

Illinois State University Graduate School Regulations

GRADUATE SCHOOL REGULATIONS AND PROCEDURES

Updated August 2009

(Contains all regulations and procedures passed by the
Graduate Council through February 2008)

PROCEDURE FOR CHANGES IN THE REGULATIONS AND PROCEDURES OF THE GRADUATE SCHOOL ***Approved 4/25/96***

Recommendations to change the existing regulations and procedures of the Graduate School must be presented in writing at a Graduate Council meeting. Recommendations for changes in regulations or procedures may be made by any member of the Graduate Faculty. The recommendation is presented as an information item only. At the next scheduled meeting of the Graduate Council, the recommendation is put forth as a motion, followed by discussion and a vote. The change in regulations or procedures must be approved by a majority of the quorum present. If a recommendation is of such urgency that two-thirds of the quorum present approves, it can be voted on at the same meeting. Minor editorial and stylistic changes will be presented to the Graduate Council for information.

1000 GENERAL REGULATIONS

1100 GENERAL ADMISSION

1110 ELIGIBILITY Approved 11/6/86

A student who has completed work for a bachelor's degree or its equivalent as determined by the Graduate School or who will do so within one academic year at a college or university that is accredited by the appropriate regional accrediting association may apply for admission to the Graduate School. While admission may be granted to a senior, only those who have received a bachelor's degree will be permitted to register in a degree program. However, seniors may be permitted to begin graduate work if they meet the conditions of the Seniors Taking Graduate Courses for Graduate Credit Regulation. (See Regulation 2150)

1120 APPLICATIONS AND CREDENTIALS Approved 11/16/95, edited 7/8/05

All students who wish to take work for graduate credit must submit a formal application for admission to the Admissions Office. This includes students who have graduated from or are attending this University. It also applies to those who wish to take university courses off campus for graduate credit. A prospective student at the master's level should file an application and arrange for the sending of Graduate Record Examination or Graduate Management Admission Test scores if required by a department/school and one official transcript from each college or university attended. Individual departments/schools may have the option of requiring transcripts for only the last 60 undergraduate hours used in computing the admission grade point average. The required documents should be received in the Admissions Office at least four weeks before the date of registration. Departments/schools may have additional requirements.

1150 READMISSION OF FORMER STUDENTS Approved 11/6/86, updated 10/12/99

Graduate students in good standing who wish to return to the University after a lapse of one calendar year should apply for readmission through the Admissions Office. Students who are not in good academic standing and who have not maintained continuous enrollment (excluding summer terms), and who wish to return to the University are required to apply for readmission as students on academic probation.

PROCEDURE FOR READMISSION OF FORMER ILLINOIS STATE UNIVERSITY STUDENTS:

1. WHOSE TIME LIMIT FOR COMPLETION OF DEGREE HAS EXPIRED: Updated 4/99

Before readmission can be approved, a Request to extend Time to Complete Graduate Degree Program must be completed by student, graduate coordinator, and if applicable, thesis chair, and submitted to the Graduate School for approval/denial.

2. WHO APPLY TO A NEW DEGREE PROGRAM: Approved 4/25/96

Former Illinois State students requesting a new degree program on their applications will not have the opportunity to be admitted into that program at the time of readmission. The Admissions Office will complete an admissions decision form and send it, along with other academic information, to the new department/school. The new department/school will evaluate the student's eligibility for the program and return the admissions decision form to the Admissions Office. If eligible, the Admissions Office will admit the transfer into a different program.

1170 INTERNATIONAL STUDENT ADMISSION Approved 4/25/96; Edited 1/17/01, 10/31/05

An international student whose native language is not English is required to submit scores on the Test of English as a Foreign Language (TOEFL). No decision will be made on a student application until official test results have been received from Educational Testing Service (ETS). Individual departments/schools may establish a regulation, subject to approval by the Graduate School, to waive the TOEFL requirement for students who have graduated or will be graduating from an accredited college or university in the United States, if the student has resided in the U.S. for at least one year at the time of admission.

The minimum TOEFL score required for international graduate admission is 79 (*internet-based testing*), or 213 (*computer-based*) or 550 (*paper and pencil*). Departments/Schools may require higher scores at their discretion. Any department/school may, because of the nature of study in the department/school, screen students with scores

lower than 79 (*internet-based*), 213 (computer-based), or 550 (paper and pencil). Those recommended for admission with scores lower than the minimum must be approved by the Graduate School.

Students must also submit Graduate Record Examination (GRE) aptitude test scores and the appropriate subject test scores if required by the department/school. Graduate students applying to the College of Business must submit Graduate Management Admission Test (GMAT) scores.

Each applicant must submit a declaration of finances showing source of support and official documentation of funds available for the first year's expenses (enclosed with the application form).

International student admission applications, academic credentials, test scores, and financial documents should be received by the Admissions Office by the deadlines indicated in the Graduate Catalog. All records must be accompanied by an English translation where needed.

1180 TYPES OF GRADUATE STUDENTS Approved 11/6/86, revised 3/25/04

The Graduate School recognizes three types of students who are eligible to enroll in graduate courses. These are (a) degree students, (b) students-at-large and (c) non-degree graduate level certificate students.

1181 DEGREE STUDENT Approved 11/6/86

A degree student is one who has been formally admitted to a program leading to a degree. A master's degree applicant may be admitted unconditionally or as a provisional or probationary student. (See Regulations 2110, 2120 and 2130)

1182 STUDENT-AT-LARGE Approved 11/6/86

A student-at-large is one who does not seek a degree or has not been officially admitted to a graduate degree program. A student-at-large may enroll without submitting official transcripts to the Admissions Office but is required to sign a disclaimer statement upon admission. The disclaimer statement reads as follows:

I certify that I have a baccalaureate degree from a college or university that is accredited by the appropriate regional accrediting association. I understand that my enrollment in graduate-level courses does not constitute admission to a degree program in the Graduate School at Illinois State University. I further recognize that there is no guarantee that credits earned from my enrollment as a student-at-large will be applicable to a degree at Illinois State University. All graduate courses taken as a student-at-large will be computed into the graduate grade-point average.

A student-at-large may register for courses for which he/she has the prerequisites, unless such registration is restricted by the department/school or the Graduate School. If a student-at-large decides to pursue a degree at Illinois State University, he or she may petition that previous courses taken may be accepted in meeting requirements for a degree. If the petition is recommended by the department/school and approved by the Graduate School, a limited number of courses may be counted toward a degree. Normally, petitions are not approved for more than twelve (12) hours but under special circumstances, up to one-half of the hours of a master's degree program may be approved to be counted toward a degree. There is no guarantee that any course work taken as a student-at-large will be counted toward a degree program. It is recommended that students-at large seek advice from the Graduate School or from any person responsible for advising students in specific graduate programs.

1183 NON-DEGREE GRADUATE LEVEL CERTIFICATE STUDENTS 3/25/04

See Section 9000 Graduate, Post-Baccalaureate, and Post-Master's Certificates.

Regulation 1190 Appeal of Denial of Admission to a Graduate Program effective Spring 2007

Graduate admissions to Illinois State are decentralized. So long as the student meets university minimum requirements, the admission decision rests with the specific academic program to which the student has applied. Students who have questions about a denial of admission should begin by speaking to the Graduate Coordinator of the program, who will tell them why the admission was denied (for example, the student's grades or test scores fell below program admission requirements; there were not enough spaces for all applicants and other applicants were more qualified; or there was not a good fit between the student's educational goals and the opportunities in the graduate program.)

Students who wish to appeal a denial of admission after discussion with the program's Graduate Coordinator should make a written request to the Chair/Director of the department or school that houses the program. The Chair/Director will review the decision and notify the student of the outcome of the review.

The final opportunity for substantive review of the admissions decision is a written appeal to Dean of the College that houses the program. The Dean or designee will review the decision and inform the student, the Graduate Coordinator and the Chair/Director of the program of the outcome of the review.

Because the admissions decision rests with the academic unit, the Graduate School conducts only a procedural review; it does not undertake a reconsideration of the student's application materials. Students who wish to request that procedural review should make a written request to the Director of the Graduate School. That request must include a copy of the Dean's letter to the student. The Graduate Admissions Committee will examine only whether the program followed established guidelines and procedures when it reached the decision to deny admission. The committee will report its findings to the student, the Graduate Coordinator and Chair/Director of the program, the Dean of the College and the Director of the Graduate School.

Students who believe that a denial of admission was discriminatory should contact the Office of Diversity and Affirmative Action.

1200 GENERAL ACADEMIC REGULATIONS

1210 ACADEMIC LOAD

Approved 2/23/95; Updated 9/19/02; editorial updates 2/6/03, 8/7/03

Nine to twelve hours is the usual load and fifteen hours the maximum load for a graduate student during the fall and spring semesters. In the twelve-week summer session the maximum load is twelve semester hours. Graduate students are considered full-time if they register for nine (9) or more hours during the fall and spring semesters and six (6) or more hours in the twelve week summer session. Fees for Student Health Insurance are automatically assessed for full-time students only. Other student fees are assessed on a per hour basis. For graduate students in their final semester or on a 9-12 month internship, who have completed all course work and whose culminating experiences include theses/dissertation or internships related to certification/accreditation, a full-time academic load would consist of at least 1 credit hour of thesis/dissertation or professional practice credit. These students will not automatically have fees for Student Health Insurance assessed.

If a student holds an assistantship the academic class load is adjusted accordingly. Scholastically, the ideal academic class load for a graduate assistant is nine (9) hours. A graduate assistant wishing to take fewer than nine (9) hours must have a recommendation by his or her graduate advisor which is approved, in writing, by the Graduate School. Graduate assistants taking more than twelve (12) hours must have the approval of his or her graduate advisor. Subject to departmental/school approval, master's students writing theses who have completed all of their course work and the 4-6 hours of Thesis 499 may register for only one hour of Thesis 499 or one hour of Thesis Audit 499.01* (if they qualify) each semester in order to maintain their graduate assistantship. Subject to departmental/school approval, doctoral candidates who have completed all of their course work and the 15 hours of Dissertation Research 599 may register for only one hour of Dissertation Research 599 or one hour of Dissertation Audit 599.01* (if they qualify) each semester in order to maintain their graduate assistantship.

*Students registered for audit only are not eligible to purchase insurance.

Note: Students registering for less than nine (9) credit hours in fall or spring or six (6) credit hours in summer will **not** have the insurance fee automatically assessed. Those students must contact the Student Insurance Office before the 15th calendar day of each semester and the 8th calendar day of the summer session to determine if they are eligible to pay premiums to continue insurance coverage. Students are eligible to exercise this option for no more than four consecutive terms including summer.

Students registered for audit only are not eligible to purchase insurance.

1220 AUDITING PRIVILEGES Approved 11/6/86

A student may register as an auditor in a class or classes if facilities are available. An auditor does not participate in the activity of the class, but is expected to attend regularly. An Audit (AU) designation will appear on the student's transcript when the instructor certifies that the student has attended the class on a regular basis. If the student has not attended regularly, a WX will be recorded on the transcript after the instructor has sent a written notification to the Office of the Registrar that the student has not attended regularly. To register as an auditor, a student must register for the course. Then the student must get the instructor's signature on an auditor's permit which can be obtained from the Office of the Registrar. Students must register to audit a course by the tenth day of classes in the semester with any exception having the approval of the chairperson of the department/school in which the course is offered and the Graduate School. The auditor fee is shown in the section on costs in the Graduate Catalog. Audited courses are considered part of the student's total load.

1230 GRADING SYSTEM Approved 2/15/90; Revised 9/19/02

Instructors assign a grade in each course for which the student is registered and are responsible for correcting any error in grading. The grade point equivalents are 4 for A, 3 for B, 2 for C, 1 for D, and 0 for F. Courses completed at this University with grades below C will not count toward a graduate degree, but all grades of D and F in graduate courses at this University will be included in computing the cumulative grade point average. See Regulation 1235 for Repetition of Course(s) Requirements.

1231 INCOMPLETE GRADES Approved 4/14/88

An incomplete (I) will be assigned to a student who is doing passing work but finds it impossible, because of reasons beyond his or her control, such as illness, to complete the required work by the end of the term. The student must have attended class to within three weeks of the close of the semester or a proportionate time for a summer session or short course, and the quality of the work must be such that the student can complete it through special assignments and/or examinations.

