

**SIU** Southern Illinois University  
CARBONDALE

# Graduate School Staff Manual

for Graduate Studies Personnel



**2024**

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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

<b>Forms</b>	<b>Person</b>	<b>Phone</b>	<b>Email</b>
Admission to Candidacy	John Russell	453-4529	johnprussell@siu.edu
Change from Grad to Undergrad	Amy Ramsey	453-4552	gradregistration@siu.edu
Change of Major	Deon Thompson	453-4557	deont@siu.edu
Change of Degree within Major	John Russell	453-4529	johnprussell@siu.edu
Committee Approval Form	Cecilia Porter	453-4521	cporter@siu.edu
Double Major Form	John Russell	453-4529	johnprussell@siu.edu
Fulbright	Deon Thompson	453-4557	deont@siu.edu
Graduate Credit as an Undergrad	Rose Moroz	453-4570	rmtmoroz@siu.edu
Graduate Faculty Status	Cecilia Porter	453-4521	cporter@siu.edu
Graduate Scholarship Application	Dana Wise	453-4510	dwise@siu.edu
Graduation Application	Le'Mark Russell	453-4550	grad.graduation@siu.edu
Graduation Clearance Form	Le'Mark Russell	453-4550	grad.graduation@siu.edu
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Oral Defense Form (Thesis/Dissertation)	Rose Moroz	453-4570	rmtmoroz@siu.edu
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# Graduate Admissions

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## GRADUATE SCHOOL ADMISSION REQUIREMENTS

### *Submission of Application*

All applicants are required to submit the online graduate application. The formal admission process is completed through Slate electronically. 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 for their second semester. All official documents may be submitted directly by the graduate program, except for English proficiency test scores. Unofficial English proficiency test score reports should be uploaded to the application by the applicant; the official score report should be sent directly to the Graduate School *from* the test agency. Any official transcripts and/or official GRE scores received by the program should be forwarded to the Graduate School.

Program representatives may access all application information uploaded by an applicant or recommender through Slate. Departmental access to Slate is provided upon request. Please contact the Graduate School for Slate access information.

### *Master's Program Requirements*

Minimum GPA of 2.70 (A=4.0) on the last 60 hours of undergraduate degree coursework or last 45 hours of undergraduate coursework if degree is still in progress. The program is responsible for factoring the GPA to be sure that the minimum requirement is met. [Students applying for Rise Point programs self-report their cumulative GPA.]

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 for admission purposes.

### *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. 550 on the paper based TOEFL
2. 80 on the internet based TOEFL
3. 6.5 on the IELTS
4. 115 on the Duolingo English Exam
5. 3.8 on the iTep Academic Plus Exam
6. C1 required on the Cambridge English Exam
7. 64 on the Pearson Test of English (PTE)

Individual graduate programs may require higher English proficiency test scores. Any English proficiency test score submitted must be no more than 24 months old at the time of enrollment. Students must have their official test score report submitted directly to the Graduate School and include a copy 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 proficiency requirement. Here is a current list of countries and territories that are exempt from the English proficiency requirement: [EXEMPT LIST](#). Please note: Graduate programs have the autonomy to require English proficiency scores in cases where the Graduate School might waive the 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 proficiency 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 proficiency 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 English proficiency 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 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](mailto:deont@siu.edu) should you have any questions or need additional information regarding conditional admission.

### *Financial Clearance*

In order for an international student applying for an F-1 Visa to be issued a Form I-20 from SIUC, proof of funds for the first year of study must be submitted and verified. Funding is verified by the Graduate School **after** admission is recommended, including verification of whether the program is offering the student a Graduate Assistantship. Keep in mind, a Graduate Assistantship may not cover all the estimated expenses on an I-20 leaving a remainder for the student to submit evidence of funds – sometimes up to a few thousand dollars. All newly admitted students must submit an *Affidavit of Support Form* along with supporting bank statements. <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 can apply for admission to a degree program. The graduate GPA will override the low undergraduate GPA. This will require them to submit a separate application which includes a separate application fee. This is important to make sure any student looking to go from non-declared into a degree seeking program knows.

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 approved by the Graduate School to admit students via accelerated entry may admit applicants directly to the Ph.D. program after completing 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 ap-



plicant. 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. Concurrent degrees are awarded in the same semester. Please consult the Graduate Catalog for additional information.

