s), their Director(s) of Graduate Study, and their Advisor(s) will be notified via email from the Graduate School if selected.

To download the full guidelines and nomination form, please visit: <https://gradschool.siu.edu/cost-aid/scholarships/>.

Send one electronic copy of the completed nomination packet via email to:

Cecilia Porter, cporter@siu.edu

Re: Graduate School Award Selection Committee

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 five fellowships: 1) Master's Fellowship, 2) Doctoral Fellowship and 3) Delyte and Dorothy Morris Fellowship, 4) PROMPT Assistantship, and 5) Graduate Dean's 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 program/school/college. The research assignment will be consistent with the student's educational objectives. The Director of Graduate Studies/School Director 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 for 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:

<https://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 program 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 (recommended but not required).

**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 programs) 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 master's program 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 (if applicable)

Application/Nomination Procedure

Students are not to submit their Fellowship nomination packet to the Graduate School on their own. Their program must nominate them, and the is responsible for the submission of Fellowship nomination packet to the Graduate School. The Fellowship nomination packet should be submitted by the program via email (in pdf format) to crystal.harris@siu.edu by the deadline date. Programs submitting multiple nomination packets should create a pdf file for each individual nomination packet (i.e., one pdf per student). Crystal Harris (crystal.harris@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. Programs 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**.

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

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 program. The research assignment will be consistent with the student's educational objectives. The Director of Graduate Study 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 for 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:

<https://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 academic program 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 (recommended but not required).

**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 programs) 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 program 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 (if applicable)

Application/Nomination Procedure

Students are not to submit their Fellowship nomination packet to the Graduate School on their own. Their program must nominate them, and the program is responsible for the submission of the Fellowship nomination packet to the Graduate School. The Fellowship nomination packet should be submitted by the program via email (in pdf format) to crystal.harris@siu.edu by the deadline date. Programs submitting multiple nomination packets should create a PDF file for each individual nomination packet (i.e., one pdf per student). Crystal Harris (crystal.harris@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. Programs 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**.

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

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 program 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 program. The research assignment will be consistent with the student's educational objectives. The Director of Graduate Study 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 for 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:
<https://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 program 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 program which nominates the student certifies that the student is a doctoral-track student in the program. What this means is that if the nominating program certifies that the student, although officially admitted to a master's program, is indeed a doctoral-track student, the program 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 program 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 program must nominate them, and the program is responsible for the submission of the Fellowship nomination packet to the Graduate School. The Fellowship nomination packet should be submitted by the program via email (in pdf format) to crystal.harris@siu.edu by the deadline date. Programs submitting multiple nomination packets should create a pdf file for each individual nomination packet (i.e., one pdf per student). Crystal Harris (crystal.harris@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. Programs 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. Program Fellowships Nomination Form
6. Three (3) Letters of Recommendation
7. Transcripts
8. Standardized Test Score

Programs 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 programs, will provide financial assistance packages to competitive, admissible students to pursue advanced study at SIU Carbondale.

When awarded, the Graduate School will enter into a “shared” arrangement wherein the half-time assistantship of one **new** student is supported by both the Graduate School and the program for two consecutive years.

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.

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.

Stipends and Tenure of Award

PROMPT 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 program/school/college graduate assistantship rate. This assistantship provides a tuition scholarship for fall, spring, and summer. Recipients are responsible for fees. Recipients will start their assistantship in the fall semester.

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 recipient's academic program. 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.

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 of 3.0 (scale 4.0 = A) 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 underrepresented group.
- A U.S. Citizen.

Criteria for Awarding PROMPT Assistantship

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 program 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. Program's commitment to participate in the shared assistantship.

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

Submission Process

The PROMPT Assistantship nomination packet should be submitted via email (in .pdf format) to

crystal.harris@siu.edu by the deadline date above. Packets received after the above deadline will be considered ineligible.

Programs submitting multiple nomination packets should create a .pdf file for each individual nomination packet.

Required Application/Nomination Materials for the PROMPT Assistantship

The nomination materials are routed among members of an evaluation committee; therefore, each set of materials for each student should be complete in and of itself. 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**:

1. PROMPT Assistantship PACKET CHECKLIST

- a. Completed by the program.