The instructor will specify (1) the date by which the required work must be completed, which will be no later than the final class day of the corresponding term of the following academic year; and (2) the default grade (B, C, D, or F) which will be assigned if the work is not completed by the specified date. The student will be notified of the default date and grade. Once a default grade has been placed on a student's record, it can be changed only with the approval of the Graduate School.

For graduating students, incompletes in courses listed on their Degree Audit (formerly Plan of Study) must be removed in the Office of the Registrar at least three weeks prior to graduation.

1232 DEFERRED CREDITS Approved 11/6/86

Deferred credit (DE) is always given in research and performance courses leading to a thesis, dissertation or exhibition. Credit will be allowed when the student satisfactorily completes all requirements for the program. Deferred credit (DE) is not used in computing the cumulative grade point average.

1233 NEW START Approved 3/23/89, revised 12/9/99

Students who leave an Illinois State University graduate degree program and return to Illinois State University to pursue a different graduate degree may begin the new degree program with a new graduate GPA calculated from the point of their readmission to the Graduate School as long as the following conditions are met:

1. The student is admissible to the new graduate program at Illinois State University and meets all the criteria established by the Graduate School.
2. The student has not enrolled at Illinois State University for a period of at least three years.
3. The New Start provision is approved by the new department/school at the time of readmission.

Graduate courses taken prior to being readmitted to the Graduate School will not apply or count toward the graduate program for the new degree. Students may exercise the "New Start" option only once and must follow the re-entry catalog. Such students will have "New Start" indicated on their transcript.

1234 CREDIT/NO CREDIT COURSES approved 4/10/97

Workshops, Institutes and Professional Practice may be offered as graduate courses on a Credit/No Credit (CR/NC) basis. For these courses, students receive a grade of CR (Credit) or NC (No Credit). Departments/Schools may offer 393, 397, 429X, 493 and 498 on a CR/NC basis with approval in advance by the department/school and the Graduate School. CR/NC courses cannot be computed in the GPA. To count towards a degree program, CR/NC courses must be approved through the curricular process.

1235 REPETITION OF COURSE(S) REQUIREMENTS Approved 10/10/02; Revised by Academic Senate 12/10/03; Edited 3/19/04; Edited 5/1/06

If a student completes a course or drops a course after the tenth day of classes receiving a grade of WX, WP, or WF, he or she may repeat that course once. For students receiving a letter grade of B, C, D, F, or WF, the course repetition must occur at Illinois State University. When a course has been repeated at Illinois State University, the most recent grade (A,B,C,D,F, WF) that the student earns will replace the previous grade in the cumulative GPA calculation. A grade of WP or WX will not replace the previous grade. The previous grade(s) will not be removed from the student's transcript, and the credit hours only from the last attempt can be used toward meeting minimum hourly requirements. Students repeating a course to improve their GPA should be aware that many professional and graduate schools recalculate GPAs to include all courses attempted. Requests for a third or subsequent enrollment for a course are initiated with the student's advisor. The advisor then reviews the request and forwards it to the Graduate School. This regulation does not apply to general courses or those courses marked repeatable.

1240 ACADEMIC GOOD STANDING approved 12/5/96, revised 12/10/99

A student must have a minimum cumulative GPA of 3.0 in graduate work at this University to be in Academic Good Standing at the graduate level. Students who fail to meet this requirement will either be terminated from that degree program or placed on academic probation by the Graduate School. Upon recommendation of the department/school, the student can be placed on academic probation and provided with a period of time not to exceed two academic terms (including summer if enrolled) or a number of credit hours not to exceed 12 credits within which to raise the GPA to the required standard. A student who fails to bring the cumulative GPA up to a minimum of 3.0 during the probationary period will be terminated from that degree program by the Graduate School. A student must be in Academic Good Standing to be admitted to candidacy for a degree or to graduate.

1250 TRANSFER OF DEGREE PROGRAMS Approved 11/6/86

A transfer from one degree program to another requires approval of the receiving department/school.

1260 WITHDRAWALS

1261 WITHDRAWAL FROM LESS THAN ALL COURSES Approved 12/7/89 Updated 3/1/01 per change in policy from the Office of the Registrar

The following regulation applies to students who drop a course or courses but maintain an enrolled status within the University: A student may withdraw from a course during the program change period without the

withdrawal being shown on the transcript. (A student should consult the Class Registration Directory to obtain specific dates.)

After the tenth day of classes but prior to the end of the eighth week of classes during any regular semester a student may withdraw from a full semester course with a grade of WX upon complying with the following steps: (1) Obtain, complete, and sign a course withdrawal form; (2) Obtain the instructor's signature on the form; (3) Submit the form to the Office of the Registrar.

A grade of F will be given to students who (1) fail to officially withdraw from a course by complying with the above procedure; or (2) register for a course but do not complete course requirements.

A student should consult the applicable Class Registration Directory for specific withdrawal dates during any instructional term. For courses taken during a term less than a regular semester, a proportional withdrawal period will apply.

Upon the written recommendation of a licensed physician or clinical psychologist, or in other unusual circumstances, a student may be granted permission to officially withdraw from a course for medical, psychological or other special reason after the official withdrawal period upon receiving approval from the Graduate School.

1270 APPLYING FOR GRADUATION Approved 11/6/86, edited 9/5/03

A graduate student must apply for graduation before the deadlines specified for each session by the Graduate School. At the time application is made, the graduation fee must be paid. Effective Fall 2003, applications for students who fail to meet graduation requirements for a specific session are cancelled and students must reapply for a later session.

1280 COMMENCEMENT Approved 12/16/92; updated 4/25/02

Degrees are conferred and diplomas awarded after the close of each semester and summer session. Commencement is held twice each year at the end of each fall and spring semester. Participation is voluntary.

Graduate students completing degree requirements during the fall semester participate in commencement exercises in December; students completing degree requirements during the spring semester (masters and doctoral) or at the close of the summer session (master's only) participate in commencement exercises in May.

Doctoral students completing degree requirements in the summer session who wish to participate in a commencement exercise may only do so in the following December commencement.

All doctoral students must complete all requirements for the degree to participate in Commencement exercises.

1300 GRADUATE ASSISTANTSHIPS

1310 APPOINTMENT CRITERIA last updated 8/07

Criteria: (edited 8/07) To be eligible for an assistantship, students must be fully admitted as a degree student in a graduate academic program or have a minimum of 120 undergraduate hours if in an integrated degree program. Eligibility for an assistantship requires a 2.8 graduate admit GPA for appointment of new graduate students. Continuing students must have a 3.0 cumulative GPA for an appointment. Teaching assistants whose native language is not English must (a) have a recommended speaking score of 26 or higher, but not less than 23, on the TOEFL iBT; (b) or receive a passing score on the Test of Spoken English (TSE) and submit the score prior to arrival on campus; or (c) be evaluated on campus. Students applying for assistantships for the first time after having taken graduate courses must have a minimum 3.0 graduate GPA based on a minimum of nine (9) graduate semester hours. Students-at-large or certificate-only students are not eligible for assistantships. The purpose of graduate assistantships is to provide support for full-time degree seeking graduate students. A full-

time student with a graduate assistantship can hold appointments for up to 20 hours per week. The 20 hours includes the assistantship hours or a combination of assistantship hours and other student employment hours. University employees, other than student employees, are not eligible for graduate assistantship appointments. Exceptions to Graduate School regulations must be individually approved by the Graduate School.

Insurance: edited 9/2005 All Graduate Assistants must have adequate health/accident insurance coverage in force during the entire period of the appointment. Coverage must be either privately procured or obtained through the university's group health insurance plan. All students registered for 9 or more credit hours by the 15th day fall/spring (6 or more credit hours by the 8th day of summer session) will automatically be assessed for and be included in the university group health insurance plan. Students with early or late start dates can purchase insurance by paying the fee to the Student Insurance Office within 15 days of the start date.

Insurance Note (approved 9/19/02)

Graduate assistants registering for less than nine (9) credit hours in fall or spring or six (6) credit hours in summer will **not** have the insurance fee automatically assessed. Those graduate assistants must contact the Student Insurance Office before the 15th calendar day of each semester and the 8th calendar day of the summer session to pay premiums. Students with early or late start dates can purchase insurance by paying the fee to the Student Insurance Office within 15 days of the start date.

Students are eligible to purchase coverage for no more than four consecutive terms including summer. Students registered for audit only are not eligible to purchase insurance.

Appointment: (edited for clarification 4/02)

Full-time graduate assistantships can be appointed up to a half-time instructor's position (.50 FTE) of twenty (20) clock hours per week. Depending on the nature of the assignment, a full-time graduate assistantship position requiring less than twenty (20) clock hours may be appropriate, but an assistantship would not be considered full-time with less than eleven (11) hours. Under some circumstances, a limited number of part-time appointments, will be permitted. Graduate assistantships are available for appointments of six (6) or more hours/week.

The number of part-time graduate assistantship appointments (6-10 hours/week) should not exceed the number of full-time (11-20 hours/week) appointments. Requests for assistantships for more than 20 clock hours per week or less than 12 week appointments for fall or spring are only granted under exceptional circumstances and must be approved by the Graduate School. The appointing unit needs to contact the Graduate School for exceptions needed in maximum hours and/or payment schedules. Graduate assistants enrolled in Professional Practice/Coop Program 498 should consult with the Graduate School.

Assignment: edited 10/31/05 Work assignments should be such that the student's formal degree work is enhanced. Master's degree students, if assigned to instructional responsibilities, must be supervised by regular faculty members. Graduate teaching assistants (TAs) must have their oral English language proficiency certified by the Department Chairperson/School Director prior to instructional assignment. Teaching assistants whose native language is not English must: **(a)** have a recommended speaking score of 26 or higher, but no less than 23, on the TOEFL iBT; **(b)** or submit the results of and receive a passing score on the Test of Spoken English (TSE) prior to arrival on campus; or **(c)** be evaluated on campus (see Graduate School Regulations 1320, revised 2/13/01). Graduate TAs whose native language is English will be automatically certified on the basis of the Department/School's recommendation for appointment to a TA position.

Stipends: (revised 7/1/09 effective FY10)

The minimum stipend for a full-time graduate assistantship (11-20 clock hours/week) shall not be less than \$850/month for FY10, for master's students. For part-time appointments (6-10 clock hours/week), the minimum stipend shall not be less than \$425 for FY10. For doctoral students enrolled in their first or second year of study, the minimum stipend shall not be less than \$1050 in FY10 for full-time and not less than \$525 in FY10 for a part-time assistantship.

For students enrolled in doctoral programs who have completed at least two full years of full-time graduate study, the minimum stipend for a full-time assistantship shall not be less than \$1,250 in FY10 and not less than \$625 in FY10 for a part-time assistantship.

Academic Load:

Scholastically, the ideal academic load for graduate assistants is nine (9) hours. An assistant wanting to take less than nine (9) hours must have a recommendation by his or her department/school graduate coordinator, in writing, approved by the Graduate School prior to registration.

Subject to departmental/school approval, master's students writing theses who have completed all of their course work and the 4-6 hours of Thesis 499 may register for only one hour of Thesis 499 or one hour of Thesis Audit 499.01* (if they qualify) each semester in order to maintain their graduate assistantship. (Approved 2/23/95)

Subject to departmental/school approval, doctoral candidates who have completed all of their course work and the 15 hours of Dissertation Research 599 may register for only one hour of Dissertation Research 599 or one hour of Dissertation Audit 599.01* (if they qualify) each semester in order to maintain their graduate assistantship.

*Students registered for audit only are not eligible to purchase insurance.

Tuition Fellowship: Graduate assistants are eligible for a Tuition Fellowship during the semester or term that they hold an appointment. Tuition Fellowships are awarded by the Graduate School. Unlike monthly stipends, Tuition Fellowships do not require that compensating services be rendered. Although the tuition will be waived, the assistant will be required to pay other fees assessed. Tuition Fellowships for the summer term are also provided for students holding an assistantship for at least a full semester even though they do not receive a summer stipend.

