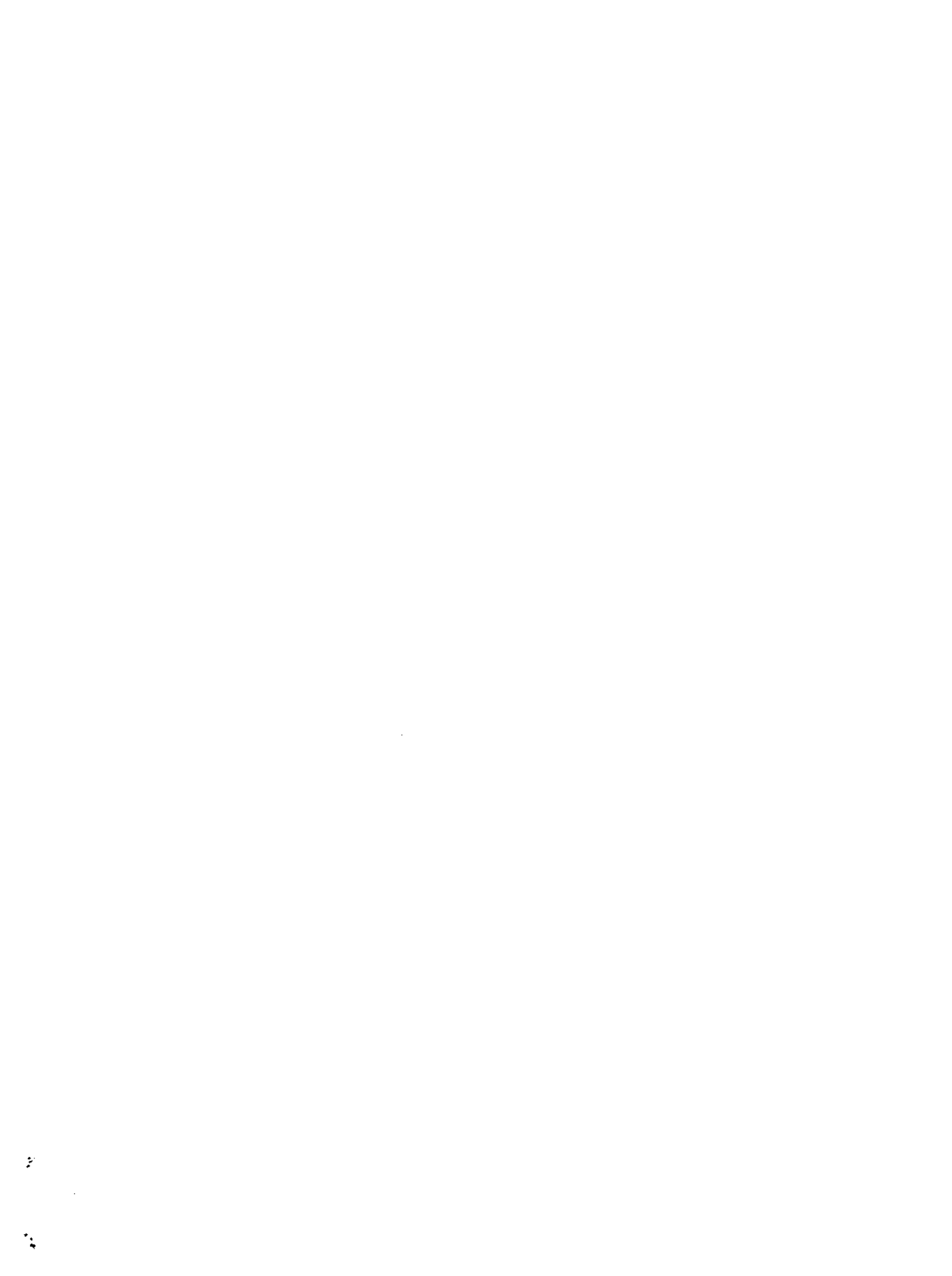


THE
UNIVERSITY
OF
DAYTON
BULLETIN

Graduate Issue
January 1994



The University of Dayton



NOTICE OF NONDISCRIMINATORY POLICY

The University of Dayton does not discriminate on the basis of age, race, national or ethnic origin, color, creed, or sex; nor against otherwise qualified disadvantaged students in its admissions and academic standards; nor in the granting of scholarships, loans, and other financial aid; nor in the planning and administering of its admission, academic, athletic, housing, and other policies; nor in any other programs, services and activities.

The University of Dayton Bulletin includes Graduate Issue, Summer Session Issue, Fall Session Issue, School of Law Issue, and Undergraduate Issue.

The provisions of the various issues of this Bulletin are to be considered directive in character and not as an irrevocable contract between the student and the University. The University reserves the right to make any changes that seem necessary or desirable.

The current number of any of these publications may be obtained by applying to the Office of Admission.

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1993-1994 ACADEMIC CALENDAR

FIRST TERM

Sat.-Tue., Aug. 21-24	New Student Orientation
Tue., Aug. 24	Last day to complete registration
Tue., Aug. 24	New Student Convocation
Wed., Aug. 25	Classes begin at 8:00 a.m.
Thu., Sept. 2	Last day for late registration, change of grading options and schedules
Fri., Sept. 3	Last day to change Third Term and second session grades
Mon., Sept. 6	Labor Day—no classes
Fri., Sept. 10	General Faculty Meeting at 3:00 p.m.
Wed., Sept. 15	Last day to withdraw without record
Fri.-Sun., Sept. 24-26	Parents' Weekend
Tue., Sept. 28	Last day to submit candidacy for graduation in December
Mon., Oct. 11	Columbus Day—no classes except those held once weekly at 4:30 p.m. and after Homecoming
Fri.-Sun., Oct. 15-17	Homecoming
Mon., Oct. 18	First-year students' midterm progress grades due in Registrar's Office by 4:00 p.m.
Wed.-Fri., Oct. 20-22	Winter 1993-94 registration for seniors
Mon.-Fri., Oct. 25-29	Winter 1993-94 registration for juniors
Mon., Nov. 1	All Saints Day—no classes except those held once weekly at 4:30 p.m. and after
Tue.-Thu., Nov. 2-18	Winter 1993-94 registration for sophomores
Fri.-Sun., Nov. 5-7	Parents' Weekend
Fri., Nov. 12	Last day to withdraw with record of W
Fri., Nov. 19	General Faculty Meeting at 3:00 p.m.
Fri.-Mon., Nov. 19-Dec. 6	Winter 1993-94 registration for first-year students
Wed., Nov. 24	Thanksgiving recess begins after last evening class
Sat., Nov. 27	Graduate Saturday classes meet
Mon., Nov. 29	All classes resume
Tue., Dec. 7	Last day of classes—all Monday classes will be held on Tuesday, Dec. 7 (8 a.m.-4:15 p.m.)
Wed., Dec. 8	Feast of Immaculate Conception—Christmas on Campus
Thu., Dec. 9	Study day—Faculty Development Day
Fri.-Thu., Dec. 10-16	Examinations
Wed., Dec. 15	Senior grades due
Thu., Dec. 16	First Term ends after final examinations
Sat., Dec. 18	Diploma Exercises
Mon., Dec. 20	Grades due in Registrar's Office at 9:00 a.m.