2. APPLICATION FOR PROMPT Assistantship AWARD

- a. Completed by the student or by the program; please check to make sure data is up-to-date.
- b. Program completes section “For Program Signature”:
 - i. Indicate the specific award for which the student is being nominated.
 - ii. Provide signature of Program Director or Director of Graduate Studies, date, and name of department making the nomination.
 - iii. Students cannot apply on their own. They must submit all documents to the program for nomination.

3. AWARD ESSAY

- a. Completed by the student.
- b. Two-page (maximum) award essay that must describe how the student’s personal or family background, life, cultural, and/or ethnic experiences could contribute to a more reflective, responsive environment in the program, the discipline, and in the larger academic community.

4. PERSONAL STATEMENT

- a. Completed by the student.
- b. Three-page (maximum) personal statement indicating personal experiences, educational goals, and professional interests and how these items can contribute to a more reflective, responsive environment in the program, the discipline, and the larger university community. The statement should also address academic qualifications in regard to academic excellence which should include, but not be limited to the following: academics achievements, honors, awards, publications, and extracurricular activities.

5. CURRICULUM VITAE

- a. Completed by the student.

6. PROGRAM'S PROMPT ASSISTANTSHIP NOMINATION FORM

- a. Completed by the program.
- b. Graduate Degree and GPA, if any.
- c. GRE/MAT/GMAT results (at least one test score is required).
- d. Program Ranking. The rankings of the nominee relative to all other PROMPT Assistantship nominees from the program. For example, a program might submit 5 PROMPT Assistantship nominees. In this case, it would state for each nominee that he or she was '1 of 5' or '2 of 5', etc.
- e. Define the reasons this student is being nominated and the basis for the program's ranking. Include such factors as the academic quality of the program from which the student received his or her degrees, and information concerning any special accomplishments, which qualify him or her for a master's-level award. Also include any information supporting the student's commitment to advanced study and a summary of any experience since being awarded the bachelor's degree. PLEASE TYPE.

7. THREE (3) LETTERS OF RECOMMENDATION

- a. These should be from persons who are familiar with the nominee's academic record and who are qualified to judge his or her promise for success in graduate studies. These letters may be copies of those already received in the program in support of the nominee's application for admission to the program; however, it may be preferable to have new letters specifically written to support the PROMPT Assistantship nomination.
- b. These letters should refer to one or more of the following characteristics/skills: communication, creativity, explanation (a reason or cause for some phenomena or finding), motivation, planning, professionalism, and synthesis (those skills that facilitate the development of an expert domain of knowledge structures). The letters should accompany the nomination; they should not be sent separately to the Graduate School.

8. STANDARDIZED TESTS SCORES (recommended but not required)

- a. Please attach AT LEAST ONE copy of official standardized test score.
 - i. Acceptable standardized tests are GRE, MAT, or GMAT.

9. TRANSCRIPTS

- a. Please attach copies of official transcripts for ALL degree granting institutions.
 - i. Transcripts from SIU can be unofficial.
 - ii. A missing transcript will result in automatic rejection of PROMPT Assistantship application.

Graduate Dean's Fellowship

The Graduate Dean's Fellowship (GDF) is designed for individuals from underrepresented groups who have overcome social, cultural, or economic conditions. Awards will be given to students who are qualified by the usual indicators of promise for success in graduate study.

When awarded, the Graduate School will enter into an arrangement with participating programs to provide a student with funding for two consecutive years. During year one, the Graduate School will fund the award for eleven (11) months as a fellowship. During year two, the academic program will fund the award as an assistantship appointment for nine (9) months.

The Graduate Dean's Fellowship is a two-year award for **new and continuing** students who have been unconditionally admitted to either a master's or doctoral degree program.

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.

Stipends and Tenure of Award

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 program. The research assignment will be consistent with the student's educational objectives and training. The Director of Graduate Studies or School Director 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 program 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 program'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 program. 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.

A tuition scholarship will be awarded for fall, spring, and summer for both years. Recipients are responsible for all fees. Recipients will start their fellowship in the fall semester.

Recipients are not permitted to accept employment inside or outside of the University.

During special recruitment and graduate enhancement events held at SIU Carbondale, the Graduate School will solicit the assistance of the Graduate Dean's Fellows to participate in seminars and orientation programs.

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 of 3.0 (scale 4.0 = A) 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 (as outlined by IBHE).
- 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 program 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. Program's commitment to provide a half-time assistantship appointment to the academically successful applicant in his/her second year of graduate study.