1320 ORAL ENGLISH LANGUAGE PROFICIENCY FOR TEACHING ASSISTANTS

Approved 4/29/93; Edited 2/13/01; Edited 10/31/05

Graduate Teaching Assistants (TAs) whose speaking score on the TOEFL iBT is lower than 23 must have their oral English language proficiency certified by the Department Chair prior to being awarded a teaching assistantship. The Department Chair/School Director is responsible for verifying that any graduate student awarded a teaching assistantship is sufficiently proficient in oral English language. Graduate TAs whose native language is English, as determined by International Admissions, will be exempted from formal evaluation of oral English language proficiency and will be automatically certified on the basis of the department/school's recommendation for appointment to a TA position. Graduate Teaching Assistants (TAs) must have their oral English language proficiency certified by the Department Chair prior to being awarded a teaching assistantship. The Department Chair/School Director is responsible for verifying that any graduate student awarded a teaching assistantship is sufficiently proficient in oral English language. Graduate TAs whose native language is English, as determined by International Admissions, will be exempted from formal evaluation of oral English language proficiency and will be automatically certified on the basis of the department/school's recommendation for appointment to a TA position.

PROCEDURE FOR DETERMINING ORAL ENGLISH LANGUAGE FOR TEACHING ASSISTANTS
edited 10/31/05***Teaching Assistantships Awarded Prior to Arrival***

The Department Chair/School Director can elect one of two methods for determining proficiency in oral English language for graduate teaching assistants whose native language is not English prior to arrival. The first method is to require the candidate to submit: (a) a TOEFL iBT speaking score of 23 or higher or (b) a Test of Spoken English (TSE) score of at least 220 (old TSE) or 50 (new TSE). The second method is the same procedure utilized by the Department Chair/School Director in the determination of oral English language proficiency in the hiring of faculty, i.e. telephone interview, face-to-face interview, seminar presentation, etc. The Chair/Director must then, as part of the appointment procedure for teaching assistants, inform International Admissions of the teaching assistantship offer including financial details.

Teaching Assistantships Awarded After Arrival

Graduate students who are not native speakers of English and who are awarded teaching assistantships subsequent to enrollment at Illinois State University must also have their oral English language proficiency certified by the Department Chair/School Director prior to being awarded a teaching assistantship. If the

speaking score on the TOEFL iBT is 23 or higher they are automatically certified. If the speaking score is lower, the Chair/Director may use the second method described above for verification of oral English language proficiency and/or refer the candidates to the English Language Institute (ELI) for evaluation and recommendation. The ELI will use the SPEAK test to assess oral English proficiency.

If the SPEAK test is employed, it will be administered by the University Testing Office and evaluated by the English Language Institute (ELI). The Director of ELI will report the results of the SPEAK test to the Graduate School with a copy to the Chair/Director of the candidate's department/school. The minimum score on the SPEAK test for certifying adequate oral proficiency for a teaching assistantship is the same as the TSE score stated previously. The Chair/Director must then, as part of the appointment procedure for teaching assistants, indicate this verification by stating on the Personnel Action Form (PAF) that the oral English language proficiency of the candidate has been ascertained.

2000 MASTER'S DEGREE

2100 ADMISSION TO MASTER'S PROGRAMS

2110 ADMISSION CRITERIA Approved 11/16/95, revisions approved 11/29/01

An applicant for a program leading to the master's degree must have a bachelor's degree from a four-year college or university that is accredited by the appropriate regional accrediting association, or its equivalent as determined by the Graduate School. Applicants are considered on the basis of their academic record and other performance requirements stipulated by the individual programs. These may include examinations or standardized tests, interviews, auditions, examples or work, and letters of recommendation. To be admitted to a degree program a student must have at least a 2.8 grade point average (on a scale in which A equals 4) in the last 60 hours of undergraduate work and the approval of an academic department/school. In specific cases a department/school may petition the Graduate School for permission to use undergraduate courses taken while the student is classified as a graduate student (either as a Student-at-Large or a degree student in another graduate program) in calculating the GPA for the last 60 undergraduate hours.

Specific admission requirements are described under department/school listings in the Graduate Catalog.

2120 PROVISIONAL ADMISSION Approved 11/6/86

A student whose application for a degree program is incomplete because not all required supporting material has been received in the Admissions Office may be admitted as a provisional degree student. The provisional student may be granted a permit to register for one semester only, pending a decision on his/her application for admission. A provisional student is not a student-at-large. The degree-seeking applicant who enrolls as a provisional degree student accepts the risk of termination from the program if the provisional status is not cleared in the student's first semester.

2130 PROBATIONARY ADMISSION Approved 9/19/91, revisions approved 11/29/02, edited 2/2006

A student who does not meet the minimum grade point requirement and whose admit GPA is not lower than 2.2, may be admitted as a probationary degree student if their academic record and entrance examination scores, e.g. GRE, GMAT, give promise of high performance. This admission must be based upon other documentation that the department deems important. Examples include exceptional scores on standard or additional examinations, interviews, letters of recommendation, exceptional grades in previous graduate work, samples of original work and/or demonstrated performance ability. Such recommendations for admission will be forwarded to the Graduate School for approval only if the student does not meet the minimum grade point average of 2.8 in the last 60 semester hours of undergraduate work and, in the case of international students, does not attain a minimum score of 79 (internet-based testing), 213 (computer-based) or 550 (paper and pencil) on the Test of English as a Foreign Language (TOEFL). A student who meets the Graduate School established minimums but not the program's minimum admission requirements may be admitted by the program on a probationary basis without approval from the Graduate School. Such admission may be restricted to a trial period of one semester. Any special restrictions of this type will be noted on the admission decision form along with other requirements for continued graduate study. These may include the successful completion of specific courses or projects, the obtaining of a minimum specified grade point average, and/or other requirements. If these requirements are not met, the student may be terminated from the program at the end of one semester upon the recommendation of the program and approval of the Graduate School.

2140 DEFICIENCIES Approved 11/6/86

When an applicant has been accepted, the department/school will indicate any courses that may be required to remove undergraduate deficiencies. The department/school also may specify certain graduate courses which will be required in addition to those listed in the catalog and will designate which, if any, of these courses may be used in meeting requirements for the degree.

2150 SENIORS TAKING GRADUATE COURSES FOR GRADUATE CREDIT Approved 2/15/90, edited 10/16/06

Undergraduates can take graduate courses for graduate credit if they (1) are in their final semester, (2) have no more than twelve hours of undergraduate course work to complete, and (3) have been admitted provisionally into a graduate degree program at Illinois State University. Total registration cannot exceed fifteen hours in that semester. Students must graduate at the end of that academic term to receive graduate credit for the courses taken. An exception is made when students must schedule professional practice/internship/student teaching requirements during their final semester. In such cases, qualified students may register for graduate courses during the academic term preceding the semester in which the professional practice/internship/student teaching practicum/student teaching requirements are met.

All course work taken for graduate credit must be approved by the department/school and the Graduate School BEFORE students register. A form for that purpose is available in the Admissions Office.

Course work will count toward a graduate degree only if a student qualifies under the above criteria. Course work taken for graduate credit cannot count toward a bachelor's degree.

This opportunity is also extended to last semester seniors of other universities who find it possible to take graduate work at this University while completing requirements for the bachelor's degree on their own campuses.

2160 EXCEPTIONAL ADMISSION TO PERFORMANCE SEQUENCE IN FINE ARTS Approved 11/9/89

Students exhibiting significant levels of talent who have received conservatory or academy degrees and are capable of completing practice-oriented graduate degrees may be admitted to the College of Fine Arts if they meet the following:

1. An assessment (e.g. audio tape, videotape, portfolio, audition, performance documentation, letters of recommendation) of the work done in order to assess that departmental requirements for admission to a graduate degree program in performance/studio/creative work are clearly met;
2. Students from foreign conservatories or academies, which are the primary educational programs for artists in foreign countries, may be admitted based on completion of their professional training, and professional experience, but only into performance/studio/creative sequences in the College of Fine Arts.
3. If the student has completed the conservatory or academy training in less than four years, but has significant professional credentials, these accomplishments may be considered for acceptance in lieu of the additional years of traditional undergraduate education;
4. Each admission will be individually approved by the appropriate school and College, Graduate School and Admissions Office.

**2200 DEGREE AND CREDIT REQUIREMENTS
approved 11/6/86/updated 4/99/updated 9/19/02/edited 12/3/04**

Master's degrees are offered for the Master of Arts (MA), Master of Science (MS) and several Professional Master's degrees. The MA and MS degrees focus on methodology and practice of research and scholarship in the discipline. The MA and MS degrees require a minimum of 30 semester hours, a final examination or culminating experience, and, in some fields, a thesis reflecting original scholarship or research.

Professional Master's degrees provide conceptual knowledge and skills required for professional practice. This may include introduction to research or scholarship for application of current literature to practice. Professional Master's generally are indicated by a three or four-letter designation. Examples include: Master of Social Work (MSW), Master of Business Administration (MBA), Master of Science in Nursing (MSN), Master of Professional Accountancy (MPA), Master of Science in Education (MSE), and Master of Music Education (MME). Professional Master's degrees require a minimum of 30 semester hours. Some may require a comprehensive examination as well as a thesis, papers, projects, seminars, professional practice or other experiential-based activity typical of preparation for practice in the field.

The following are the degree options:

Master's Degree with Thesis. Not more than 6, nor less than 4, semester hours for thesis research and writing shall be counted toward satisfying the 30 semester hour minimum of graduate work for a master's degree with thesis. A minimum of 15 credits of 400 level courses, excluding thesis, is required for the thesis option.

Master's Degree without Thesis. Consists of at least 30 semester hours of graduate work and includes a Comprehensive Examination and/or a culminating requirement demonstrating a mature application of skills and knowledge (e.g., professional practice, project, colloquia, recital).

Once an option has been approved on the formal Degree Audit (formerly Plan of Study), it can be changed only with approval of the student's academic advisor. However, when a Degree Audit (formerly Plan of Study) is submitted to the Graduate School in the semester of anticipated completion, it can be changed only with written approval of the academic advisor and the Graduate School.

Master's degree programs varying from 30-33 hours will require a minimum of 15 credit hours at the 400 level, excluding thesis. Programs 34 hours or higher will require a minimum of 18 credit hours at the 400 level except the thesis option which requires 15 credit hours at the 400 level.

Candidates for a master's degree may present no more than 9 hours total of credit from general courses 393, 397, 400, 493, and 498.

2300 DEGREE REQUIREMENTS

2310 RESIDENCY REQUIREMENTS Approved 11/19/87

The Graduate School does not have a general residency requirement for the master's degree. However, departments/schools may have residency requirements for their specific degree programs.

2320 MASTER'S TIME LIMITATIONS Approved 11/6/86, Updated 3/22/01

All requirements for the master's degree must be completed within six calendar years, beginning with the date the student first registers as a degree student. This time limit applies to enrollment in all graduate course work in the student's program. If a course taken to complete the requirements for the master's degree is not within the six-year period allowed for the degree program, (including student at large hours) the student's department/school may require the student to retake the course for credit or allow the student to demonstrate current knowledge and/or proficiency of the subject matter. If the latter is used, currency must be demonstrated to the satisfaction of the department/school offering the course through successful completion of an appropriate examination or other assessment if available from the department/school. Otherwise, outdated course work must be deleted from, and other course work must be substituted in, the Degree Audit (formerly Plan of Study). Credits more than six years old at the time of first registration into a degree program are not transferable from other institutions. When graduate study is interrupted by military service or other contingencies, the six-year limit may be extended by the Graduate School.

2330 MASTER'S TRANSFER CREDIT Approved 10/19/95; updated 2/24/00, 3/22/01; edited 6/27/04

Upon recommendation of the department/school where the student is enrolled, and with the approval of the Graduate School, a student may present a maximum of nine semester hours of graduate credit from another college or university that is accredited by the appropriate regional accrediting association for use in meeting the requirements of the master's degree. Credits more than six years old at the time of first registration into the degree program (for which the transfer is being requested) are not transferable from other institutions. Transfer credit may not be used in meeting the minimum number of 400-level credit hours required for the master's degree. The work must not form part of a completed degree program elsewhere. Under special circumstances, the Graduate School may allow a student to present a larger number of credits if recommended by the department/school. A student who plans to take work elsewhere should obtain prior approval indicating that the

course or courses are appropriate to the student's curriculum at Illinois State University. Correspondence courses are not accepted toward a master's degree.

To be considered for transfer of credit, a course must be taught at the graduate level and the student must have received at least a B grade in the course. In addition, a departmental/school evaluation of all courses presented is necessary prior to consideration by the Graduate School.