SECOND TERM

Tue., Jan. 4	Last day to complete registration
Wed., Jan. 5	Classes begin at 8:00 a.m.
Thu., Jan. 13	Last day for late registration, change of grading options and schedules
Mon., Jan. 17	Martin Luther King Jr. Day—no classes except those held once weekly 4:30 p.m. and after
Wed., Jan. 26	Last day to withdraw without record
Fri., Jan. 28	Last day to change First Term grades
Fri., Jan. 28	General Faculty Meeting at 3:00 p.m.
Mon., Feb. 7	Last day to submit candidacy for graduation in May
Mon., Feb. 21	Presidents' Day—no classes except those held once weekly 4:30 p.m. and after
Fri., Feb. 25	First-year students' midterm progress grades due in Registrar's Office by 4:00 p.m.
Fri., Mar. 11	Spring Break begins after last class
Mon., Mar. 21	Classes resume at 8:00 a.m.

II

Tue.-Thu., Mar. 22-24	Fall 1994-95 registration for seniors
Fri., Mar. 25	Last day to withdraw with record of W
Mon.-Fri., Mar. 28-Apr. 8	Fall 1994-95 registration for juniors
Thu., Mar. 31	Easter recess begins after last evening class
Tue., Apr. 5	Classes resume at 8:00 a.m.
Fri., Apr. 8	General Faculty Meeting at 3:00 p.m.
Mon.-Fri., Apr. 11-22	Fall 1994-95 registration for sophomores and first-year students
Tue., Apr. 26	Last day of classes—all Monday classes will be held on Tuesday, April 26 (8:00 a.m.-4:15 p.m.)
Wed., Apr. 27	Study Day
Thu.-Wed., Apr. 28-May 4	Examinations
Wed., May 4	Senior grades due—Second Term ends after final examinations
Sun., May 8	Commencement
Mon., May 9	Grades due in Registrar's Office at 9:00 a.m.

THIRD TERM — FIRST SESSION

Thu., May 12	Last day to complete registration
Fri., May 13	Classes begin at 8:00 a.m.
Wed., May 18	Last day for late registration, change of grading options and schedules
Tue., May 24	Last day to withdraw without record from first session courses
Mon., May 30	Memorial Day—no classes
Fri., Jun. 3	Last day to withdraw without record from full Third Term courses
Wed., Jun. 8	Last day to change Second Term grades
Thu., Jun. 9	Last day to withdraw with record of W from first session courses
Wed., Jun. 22	Last day of classes
Thu.-Sat., Jun. 23-25	Examinations
Sat., Jun. 25	First session ends after final examinations
Mon., Jun. 27	Grades due in Registrar's Office at 9:00 a.m.

THIRD TERM — SECOND SESSION

Fri., Jun. 24	Last day to complete registration
Mon., Jun. 27	Classes begin at 8:00 a.m.
Thu., Jun. 30	Last day for late registration, change of grading options and schedules
Fri., Jul. 1	Last day to submit candidacy for graduation in August
Mon., Jul. 4	Independence Day—no classes
Thu., Jul. 7	Last day to withdraw without record from second session courses
Mon., Jul. 25	Last day to withdraw with record of W from second session and full third term courses
Fri., Jul. 29	Last day to change first session grades
Thu., Aug. 4	Last day of classes
Fri.-Sat., Aug. 5-6	Examinations
Fri., Aug. 5	Senior grades due
Sat., Aug. 6	Second session ends after final examinations
Sun., Aug. 7	Diploma Exercises
Mon., Aug. 8	Grades due in Registrar's Office at 9:00 a.m.
Fri., Sept. 9	Last day to change second session grades

1994-1995 ACADEMIC CALENDAR

FIRST TERM

Sat.-Tue., Aug.20-23	New Student Orientation
Wed., Aug. 24	Classes begin at 8:00 a.m.
Mon., Sept. 5	Labor Day—no classes
Mon., Oct. 10	Columbus Day—no classes
Tues., Nov. 1	All Saints Day—no classes
Wed., Nov. 23	Thanksgiving recess begins after last class
Mon., Nov. 28	Classes resume at 8:00 a.m.
Tue., Dec. 6	Last day of classes.
Wed., Dec. 7	Study Day
Thu., Dec. 8	Feast of Immaculate Conception—Christmas on Campus
Fri.-Thu., Dec. 9-15	Examinations
Sat., Dec. 17	Diploma Exercises

SECOND TERM

Wed., Jan. 4	Classes begin at 8:00 a.m.
Mon., Jan. 16	Martin Luther King Jr. Day—no classes
Mon., Feb. 20	Presidents' Day—no classes
Fri., Mar. 10	Spring Break begins after last class
Mon., Mar. 20	Classes resume at 8:00 a.m.
Thu., Apr. 13	Easter recess begins after last evening class
Tue., Apr. 18	Classes resume at 8:00 a.m.
Wed., Apr. 26	Last day of classes.
Thu., Apr. 27	Study Day
Fri.-Thu., Apr. 28-May 4	Examinations
Sun., May 7	Commencement

THIRD TERM—FIRST SESSION

Thu., May 11	Classes begin at 8:00 a.m.
Thu., May 25	Ascension Thursday — classes will be held
Mon., May 29	Memorial Day—no classes
Tue., Jun. 20	Last day of classes
Wed.-Thu., Jun. 21-22	Examinations

THIRD TERM—SECOND SESSION

Fri., Jun. 23	Classes begin at 8:00 a.m.
Tue., Jul. 4	Independence Day—no classes
Wed., Aug. 2	Last day of classes
Thu.-Fri., Aug. 3-4	Examinations
Sat., Aug. 5	Diploma Exercises