Submission Process

The fellowship nomination packet should be submitted via email (in .pdf format) to crystal.harris@siu.edu by the deadline date above. Packets received after the above deadline will be considered ineligible.

Programs submitting multiple nomination packets should create a .pdf file for each individual nomination packet.

Required Application/Nomination Materials for the Graduate Dean's Fellowship

The nomination materials are routed among members of an evaluation committee; therefore, each set of materials for each student should be complete in and of itself. 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**:

1. GRADUATE DEAN'S FELLOWSHIP PACKET CHECKLIST

- a. Completed by the program.

2. APPLICATION FOR GRADUATE DEAN’S FELLOWSHIP AWARD

- a. Completed by the student or by the program; please check to make sure data is up-to-date.
- b. Program completes section “For Program Signature”.
- c. Indicate the specific award for which the student is being nominated.
- d. Provide signature of Program Director or Director of Graduate Studies, date, and name of program making the nomination.
- e. Students can’t apply on their own. They must submit all documents to the program for nomination.

3. AWARD ESSAY

- a. Completed by the student.
- b. Two-page (maximum) award essay that must describe how the student’s personal or family background, life, cultural, and/or ethnic experiences could contribute to a more reflective, responsive environment in the program, the discipline, and in the larger academic community.

4. PERSONAL STATEMENT

- a. Completed by the student.
- b. Three-page (maximum) personal statement indicating personal experiences, educational goals, and professional interests and how these items can contribute to a more reflective, responsive environment in the program, the discipline, and the larger university community. The statement should also address academic qualifications in regard to academic excellence which should include, but not be limited to the following: academics achievements, honors, awards, publications, and extracurricular activities.

5. CURRICULUM VITAE

- a. Completed by the student.

6. PROGRAM PROMPT ASSISTANTSHIP NOMINATION FORM

- a. Completed by the program.
- b. Graduate Degree and GPA, if any.
- c. GRE/MAT/GMAT results (recommended but not required).
- d. Program Ranking. The rankings of the nominee relative to all other fellowship nominees from the program. For example, a program might submit 5 fellowship nominees. In this case, it would state for each nominee that he or she was ‘1 of 5’ or ‘2 of 5’, etc.
- e. Define the reasons this student is being nominated and the basis for the program’s ranking. Include such factors as the academic quality of the program from which the student received his or her degrees, and information concerning any special accomplishments, which qualify him or her for a master’s-level award. Also include any information supporting the student’s commitment to advanced study and a summary of any experience since being awarded the bachelor’s degree. *PLEASE TYPE.*

7. THREE (3) LETTERS OF RECOMMENDATION

- a. These should be from persons who are familiar with the nominee's academic record and who are qualified to judge his or her promise for success in graduate studies. These letters may be copies of those already received in the program in support of the nominee's application for admission to the program; however, it may be preferable to have new letters specifically written to support the fellowship nomination.
- b. These letters should refer to one or more of the following characteristics/skills: communication, creativity, explanation (a reason or cause for some phenomena or finding), motivation, planning, professionalism, and synthesis (those skills that facilitate the development of an expert domain of knowledge structures). The letters should accompany the nomination; they should not be sent separately to the Graduate School.

8. STANDARDIZED TESTS SCORES (recommended but not required)

- a. Please attach AT LEAST ONE copy of official standardized test score.
 - i. Acceptable standardized tests are GRE, MAT, or GMAT.
 - ii. A missing standardized test score will result in automatic rejection of PROMPT
 - iii. Assistantship application.

9. TRANSCRIPTS

- a. Please attach copies of official transcripts for ALL degree granting institutions.
 - i. Transcripts from SIU can be unofficial.
 - ii. A missing transcript will result in automatic rejection of fellowship application.

Native American Scholarship

The *former* American Indian Association (AIA) of SIU offers scholarship awards in collaboration with the Graduate School.

Recipients of the Native American Scholarship will receive the monetary award credited to their Bursar account for the following academic year. For more information on the Native American Scholarship, please visit: <https://gradschool.siu.edu/cost-aid/scholarships/>

Eligibility

Applicants are required to meet the following criteria:

- Of Native American heritage – must submit proper identification to confirm ancestry (Tribal Membership Card, Certificate of Degree of Indian Blood, or certified letter from the student's Tribe or the Bureau of Indian Affairs)
- An undergraduate or graduate student
- Overall GPA must be greater than 2.0

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:

1. Overall grade point average
2. Strength of student responses to 3 essay questions in the application
3. Academic indicators of potential, other than grade point average, such as honors and awards.