2340 MASTER OF ARTS REQUIREMENTS Approved 12/3/98, edited 3/29/05

The Master of Arts degree is awarded to a student who has completed an appropriate degree program and met the foreign language requirements for this degree at the college level. This requirement may be met by:

1. Completing a minimum of four semesters (or its equivalent) in one foreign language. The requirement may be met by earning a C or better (or Credit or Pass) in the courses at either the graduate or undergraduate level.
2. Obtaining a satisfactory score on a University administered language examination approved by the Graduate School available in German, French or Spanish.
3. Other methods as determined by the department/school with approval by the Graduate School.

Students whose native language is not English may, with departmental/school approval, petition the Graduate School to substitute proficiency in the English language as fulfillment of the language requirement.

2350 COMPREHENSIVE EXAMINATIONS approved 12/5/96/updated, editorial update 3/1/01

For the comprehensive examination option, a comprehensive examination must be taken by each student before receiving the master's degree. The content, process, scheduling, administration, and evaluation of the examination (oral, written, performance, or otherwise) are to be determined by each department/school. To apply for comprehensive examinations a student must be in good standing in a program, have a Degree Audit (formerly Plan of Study) on file in the department/school, not be on academic probation, and have a cumulative GPA of at least 3.0 at the time of the examination.

A student who fails the examination must wait until the next academic term before repeating the entire examination unless there are reasons that make an exception advisable. The Graduate School is to be notified of exceptions. Students who have twice failed the examination are not to repeat the exam unless they have completed further study as prescribed by the department chair/school director. Comprehensive examinations may not be administered more than three times to individual students. Department chairs/school directors are to notify students, by letter, of examination results within thirty days from the examination date. A copy of this letter is to be sent to the Graduate School. (If this is a student's second failure, recommendations for further study and appropriate warning of the situation are to be included in the letter.) The Graduate School must receive the results from the department/school no fewer than 10 working days before the date of graduation.

Procedures for Comprehensive Examinations approved 12/5/96

After the first and second failure of comprehensive examination, the student can follow one of two courses of action if allowed by department/school regulations:

- 1. Petition the department/school to select another degree option, if available, under the program.*
- 2. Petition the department/school to repeat the comprehensive examination.*

At the point of the third failure of comprehensive examination, the department/school can follow one of two courses of action:

- 1. Recommend that the student select another degree option, if available, under the program.*
- 2. Recommend to the Graduate School that the student be terminated from the degree program.*

2370 ADMISSION TO CANDIDACY Approved 11/19/87

To be admitted to candidacy for the master's degree the student must have an approved Degree Audit (formerly Plan of Study) on file in the Graduate Office, completed all deficiencies, a minimum G.P.A. of 3.0 in graduate course work at Illinois State University, and a copy of the Proposal for Research approval form on file in the Graduate Office if choosing a thesis option.

2380 THESIS

2381 REGISTRATION FOR THESIS WORK Approved 12/11/86

The student electing the thesis option must register for from four to six hours of 499, Master's Thesis. Any student using the services of the academic staff or the facilities of the University must be registered for the semester or term during which the services are rendered or the facilities are used. Also, to register for 499 the student must actually be working on the subject under the direction of the adviser or thesis chairperson. No grade will be given for the course but credit will be entered on the student's record at the time the approved thesis is deposited in the Graduate School Office. No credit for 499 may be given to a student who does not complete a thesis.

2382 CONTINUOUS REGISTRATION (Masters) Approved 11/14/96

After the Proposal for Research Approval form has been accepted in the Graduate School and a student has completed the courses on the approved Degree Audit (formerly Plan of Study) and registered for four to six hours of 499 Master's Thesis, the student is required to maintain continuous registration. The requirement for continuous registration may be fulfilled by registering for Thesis 499.01 (audit). The requirement for continuous registration does not apply during a summer term unless the student is graduating in that term. Registration for 499.01 may be in absentia. If circumstances prohibit continuing registration, a student must request a leave of absence from the department/school and then from the Graduate School. Any student interrupting continuous registration without obtaining a leave of absence must pay tuition for one credit hour of 499.01 for each of the delinquent semesters upon reenrollment and/or reinstatement. Any student requesting reinstatement in a degree program must direct an application for readmission to the Admissions Office. (See Regulation 1210 Academic Load for Graduate Assistant insurance information.)

After the student has requested registration for one semester of 499.01, the Office of the Registrar will automatically register and bill the student for 499.01 each semester until continuous registration is interrupted, either by non-payment of the tuition bill or by successfully meeting all graduation requirements. Any student interrupting continuous registration without obtaining a leave of absence from the Graduate School must pay tuition for one credit hour of 499.01 for each of the delinquent semesters upon reenrollment and/or reinstatement. Any student requesting reinstatement in a degree program must direct an application for readmission to the Admissions Office.

2383 THESIS COMMITTEE Approved 12/11/86; Revised 4/22/04

A thesis is written under the direction of a thesis committee appointed in a manner specified by the department. The committee normally consists of three or more members of the Graduate Faculty, but shall not be fewer than two members. The chair and a majority of the committee shall be Full Members of the Graduate Faculty from the department/school in which the degree program is located. Associate Members may co-chair a thesis with a Full Member. Proposed committee members who are not members of the Illinois State University Graduate Faculty must be approved by the Director of Graduate Studies. A student must be admitted to a degree program in the Graduate School before a thesis committee can be appointed.

2384 THESIS PROPOSAL approved 2/18/99, updated 2/18/99

The Proposal for Research, including the title, scope, and design, must be approved by the student's thesis committee before a student is admitted to candidacy. The student is required to file an approved Proposal for Research with the department/school at a time and in a manner specified by the department/school. Institutional policy requires that all research involving human subjects be reviewed and approved by the Institutional Review Board (IRB). Research involving animals must be approved by the Institutional Animal Care and Use Committee (IACUC). Research involving biohazards must be reviewed by the Institutional Biosafety Committee (IBC). A copy of the Proposal for Research Approval form shall be deposited in the Graduate School Office by the early part of the semester or term in which completion of the master's degree is expected, according to the deadlines published by the Graduate School.

There is no assumption of uniformity in thesis research. For example, a student may propose a creative project in art or music. In each instance, however, the completed project must meet approved standards of scholarship in the chosen field of study. In each instance there must be evidence of ability to think logically, to gather and organize material, to draw and defend conclusions, and to present the results of the foregoing procedures in a creditable manner.

In special situations, and only with the approval of the thesis committee, the department chair/school director (designee), and the Graduate School, students may collaborate on some aspects of the work contributing to their theses. However, each thesis submitted to the Graduate School for approval must be a unique product with the degree candidate as the sole author and with due acknowledgment of the contribution of collaborators. The individual student must demonstrate to his or her committee satisfactory command of all aspects of the work presented.

2385 THESIS ACCEPTANCE Approved 3/23/95, edited 2/5/08

The thesis must be tentatively accepted by the thesis examiner of the Graduate School before the distribution of the final examination copies.

University-wide requirements for theses and dissertations. All theses and dissertations must conform to university wide regulations germane to copying, binding, depositing and archiving the finished thesis or dissertation. These requirements include type and weight of paper, typeface and type quality, spacing, margins, page numbers, title page, signature page, and abstract. All theses and dissertations must also comply with applicable copyright law. Conformity with those requirements must be confirmed by Graduate School examiners before the thesis or dissertation is accepted for deposit.

For all other matters of style, individual graduate programs may choose between a single-approval or dual-approval format check for their theses and dissertations. A program may change its choice at any time by informing the Graduate School in writing. Programs choosing the dual-approval must also specify a program format authority, either a single individual for all theses and dissertations in the program, or the chair of each thesis/dissertation committee.

For programs electing single-approval the Graduate School format examiner will review all aspects of thesis or dissertation style and format to assure conformity with the Graduate School's *Guide to Writers of Theses/Dissertations* before the thesis or dissertation is accepted for deposit. This includes not only the university-wide requirements listed above, but also how figures are prepared and numbered, style of references, placement of notes, headings, chapter headings, and all other matters of manuscript style. **Programs electing dual-approval** choose to control directly all matters of style not specified in the university-wide requirements above. Items under program control include how figures are prepared and numbered, style of references, placement of notes, headings, chapter headings, and any other matter of manuscript style not covered in the university-wide requirements listed above. Theses and dissertations submitted to the Graduate School format checker must be accompanied by a signed statement that the program's format authority has reviewed and approved the elements of style specific to that program. The checker in the Graduate School will then review and confirm only the university-wide requirements before the thesis or dissertation is approved for deposit.

After tentative acceptance by the examiner, the student must file two unbound examination copies of the thesis in the departmental/school office at least one week (seven days) before the thesis defense. The defense of the thesis is open to the academic community of the University. The department/school will notify in a timely manner its

faculty, students and the Graduate School about the thesis defense in a manner consistent with its normal departmental/school lines of communication.

Subject to reasonable expectations of the chair of the student's committee, visitors may participate in questioning and discussion relevant to the topic of the thesis. However, only members of the student's committee will vote and make a final recommendation on the acceptance of the thesis. The Vice President of Graduate Studies or designee and any other members of the Graduate Faculty of that department/school may be in attendance during the committee's deliberations.

Following the defense, the student must file in the Graduate School the original and a copy of the approved thesis, unbound, with any corrections suggested by the committee. Before a thesis is finally accepted by the Graduate School, it will be examined again to verify corrections and conformity to University requirements. After binding, the original and copy of the thesis will be placed on file in the University library.

To be eligible for graduation, a student must deposit the thesis in the Graduate School Office at least 10 days before the end of the semester or term or by the deadlines published by the Graduate School. Theses filed after that date will be credited toward graduation the following semester or term. A student on academic probation is not eligible to submit a thesis or equivalent for acceptance by the Graduate School.

2400 TWO MASTER'S DEGREES SIMULTANEOUSLY Approved 11/6/86

A maximum of nine (9) hours of course work is allowable to count simultaneously toward two (2) master's degrees provided certain other stipulations are met. These stipulations are as follows: (1) that the student have the approval of the department/school granting the second master's degree prior to the completion of the first degree, (2) that all requirements for both degree programs be met within the six year time limit, (3) that a particular thesis may not be used to meet the degree requirements for more than one degree, and (4), that no more than three (3) hours of the nine (9) hours allowed to count toward the second degree be generated by independent study, practicum, or workshop credit.

2401 TWO SIMULTANEOUS SEQUENCES WITHIN A MASTER'S DEGREE PROGRAM

Approved 3/22/01

Students may have two sequences offered within the same degree program recognized on their transcript if they are enrolled in both sequences simultaneously as part of the requirements of completing the degree program. Students may share a common core of degree requirements across both sequences and can share common sequence requirements subject to the following limitations:

1. Students must complete the requirements for both sequences before completing all degree requirements.
2. The requirements for the two sequences and the degree program must be completed within a six year time limit from the time of admission to the degree program.
3. No more than nine hours of independent study (400), workshop (493) or professional practice (498) can be shared for both sequences and the degree program.
4. Thesis hours may be shared by both sequences.

Students who have been awarded a graduate degree are not eligible to pursue a second sequence within the same degree program under these provisions.

2500 INTEGRATED BACHELOR'S/MASTER'S DEGREE PROGRAMS approved 4/22/04

An integrated degree program (BA/MA or BS/MS) allows students to complete an undergraduate and graduate degree, in the same disciplinary area, within a time frame that may be less than the traditional bachelor's and master's program. Students take undergraduate and graduate-level courses simultaneously beginning as early as the 2nd semester of their junior year. Integrated degrees are normally a 5-6 year program for currently enrolled Illinois State University students. Students who wish to complete an integrated program will receive both degrees simultaneously upon completion of all program requirements for both degrees.

Admissions

Admission to the integrated program generally occurs by the end of the sophomore year, but with no more than 66 hours of required undergraduate course work. After completing 75 undergraduate hours, the student must take any graduate standardized tests required by the program and applies for the graduate program (paying the graduate application fee). After 88 hours there is a preliminary audit of the undergraduate degree. At this time the student must have a 3.0 GPA and is eligible to enroll in graduate courses (400 level). The student remains classified as an undergraduate until 120 hours is completed, after which time they will be classified as a graduate student. Continuance in the integrated program is contingent upon meeting the minimum 3.0 GPA and other requirements needed for receiving both degrees. A department/school may establish a higher GPA for admissions and continuance.

Financial Eligibility

After completing 120 undergraduate hours, the student is (a) assessed tuition and fees at the graduate level, (b) eligible for financial aid at the graduate level, and (c) eligible for graduate assistantships, scholarships, fellowships or other types of support/recognition normally available to graduate students. During the last semester of the undergraduate program, a student may be eligible to hold a graduate assistantship.