### *Application Deferral*

All applications are for the specific term indicated on the student's admission paperwork. Students may request to defer their application/admission up to one calendar year. It is at the programs and the Graduate School discretion to allow the deferral. Transcripts for any coursework completed since the initial admission must be submitted. International students may be required to submit a new English proficiency 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 the 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 must arrive for orientation a week before the semester begins. 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, GRE Quantitative Reasoning score, GMAT score or a MAT score whose percentile rank is 80% or higher as determined by the creators of the particular exam.

Official scores must be sent directly from the test agency to the appropriate SIU graduate program **at the time of application**. For the GRE, the student must request ETS to send an official score report electronically to SIUC's School Code 1726 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.
3. The program should send their admission decision to the Graduate School and should be done **ONLY** after all required application documents are received and uploaded. For any application sent to the Graduate School without complete application documentation,

there will be a delay in the student receiving their admission decision. The Graduate School may return the recommended admission back to the program until all required documents of a complete application are received for an admissions decision. This will be returned to your Administrative RE-evaluation bin. Programs should be checking that this bin is clear at all times.

4. Graduate program representative should assure the submission of the following information through Slate:
  - Departmental Review Form containing the admission decision (admit, admit w/conditions, deny, withdraw, or defer (with term)). If any assistantship offer is being extended, that information should also be included on the form.
  - Please note: Program letters that go out before an official Graduate School admission letter should never use the statement “you been admitted.” Instead, please use the verbiage “you have been *recommended* for admission.”
  - All unofficial transcripts being used for admission processing should be uploaded into the application and forwarded to the Graduate School. Any official transcripts received (which must have been sent directly from the students' previous institution(s) or a transcript service such as Parchment) should be forwarded as well.
  - Official English proficiency score reports for international students should be sent directly from testing source. Any copy should be uploaded into the student application (unless waived by the Graduate School).
  - Official Copy of GRE score report from test agency, if received. Any copy should be uploaded into the student application.
  - Any other miscellaneous documents. For example, a permanent resident card or documentation proving U.S. citizenship for any student born outside of the U.S. but applying as a Domestic applicant.
  - Copy of the current passport(s) of the applicant & any dependents for which admittee plans to include in their application for student visa status.
  - All official transcripts (if received by program) with envelopes attached, should be forwarded to the Graduate School Admissions Office in full.

No admissions 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 Assis- tantships, Fellowships, and Scholarships

## Contact Information

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## INTRODUCTION

The Graduate Assistantship, Fellowship, and Scholarship Office is located in the Student Services Building, third floor, room 334. This office is responsible for administering and processing graduate assistantships, internally funded fellowships, and scholarships for the SIU Graduate School. It also appeals to holds 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. It 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](https://gradschool.siu.edu/_common/documents/gau-agreement.pdf).

## GRADUATE ASSISTANTSHIPS

Graduate assistantships are available in various places across campus, from academic units and research centers to administrative and service units. This appointment type comprises the most significant number of awards the University offers.

### *Types of Graduate Assistantships*

Graduate Assistantship assignments are usually 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. However, there may be instances when an assistantship carries an FTE percentage between 25% and 50%. ***In such cases, the hiring unit must 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. Three types of graduate assistantships are 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 this guide's "Stipends and Benefits" section.

### *Teaching Assistantships (TAs)*

Teaching Assistants are expected to participate directly in teaching a course. They are to be assigned specific teaching support or related activities. TAs are expected to be a learning experience contributing to completing degree requirements and helping students 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; as-

sisting with the design of course materials; preparing exams; proctoring and grading assignments or exams; holding office hours; note-taking; meeting unique needs of students with disabilities; and providing any other educational activities or service.

All TAs must be appointed on an academic semester basis and follow the academic calendar. 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 circumstances for TAs hired after the beginning of a semester. The academic appointment periods are as follows:

Spring	01/01/ __ to 05/15/ __
Intersession	05/16/ __ to 06/15/ __
Summer	06/16/ __ to 08/15/ __
Fall	08/16/ __ to 12/31/ __

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 oral exam results 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 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 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, as are faculty and staff, are subject to the same university-wide ethical and legal rules and policies governing their research.