Application Procedure

Each applicant is responsible for submitting the Native American Scholarship Application form and required proof of Native ancestry by the deadline date, February 1. Application materials may be submitted in digital form via the application portal in <https://siu.academicworks.com/>. Late or incomplete applications will be disqualified from consideration.

The award amount is \$1000.

SATISFACTORY ACADEMIC PROGRESS

Purpose

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

Authority

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

Satisfactory Progress Standards

SIU requires that graduate students must be making “satisfactory progress” toward a degree if he or she

wishes to receive financial aid funds. A graduate student is making “satisfactory progress” toward a graduate degree by successfully meeting each of three academic standards:

1. **Minimum SIU Percentage of the Cumulative Attempted Credit Hours that must be completed:** A graduate student is expected to have completed a minimum of 67% of the cumulative attempted credit hours at SIU.
2. **Maximum Credit Hours Attempted:** A graduate student enrolled in a program leading to a Master’s degree is expected to complete the degree before accumulating seventy-five (75) credit hours attempted including both SIU and accepted transfer credit hours. A graduate student enrolled in a program leading to a Master’s of Fine Arts degree is expected to complete the degree before accumulating ninety (90) credit hours attempted including both SIU and accepted transfer credit hours. A graduate student enrolled in a program leading to a Doctoral degree is expected to complete the degree before accumulating one hundred (100) credit hours attempted including both SIU and accepted transfer credit hours.
3. **Minimum Grade Point Average:** A graduate student must maintain a cumulative grade point average of 2.0 at the end of each spring semester and be following the University’s policy concerning academic standing, grades, and grade point average as defined under the topic “retention” and all other provisions in the current Graduate Catalog. A graduate student who is academically suspended from the Graduate School is not making satisfactory progress.

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

Notification of Status

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

Reinstatement

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

Appeals

Any graduate student shall have the opportunity to appeal, in writing, to explain “mitigating circumstances”. The appeal should be sent to the Graduate School, with the endorsement of the student’s academic program, within 30 days of the notice of termination. The Graduate School will review the “mitigating circumstances” documented in the appeal of both the student and the academic unit and provide a written decision within 20 days after the receipt of the appeal. The Graduate School will

provide written notification to the Financial Aid Office concerning all graduate students who have been granted an exception for mitigating circumstances.

The 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

Any graduate student unable to receive financial aid due to not meeting any one of the three Satisfactory Academic Progress requirements shall have the opportunity to appeal, in writing, to explain, "mitigating circumstances".

To appeal, the graduate student must arrange for **two** emails to be sent to the Graduate School at crystal.harris@siu.edu:

1. An email from the graduate student seeking the appeal detailing the "mitigating circumstances". The email must also include the graduate student's DAWG Tag and the semester(s) they are seeking financial aid.
2. An email from the graduate student's academic unit verifying the graduate student's "mitigating circumstances". The email must also include an estimate of when the graduate student will complete his/her degree and a plan, which details how the graduate student will complete his/her degree in the time estimated.
3. A student who wishes to appeal must have all documentation to the Graduate Assistantship Fellowship Office by the deadline dates located on the Graduate School website.

Allow Ample Time for Review

Your appeal will be reviewed within 10 working days of the date you submit all required documentation to the Graduate Assistantship Fellowship Office. You will be sent a written notification as to the decision of your appeal. Failure to provide sufficient information or documentation will result in denial or delay of your appeal. Students will have the option of attending/enrolling in classes when an appeal is necessary. However, financial aid eligibility will not be calculated and released unless the appeal is approved.

The Graduate School will review the mitigating circumstances documented in the appeal of both the student and the academic unit. The Graduate School then will provide written notification to the Financial Aid Office concerning all graduate students who have been granted an exception for mitigating circumstances.

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

Deadlines	16-Week Semester (Fall and Spring)	8-Week Session (Summer)
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 <https://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 - <https://salukinet.siu.edu/>) for full-semester courses through the 1st 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 14th 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 2nd week of the semester.