Graduate Options

For the integrated program, the masters with thesis (4-6 hours of 499) or masters without thesis options are utilized. The masters without thesis option include a comprehensive examination or culminating requirement demonstrating a mature application of skills and knowledge (e.g., professional practice, project, colloquia, or recital).

Withdrawal from Integrated Programs

Students contemplating withdrawal from the integrated program should contact their advisor. Students may elect to receive the bachelor's degree if they have completed the appropriate requirements. Students who elect to be awarded the bachelor's degree are terminated from the integrated program and are not eligible to be readmitted or be awarded an integrated degree. Students with a bachelor's degree may seek admission to the regular master's program.

Time Limit

Students have 7 years from the time of first enrollment in courses as an integrated degree student to complete the program (both degrees). Requests for extensions will be processed through the Graduate School.

Application for Degree Completion

After 88 hours for the bachelor's degree, and early in the semester in which the master's degree program completion is anticipated, the student applies separately for each degree, paying the appropriate fee for each. At that time, a master's Degree Audit (formerly Plan of Study) is submitted to the Graduate School. For the commencement ceremony, the student is listed in both the bachelor and master sections and, if appropriate, listed for undergraduate honors. Participation in commencement is separate from the degree completion application and is filed with the Office of Student Life.

All policies/regulations related to undergraduate or graduate degree programs apply to the integrated degree programs except as specifically differentiated in this regulation.

3000 MASTER OF FINE ARTS

Offered in the School of Art and the School of Theatre, the Master of Fine Arts (MFA) is a terminal degree that emphasizes theory and practice in a particular discipline of the arts. Approved 11/19/87

3100 ADMISSION Approved 2/23/89

All regular criteria for admission to a degree program in the Graduate School of the University will apply. In addition, applicants in the School of Theater must audition and applicants in the School of Art must submit a portfolio along with meeting other school requirements.

This material will be reviewed by the members of the Graduate Faculty in the applicant's intended area of emphasis. After evaluations have been completed, the Admissions Office will notify the applicant of the decision regarding admission to the MFA.

3160 EXCEPTIONAL ADMISSION TO PERFORMANCE SEQUENCE IN FINE ARTS Approved 11/9/89

Students exhibiting significant levels of talent who have received conservatory or academy degrees and are capable of completing practice-oriented graduate degrees may be admitted to the College of Fine Arts if they meet the following:

1. An assessment (e.g. audio tape, videotape, portfolio, audition, performance documentation, letters of recommendation) of the work done at the conservatory or academy be completed by the affected department in order to assess that school requirements for admission to a graduate degree program in performance/studio/creative work are clearly met;
2. Students from foreign conservatories or academies, which are the primary educational programs for artists in foreign countries, may be admitted based on completion of their professional training, and professional experience, but only into performance/studio/creative sequences in the College of Fine Arts.
3. If the student has completed the conservatory or academy training in less than four years, but has significant professional credentials, these accomplishments may be considered for acceptance in lieu of the additional years of traditional undergraduate education;
4. Each admission will be individually approved by the appropriate school and the College, Graduate School, and Admissions Office.

3200 ACADEMIC ADVISERS Approved 11/19/87

In the School of Art the student in the pre-candidacy phase of the program selects a major adviser with the help of the Director of Graduate Studies in Art. With the help of the major adviser the student selects a candidacy review committee of three members. The chairperson of this committee must be from the student's major area of emphasis. Normally, the candidacy review committee continues as the student's graduate committee during the candidacy phase of the program.

In the School of Theatre, the school director, in consultation with faculty whom the school director deems appropriate, will select the candidate's Portfolio Committee. The committee chairperson must come from the student's major area of emphasis.

3300 DEGREE REQUIREMENTS

3310 RESIDENCY Approved 11/19/87

A student without an earned master's degree must complete a residency requirement of at least four semesters with at least two of them being full-time, consecutive semesters. A student with an earned master's degree must

complete a residency requirement of at least two full-time, consecutive semesters. Summer session may be counted toward the two consecutive semester requirement only in the School of Theatre.

3320 MFA TIME LIMITATIONS Approved 11/19/87, Updated 3/22/01

All requirements for the Master of Fine Arts degree must be completed within eight calendar years, beginning with the date the student first registers as a degree student. This time limit applies to enrollment in all graduate course work in the student's program including work for which transfer credit is allowed. If a course taken to complete the requirements for the MFA degree is not within the eight year period allowed for the degree program, the student's school may require the student to retake the course for credit or allow the student to demonstrate current knowledge of the subject matter. If the latter is used, currency must be demonstrated to the satisfaction of the school offering the course through successful completion of an appropriate examination or other assessment if available from the school. Otherwise, outdated course work must be deleted from, and other course work must be substituted in, the Degree Audit (formerly Plan of Study). Credits more than eight years old at the time of first registration into a degree program are not transferable from other institutions. When graduate study is interrupted by military service or other contingencies, the eight-year limit may be extended by the Graduate School.

3330 MFA TRANSFER OF CREDIT Approved 11/19/87, Updated 3/22/01

Credits more than eight years old at the time of first registration into a Master of Fine Arts degree program are not transferable from other institutions.

The work must not form part of a completed degree program elsewhere. Under special circumstances, the Graduate School may allow a student to present a larger number of credits if recommended by the department. A student who plans to take work elsewhere should obtain prior approval indicating that the course or courses are appropriate to the student's curriculum at Illinois State University. Correspondence courses are not accepted toward the MFA degree.

To be considered for transfer of credit, a course must be taught at the graduate level and the student must have received at least a B grade in the course. In addition, a school evaluation of all courses presented is necessary prior to consideration by the Graduate School.

In the School of Art, a student can transfer no more than nine semester hours of credit from any graduate program (including a master's program in art at Illinois State University) for use in meeting the requirements of the MFA degree.

In the School of Theatre, a student who does not have an earned master's degree may present a maximum of six semester hours of credit from another college or university for use in meeting the requirements of the MFA degree. However, he/she may present all earned hours from a master's program in theatre at Illinois State University for use in meeting these requirements. A theatre student who has an earned master's degree must earn a minimum of 32 hours in the MFA program at Illinois State University.

3340 CURRICULUM REQUIREMENTS Approved 11/19/87

A professionally oriented program, the MFA requires a minimum of 60 hours for a student with only a bachelor's degree or a minimum of 32 hours for a student with an earned master's degree. The total hours required for a student with an earned master's degree will be based on an evaluation of the student's portfolio and academic record. However, the final determination will not be made until the student has completed a minimum of six semester hours in the student's major area of emphasis. A candidate for the degree must demonstrate proficiency both as a practitioner and a teacher in one of several areas of emphasis listed in the Graduate Catalog.

3350 ADMISSION TO CANDIDACY Approved 11/19/87

In order to be admitted to candidacy, the student without an earned master's degree must have completed 24 hours of graduate study at Illinois State University or two semesters of full-time resident study. The student with an earned master's degree must have completed 12 hours of graduate study at Illinois State University or one

semester of full-time resident study. All students must have a grade average of B or better with no more than 5 (6 in the School of Theatre) hours below B.

Before becoming a candidate for the MFA in Art, the student must pass a candidacy review that includes approval of the following items: (1) portfolio of studio work; (2) final Degree Audit (formerly Plan of Study); and (3) proposal for the Supportive Statement (an exhibition-related written project).

Before becoming a candidate for the MFA in Theatre, the student must have a Degree Audit (formerly Plan of Study) on file with the Graduate School and pass a qualifying examination which is administered by the student's MFA Portfolio Committee. Admission to candidacy, which usually occurs in the final semester, must be satisfied before the student is allowed to schedule an exit portfolio presentation.

3360 GENERAL COURSE LIMITATION Approved 11/19/87

Candidates for the MFA may present no more than 15 total hours of general courses 393, 397, 400, 493 and 498 toward their degree.

6000 DOCTOR OF EDUCATION

The Doctor of Education degrees (Ed.D.) are designed for the preparation of practitioners competent in identifying and solving complex educational problems and who have the ability to understand and conduct research in their field. The career objectives of program graduates generally lie in areas of education at any academic level. Approved 4/14/88

6100 ADMISSION TO Ed.D. DEGREE Approved 12/8/88; Edited 3/25/04; Edited 7/8/05

Students seeking admission to a Doctor of Education (Ed.D.) degree program must submit letters of recommendation and scores on the General Test of the Graduate Record Examination if required by the department and one official transcript from each college or university attended at the undergraduate and graduate level. The admission grade point average is a computation of all previous work at the graduate level. Students may be required to come to the campus for an interview. Admission to an Ed.D. program will take account of personal and professional qualifications as well as scholastic records and measurement of academic ability. Admission to the Ed.D. program requires a level of preparation equivalent to a master's degree in an appropriate discipline from an accredited institution. Departments may make exceptions in specific cases. Admission requires approval by both the department and the Graduate School.

6200 ACADEMIC ADVISER Approved 4/14/88

Each department is responsible for advising each student upon admittance to the program and informing the student of the source of this assistance. The student's Degree Audit (formerly Plan of Study) must have the approval of appropriate departmental officials and the Graduate School and should be submitted early in the student's program.

6300 MINOR FIELDS Approved 4/14/88

A Doctor of Education student may select a minor field (or fields) of study. The selection and composition of a minor field (or fields) must have the approval of the Graduate School and the major and minor departments. A minor field may, under certain circumstances, be in the same department as the major field.

6400 DEGREE REQUIREMENTS

6410 RESIDENCY Ed.D. Approved 4/23/92; updated 9/19/02

Purposes of Doctoral Residency:

1. To orient and prepare graduate students to meet academic expectations and engage in activities that are associated with involvement in a scholarly environment within a community of scholars as they pursue their doctoral degree.
2. To engage and stimulate the intellectual, personal, and social development of graduate students in the process of inquiry.

Full-time residency, for the purposes indicated above, consists of at least two terms (a term would consist of one semester or a summer term of at least eight weeks).

Full time residency is defined as at least nine semester hours of course work during a semester or six semester hours during a summer session. Departments may develop other options for meeting the residency requirement through the curricular process. Once a residency option is approved, it shall appear in the departmental section of the graduate catalog.

Each student will file a Declaration of Residency for approval of the department prior to entering into residency. The department will verify the completion of residency and then file the declaration with the Graduate School. Any exceptions to the above requirements must have the approval of the department and the Graduate School

6420 ED.D. TIME LIMITATIONS Approved 4/14/88, Updated 3/22/01

All requirements for the Ed.D, including the dissertation, must be completed by the end of eight calendar years beginning with the date the student first registers as a Doctor of Education degree student.. This time limit applies to enrollment in all graduate course work in the student's program. If a course taken to complete the requirements for the Ed.D. degree is not within the eight-year period allowed for the degree program, the student's department may require the student to retake the course for credit or allow the student to demonstrate current knowledge of the subject matter. If the latter is used, currency must be demonstrated to the satisfaction of the department offering the course through successful completion of an appropriate examination or other assessment if available from the department. Courses from other institutions more than eight years old at the time of first registration into the degree program may not be used. When graduate study is interrupted by military service or other contingencies, the eight year limit may be extended by the Graduate School.

6430 COURSE REQUIREMENTS Approved 4/14/88

An Ed.D. degree is not granted on the basis of a student having successfully completed a certain number of courses, but upon evidence of scholarly attainment as demonstrated especially by examinations and competence in research.

6440 RESEARCH TOOL REQUIREMENT FOR AN Ed.D. Approved 10/15/98

Ed.D. candidates are expected to have developed research competencies appropriate to doctoral candidates in their fields. These may involve proficiencies in quantitative and/or qualitative research and may include such areas as statistics, measurement and evaluation, and field studies/ethnography.

6450 COMPREHENSIVE/PRELIMINARY EXAMINATIONS Approved 4/14/88

The comprehensive/preliminary examination is written, or, written and oral. It covers the major and any minor fields. It also is concerned with the student's professional competence and ability to undertake independent research. The examination cannot be taken more than three times.

6460 ADMISSION TO CANDIDACY Approved 4/14/88

A Doctor of Education student will be admitted to candidacy after: 1) a Degree Audit (formerly Plan of Study) has been submitted to the Graduate School and approved; 2) the comprehensive/preliminary examination has been successfully completed and reported to the Graduate School and 3) the research tool requirement has been met; and 4) the dissertation proposal has been approved by the dissertation committee and reported to the Graduate School.