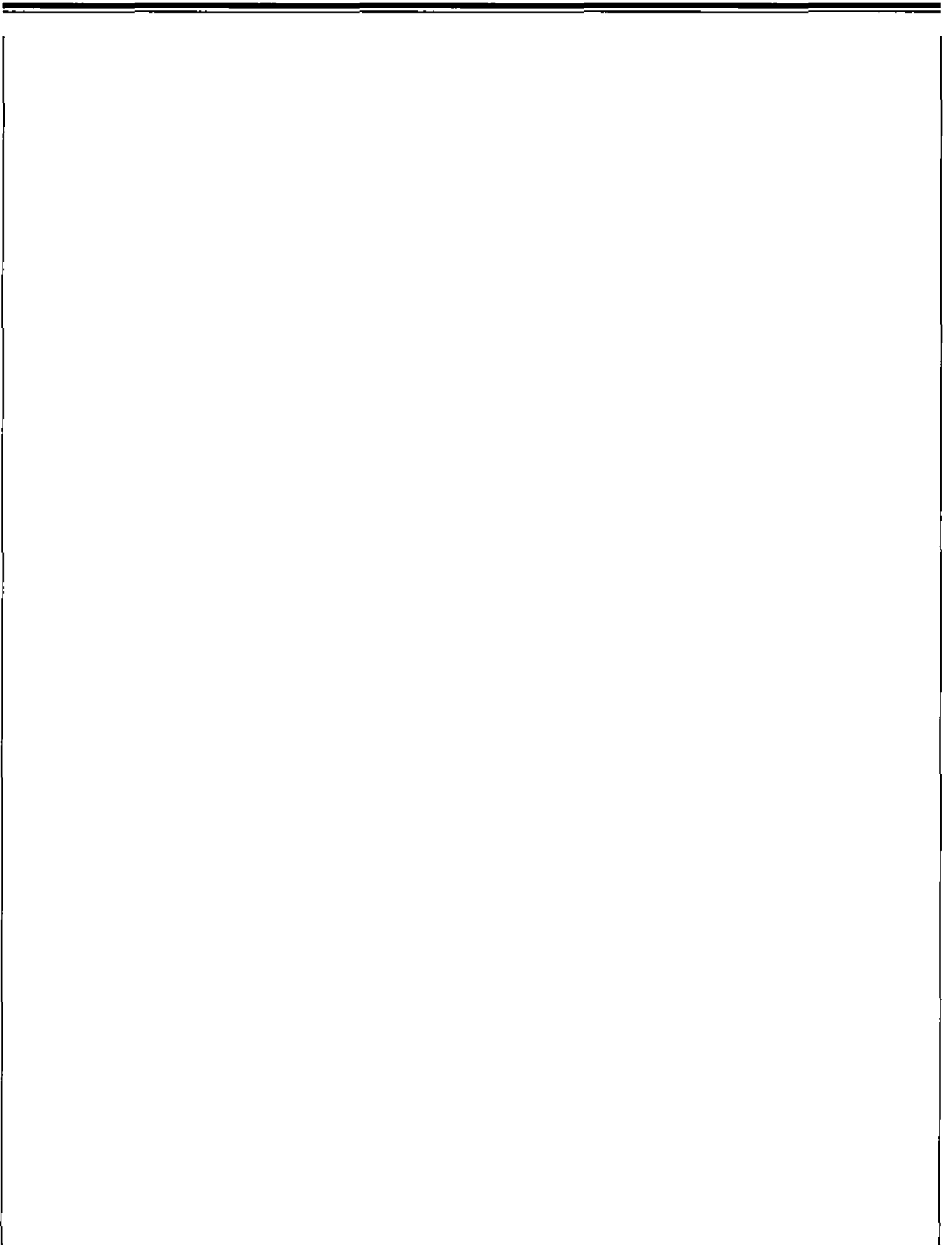


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I THE UNIVERSITY OF DAYTON

Founded in 1850

The University of Dayton is a private, coeducational school founded and directed by the Society of Mary (the Marianists), a Roman Catholic teaching order.¹ It is among the nation's largest Catholic institutions of higher learning. Aware of the cultural richness of diversity, the University numbers among its students and faculty representatives of many faiths. For the same reason, the University has consciously drawn its students and faculty not only from the immediate community and adjoining states but from across the country and from numerous foreign countries.

The main campus is one hundred one landscaped acres on a hill overlooking the city of Dayton, Ohio. The buildings are a pleasantly eclectic architectural mixture of old and new. The faculty is well-qualified and competent to provide students with superb instruction and prudent counseling.

A lively, friendly atmosphere; reasonable tuition rates; financial aid plans; numerous and varied religious, cultural, and social opportunities; an early-semester calendar allowing a number of study-recess options; intercollegiate and intramural athletic programs for both men and women; academic options such as interdisciplinary programs, field study and internships; academic, professional, and personal counseling; cooperative work-study plans; a placement service for students and graduates—these exemplify the many aspects of the character of the University of Dayton.

BRIEF HISTORY

In March 1850, Marianist Father Leo Meyer, recently arrived from France, purchased Dewberry Farm in Dayton from John Stuart, a descendent of the

old royal family of Scotland. The University of Dayton had its earliest beginnings here on July 1, 1850 when St. Mary's School for Boys, a frame building that not long before had housed farm hands, opened its door to fourteen primary students from Dayton.

By 1860, when Brother Maximin Zehler became president, enrollment approached one hundred. St. Mary's grew; an old history refers to the period of 1860-1875 as "the brick-and-mortar years." In 1870, visitors marveled at new St. Mary's Hall, the largest building in the city of Dayton, and called it Zehler's Folly. But when the "college department" moved into it in 1871, it proved not too big at all. Construction went on.

Known at various times as St. Mary's School, St. Mary's Institute, and St. Mary's College, the school established its present identity in 1920, when it was incorporated as the University of Dayton. The same year the University started its tradition of evening and Saturday classes, to serve the adult members of the surrounding community. In 1922, a School of Law opened, also with evening classes. Other graduate programs followed. In 1923, the first summer session took place, its classes open to women as well as men. This decade of academic growth and innovation was also a time of increased emphasis on sports here and across the country. Sports, however, were no novelty here: in 1874, for example, St. Mary's Institute's new gymnasium was the only one of its kind in Ohio, and tradition holds that the first organized basketball game in the state took place there.

The 1930's and the early 1940's, for obvious reasons, were in many ways a time of retrenchment for the University of Dayton as for most other schools. In

1935, even as it closed its preparatory school and graduated its last class from the old law school, the University inaugurated a college for women, with sisters of Notre Dame in charge of 27 entering students. Two years later, the college for women closed, the deans opened all divisions to women, and the University of Dayton became co-educational.