RAs may either be placed on an academic or fiscal semester basis. The preceding TA section provides information on an academic semester basis. If an RA is appointed on a budgetary basis, the appointment start and end dates should be filled in only on the “Fiscal Year Basis” spaces on the student’s appointment form. If possible, the start date should be a Monday and the end date on a Friday. The fiscal year dates can vary slightly but should follow the University Calendar Appointment Periods as closely as possible. 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 office's functions and 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, supporting advisors, and performing outreach duties (recruiting students, publicizing programs and activities to campus and public constituencies, and working with/assisting with event management).

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

Unless the position is filled by reappointment, notices for available administrative assistantship positions must be posted for fourteen (14) days on the Graduate School website at <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](https://gradschool.siu.edu/_common/documents/ga-posting-form.doc).

**Unlike TAs and RAs, tuition waivers stemming from Administrative Assistantships are taxed.** For more information on this tax, please visit [https://gradschool.siu.edu/\\_common/documents/ga-taxation-faq.pdf](https://gradschool.siu.edu/_common/documents/ga-taxation-faq.pdf).

### *Eligibility for Assistantship Appointment*

#### *Admitted to Degree Seeking Program*

Only graduate degree-seeking students in good academic standing are eligible to hold an assistantship. The student must also be fully admitted into a graduate program.

#### *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. Please see the " Exceptions " section for more information about this exception. 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 the source of funds. Time limits may vary by graduate program or unit.

### *Graduate Assistant Evaluation*

If an assistant's performance does not meet the expectations of his/her supervisor in any area, then they shall receive a performance evaluation. Further, an assistant shall receive a review if they request 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 they do not meet expectations, their performance shall be deemed to have met and considered evaluated. You can find the performance evaluation form at [https://gradschool.siu.edu/\\_common/documents/ga\\_performance\\_evaluation\\_updated.pdf](https://gradschool.siu.edu/_common/documents/ga_performance_evaluation_updated.pdf).

### *Re-Employment Notification*

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

### *Graduate Assistant Stipends and Benefits*

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 student's academic level (e.g., Master's or Doctoral), the FTE (e.g., 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](https://gradschool.siu.edu/_common/documents/gau-agreement.pdf).



### *Working Tuition Scholarship (Waiver)*

Fall and Spring assistantship appointments receive a full tuition scholarship 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. Tuition scholarships pay tuition only; students must 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 of 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. Tuition scholarships pay tuition only; students must pay all their fees for the number of credit hours they are registered for in the summer semesters.

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

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

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

A dependent (i.e., spouse and children) of an out-of-state Graduate Assistant may apply to waive the out-of-state portion of tuition. 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 appointments for part or all 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, .50 equates to 6 vacation days, and .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 appointments (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 supervisor 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 must complete a time-worked log monthly.

1. Graduate students should complete and submit their GA Time Log by the 5<sup>th</sup> of each month to the appropriate supervisor in their hiring unit. The form can be found at: ([https://gradschool.siu.edu/ common/documents/forms/graduate-assistant-time-log.pdf](https://gradschool.siu.edu/common/documents/forms/graduate-assistant-time-log.pdf))
2. The supervisor should then, on a monthly basis, scan and send each GA Time Log to: [GA-LOG-SUBMIT@SIU.EDU](mailto:GA-LOG-SUBMIT@SIU.EDU).
3. Please save and submit 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 (COA)
- 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 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 requires that additional documents be sent to the Assistantship Office before the 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 to 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](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](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](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](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](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 have 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 lines 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 of Appointment must be signed by 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 students for their records.

### *Notice of GA Appointment Submission Deadlines*

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

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

### *Exceptions*

Exceptions to Graduate School assistantship policies should be requested in advance. Exceptions are: 1) a reduction in the graduate credit hour minimum for final semester, 2) extension of months of support, and 3) student employment eligibility. Exceptions are made on a semester-by-semester basis. The following outlines the procedures for each exception.

### *Graduate Credit Hour Minimum*

Doctoral students who achieved Candidacy before the start of the semester listed on their appointment may request to take 6 graduate credit hours. The Admit to Candidacy paperwork must be on file with the Graduate Records office. The Candidacy date will be the date the paperwork is received in the Records office unless an exception has been made. Note, this is a Graduate School exception only and is not recognized by the University.