6470 DISSERTATION

6471 REGISTRATION FOR DISSERTATION WORK Approved 12/11/86

Fifteen semester hours of 599 dissertation research are required for the Ed.D. degree. Any student using the services of the academic staff or the facilities of the University must be registered for the semester or term during which the services are rendered or facilities are used. Also, to register for 599 the student must actually be working on the research under the direction of the adviser or dissertation chairperson.

6472 CONTINUOUS REGISTRATION Approved 11/14/96

Once admitted to candidacy in a Doctor of Education degree program, as defined by the Admission to Candidacy policy, and after the student has completed all coursework on the Degree Audit (formerly Plan of Study) and the required number of hours (15) of 599, dissertation research, the student is required to maintain continuous registration. The requirement for continuous registration may be fulfilled by registering for Dissertation 599.01 (audit). The requirement for continuous registration does not apply during a summer term unless the student is graduating in that term. Registration for 599.01 may be in absentia. If circumstances prohibit continuing registration a student must request a leave of absence from the department and then from the Graduate School. Any student interrupting registration without obtaining a leave of absence must pay tuition for one credit hour of 599.01 for each of the delinquent semesters upon reenrollment and/or reinstatement. Any student requesting

reinstatement in a degree program must direct an application for readmission to the Admissions Office. (See Regulation 1210 Academic Load for Graduate Assistant insurance information.)

PROCEDURE FOR CONTINUOUS REGISTRATION Ed.D. Approved 11/14/96

Doctoral students who are writing a dissertation and who have completed all other degree requirements must maintain continuous registration each semester with either dissertation hours or one semester hour of dissertation audit. This requirement does not apply to the summer term unless the student is graduating at the end of that term (August). This policy applies to any doctoral student regardless of the catalog under which the student entered.

A doctoral student who has completed the required 15 semester hours of 599 and has a "Research Proposal Approval Form" and a "Degree Audit (formerly Plan of Study)" on file in the Graduate School Office may apply for one hour of dissertation audit, 599.01

After the student has registered for one semester of 599.01, the Registration Office will automatically register and bill the student for 599.01 each semester until continuous registration is interrupted, either by non-payment of the tuition bill or by successfully meeting all graduation requirements. Any student interrupting continuous registration without obtaining a leave of absence from the Graduate School must pay tuition for one credit hour of 599.01 for each of the delinquent semesters upon reenrollment and/or reinstatement. Any student requesting reinstatement in a degree program must direct an application for readmission to the Admissions Office.

6473 DISSERTATION COMMITTEE FOR ED.D. Approved 4/23/92, revised 4/22/04

A dissertation is written under the direction of a dissertation committee appointed in a manner specified by the department. The committee must consist of three (3) members from within the department and may include additional internal or external members at the department's discretion. The chair and a majority of the committee shall be Full Members of the Graduate Faculty from the department in which the degree program is located. Associate Members may serve on dissertation committees. Proposed committee members who are not members of the Illinois State Graduate Faculty must be approved by the Director of Graduate Studies. All committee members must have terminal degrees.

6474 DISSERTATION PROPOSAL FOR ED.D. Approved 2/18/99

The student is required to file an approved Proposal for Research with the department at the time and in a manner specified by the department. The title, scope, and design of the dissertation must be approved by the student's dissertation committee. Institutional policy requires that all research involving human subjects be reviewed and approved by the Institutional Review Board (IRB). Research involving animals must be approved by the Institutional Animal Care and Use Committee (IACUC). Research involving biohazards must be reviewed by the Institutional Biosafety Committee (IBC). A copy of the Proposal for Research Approval form shall be deposited in the Graduate School no later than the early part of the semester or term in which completion of the doctoral degree is expected, in accordance with the deadlines published by the Graduate School.

While the dissertation for the Ed.D. may meet the expectation for independent research and an original contribution to knowledge, it is customary to allow greater flexibility for the Ed.D. dissertation, so that it may, for instance, involve the application of existing knowledge or theory to a practical educational problem or situation.

6475 DISSERTATION ACCEPTANCE Approved 3/23/95, edited 2/5/08

The dissertation must be tentatively accepted by the dissertation examiner of the Graduate School before the distribution of the final examination copies.

University-wide requirements for theses and dissertations. All theses and dissertations must conform to university wide regulations germane to copying, binding, depositing and archiving the finished thesis or dissertation. These requirements include type and weight of paper, typeface and type quality, spacing, margins,

page numbers, title page, signature page, and abstract. All theses and dissertations must also comply with applicable copyright law. Conformity with those requirements must be confirmed by Graduate School examiners before the thesis or dissertation is accepted for deposit.

For all other matters of style, individual graduate programs may choose between a single-approval or dual-approval format check for their theses and dissertations. A program may change its choice at any time by informing the Graduate School in writing. Programs choosing the dual-approval must also specify a program format authority, either a single individual for all theses and dissertations in the program, or the chair of each thesis/dissertation committee.

For programs electing single-approval the Graduate School format examiner will review all aspects of thesis or dissertation style and format to assure conformity with the Graduate School's *Guide to Writers of Theses/Dissertations* before the thesis or dissertation is accepted for deposit. This includes not only the university-wide requirements listed above, but also how figures are prepared and numbered, style of references, placement of notes, headings, chapter headings, and all other matters of manuscript style. **Programs electing dual-approval** choose to control directly all matters of style not specified in the university-wide requirements above. Items under program control include how figures are prepared and numbered, style of references, placement of notes, headings, chapter headings, and any other matter of manuscript style not covered in the university-wide requirements listed above. Theses and dissertations submitted to the Graduate School format checker must be accompanied by a signed statement that the program's format authority has reviewed and approved the elements of style specific to that program. The checker in the Graduate School will then review and confirm only the university-wide requirements before the thesis or dissertation is approved for deposit.

After tentative acceptance by the examiner the student must file two unbound examination copies of the dissertation in the departmental office at least one week (seven days) before the dissertation defense. The defense of the dissertation is open to the academic community of the University. The chair of the examining committee will notify the Graduate School of the date, time, location and tentative title of the dissertation two weeks prior to the defense. The Graduate School will notify the University community of the public presentation.

Subject to reasonable expectations of the chair of the student's committee, visitors may participate in questioning and discussion relevant to the topic of the dissertation. However, only members of the student's committee will vote and make a final recommendation on the acceptance of the dissertation. The Graduate School or designee and any other members of the Graduate Faculty of that department may be in attendance during the committee's deliberations.

Following the defense, the student must file in the Graduate School the original and two copies of the approved dissertation, unbound, with any corrections suggested by the committee. Before a dissertation is finally accepted by the Graduate School, it will be examined again to verify corrections and conformity to University requirements.

The student is not required to have the dissertation published but will be required to pay the expense of microfilming for distribution by ProQuest Information and Learning. After binding, the original and copy of the dissertation will be placed on file in the University library.

To be eligible for graduation a student must deposit the dissertation in the Graduate School Office at least 10 days before the end of the semester or by the deadlines published by the Graduate School. Dissertations filed after that date will be credited toward graduation the following semester or session.

7000 DOCTOR OF PHILOSOPHY

The Doctor of Philosophy degrees (Ph.D.) are designed for the preparation of individuals competent in research and scholarly inquiry whose career objectives are generally in research, teaching, consultation, or leadership roles in universities, colleges, institutes, educational agencies or private practice. Approved 4/14/88

7100 ADMISSION TO Ph.D. DEGREE Approved 12/8/88, Edited 3/25/04; Edited 7/8/05

Students seeking admission to a Doctor of Philosophy (Ph.D.) degree program must submit letters of recommendation and scores on the General Test of the Graduate Record Examination if required by the department and one official transcript from each college or university attended at the undergraduate and graduate level. The admission grade point average is a computation of all previous work at the graduate level. Students may be required to come to the campus for an interview. Admission to a Ph.D. program will take account of personal and professional qualifications as well as scholastic records and measurement of academic ability. Admission to the Ph.D. program requires a level of preparation equivalent to a master's degree in an appropriate discipline from an accredited institution. Departments may make exceptions in specific cases. Admission requires approval by both the department and the Graduate School.

7200 ACADEMIC ADVISER Approved 4/14/88

Each department is responsible for advising each student upon admittance to the program. The student's Degree Audit (formerly Plan of Study) must have the approval of appropriate departmental officials and the Graduate School and should be submitted early in the student's program.

7300 MINOR FIELDS Approved 4/14/88

A Doctor of Philosophy student may select a minor field (or fields) of study. The selection and composition of a minor field (or fields) must have the approval of the Graduate School and the major and minor departments. A minor field may, under certain circumstances, be in the same department as the major field.

7400 DEGREE REQUIREMENTS

7410 RESIDENCY Ph.D. Approved 4/23/92; updated 9/19/02

Purposes of Doctoral Residency:

1. To orient and prepare graduate students to meet academic expectations and engage in activities that are associated with involvement in a scholarly environment within a community of scholars as they pursue their doctoral degree.
2. To engage and stimulate the intellectual, personal, and social development of graduate students in the process of inquiry.

Full-time residency, for the purposes indicated above, consists of at least two terms (a term would consist of one semester or a summer term of at least eight weeks).

Full time residency is defined as at least nine semester hours of course work during a semester or six semester hours during a summer session. Departments may develop other options for meeting the residency requirement through the curricular process. Once a residency option is approved, it shall appear in the departmental section of the graduate catalog.

Each student will file a Declaration of Residency for approval of the department prior to entering into residency. The department will verify the completion of residency and then file the declaration with the Graduate School. Any exceptions to the above requirements must have the approval of the department and the Graduate School

7420 TIME LIMITATIONS Approved 4/14/88, Updated 3/22/01

All requirements for the Ph.D, including the dissertation, must be completed by the end of eight calendar years beginning with the date the student first registers as a Doctor of Philosophy degree student. This time limit applies to enrollment in all graduate course work in the student's program. If a course taken to complete the requirements for the Ph.D. degree is not within the eight-year period allowed for the degree program, the student's department may require the student to retake the course for credit or allow the student to demonstrate current knowledge of the subject matter. If the latter is used, currency must be demonstrated to the satisfaction of the department offering the course through successful completion of an appropriate examination or other assessment if available from the department. Courses from other institutions more than eight years old at the time of first registration into the degree program may not be used. When graduate study is interrupted by military service or other contingencies, the eight year limit may be extended by the Graduate School.

7430 COURSE REQUIREMENTS Approved 4/14/88

A Doctor of Philosophy degree is not granted on the basis of a student having successfully completed a certain number of courses, but upon evidence of scholarly attainment as demonstrated especially by competence in research.

7440 RESEARCH TOOL REQUIREMENT FOR A Ph.D. Approved 1/29/99

Ph.D. candidates are expected to have developed research competencies appropriate to doctoral candidates in their fields. These competencies may include areas such as computer science, statistics, qualitative analysis, and foreign language. Each department shall establish and verify currency of each candidate's research competency except when a foreign language is used as part of this competency.

When a language is used in meeting a research competency, this requirement can be met by one of the following:

1. Obtaining a satisfactory score on a University administered language examination approved by the Graduate School available in French, German or Spanish. Ph.D. candidates who wish to complete a proficiency examination in a language other than French, German or Spanish in lieu of appropriate coursework should contact the Graduate School.
2. Earning a B grade or better in a 116 level foreign language course at Illinois State University or the equivalent from another institution. The Graduate School has the responsibility of certifying the acceptable level of proficiency has been met.
3. Satisfying other requirements as determined by the department with approval by the Graduate School.

Students whose native language is not English may, with departmental approval, petition the Graduate School to substitute proficiency in the English language as fulfillment of one of the required tools. Proficiency in English as a second language is demonstrated by skills sufficient to give and comprehend lectures in the field of specialization, to respond to questions relating to the specialization as well as to read the language without the aid of a dictionary. The student's major department shall furnish evidence to the Graduate School that advanced English proficiency has been achieved.

7450 COMPREHENSIVE/PRELIMINARY EXAMINATIONS Approved 4/14/88

The comprehensive/preliminary examination is written, or, written and oral. It covers the major and any minor fields. It also is concerned with the student's professional competence and ability to undertake independent research. The examination cannot be taken more than three times.