Today, the University of Dayton is a modern comprehensive university consisting of the College of Arts and Sciences, the School of Business Administration, the School of Education, the School of Engineering and the Division of Engineering Technology, the School of Law, and the Research Institute.

Advanced degrees are given in the College and all Schools. The University of Dayton is accredited as a comprehensive university and is listed in the top 100 research universities in the United States.

STATEMENT OF PURPOSE

A graduate school, through its faculty, seeks to create and maintain the academic milieu for excellence in graduate work. Therefore, its influence and encouragement extend first to its own members and their scholarly activities. Because it conceives as the form and substance of graduate work not the credits accumulated but the mastery of a subject and the understanding of its relationship to kindred subjects, the graduate school seeks further to impart to its students thorough knowledge in academic fields, special skills in research, and sharpened powers of independent thought. Yet, while it gives them the resources, the guidance, and the inspiration of a scholarly staff in its classrooms,

¹The Society of Mary, founded in France in 1817 by Father William Joseph Chaminade, presently conducts schools throughout the United States and in Africa, Australia, Canada, Japan, Europe, and South America. The Society operates Chaminade College in Hawaii and St. Mary's University in San Antonio, Texas.

laboratories, and libraries, it expects the students themselves to bring marked initiative and energies to their work and to assume full responsibility for the progress of their studies.

In short, graduate work, for the student at the University of Dayton, has for its purpose an integrated program of advanced study based on adequate undergraduate preparation in a specific field. It presupposes academic and personal maturity and makes more than an average demand upon the initiative, the industry, and the scholarship of the candidate for an advanced degree.

The official statement of purposes of the University of Dayton was approved by the Board of Trustees May 14, 1969:

The University of Dayton, by tradition, by legal charter, and by resolute intent, is a church-related institution of higher learning. As such, it seeks, in an environment of academic freedom, to foster principles and values consonant with Catholicism and with the living traditions of the Society of Mary. Operating in a pluralistic environment, it deliberately chooses the Christian world-view as its distinctive orientation in carrying out what it regards as four essential tasks: teaching, research, serving as a critic of society, and rendering public service.

The University of Dayton has as its primary task to teach—that is, to transmit the heritage of the past, to direct attention to the achievements of the present, and to alert students to the changes and challenges of the future. It regards teaching, however, as more than the mere imparting of knowledge; it attempts to develop in its students the ability to integrate knowledge gained from a variety of disciplines into a meaningful and viable synthesis.

The University of Dayton holds that there are harmony and unity between rationally discovered and divinely revealed truths. Accordingly, it commits its entire academic community to the pursuit of such truths. It provides a milieu favorable to scholarly research in all academic disciplines, while giving priority to studies which deal with problems of a fundamentally human and Christian concern. It upholds the principle of responsible freedom of inquiry, offers appropriate

assistance to its scholars, and endeavors to provide the proper media for the dissemination of their discoveries.

The University of Dayton exercises its role as critic of society by creating an environment in which faculty and students are free to evaluate, in a scholarly manner, the strengths and weaknesses found in the institutions developed by man. While as an organization it remains politically neutral, objective and dispassionate, it encourages its members to judge for themselves how these institutions are performing their proper tasks; to expose deficiencies in their structure and operation; to propose and to actively promote improvements when these are deemed necessary.

The University of Dayton recognizes its responsibility to support, with means appropriate to its purposes, the legitimate goals and aspirations of the civic community and to cooperate with other agencies in striving to attain them. It assists in promoting the intellectual and cultural enrichment of the community; it makes available not only the resources that it possesses, but also the skills and techniques used in the accumulation and dissemination of knowledge. Above all, it strives to inspire persons with a sense of community and to encourage men and women of vision who can and will participate effectively in the quest for a more perfect human society.

ADMINISTRATIVE STRUCTURE

The University of Dayton includes the College of Arts and Sciences and four professional schools: the School of Business Administration, the School of Education, the School of Engineering (including Engineering Technology), and the School of Law. The Deans, through their departments, administer the undergraduate and graduate programs. The Associate Provost has the overall responsibility for all graduate programs, and also administers all research activities connected with the University. The administrative head for academic affairs is the Vice President for Academic Affairs and Provost.

ACADEMIC YEAR

The University of Dayton operates on an early semester, split third-term calendar. The academic year begins with the fifteen-week fall term, which ends before Christmas. The winter term, also fifteen weeks, begins in January and ends early in May. The third, or spring-summer term, is split into two complete sessions of six weeks each.

The advantages of such a calendar are many. Students may enroll for the traditional fall and winter semesters and have a four-month summer vacation; or they may add half terms or full terms to enrich their programs or speed the completion of their graduate requirements. The University holds graduation ceremonies at the end of each term. Students who are employed have extra time in spring and summer, or they may enroll for the third term and work during the fall or winter term.

ACCREDITATION

The University of Dayton is officially accredited by the following agencies:

- The Accreditation Board for Engineering and Technology, Inc., for the programs in chemical, civil, electrical, and mechanical engineering and in electronic, industrial, manufacturing and mechanical engineering technology
- The American Assembly of Collegiate Schools of Business for the baccalaureate and Master of Business Administration programs of the School of Business
- The American Bar Association for its School of Law
- The Association of American Law Schools for its School of Law
- The Computer Science Accreditation Commission of the Computing Sciences Accreditation Board
- The National Association of Schools of Music

- The National Council for Accreditation of Teacher Education
- The North Central Association of Colleges and Schools
- The State of Ohio Department of Education

The University has the approval of the following:

- The American Chemical Society for its program in Chemistry
- The American Dietetic Association for Plan IV (Program S8) in Human Ecology
- The National Association for Music Therapy
- The League of Ohio Law Schools for its School of Law

INSTITUTIONAL MEMBERSHIPS

The University holds institutional memberships in the following:

- The Academy of Criminal Justice Sciences
- The American Assembly of Collegiate Schools of Business
- The American Association for Higher Education
- The American Association of Colleges for Teacher Education
- The American Association of Collegiate Registrars and Admissions Officers
- The American Association of University Administrators
- The American Council on Education
- The American Home Economics Association
- The American Library Association
- The American Society of Criminology
- The American Society for Engineering Education
- The Association of American Colleges
- The Association of American Law Schools
- The Association of Catholic Colleges and Universities
- The Association of Colleges and Universities Housing Officers
- The Association of Governing Boards of Universities and Colleges