Students can drop a full-semester course with refund themselves through the 2nd week of the semester and can withdraw from a course with a W grade themselves through the 10th 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 program when a student is determined to not be eligible to be in a course. The Retroactive Academic Action Petition is located at <https://registrar.siu.edu/pdf/RetroactiveAcademicActionPetition.pdf>

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 program.

If the CRF contains course adds for which restriction and pre-requisite overrides will be applied, those should be done in Banner by the program before the CRF is sent over. Failure to do overrides in advance will result in the CRF being returned to the program 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 School 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 Semester</u>		<u>8-Week Session</u>	
	<u>Max.</u>	<u>Min.</u>	<u>Max.</u>	<u>Min.</u>
No financial support	16		9	
<u>Graduate Assistantships</u>				
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 program 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 at least one class 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 10th 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, except for some international students in their final semester. Contact the Center for International Education to confirm.

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 one credit hour associated with the registration. Since none of the student fees are assessed for 601, the student may utilize Morris Library, but 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 Program Director or Director of Graduate Studies 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 Program Director or Director of Graduate Studies 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.
6. The Retroactive Academic Action Petition can also be used to add a course or add course credit hours after the Add Deadline for the semester. Contact gradregistration@siu.edu for this situation.

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 (now called Petition for Exception to Course Drop and Semester Withdrawal Deadline) is located at

<https://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

All documentation needs to be submitted to:

Registrar's Office
Student Services Building, 2nd 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 gradregistration@siu.edu

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)

If classes meet for	Deadline to Drop to Receive a Refund	Deadline to Drop
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 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

Withdraw By	Tuition Refund Percentage	Fee Refund Percentage
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 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 program. 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. Programs 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 program, 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 program 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 addresses the basic Graduate School requirements necessary for a particular degree while the program 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:

- Program 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:

SIU Graduate School - Graduate Graduation Office

1263 Lincoln Drive, Room 329

Student Services Building – MC 4716

Carbondale, IL 62901

Phone (618) 453-4523

Fax (618) 453-4562

Email 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. (https://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. 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. (<https://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 program. **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. (<https://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. 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. Once a thesis, dissertation, or research paper has been approved by the committee and program administrators, an Approval and Oral Defense form must be signed and submitted to the Graduate School.

Examples of acceptable and not acceptable signatures:

Recommendation concurred in	
Name (Type/print)	Signature
<u>Acceptable</u>	Rose M.T. Moroz <small>Digitally signed by Rose M.T. Moroz Date: 2021.06.18 17:48:08 -05'00'</small>
<u>Not acceptable</u>	<u>Rose M T Moroz</u>
<u>Not acceptable</u>	<u>RoseMTMoroz</u>

Signatures that are signed using a cursive font are not acceptable for the final paper approval forms. Hand signatures are only acceptable if the actual form that was signed is submitted to the Graduate School; hand signatures pasted on or copies or scans of hand signatures are not acceptable. Any committee member who is unable to sign digitally using the Adobe Digital Sign feature may send an approval email (using their university email) with the following statement: I approve of the [research paper/thesis/capstone report/dissertation] and oral defense presented by [student name and dawg tag]. [signer’s full name, university title, and contact information].

Note: Forms may be signed by hand or signed using Adobe Reader official digital signature software. If forms have any hand signature, the originals must be delivered to the Graduate School (the actual papers that were signed by hand). If all signatures are digital, the forms may be submitted attached to an email sent by a program administrator, faculty, or staff. Approval forms submitted by students will not be accepted.

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/Chapters/Body of the Paper
11. Exhibits (tables, figures, photographs, etc. when not distributed in the text)
12. References/Bibliography (or appropriate title prescribed by style manual chosen)
13. Appendices (not required)
14. Vita

Filing of Final Papers with the Graduate School (Research Paper, Capstone Report, Thesis, Dissertation)

Approval Forms

The Graduate School must have an original Approval form and Oral Defense form signed by the student's committee and the program administrator (Director of the School or Dean of the Academic College). Forms may be signed by hand or signed using Adobe Reader official digital signature software. Forms that are digitally signed may be submitted via email. Forms with any hand signatures must be submitted on paper, the original page that was signed, no copies accepted.

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.

ETD Submission Fee

The fee for submission of thesis and dissertation is \$30 + tax (Library fee). This fee pays for ProQuest to send a bound copy of the paper to Morris Library. If the thesis/dissertation is to be copyrighted (optional), an additional fee of \$75 is due.