Master's students in their final/graduating semester may request to take 6 graduate credit hours by providing a copy of their graduation application or a letter from their academic unit verifying that the student is in their last semester. The letter should be sent via email to Crystal Harris (crystal.harris@siu.edu).

### *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 Crystal Harris (crystal.harris@siu.edu). The process request and form can be found at: <https://gradschool.siu.edu/about-us/forms.php>

## *Student Employment*

Graduate students wishing to be employed as student employees should refer to the Student Employment handbook for the allowable work combinations. The Student Employment Handbook can be found at: [https://studentjobs.siu.edu/\\_common/documents/se-handbook](https://studentjobs.siu.edu/_common/documents/se-handbook)

## *Change of Assignment (COA)*

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 COA 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 COA cannot be used to extend an appointment. A new Notice of Graduate Assistant 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 of the COA 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.

The 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 in the dissertation preparation stage of graduate education. Students should be able to complete the dissertation during the award period. 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 oversees 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, the current GPA in the 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 the 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.

### *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 at least 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. 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**. **\*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/>  
Submit completed form via email to Dana Wise (dwise@siu.edu).

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

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



## Graduate Scholarship Program (GSP)

The Graduate Scholarship Program (GSP) provides a 1/3 tuition waiver to academically outstanding graduate students admitted into their first semester of a graduate program for the rest of that academic year. A student awarded the GSP receives the scholarship for the academic year in which they are admitted. However, applications 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.

### *Eligibility Criteria*

Graduate students admitted into their first semester of a graduate program are eligible for the GSP. Recipients must be enrolled for at least nine graduate credit hours for Fall and Spring semesters, and six 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/>. Submit completed form via email to Dana Wise (dwise@siu.edu).

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

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

## 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](mailto: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 oversees 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 designed for nominees who show the greatest promise for scholarly and professional achievement in their respective disciplines. The Master's Fellowship will be awarded for three semesters: Fall, Spring and Summer for eleven (11) months. The Master's Fellowship pays a monthly stipend (excluding summer Intersession May 16 through 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 must register for at least 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.

### *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 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](mailto: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](mailto: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 documents below 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)

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

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

### *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 eleven (11) months. The Doctoral Fellowship pays a monthly stipend (excluding Summer Intersession May 16 through 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 must register for at least 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.

### *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 previously held a Doctoral-level Fellowship can 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 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](mailto: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](mailto: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 documents below 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)

For more information on the Doctoral Fellowship, please visit:

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

#### *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 award's term.

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 must register for at least 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.

### *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 (official 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](mailto: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](mailto: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 document below must include 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.

For more information on the Morris Fellowship, please visit:

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

### *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 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 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 unconditionally admitted to a master’s or doctoral degree program.
- A degree(s) earned 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 familiar with nominee’s academic record and 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.

*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 the 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 people familiar with the nominee's academic record and qualified to judge their 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 the 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.

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

### 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 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 (excludes Summer Intersession May 16 through June 15). 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 a recruitment/retention tool and is not to be given to students 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 at least 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 at least 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.

### *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.
- A degree(s) earned 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 familiar with nominee's academic record and 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.har-

ris@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":
  - i. Indicate the specific award for which the student is being nominated.
  - ii. Provide the 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 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 factors like the academic quality of the program from which the student received his or her degrees and information about special accomplishments, which qualify them 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 the 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 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.

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

## *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.

### *Eligibility*

Applicants must 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.

For more information on the Native American Scholarship, please visit: <https://gradschool.siu.edu/cost-aid/scholarships/>

## 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 to maintain 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 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 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 found 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 give written notification to the Financial Aid Office about all graduate students granted an exception for mitigating circumstances.

### *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 complete the satisfactory academic progress form with their academic unit. The completed form should be sent via email to Crystal Harris (crystal.harris@siu.edu).