- The Association of Independent Colleges and Universities of Ohio
- The Catholic College Coordinating Council
- The College Entrance Examination Board
- The College and University Personnel Association
- The Comparative and International Education Society
- The Cooperative Education Association
- The Council for Advancement and Support of Education
- The Council for the Advancement of Experiential Learning
- The Council of Graduate Schools
- The Dayton Area Chamber of Commerce
- The Dayton Art Institute (sponsoring)
- The Institute of International Education
- The League of Ohio Law Schools
- The Midwestern Criminal Justice Association
- The National Association of College and University Food Services
- The National Association of College Auxiliary Services
- The National Association for Foreign Student Affairs
- The National Association of Independent Colleges and Universities
- The National Association of Student Personnel Administrators
- The National Catholic Education Association
- The National Council of Catholic Bishops
- The National Scholarship Service and Fund for Negro Students
- The National University Teleconference Network
- The North Central Association of Colleges and Schools
- The Ohio Academy of Science
- The Ohio Association of Colleges for Teacher Education
- The Ohio Association of Private Colleges for Teacher Education
- The Ohio College Association
- The Ohio Continuing Higher Education Association
- The PBS Adult Learning Satellite Service

- The Regents Advisory Committee on Graduate Study
- The Society for the Advancement of Education
- The Southwestern Ohio Council for Higher Education

SOUTHWESTERN OHIO COUNCIL FOR HIGHER EDUCATION

Several corporations and numerous institutions of higher learning, including the University of Dayton, have organized the Southwestern Ohio Council for Higher Education (SOCHE). The participating institutions seek to increase inter-institutional cooperation, improve curricula, develop new courses and programs, share library resources, minimize cost, and centralize selected functions, by using computers, modern educational technology, and communication media.

Among the benefits of the Council is that regularly enrolled full-time students at one institution, under certain conditions, may register for credit at no additional charge in courses offered by other Council institutions in which no instruction is available at their own institution. Also available through the Council is the Air Force ROTC program.

RELATED UNIVERSITY SERVICES

Besides the regular day sessions, the University conducts special as well as regular evening and summer sessions and offers short-term workshops, institutes, and conferences. All credited courses, whenever offered or in whatever form, conform to the same standards and are governed by the same policies and regulations prevailing during the regular day sessions.

University Continuing Education especially serves the part-time students of the Dayton community, to make the University and its course offerings, both credit and noncredit, more easily available to them. Similarly, the Office of Institutional Services serves students from other countries who are enrolled at the University.

OFF-CAMPUS ACADEMIC CENTERS

The University of Dayton maintains off-campus centers, all of them in Ohio, for graduate study in Business Administration (Columbus); Education (Lima, Columbus, Rio Grande, and Steubenville); Religious Studies (Columbus) and Political Science (WPAFB). All programs and courses are closely supervised by the Deans of Education, Business, and Arts and Sciences as well as the Dean for Graduate Studies and Research. Most of these courses are taught by the faculty teaching the same course on the main campus.

CAMPUS MINISTRY

Campus Ministry seeks to lead the university in fostering a faith community among its members. This faith is manifested in personal and communal devotion to God, especially as revealed to Jesus Christ; in common worship; in the quality of relationships among the members of the community; and in efforts at enriching humanity and the world through the articulation of moral and religious values and their implementation.

To achieve this goal, Campus Ministry provides a number of services to all who are part of the university community. It cooperates with all

segments of the University in fostering human development and the articulation and implementation of moral and religious values. It provides opportunities for prayer, for the celebration of the sacraments, for retreat experiences, and for pastoral counseling. It sponsors events, classes, and seminars that concern the deepening of faith, the awareness of human needs, and the practice of religious and moral values. It coordinates the efforts of twenty-five student organizations that offer opportunities for community service. Though specifically Roman Catholic, it cooperates with and helps foster other religious groups on campus.

II FINANCIAL INFORMATION

GENERAL POLICY

Tuition fees, room and board may be paid in full before the term starts or, in the Fall and Winter terms, in five monthly payments with a 1% per month finance charge assessed on the ending balance. A one-time signed opened credit agreement is required unless full payment is made initially. A late registration fee will be assessed if registration is finalized on the first day of the term or later.

TUITION AND FEES*

**Subject to change. See recent course composites for latest updates.*

Tuition for undergraduate semester hour credit	\$340.00
Per laboratory course clock hour	(max. \$200) 40.00
Tuition for graduate credit hour (except as noted below)	308.00
Doctoral student per credit hour	332.00
Religious courses (per credit hr)	231.00

School of Education

QUARTER HOUR CREDIT

On campus per quarter hour	108.00
Off campus per quarter hour	113.00
ED.S. Grad Program for Education Specialist per quarter hour (800 level courses)	145.00
Sec. & Elem. teachers and school administrators (graduate sem. hr.) ...	231.00

Applicable only to School of Education programs or classroom related programs in other areas. Undergraduate courses required as part of a graduate program are included.

Doctoral (Per Quarter Hour)	165.00
Doctoral (Per Semester Hour) ...	249.00

STUDENT TEACHER FEES

Elementary or Secondary Teacher	110.00
Special Education or Special Arrangements Student Teacher	80.00
Concurrent registration for both of the above	190.00

Education Block fees	
Elementary for EDT526	50.00
MISCELLANEOUS	
Application fee	25.00
International student application fee	25.00
University Fee (on campus only)	20.00
Audit per semester hour	154.00
Audit per quarter hour (on campus)	54.00
Audit per quarter hour (off campus)	57.00
Audit—Doctoral quarter hour (Education)	83.00
Audit—Doctoral semester hour (Education)	125.00
Audit per semester hour . . . Religious Studies, secondary, elementary teachers, and administrators..	116.00
Audit per quarter hour. . . Education Specialist Program	73.00
Registration late fee—Beginning the first day of the term. 15.00/per week to a maximum of 45	
Transcript of credits, first copy of order	2.00
\$1.00 per each additional copy of same order	

Special fees are charged where applicable. (see remarks column) Students receiving authorizations paying a portion of their tuition must pay the balance, plus any additional fees.

An assessment of \$25.00 will be made for payment of tuition and fees by a bad check, and cancellation of the student's registration may result until proper payment is made of tuition, fees, and special assessments.

The University reserves the right to make changes in its tuition and fees for any or all graduate courses at any time. Current information should be obtained from current course composites, or by contacting the department in which the course is offered, or the Office for Graduate Applications & Records, or the Registrar's Office.

CANCELLATION AND REFUNDS

Cancellations will be allowed only after the completion of the proper Drop-Add Form. For refund purposes the effective date of cancellation is the date the student submits the official Drop-Add form, not the last day the student attends class. The date that appears on the official Drop-Add form will be forwarded to the Bursar's Office, and that date will determine the amount of refund due, if any.