7460 ADMISSION TO CANDIDACY Approved 4/14/88

A Doctor of Philosophy student will be admitted to candidacy after: 1) a Degree Audit (formerly Plan of Study) has been submitted to the Graduate School and approved; 2) the comprehensive/preliminary examination has been successfully completed and reported to the Graduate School and 3) the research tool requirement has been

met; and 4) the dissertation proposal has been approved by the dissertation committee and reported to the Graduate School.

7470 DISSERTATION

7471 REGISTRATION FOR DISSERTATION WORK Approved 12/11/86

Fifteen semester hours of 599 dissertation research are required for the Ph.D. degree. Any student using the services of the academic staff or the facilities of the University must be registered for the semester or term during which the services are rendered or facilities are used. Also, to register for 599 the student must actually be working on the research under the direction of the adviser or dissertation chairperson.

7472 CONTINUOUS REGISTRATION Approved 11/14/96

Once admitted to candidacy in a Doctor of Philosophy degree program, as defined by the Admission to Candidacy policy, and after the student has completed all coursework on the Degree Audit (formerly Plan of Study) and the required number of hours (15) of 599, dissertation research, the student is required to maintain continuous registration. The requirement for continuous registration may be fulfilled by registering for Dissertation 599.01 (audit). The requirement for continuous registration does not apply during a summer term unless the student is graduating in that term. Registration for 599.01 may be in absentia. If circumstances prohibit continuing registration a student must request a leave of absence from the department and then from the Graduate School. Any student interrupting registration without obtaining a leave of absence must pay tuition for one credit hour of 599.01 for each of the delinquent semesters upon reenrollment and/or reinstatement. Any student requesting reinstatement in a degree program must direct an application for readmission to the Admissions Office. (See Regulation 1210 Academic Load for Graduate Assistant insurance information.)

PROCEDURE FOR CONTINUOUS REGISTRATION Ph.D. Approved 11/14/96

Doctoral students who are writing a dissertation and who have completed all other degree requirements must maintain continuous registration each semester with either dissertation hours or one semester hour of dissertation audit. This requirement does not apply to the summer term unless the student is graduating at the end of that term (August). This policy applies to any doctoral student regardless of the catalog under which the student entered.

A doctoral student who has completed the required 15 semester hours of 599 and has a "Research Proposal Approval Form" and a "Degree Audit (formerly Plan of Study)" on file in the Graduate School Office may apply for one hour of dissertation audit, 599.01

After the student has registered for one semester of 599.01, the Registration Office will automatically register and bill the student for 599.01 each semester until continuous registration is interrupted, either by non-payment of the tuition bill or by successfully meeting all graduation requirements. Any student interrupting continuous registration without obtaining a leave of absence from the Graduate School must pay tuition for one credit hour of 599.01 for each of the delinquent semesters upon reenrollment and/or reinstatement. Any student requesting reinstatement in a degree program must direct an application for readmission to the Admissions Office.

7473 DISSERTATION COMMITTEE FOR Ph.D. Approved 4/23/92; revised 4/22/04

A dissertation is written under the direction of a dissertation committee appointed in a manner specified by the department. The committee must consist of three (3) members from within the department and may include additional internal or external members at the department's discretion. The chair and a majority of the committee shall be Full Members of the Graduate Faculty from the department in which the degree program is located. Proposed committee members who are not members of the Illinois State University Graduate Faculty must be approved by the Director of Graduate Studies. All committee members must have terminal degrees.

7474 DISSERTATION PROPOSAL FOR Ph.D. Approved 12/11/86, updated 2/18/99

The student is required to file an approved Proposal for Research with the department at the time and in a manner specified by the department. The title, scope, and design of the dissertation must be approved by the student's dissertation committee. Institutional policy requires that all research involving human subjects be reviewed and approved by the Institutional Review Board (IRB). Research involving animals must be approved by the

Institutional Animal Care and Use Committee (IACUC). Research involving biohazards must be reviewed by the Institutional Biosafety Committee (IBC). A copy of the Proposal for Research Approval form shall be deposited in the Graduate School no later than the early part of the semester or term in which completion of the doctoral degree is expected, in accordance with the deadlines published by the Graduate School.

The dissertation for the Ph.D. must involve independent research and an original contribution to knowledge.

7475 DISSERTATION ACCEPTANCE Approved 3/23/95, edited 2/5/08

The dissertation must be tentatively accepted by the dissertation examiner of the Graduate School before the distribution of the final examination copies.

University-wide requirements for theses and dissertations. All theses and dissertations must conform to university wide regulations germane to copying, binding, depositing and archiving the finished thesis or dissertation. These requirements include type and weight of paper, typeface and type quality, spacing, margins, page numbers, title page, signature page, and abstract. All theses and dissertations must also comply with applicable copyright law. Conformity with those requirements must be confirmed by Graduate School examiners before the thesis or dissertation is accepted for deposit.

For all other matters of style, individual graduate programs may choose between a single-approval or dual-approval format check for their theses and dissertations. A program may change its choice at any time by informing the Graduate School in writing. Programs choosing the dual-approval must also specify a program format authority, either a single individual for all theses and dissertations in the program, or the chair of each thesis/dissertation committee.

For programs electing single-approval the Graduate School format examiner will review all aspects of thesis or dissertation style and format to assure conformity with the Graduate School's *Guide to Writers of Theses/Dissertations* before the thesis or dissertation is accepted for deposit. This includes not only the university-wide requirements listed above, but also how figures are prepared and numbered, style of references, placement of notes, headings, chapter headings, and all other matters of manuscript style. **Programs electing dual-approval** choose to control directly all matters of style not specified in the university-wide requirements above. Items under program control include how figures are prepared and numbered, style of references, placement of notes, headings, chapter headings, and any other matter of manuscript style not covered in the university-wide requirements listed above. Theses and dissertations submitted to the Graduate School format checker must be accompanied by a signed statement that the program's format authority has reviewed and approved the elements of style specific to that program. The checker in the Graduate School will then review and confirm only the university-wide requirements before the thesis or dissertation is approved for deposit.

After tentative acceptance by the examiner the student must file two unbound examination copies of the dissertation in the departmental office at least one week (seven days) before the dissertation defense. The defense of the dissertation is open to the academic community of the University. The chair of the examining committee will notify the Graduate School of the date, time, location and tentative title of the dissertation two weeks prior to the defense. The Graduate School will notify the University community of the public presentation.

Subject to reasonable expectations of the chair of the student's committee, visitors may participate in questioning and discussion relevant to the topic of the dissertation. However, only members of the student's committee will vote and make a final recommendation on the acceptance of the dissertation. The Graduate School or designee and any other members of the Graduate Faculty of that department may be in attendance during the committee's deliberations.

Following the defense, the student must file in the Graduate School the original and two copies of the approved dissertation, unbound, with any corrections suggested by the committee. Before a dissertation is finally accepted by the Graduate School, it will be examined again to verify corrections and conformity to University requirements.

The student is not required to have the dissertation published but will be required to pay the expense of microfilming for distribution by ProQuest Information and Learning. After binding, the original and copy of the dissertation will be placed on file in the University library.

To be eligible for graduation a student must deposit the dissertation in the Graduate School Office at least 10 days before the end of the semester or by the deadlines published by the Graduate School. Dissertations filed after that date will be credited toward graduation the following semester or session.

8000 SPECIALIST

The Specialist in School Psychology degree is offered in the Department of Psychology in the College of Arts and Sciences. Approved 1991.

8100 ADMISSION

8110 ADMISSION CRITERIA approved 1991

An applicant for the program leading to the S.S.P. degree must have a bachelor's degree from a four-year college or university that is accredited by the appropriate regional accrediting association, or its equivalent as determined by the Graduate School. Applicants are considered on the basis of their academic record, scores on the general and advanced tests of the Graduate Record Examination, 3 letters of recommendation, and a personal data form. To be admitted to the degree program a student must have at least a 3.0 grade point average (on a scale in which A equals 4) in the last 60 hours of undergraduate work and the approval of the academic department.

8120 PROVISIONAL ADMISSION approved 1991

A student whose application for the degree program is incomplete because not all required supporting material has been received in the Admissions Office may be admitted as a provisional degree student. The provisional student may be granted a permit to register for one semester as a degree student only, pending a decision on his/her application for admission. A provisional student is not a student-at-large. The degree-seeking applicant who enrolls as a provisional degree student accepts the risk of termination from the program if the provisional status is not cleared in the student's first semester.

8130 PROBATIONARY ADMISSION approved 1991

A student who does not meet the minimum grade point requirement but whose academic record and entrance examination scores give promise of high performance may be admitted as a probationary degree student. This admission must be based upon other documentation that the department deems important. Examples include exceptional scores on standard or additional examinations, interviews, letters of recommendation, and/or exceptional grades in previous graduate work. Such recommendations for admission will be forwarded to the Graduate School for approval only if the student does not meet the minimum grade point average of 2.8 in the last 60 semester hours of undergraduate work and, in the case of international students, does not attain a minimum score of 550 (213 computer-based test) on the Test of English as a Foreign Language (TOEFL).

A student who meets the Graduate School established minimums but not the department's minimum admission requirements may be admitted by the department on a probationary basis without approval from the Graduate School. Such admission may be restricted to a trial period of one semester. Any special restrictions of this type will be noted on the admission form along with other requirements for continued graduate study. These may include the successful completion of specific courses, the obtaining of a minimum specified grade point average, and/or other requirements. If these requirements are not met, the student may be terminated from the program at the end of one semester upon the recommendation of the department and approval of the Graduate School.

8140 DEFICIENCIES approved 1991

When an applicant has been accepted, the department will indicate any courses that may be required to remove undergraduate deficiencies. The department also may specify certain graduate courses which will be required in addition to those listed in the catalog and will designate which, if any, of these courses may be used in meeting requirements for the degree.

8150 SENIORS TAKING GRADUATE COURSES FOR GRADUATE CREDIT approved 1991

Undergraduates can take graduate courses for graduate credit if they (1) are in their final semester; (2) have no more than twelve hours of undergraduate course work to complete; and (3) have been admitted provisionally into a graduate degree program at Illinois State University. Total registration can not exceed fifteen hours in that semester. Students must graduate at the end of that academic term to receive graduate credit for the courses taken. An exception is made when students must schedule practicum/student teaching requirements during their final semester. In such cases, qualified students may register for graduate courses during the academic term preceding the semester in which the practicum/student teaching requirements are met.

All course work taken for graduate credit must be approved by the department and the Graduate School BEFORE students register. A form for that purpose is available in the Admissions Office.

Course work will count toward a graduate degree only if a student qualifies under the above criteria. Course work taken for graduate credit cannot count toward a bachelor's degree.

This opportunity is also extended to last semester seniors of other universities who find it possible to take graduate work at this University while completing requirements for the bachelor's degree on their own campuses.

8200 S.S.P. DEGREE OPTION AND CREDIT REQUIREMENTS approved 1991, rev 3/03, edited 6/05

The Specialist in School Psychology degree requires the completion of a minimum of 60 semester hours of graduate level course work including practicum experiences; a full-time, nine-month internship in a school setting, and completion of a thesis or non-thesis option. The thesis option requires a minimum of 4 semester hours of PSY 499 credit. The non-thesis option requires 4 semester hours of an applied research experience in School Psychology.

Students must maintain a grade point average of at least 3.0 throughout their graduate training. Additionally, no more than 9 semester hours with grades of "C" are permissible.

Students must present, exclusive of Thesis 499 or the applied research experience, not less than 30 hours of 400-level course work.

8300 DEGREE REQUIREMENTS

8320 SPECIALIST TIME LIMITATIONS approved 1991, updated 3/22/01

All requirements for the S.S.P. degree must be completed within six calendar years beginning with the date the student first registers as a Specialist in School Psychology degree student. This time limit applies to enrollment in all graduate course work in the student's program including work for which transfer credit is allowed. If a course taken to complete the requirements for the S.S.P. degree is not within the six-year period allowed for the degree program, the student's department may require the student to retake the course for credit or allow the student to demonstrate current knowledge and/or proficiency of the subject matter. If the latter is used, currency must be demonstrated to the satisfaction of the department offering the course through successful completion of an appropriate examination or other assessment if available from the department. Otherwise, outdated course work must be deleted from, and other course work must be substituted in, the Degree Audit (formerly Plan of Study). Credits more than six years old at the time of first registration into a degree program are not transferable from other institutions. When graduate study is interrupted by military service or other contingencies, the six year limit may be extended by the Graduate School.