1. Only forms fully completed by the student and academic unit will be reviewed. Any forms that have missing information will be considered incomplete and will not be reviewed.
2. A student wishing to appeal must have all documentation to the Graduate Assistantship Fellowship Office by the deadlines 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 of your appeal's decision. Failure to provide sufficient information or documentation will result in denial or delay of your appeal. Students can attend/enroll in classes when an appeal is needed. 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 the student

and the academic unit. The Graduate School then will give written notification to the Financial Aid Office about all graduate students 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 and Satisfactory Academic Progress information may be found at <https://gradschool.siu.edu/cost-aid/financial-aid.php>.



# Graduate Registration

Contact Information:

SIUC Graduate School - Graduate Registration Office

Student Services Building, Room 309

Carbondale, IL 62901

Phone (618) 453-2969

Fax (618) 453-4562

## REGISTRATION DEADLINES

<b>Deadlines</b>	<b>16-Week Semester (Fall and Spring)</b>	<b>8-Week Session (Summer)</b>
Late Registration (\$15.00 fee)	First day of the semester	First day of the semester
<b>The deadlines listed below are for full-term courses.</b>		
Deadline to add a course, or change sections (without the in- structor's signature)	Week 1	Week 1
Deadline to change credit/audit status of a course	Week 2	Week 2
Deadline to drop a 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 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 course	Week 14	Week 7

## REGISTRATION INFORMATION

Only those students who have been officially admitted by the Graduate School will be permitted to register.

Degree-seeking students may be required by their department to see an advisor and obtain a Registration User Number (RUN) to register online. Please consult the designated major department about advisement. Nondeclared, non-degree students are technically self-advised and may begin registration for the admitted semester after the registration period begins.

[View the Schedule of Classes](#) for a particular semester. 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 <https://salukinet.siu.edu>) for full-semester courses through the first 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 can 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 second week of the semester.

Students can drop a full-semester course with refund themselves through the second week of the semester and can withdraw from a course with a W grade themselves through the 10th week; afterward, a Retroactive Academic Action Petition (RAAP), will need to be completed to get a course dropped. A CRF is required when a student with a registration hold needs to drop a course. A CRF is also used for an administrative drop initiated by the instructor and department when a student is determined to not be eligible to be in a course. The RAAP form is available at <https://gradschool.siu.edu/about-us/forms.php> under Registration Forms.

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 fillable 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 325) for processing, while the other copies are for the student and the department.

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

View the Course Request Form (CRF) is available 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 325. 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:

<b>Status</b>	<b>16-Week Semester</b>	<b>8-Week Session</b>
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.

<b>Status</b>	<b>16-Week Semester</b>	<b>8-Week Session</b>
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.

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

All University employees who wish to use the employee tuition fee waiver (faculty and staff) and are classified as graduate students are only permitted to register for six hours. To request permission to take over six hours, a memo from their hiring 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 10<sup>th</sup> week of the semester. Each program has its own policy of whether and when to grant leaves of absence. Students on leave are not required to enroll in 601 for the leave period, but a leave of absence does not affect the time-to-degree requirement. 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.

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 \$1500 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 after completing 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](mailto:rmtmoroz@siu.edu)

### Undergraduate Credit

The Graduate School is responsible for 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**  
[gradregistration@siu.edu](mailto:gradregistration@siu.edu)  
**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 Graduate Registration Office 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. To add a course after the deadline.
7. To switch sections after the deadline.

### Documentation Examples

- Written verification from a physician as to the accident or illness to the student or in the student's immediate family and the student's inability to withdraw prior to the deadline. Written verification from a physician or counselor supporting the condition of emotional or psychological trauma that substantiates the incident occurred prior to the deadline.
- Copy of letter denying disciplinary, academic, or financial aid termination appeal with verification the appeal was filed before the deadline.
- Written correspondence from the military which verifies when the student is to report for military service and the length of time the student is expected to serve.

The Retroactive Academic Action Petition is located at <https://gradschool.siu.edu/common/documents/forms/retroactive-academic-action-petition-raap-form.pdf>.

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

Graduate Registration Office  
Student Services Building, Room 325  
618-453-2969 [gradregistration@siu.edu](mailto:gradregistration@siu.edu)

All documentation needs to be submitted to:

**Graduate Registration**  
**Student Services Building, 3<sup>rd</sup> Floor**  
**1263 Lincoln Drive MC 4716**  
**Carbondale, Illinois 62901**  
**Fax: 618-453-4562**

**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.
  - Paycheck 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](mailto:gradregistration@siu.edu)

# WITHDRAWAL FROM COURSES AND FROM THE UNIVERSITY

## Dropping Courses

Students who officially register for a session must officially withdraw from that registration in a timely manner to avoid being charged as well as receiving a failing grade for those classes. An official withdrawal must be initiated by the student and processed by the Graduate Registration office. Outlined below are the procedures to be followed for course drops and for withdrawing from the University and/or Program.