Students attending academic centers away from the main campus may write a letter to the appropriate Dean requesting withdrawal if a Drop / Add form is not available. Requests for refunds must be in writing and addressed to the Bursar. Students who discontinue class attendance without officially completing the withdrawal procedures will be responsible for the full amount of the applicable tuition and fees.

Tuition refunds for cancellations in the first and second terms will be made according to the following schedule:

During the first week of classes	80%
During the second week of classes	60%
During the third week of classes	40%
During the fourth week of classes	25%
During and after the fifth week of classes	0%

Tuition refunds for cancellations in either session of the split third term will be made according to the following schedule:

During the first week of classes	65%
During the second week of classes	30%
During or after the third week of classes	0%

TRANSCRIPTS

A transcript of the permanent academic record is a confidential document to be released in compliance with the regulations of the Family Educational Rights and Privacy Act of 1974 as amended. The Registrar will issue transcripts upon a request signed by the student provided that no outstanding financial obligation to the University exists. All transcripts so requested require payment in advance. Complimentary copies will be mailed to graduates within approximately six weeks after graduation.

ASSISTANTSHIPS AND FELLOWSHIPS

A limited number of graduate assistantships are available, in the College of Arts and Sciences, and Schools of Business, Education, and Engineering. These carry a stipend plus tuition remission for courses required in that degree. Recipients are expected to complete the master's degree in two years. Graduate Summer Fellowships for research and creative activities during the third term of the academic years are also available to graduate

students who wish to devote that term to a research project.

Detailed information and application forms may be obtained from the chair or director of the desired graduate program.

III LIBRARIES AND RESEARCH SERVICES

ROESCH LIBRARY

The Roesch Library houses the book, journal, government document, and microfilm collections for both graduate and undergraduate students. Its volume holdings number over a million and its journal titles almost 5,000. Through OCLC the library is interactive with the bibliographic holdings of over 4,000 academic and research libraries around the world. The Roesch Library is fully automated through an integrated online catalog, circulation, and acquisitions/serials control system. Dial-in access to the collections is available from off-campus. The Library also houses the Marian Library, the rare books collections, other special collections, and the University Archives.

The Marian Library on the seventh floor of the Roesch Library, is the world's largest collection of printed materials on the Virgin Mary. Its resources, in over fifty languages, include over 71,000 books and pamphlets - some 6,000 printed before 1800 - runs of 125 periodicals, a clipping file of nearly 52,000 items, microfilm, a philatelic collection, and noteworthy accumulations of slides, medals, postcards, photographs, and other pictorial materials. Supplementing these is a general reference library comprising national and regional bibliographies, works on the Bible, church history, religious art (especially Eastern Church art and art of medieval Europe) and the history of the book. The Marian library publishes the scholarly annual *Marian Library Studies*.

SCHOOL OF LAW LIBRARY

The library of the School of Law is located on the ground floor of the

Roesch Library. Its collection exceeds 170,000 volumes.

ACCESS TO OTHER RESOURCES

The Roesch Library is part of Ohio's pioneering OhioLINK project, linking the library resources of seventeen state and private academic and research libraries and the State Library of Ohio. A delivery service between these institutions guarantees delivery of requested materials within three days. The Library is an associate member of the Center for Research Libraries, giving it access to hundreds of additional specialized collections. The Library is an active member of the Library Division of the Southwestern Ohio Council for Higher Education which furthers access to regional libraries. Graduate students also have direct on-site borrowing privileges with all OhioLINK libraries and with nearly all Southeastern Ohio Council for Higher Education libraries.

COMPUTERIZED ONLINE LITERATURE SEARCHING

The Roesch Library has access to several hundred online data bases, providing information in every area of study within the University. Numerous Compact-Disc (CD-ROM) databases are available within the Roesch Library. There is also access to many full-text sources through the Lexis/Nexis system. The OhioLINK system provides a number of central system databases as well. Online searches are free-of-charge to graduate students.

CENTER FOR THE COMPUTER IN EDUCATION

The Center for the Computer in Education (CCE), located in Chaminade Hall, houses 32 microcomputers (Apples, Macintoshes, NCR PCs). The CCE exists primarily as a multi-functional computer resource area: a preview center; a reference library; and a computer training center for the School of Education students, faculty, and staff. The CCE provides a suitable environment in which educators and students may use software, learn the basics of computer literacy, and employ these skills for the betterment of education and the community.

THE SCHOOL OF EDUCATION CURRICULUM MATERIALS CENTER

The Louis J. Faerber, S.M. Curriculum Materials Center houses the specialized collections of the School of Education and is located in Chaminade Hall. Its collection offers elementary and secondary school teaching materials, filmstrips, recordings, transparencies, cassettes, charts, material kits, and other teaching aids and resources for graduate students. The center also houses research projects, theses, and dissertations completed in the School of Education.

RESEARCH INSTITUTE

As an integral part of the University, the Research Institute conducts sponsored research for industrial and governmental agencies. Areas of research are very diverse and include structural analysis, electro-optics,

computer modeling, hypervelocity impact, hazardous materials processing, stereo lithography, superconductivity, metals, ceramics, polymers, composite materials, microanalysis, human factors, and fracture mechanics.

While some research projects are conducted within the University's departments of instruction, the larger interdisciplinary projects are conducted by full-time research appointees in the Research Institute. Involvement of the

teaching faculty and students, at both the graduate and undergraduate level, is encouraged as a means of enhancing the educational process.

IV STUDENT LIFE AND SERVICES

The Vice President for Student Development and the Dean of Students and staff are responsible for assisting in developing and maintaining an environment which will support the educational goals and the values of the University of Dayton. While students are encouraged to make decisions, it is understood that decision-making involves risks. The Student Development staff provides individual and group counseling and supportive reinforcement, treating all students as individuals. All members of the Student Development staff are professional counselors. The responsibilities of the Vice President and Dean of Students include University Residential Services, Student Activities, Student Government Association, Campus Discipline, Special Programs, the Kennedy Union, the Counseling Center, the Learning Assistance Center, Health Center, Student Media, Greek Life, Residential Programs, Services for Diverse Student Populations, Public Safety, and Food Services.

HOUSING

The University of Dayton maintains a number of diverse housing units for graduate students. Approximately 90 first-year law students are guaranteed University housing; upperclass law and graduate students' housing needs may also be accommodated. Graduate and law school students interested in University housing should contact the Housing Office at (513) 229-3317 upon their acceptance.