Survey of Earned Doctorates

The Survey of Earned Doctorates (SED) is required for all graduating Ph.D. students. The survey should be submitted online prior to ETD approval. <https://sed-ncses.org/login.aspx>

Copies of Thesis/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_dissthesis_ownership.pdf

ETD Submission

Theses and Dissertations should be submitted to ProQuest

<https://www.etdadmin.com/main/home?siteId=48>

Research Papers should be submitted to OpenSIUC

https://opensiuc.lib.siu.edu/gs_rp/author_guidelines.html

Capstone Reports should be submitted to OpenSIUC

https://opensiuc.lib.siu.edu/gs_caps/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.

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 more information contact ...

Thesis and Dissertation

Dr. Rose Moroz

618-453-4570

rmtmoroz@siu.edu

etdsupport@siu.edu

Research Paper and Capstone Report

Mr. John Russell

618-453-4529

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 programs and is listed on the Graduate School website at <https://gradschool.siu.edu/about-us/dates-deadlines.php>.

Nomination for Outstanding Thesis Award

A master's program 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 electronic copy (PDF) 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 programs and is listed on the Graduate School website at <https://gradschool.siu.edu/about-us/dates-deadlines.php>.

Nomination for Outstanding Dissertation Award

A doctoral program 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.

GRADUATE FACULTY STATUS

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

<https://gradcouncil.siu.edu/common/documents/other/gs-operating-paper.pdf>

Graduate Faculty Status is awarded upon recommendation of the graduate program and approval of the Graduate Dean.

The Graduate School should be notified by programs when faculty are hired, when they leave SIUC, or retire. Graduate Programs need to request graduate faculty status for their faculty as changes occur to their faculty roster.

To determine if a recently hired faculty can teach a graduate level course, please contact the Associate Provost for Academic Programs at apap@siu.edu 618-453-7653

Graduate Faculty Status Guidelines

The following should be considered when requesting Graduate Faculty Status:

1. Direct Dissertation Status:
 - a. Associate Professor or Professor with tenure in program with an approved graduate program. (Can be an Assistant Professor **if** recommended by the program **and** the program has criteria and procedures for this exception approved by the Graduate School.)
 - b. Has a terminal degree in appropriate field of study
 - c. Has a continuing appointment in unit with approved graduate program
 - d. Can serve on doctoral committees, as chair, regular member, or “outside” member.
 - e. Can serve in any capacity on a thesis committee.
 - f. Can vote on members of the Graduate Council or be nominated themselves to serve on the Graduate Council.

2. Regular Status:
 - a. Assistant Professor or tenure track with appropriate terminal degree
 - b. Has a continuing appointment in unit with approved graduate program
 - c. Can serve on doctoral committees, as co-chair, regular member, or “outside” member. (not as chair)
 - d. Can serve in any capacity on thesis committees.
 - e. Can vote on members of the Graduate Council or be nominated themselves to serve on the Graduate Council.

3. Adjunct Status:
 - a. Non-tenure track faculty or faculty from another institution or former SIU Carbondale faculty who have resigned.
 - b. Cannot chair, but may co-chair a doctoral or thesis committee.
 - c. Can serve as the outside committee member on doctoral committees.
 - d. Adjunct Status is good for three years **OR** for a specific graduate student until that student completes their degree.

4. Emeritus Status:
 - a. Retired SIU Carbondale faculty.
 - b. Cannot chair, but may co-chair a doctoral or thesis committee.
 - c. Can finish out graduate students they are mentoring when they retire. If they are chairing committees, can finish out student as co-chair. However, will need to revise committee so committee chair has appropriate graduate faculty status and is in the student’s program. The Graduate School should be notified which students the retired faculty will be finishing out by sending an email to gradschl@siu.edu
 - d. Emeritus status is good for life.

Requesting Graduate Faculty Status

To request Graduate Faculty Status, a graduate program or school must electronically submit the following to the Graduate School via email, gradschl@siu.edu:

1. Complete and sign the Request for Graduate Faculty Status form found at this link: <https://gradschool.siu.edu/common/documents/forms/faculty-status-request-form.pdf> If there are any special issues with the request, they need to be noted in the comments box on the form.
2. The recommended faculty's curriculum vitae (CV) or resume (scanned and attached to email).