8330 SPECIALIST TRANSFER CREDIT approved 1991, updated 3/22/01

Upon recommendation of the department and with the approval of the Graduate School, a student may present a maximum of nine semester hours of graduate credit from another college or university that is accredited by the appropriate regional accrediting association for use in meeting the requirements of the S.S.P. degree.

Credits more than six years old at the time of first registration into a degree program are not transferable from other institutions. The work must not form part of a completed degree program elsewhere. Under special

circumstances, the Graduate School may allow a student to present a larger number of credits if recommended by the department. A student who plans to take work elsewhere should obtain prior approval indicating that the course or courses are appropriate to the student's curriculum at Illinois State University. Correspondence courses are not accepted toward a specialist's degree.

To be considered for transfer of credit, a course must be taught at the graduate level and the student must have received at least a B grade in the course. In addition, a departmental evaluation of all courses presented is necessary prior to consideration by the Graduate School.

8370 S.S.P. ADMISSION TO CANDIDACY approved 1991, revised 3/03

To be admitted to candidacy for the S.S.P. degree the student must have an approved Degree Audit (formerly Plan of Study) on file in the Graduate School, completed all deficiencies, a minimum G.P.A. of 3.0 in graduate course work at Illinois State, and if choosing a thesis option, a copy of the Proposal for Research approval form on file in the Graduate School.

8380 THESIS

8381 REGISTRATION FOR THESIS WORK approved 1991

The student under the thesis option must register for four hours of 499 Thesis. Any student using the services of the academic staff or the facilities of the University must be registered for the semester or term during which the services are rendered or the facilities are used. Also, to register for 499 the student must actually be working on the subject under the direction of the advisor or thesis chairperson. No grade will be given for the course but credit will be entered on the student's record at the time the approved thesis is deposited in the Graduate School Office. No credit for 499 may be given to a student who does not complete a thesis.

8382 CONTINUOUS REGISTRATION (S.S.P.) Approved 11/14/96

After the Thesis Proposal approval form has been accepted in the Graduate School and a student has completed the courses on the approved Degree Audit (formerly Plan of Study) and registered for four hours of 499 Thesis, the student is required to maintain continuous registration. The requirement for continuous registration may be fulfilled by registering for Thesis 499.01 (audit). The requirement for continuous registration does not apply during a summer term unless the student is graduating in that term. Registration for 499.01 may be in absentia. If circumstances prohibit continuing registration a student must request a leave of absence from the department and then from the Graduate School. Any student interrupting registration without obtaining a leave of absence must pay tuition for one credit hour of 499.01 for each of the delinquent semesters upon reenrollment and/or reinstatement. Any student requesting reinstatement in a degree program must direct an application for readmission to the Admissions Office. (See Regulation 1210 Academic Load for Graduate Assistant insurance information.)

PROCEDURE FOR CONTINUOUS REGISTRATION FOR S.S.P. Approved 11/14/96

A student who is writing a thesis and who has completed all other degree requirements must maintain continuous registration each semester with either thesis hours or one semester hour of thesis audit. This requirement does not apply to the summer term unless the student is graduating at the end of that term (August). This policy applies to any student planning to graduate with a thesis option regardless of the catalog under which the student entered.

A thesis student who has completed the required 4 semester hours of 499 and has a "Research Proposal Approval Form" and a "Degree Audit (formerly Plan of Study)" on file in the Graduate School Office may apply for one hour of thesis audit, 499.01

After the student has registered for one semester of 499.01, the Registration Office will automatically register and bill the student for 499.01 each semester until continuous registration is interrupted, either by non-payment of the tuition bill or by successfully meeting all graduation requirements. Any student interrupting continuous registration without obtaining a leave of absence from the Graduate School must pay tuition for one credit hour of 499.01 for each of the delinquent semesters upon reenrollment and/or reinstatement. Any student requesting reinstatement in a degree program must direct an application for readmission to the Admissions Office.

8383 THESIS COMMITTEE FOR SPECIALIST Approved 1991; Revised 4/22/04

A thesis is written under the direction of a thesis committee appointed in a manner specified by the department. The committee normally consists of three or more members of the Graduate Faculty, but shall not be fewer than two members. The chair and a majority of the committee shall be Full Members of the Graduate Faculty from the department in which the degree program is located. Associate Members may co-chair a thesis with a Full Member. Proposed committee members who are not members of the Illinois State University Graduate Faculty must be approved by the Director of Graduate Studies. A student must be admitted to a Specialist degree program in the Graduate School before a thesis committee can be appointed.

8384 THESIS PROPOSAL FOR SPECIALIST approved 1991

The Proposal for Research, including the title, scope, and design, must be approved by the student's thesis committee before a student is admitted to candidacy. The student is required to file an approved Proposal for Research with the department at a time and in a manner specified by the department. Institutional policy requires that all research involving human subjects be reviewed and approved by the Institutional Review Board (IRB). Research involving animals must be approved by the Institutional Animal Care and Use Committee (IACUC). Research involving biohazards must be reviewed by the Institutional Biosafety Committee (IBC). A copy of the Thesis Proposal approval form shall be deposited in the Graduate School Office by the early part of the semester or term in which completion of the S.S.P. degree is expected, according to the deadlines published by the Graduate School.

8385 THESIS ACCEPTANCE approved 1991, edited 2/5/08

The thesis must be tentatively accepted by the thesis examiner of the Graduate School before the distribution of the final examination copies.

University-wide requirements for theses and dissertations. All theses and dissertations must conform to university wide regulations germane to copying, binding, depositing and archiving the finished thesis or dissertation. These requirements include type and weight of paper, typeface and type quality, spacing, margins, page numbers, title page, signature page, and abstract. All theses and dissertations must also comply with applicable copyright law. Conformity with those requirements must be confirmed by Graduate School examiners before the thesis or dissertation is accepted for deposit.

For all other matters of style, individual graduate programs may choose between a single-approval or dual-approval format check for their theses and dissertations. A program may change its choice at any time by informing the Graduate School in writing. Programs choosing the dual-approval must also specify a program format authority, either a single individual for all theses and dissertations in the program, or the chair of each thesis/dissertation committee.

For programs electing single-approval the Graduate School format examiner will review all aspects of thesis or dissertation style and format to assure conformity with the Graduate School's *Guide to Writers of Theses/Dissertations* before the thesis or dissertation is accepted for deposit. This includes not only the university-wide requirements listed above, but also how figures are prepared and numbered, style of references, placement of notes, headings, chapter headings, and all other matters of manuscript style. **Programs electing dual-approval** choose to control directly all matters of style not specified in the university-wide requirements above. Items under program control include how figures are prepared and numbered, style of references, placement of notes, headings, chapter headings, and any other matter of manuscript style not covered in the university-wide requirements listed above. Theses and dissertations submitted to the Graduate School format checker must be accompanied by a signed statement that the program's format authority has reviewed and approved the elements of style specific to that program. The checker in the Graduate School will then review and confirm only the university-wide requirements before the thesis or dissertation is approved for deposit.

After tentative acceptance by the examiner the student must file two unbound examination copies of the thesis in the departmental office at least one week (seven days) before the thesis defense. The defense of the thesis is open

to the academic community of the University. The department will notify in a timely manner its faculty, students, and the Graduate School about the thesis defense in a manner consistent with its normal departmental lines of communication.

Subject to reasonable expectations of the chair of the student's committee, visitors may participate in questioning and discussion relevant to the topic of the thesis. However, only members of the student's committee will vote and make a final recommendation on the acceptance of the thesis. The Graduate School or designee and any other members of the Graduate Faculty of that department may be in attendance during the committee's deliberations.

Following the defense, the student must file in the Graduate School the original and a copy of the approved thesis, unbound, with any corrections suggested by the committee. Before a thesis is finally accepted by the Graduate School, it will be examined again to verify corrections and conformity to University requirements. After binding, the original and copy of the thesis will be placed on file in the University library.

To be eligible for graduation a student must deposit the thesis in the Graduate School Office at least 10 days before the end of the semester or term or by the deadlines published by the Graduate School. Theses filed after that date will be credited toward graduation the following semester or term. A student on academic probation is not eligible to submit a thesis for acceptance by the Graduate School.

9000

GRADUATE, POST-BACCALAUREATE, AND POST-MASTER'S CERTIFICATES

Graduate level certificates are graduate courses of study approved by an academic unit designed to provide professional development and career advancement opportunities, to broaden career options, or to enhance an individual's skills or education as part of the process of life-long learning. These certificates are not part of degree programs, although courses completed as part of a certificate curriculum could be used in meeting degree requirements, where appropriate. Approved 11/29/01

9100 TYPES OF CERTIFICATES

There are three types of certificates available at the graduate level. These are (a) Graduate Certificate; (b) Post-Baccalaureate Certificate; and (c) Post-Master's Certificate.

The Graduate Certificate is an organized series of graduate courses requiring a minimum of 9, but no more than 17 hours beyond the bachelor's degree. A Post-Baccalaureate Certificate is an organized series of graduate courses requiring a minimum of 18 hours beyond the baccalaureate degree, but less than a master's degree. A Post-Master's certificate is an organized series of graduate courses with a minimum of 24 semester hours beyond the master's degree but less than a doctoral degree. The Post-Baccalaureate and Post-Master's Certificate courses of study are reported to the Illinois Board of Higher Education.

Certificate courses of study shall: (a) have a clear academic focus or competency as its subject; (b) meet a clearly defined educational need of a constituency group, e.g., continuing education, accreditation for a particular profession; (c) respond to a specific state mandate; and/or (d) provide a basic competency in an emerging or interdisciplinary field.

9200 ADMISSION CRITERIA

An applicant for a course of study leading to a Graduate or Post-Baccalaureate Certificate must have a bachelor's degree from a four-year college or university that is accredited by the appropriate regional accrediting association, or its equivalent as determined by the Graduate School. For a Post-Master's Certificate, the applicant must have a master's degree from a college or university that is accredited by the appropriate regional

accrediting association, or its equivalent as determined by the Graduate School. Applicants must also meet the specific requirements stipulated by the academic unit offering the certificate.

Admissions Procedure:

1. Completion of an application and payment of the application fee.
2. Submission of all official college transcripts showing that a degree has been earned from an accredited institution.
3. Contact the appropriate graduate program coordinator to evaluate preparedness for coursework within the specific certificate course of study.

9300 CERTIFICATE REQUIREMENTS

9310 ADMINISTRATION OF GRADUATE LEVEL CERTIFICATES

A Graduate, Post-Baccalaureate, or Post-Master's certificate course of study shall have a designated coordinator assigned by the academic unit chair/director that is sponsoring the certificate to advise students and confirm completion of the certificate requirements.

9320 TIME LIMITATIONS

All requirements for a graduate level certificate must be completed within six calendar years, beginning with the date the student first registers as a graduate level certificate student. This limitation applies to enrollment in all graduate course work for the certificate including work for which transfer credit is allowed. Refer to the time limitation regulation for master's degrees (Regulation 2320) for additional criteria which would apply.

9330 TRANSFER COURSES

No more than 40% of course work hours required can be transferred from other accredited institutions to satisfy the certificate requirements.

9340 GPA MINIMUM

In order to be awarded the certificate, a student must have a minimum graduate GPA of 3.0 in the set of courses required for the certificate.

9350 PREPARATION OF CERTIFICATE

Notification of certificate completion will be transmitted from the academic unit's designated certificate coordinator to the Graduate School. The Graduate School will notify the Office of the Registrar for printing of the certificate.

9360 ADDITIONAL REQUIREMENTS/INFORMATION

Students must complete the same prerequisites or have the equivalent experiences as graduate degree candidates to enroll in specific courses.

No differentiation in course requirements will exist between graduate certificate courses and graduate degree courses.

Students seeking a graduate level certificate are subject to the academic policies and regulations indicated in the Graduate Catalog.

There will not be University recognition of graduate level certificate completion as part of the degree commencement activities except by agreement with the College whose academic unit sponsors the certificate.

The granting of a graduate level certificate will appear on the University transcript.

9400 ELIGIBILITY FOR FINANCIAL AID, ASSISTANTSHIPS OR FELLOWSHIPS

Certificate students are not eligible for graduate assistantships or fellowships intended for degree-seeking students nor federal financial aid. Graduate tuition waivers are granted at the discretion of the awarding unit.

9500 USE OF COURSES IN DEGREE PROGRAMS

Courses taken as part of a graduate certificate can be counted towards a master's degree following degree grading criteria (Regulation 1230) if the courses are appropriate for the specific degree program, and are taken within an approved time frame.