Students are advised to coordinate their housing arrangements as early as possible. If University housing is not available, the Housing Office can provide information regarding private housing in the Dayton area.

FOOD SERVICES

University Food Services operates three full-service dining facilities:

Kennedy Union Food Court, located on the ground floor of Kennedy Union; Kettering Hall, located on the ground floor of Virginia Kettering Residence Hall; and Marycrest Food Court, located off the main lobby of Marycrest Complex. Kennedy Union and Marycrest offer a la carte dining as well as carryout. In contrast, Kettering Hall is an all-you-can-eat concept; this facility does not offer carryout services. Well-balanced, appetizing meals are offered in our dining facilities with menus that feature daily selections of traditional hot foods, fast foods, soup/salad bar, deli sandwiches and desserts.

For evening and weekend dining, Food Services offers extended services in the Kennedy Union and Marycrest Food Courts and the Stuart Hall Snack Bar. In addition to these dining facilities, Food Services operates a student pub located in Kennedy Union.

Food Services uses a computerized dining room access system. A key feature of the access system is the declining balance program. The declining balance program is comparable to a debit card; money is deposited in a graduate student's account and is deducted accordingly as food items are purchased using the University's One Card. Declining balance accounts can be arranged through the Access System Coordinator, Ext. 2441. Graduate students may also use all dining facilities on cash basis if they wish.

PUBLIC SAFETY AND PARKING

The Office of Public Safety is the recognized, lawful professional police agency on all University property. Its objective is to make the University a comfortable, efficient, and safe place. The University of Dayton Public Safety staff are dedicated to the preservation of freedom of movement and commu-

nication without the fear of property loss or personal injury.

Campus parking facilities are limited. Graduate students and graduate assistants will be issued student parking permits. Commuting students are issued permits to park in Lots S1 & S2.

Students living in UD houses or apartments will be issued one permit per house/apartment on a first-come, first-served basis. Others will be placed on a waiting list upon request. Drivers with unusual problems will be given special consideration. Students may apply for parking permits at Parking Services in Gosiger Hall, 2nd floor.

STUDENT IDENTIFICATION CARDS

All registered students must have validated student identification (ID) cards. This card, validated for the given term, is needed to withdraw books from the Roesch Library and to obtain other University services. Effective Fall, 1993, the University has implemented a new ID called the One Card. The One Card is issued and validated by the Department of Food Services.

KENNEDY UNION

"The Union is a community center of the University. It is the 'living room' or the hearthstone of the college. The Union is part of the educational program. It serves as a unifying force..." Kennedy Union offers interaction between the faculty and students through programming and activities, i.e., U.D. Forum on Global Concerns, Distinguished Speakers, Christmas on Campus, Campus Carnival, concerts, and plays. It offers opportunities to serve on committees together, to advise and socialize.

Facilities include meeting rooms, faculty dining rooms, Art Gallery, Boll Theatre, Ballroom, Games Room, Lounges, Pub, and Food Court.

Services include catering service, information desk, subscriptions to New York Times and Wall Street Journal, two automatic teller machines, display cases and bulletin boards, check cashing (limit of \$10.00), Candy Bar, bakery, vending machines, Wagon-Lits Travel Office, and van rental for field trips.

RECREATIONAL SPORTS

The Recreational Sports Department conducts activities of interest to the men and women of the University of Dayton. The aim is to provide individuals opportunities to participate in some activity of their own choosing, insofar as facilities and equipment permit. Intramural activities are organized on a team and individual basis, thereby enabling all to participate.

The Recreational Sports office, located in Room 27 of the Fieldhouse, is the administration center for men's, women's, and coed Intramural Programs. Any suggestions or questions about the Intramural Program should be directed to the director of recreational sports at 229-2731.

GRADUATE STUDENTS. A graduate student membership costs \$35.00 individual and \$45.00 for a family membership for a full year starting August 15. Facilities available to graduate students include Physical Activities Center and Fieldhouse. They house the following:

PAC

- I. Collins Gymnasium
 - a. Four basketball/tennis courts
 - b. 1/10 mile jogging track
- II. Lackner Natatorium
 - a. Eight lane —25 yd. Indoor heated pool
 - Two—1 meter diving boards
 - One—3 meter diving board
 - b. 2500 sq. ft. Sun Deck
- III. Weight Room
 - a. Six Universal Gym Machines

IV. Multi-Use Room

- a. Two table-tennis tables
- b. One set of exercise mats

V. Racket Courts

- a. Three handball/racquetball
- b. One squash court

Fieldhouse

I. Main Gymnasium

- a. Four basketball/volleyball courts
- b. Three badminton courts
- c. Seating for 3,500

II. Weight Room

- a. Nautilus Equipment
- b. 2000 lbs. Olympic weights

HEALTH SERVICES

Medical care is available at the Health Center to all full-time and part-time graduate students. Basic medical care and most nonprescription medicines are provided without charge. The Health Center is open from 8 a.m. to 7 p.m. on weekdays and from 8 a.m. to 3 p.m. on Saturdays. In case of emergency, call Public Safety, 2121. A physician is available for consultation every weekday morning and afternoon. Every student born after 1955 is required to show evidence of immunity to measles, mumps, and rubella. Immunization record blanks are available at the Health Center.

Pre-admission physical examinations are not required, but students with chronic health problems are advised to have their physicians send records or recommendations to the medical director. Full-time graduate students are eligible for student health and accident insurance. For information about this program visit the Health Center.

AFFIRMATIVE ACTION AND EMPLOYEE DEVELOPMENT OFFICE

The Affirmative Action and Employee Development Office provides services to the University's staff and faculty in three areas: Affirmative Action/Equal Employment Opportunity (AA/EEO) Compliance, staff develop-

ment and minority faculty, and graduate student recruiting.

CENTER FOR INTERNATIONAL PROGRAMS

The Center for International Programs provides leadership, coordination, and administrative support for the development of international understanding and sensitivity among the University's faculty, staff, and students through research, study abroad, exchanges, services to international students and scholars, and other programs. It serves in an advisory capacity and as a resource center to assist academic units in strengthening the international dimensions of their curricula. It is also committed to community outreach through conferences, seminars, speakers, and workshops organized in cooperation with the University's academic units and community agencies.

Center faculty development and research activities include the associates program, seminars, and visiting scholars. Center associates are appointed by the director upon the recommendation of the center's advisory board.

The Center coordinates and provides administrative support for study abroad and other international educational programs, including the Third World Immersion program. The Office of International Educational Programs is a resource center also for information on non-UD sponsored programs.