After the request is received, it will be reviewed by the Graduate School Associate Dean and Director. After the request is reviewed, the Request for Graduate Faculty Status form will be returned to the person who made the request as indicated on the form. At the bottom of the form will be the Graduate School Associate Dean's decision of approval or denial. If denied, a memo will accompany the form explaining the reason for the denied decision.

GRADUATE FACULTY COMMITTEE APPROVAL FORMS

The Graduate Faculty Committee Approval Form must 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: <https://gradschool.siu.edu/common/documents/forms/graduate-faculty-committee-approval-form-updated.pdf>.

Opening the file in Adobe Acrobat allows the user to *fill in the form* (as soon as the members are selected), *and submit it electronically* to gradschl@siu.edu. All applicable sections of the form must be filled in prior to submission.

To see the current graduate faculty status for faculty in your area, please refer to the Graduate Faculty Status Database found at this link. **Link is currently in development; will add link when completed.** If you have questions about Graduate Faculty Status for a committee member, please contact the Graduate School (618-536-7791).

Once the form is complete and accurate, submit the electronic form to gradschl@siu.edu. When the Graduate School receives this form, it will be checked for accuracy, including committee requirements set by the Graduate Council (see page 71). Once the form has been approved, a signed electronic copy will be sent to the program via email.

If a problem is found with the form upon review, the Graduate School will contact the program's Graduate Support Person or Director of Graduate Studies to indicate corrections/additions needed for approval.

Requirements for Committee Composition

This information can be found in the Graduate School Operating Paper, Section Two: <https://gradcouncil.siu.edu/common/documents/other/gso-operating-paper.pdf> , as well as in the Graduate Catalog within “Degree Requirements” under “Thesis” and “Dissertation”: https://gradschool.siu.edu/common/documents/catalog/catalog_13-14/8-Degree_Requirements.pdf

Thesis

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.

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.

Taken from *The Operating Paper for the Graduate School

<https://gradcouncil.siu.edu/common/documents/other/gs-operating-paper.pdf>

GRADUATE SCHOOL MONETARY SUPPORT OF STUDENT PROFESSIONAL DEVELOPMENT

The Graduate School offers up to \$500 per student, per event for students to present at a professional development event or conference. Students pay expenses and then are reimbursed the promised amount after the event.

Students should complete a Graduate Student Professional Development Funding Request form. This form can be downloaded from <https://gradschool.siu.edu/student-resources/grad-support.php> and should be submitted at least 30 days PRIOR to the event. The student completes the form and then forwards the Graduate School via gradbusiness@siu.edu. The Graduate School then forwards the form via Adobe Sign for the appropriate signatures: Academic Advisor, Director of Graduate Studies, and Fiscal Officer or Business Manager.

Within 20 days after the event, the student should submit their receipts and copies of supporting documents (e.g., event program, etc.) to their program staff. Program staff will complete either a Travel Expense Voucher (for in-person attendance) or an Invoice Distribution Form (for virtual attendance) on behalf of the student and forward the form to the Graduate School via gradbusiness@siu.edu.

Questions should be directed to Dayagen Beam at gradbusiness@siu.edu.



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.
- Post-Baccalaureate/Graduate Certificate programs require between 12 and 21 credit hours for completion, and at least half of the credit hours must be 500-level courses.
- Certificate programs do not lead to a degree, but all Certificate 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 eight years.

ADMISSION

- Applications for Certificate programs are handled by the programs and not via the Slate admission system.
- 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 at: <https://gradcatalog.siu.edu/grad-certificates/index.php>.
- 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. 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. 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.
- Records 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 order 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 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. 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/school/college.

HELPFUL LINKS

Graduate School

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

Graduate Studies Faculty and Staff Resources

<https://gradschool.siu.edu/faculty-and-staff-resources/>

Dates and Deadlines

<https://gradschool.siu.edu/about-us/dates-deadlines.php>

Assistantship/Fellowship Information

<https://gradschool.siu.edu/cost-aid/index.php>

Graduate School Forms

<https://gradschool.siu.edu/about-us/forms.php>

Thesis/Dissertation/Research Paper Guidelines

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

ProQuest ETD Administrator submission site for Thesis and Dissertation

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

Research Paper submission site

https://opensiuc.lib.siu.edu/gs_rp/author_guidelines.html

Capstone Report submission site

https://opensiuc.lib.siu.edu/gs_caps/author_guidelines.html