## Deadlines for Dropping from a Course(s)

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

## Course Drops

All students that wish to officially add or drop classes will do so within the SalukiNet portal. If the student has a hold on their registration an email can be sent to the Graduate Registration Office, [gradregistration@siu.edu](mailto:gradregistration@siu.edu), requesting assistance. 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). Course drops after the refund deadline but prior to the deadline to withdraw will result in the course listed on the student's record with the symbol W. Unless a student has processed an authorized drop from a course by the deadline in the schedule above, the student will not be allowed to drop the course. It is the student's responsibility to ensure that the drop process is officially completed. It is probable that a student, who does not drop by the deadlines, but stops attending, will receive a grade of *WU (unofficial withdrawal)*. Note: ceasing to attend a course may affect a student's financial aid eligibility (student loans and tuition waivers). Students who drop courses after the full refund deadline, but remain enrolled in the University, will not receive any refund.

## Withdrawal from the University

Students registered for academic work must obtain a withdrawal if they contemplate leaving the University. Semester withdrawal occurs when all courses for which the student is registered are dropped. If the student has a graduate assistantship, the student must resign from the contract.

Withdrawal from the University is a serious decision, which, in many cases, affects financial assistance status and academic records. Students can't drop all their courses. Semester withdrawal is processed through the Graduate Registration Office, [gradregistration@siu.edu](mailto:gradregistration@siu.edu). A withdrawal will not be issued beyond the tenth week of the semester unless the reasons for the withdrawal are beyond the student's control and verified in writing. Warning: if a student obtains a withdrawal after the 100% refund period and is receiving financial assistance, the student may be in violation of the Satisfactory Progress for Financial Assistance policy since no academic credit will be earned for the semester. The table above provides the deadline dates for withdrawal. All credits or refunds are determined by the effective date of the withdrawal and are subject to the direction of the USDOE for the distribution of Title IV funds if applicable.

Students receiving a withdrawal from a full semester length course within the first two weeks will, under normal circumstances, receive a refund of all tuition and fees paid by the student. Some or all financial assistance funds, depending on the source, will be returned to their original sources if the student withdraws during the 100% period.

Students who withdraw after the full refund deadline will receive an account credit equal to the appropriate refund of tuition and fees for student loans. Students with an assistantship will lose the tuition waiver at the time of withdrawal. An administrative fee will be assessed to all students who withdraw from the University and receive a refund beyond the full refund period. The amount of the fee will be a fixed charge of \$100. See the following:

*SIUC Refund Policy for Withdraws for Semester Length Courses*

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

*Withdrawal from the Program*

Students who want to withdraw from their program are responsible for contacting the Graduate School. Failure to withdraw from the program will result in auto-enrollment of Continuing Education, 601 during fall and spring semesters. An email needs to be sent to [gradschl@siu.edu](mailto:gradschl@siu.edu) to officially withdraw.



# 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.

The student's committee form must also be on file prior to a student's candidacy being considered for approval.

**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 not applied toward a previous degree earned at SIU may be transferred if it is a passing grade.

Courses not applied to 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.

Transfer credit requests should not be submitted until the student has completed a semester at SIU.

### *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 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](mailto:grad.graduation@siu.edu)

## APPLICATION FOR GRADUATION

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

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

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

### *Reapplications*

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

### *Commencement Ceremony*

The place and time of the spring and fall ceremonies are available on the commencement website. (<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](mailto:grad.graduation@siu.edu). This is an official letter from the Graduate School stating that the student has completed all requirements for the degree and will receive the diploma upon graduation. The Letter of Completion contains the Graduate School Dean's signature and the university seal. Therefore, the letter may only be written after the graduation clearance process is completed, not at the time the paper is submitted. Students should allow up to two weeks for this process.

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

### *Final Paper Approval Forms*

Graduate School graduation clearance, thesis, dissertation, capstone report, and research paper forms may be downloaded on the Graduate School's website under the "forms" tab. Once the final 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.

Forms may be signed by hand or signed using Adobe Reader official digital signature software. Hand signatures/ "Wet" signatures are acceptable, but hand signatures that use a cursive font, or are pasted on or copies or scans of hand signatures are not acceptable. It is not acceptable for one person to "sign for" another person on these approval forms.

Any committee member who is away from campus and 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].

Signed forms may be submitted to the Graduate School attached to an email sent by a program administrator, faculty, or staff. Approval forms submitted by students will not be accepted.

Send thesis and dissertation forms to Dr. Rose Moroz at [rmtmoroz@siu.edu](mailto:rmtmoroz@siu.edu).

Send capstone report and research paper forms to Mr. John Russell at [johnprussell@siu.edu](mailto:johnprussell@siu.edu).

Forms available on the Graduate School website are digital-signature-ready.

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

Note that the committee for a student must be approved by the Graduate Dean prior to the student's oral examination!

## 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.

### Research Involving Human Subjects or Live Vertebrate Animals

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

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

### *ETD Submission Fee*

The fee for submission of thesis and dissertation is \$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 the Final Submission deadline. <https://sed-ncses.org/login.aspx>

### *Copies of Thesis/Dissertations*

ProQuest also offers binding services for students, or students are able to use their final, approved pdf version of their thesis or dissertation to order bound copies through a printing service of their choice. The Student Center Bookstore no longer offers this service.

### *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](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](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](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](mailto:etdsupport@siu.edu).

### *Deadlines for Submission*



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

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

For 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

**\*If papers are submitted after the Final Submission deadline, they are considered for the following semester graduation.**

## 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/gso-operating-paper.pdf>

Graduate Faculty Status is awarded upon recommendation of the graduate program and approval of the Graduate Dean. Visit [SIU Faculty and Staff Resources | Graduate School | SIU](#) to view the list of approved Graduate Faculty Status by college.

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](mailto: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](mailto: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](mailto: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.

Faculty approved with regular or direct dissertation graduate faculty status **and** 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 unit/school with an approved graduate program, shall be deemed qualified for regular membership in the Graduate Faculty. They can vote on members of the Graduate Council or be nominated themselves to serve on the Graduate Council.

## 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 committee must be approved prior to the final defense. Changes to the committee make-up cannot be made after the final 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](mailto: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. <https://gradschool.siu.edu/about-us/forms.php> 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](mailto: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://grad-council.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](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](mailto: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](mailto:gradbusiness@siu.edu).

Questions should be directed to Dayagen Beam at [gradbusiness@siu.edu](mailto: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](mailto:gradregistration@siu.edu). Amy Ramsey will document the student's admission on the Degree Summary SHADGMQ screen of Banner. This form is available for download on the Graduate School website at <https://gradschool.siu.edu/about-us/forms.php> under Admissions Forms.
- Certificate students must be admitted to the university either 1.) as a student in a graduate degree program or 2.) as a Nondeclared graduate student. The Certificate program will show as the Secondary Program.

## COMPLETION

- When a student completes a Graduate Certificate program, the program administrator should complete a Graduate Certificate Completion Clearance Form and send it to the Graduate School Graduation Office via [grad.graduation@siu.edu](mailto:grad.graduation@siu.edu). The courses taken for the Graduate Certificate program should be listed on the form. This form is available for download on the Graduate School website at <https://gradschool.siu.edu/about-us/forms.php> under Graduation Forms.
- 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](mailto:gradregistration@siu.edu). There is no penalty for withdrawing from a Graduate Certificate program, but withdrawal from courses in progress must follow the rules of registration for eligibility for refund, etc.
- Students who are admitted to Graduate Certificate programs will add to the overall count of enrolled students for a program/school/college.

# HELPFUL LINKS

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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>

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Assistantship/Fellowship Information

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

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Graduate School Forms

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

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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](https://opensiuc.lib.siu.edu/gs_rp/author_guidelines.html)

Capstone Report submission site

[https://opensiuc.lib.siu.edu/gs\\_caps/author\\_guidelines.html](https://opensiuc.lib.siu.edu/gs_caps/author_guidelines.html)

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