INTERNATIONAL SERVICES OFFICE

The International Services Office handles immigration and credential evaluation matters and provides academic and nonacademic advising, orientation, cultural and other programming services for international students and scholars on campus. It also organizes cross-cultural workshops with faculty and staff to create a supportive environment for international students and scholars.

THE COUNSELING CENTER

In keeping with the University's dedication to educating the whole person, the Counseling Center is designed to assist students in self-development. Graduate students may find a time when they need an "objective third party" with whom to express their feelings and thoughts about personal situations. Difficulties with decision-making, interpersonal relationships, loneliness, family-marital issues, career choice, and insomnia, are some concerns that postgraduate students may encounter. The Center provides an atmosphere in which these, or any other issues, can be discussed freely and openly. Students decide to what extent they want to divulge personal information. Strict professional confidentiality is maintained at all times. No information regarding conversations leaves the Center without the students' permission except in the case of life-threatening situations.

All undergraduate students pay an initial student fee to cover the cost of these services. Graduate and Law students are not initially charged a fee for these services. If a choice is made to make use of the Center and its facilities, there are two possible fee structures. The first option is to pay \$10 per session.

If the need arises to use the Center throughout the time spent at the University of Dayton, then paying an \$83 fee would cover all visits. No graduate or Law student would ever

pay more than \$83 for these services. All students are encouraged to use the Center and not allow the fear of being charged a fee to be a stumbling block to seeking assistance. Special arrangements can be made, and there is no charge for the first session.

Appointments can be made in person or by phone. Making an appointment is customary. If an emergency arises, however, no appointment is necessary and students will be seen as soon as possible.

PRIVACY RIGHTS OF PARENTS AND STUDENTS

In compliance with Section 438 of the General Education Provisions Act the University of Dayton has published regulations designed to protect the privacy of parents and students as to the access and to the release of records maintained by the institution (see *University of Dayton Student Handbook*).

THE STUDENT HANDBOOK

Each student at the University of Dayton is responsible for knowing and observing the policies, regulations, and procedures contained in the official student handbook. This publication provides much other useful information, such as University services, and intercollegiate sports schedules. Student handbooks are available at the opening of the Fall Term in Kennedy Union and the McGinnis Center.

GRADUATE ASSISTANT—OFFICE OF RESIDENCE LIFE

The Residence Life Office offers Graduate Assistantships for positions as Director of the Residence Hall facilities. Remuneration includes stipend, room and board, tuition remission, and health insurance. Acceptance into a strong graduate program at the University is required. Applications and resumes should be sent to the Office of Residence Life, 227 Gosiger Hall, University of Dayton, Dayton, Ohio 45469-0962.

STUDENT ACTIVITIES OFFICE

The Student Activities Office is responsible for providing support and direction to officially recognized student groups and organizations. The office grants official recognition status; monitors compliance with recognition standards; allocates and monitors the use of university funds/space in support of student organizations; provides leadership training; and provides direction and support to faculty advisors.

The Student Activities Office also includes student media advising (i.e. the DAYTONIAN, WDCR, ORPHEUS, and FLYER NEWS), the OFFICE OF GREEK LIFE and the COORDINATOR OF GREEK LIFE.

V GENERAL ACADEMIC INFORMATION

The academic requirements and regulations described in this chapter are those of the University which, unless otherwise noted, take precedence over all others and apply to all graduate students. The student is expected to assume full responsibility for knowing and following all pertinent regulations and procedures of the graduate school as set forth in this *Bulletin* and for meeting the standards and requirements expressed herein.

The admission of candidates, their continuance and status, the awarding of academic credits, and the granting of degrees are all subject to the ordinary regulatory powers of the University. The University reserves the right to withhold or cancel, at its discretion, any of these privileges for reasons considered sufficient by its own governing body.

The University of Dayton presently awards the following degrees beyond the Baccalaureate:

Master of Arts
Master of Business Administration
Master of Computer Science
Master of Public Administration
Master of Science
Master of Science in Aerospace Engineering
Master of Science in Chemical Engineering
Master of Science in Civil Engineering
Master of Science in Education
Master of Science in Electrical Engineering
Master of Science in Electro-Optics
Master of Science in Engineering
Master of Science in Engineering Management
Master of Science in Engineering Mechanics
Master of Science in Management Science
Master of Science in Materials Engineering

Master of Science in Mechanical Engineering
Master of Science in Teaching
Educational Specialist Degree in Educational Leadership
Juris Doctor
Doctor of Engineering
Doctor of Philosophy in Biology
Doctor of Philosophy in Educational Leadership
Doctor of Philosophy in Electro-Optics
Doctor of Philosophy in Engineering
Doctor of Sacred Theology

ADMISSION

Men and women graduates of approved colleges or universities who hold the Bachelor's degree are eligible for admission. Applicants must have had adequate undergraduate preparation in their proposed fields of study and must show promise for pursuing higher studies satisfactorily.

Inquiries concerning admission and requests for application forms should be addressed to the Office for Graduate Applications & Records or to the office of the dean of the appropriate School or College. The application for admission to graduate work should be submitted by August 1 for the first term, by December 1 for the second term, by April 1 for the third term, and by June 1 for the second half of the split third term. It is the responsibility of the student that the application, with all necessary supporting documents, be complete and in order. Registration as a graduate student will not be permitted otherwise.

Upon admission, students are designated as full time or part time by their deans or program directors. The determination of such status for graduate assistants, students engaged in research, and, in general, all graduate students is made by their respective chairs.

Graduate students are also classified according to their relationship to formal programs, as follows:

1. **Regular status**—the student who has met satisfactorily all the general requirements of the College or School and the specific requirements of the department in which the program is given.

2. **Conditional status**—the student who must fulfill some prerequisite imposed by the School or department before admission to regular status, and the student whose preparation cannot yet be determined.

3. **Non-degree status**—the student belonging to either of these categories:
—the student will not be officially enrolled in a graduate program leading toward a degree;
—the student fulfills all the requirements and is taking courses for credit but is not seeking a degree.

4. **Transient**—a properly qualified student working toward a degree in another institution who has written authorization from the dean of that institution to take specific courses at the University of Dayton for transfer of credit. The transient student must satisfy all registration requirements of the given course that are mandatory for students working for a degree at the University of Dayton.

APPLICATION

The APPLICATION FORM must be typed or printed in black ink. When completed, it should be returned to the Office for Graduate Applications & Records.

OFFICIAL TRANSCRIPTS must be submitted directly from the Registrars of all previously attended colleges or

universities to the Office for Graduate Applications & Records. Registration will be permitted only when the final transcript (showing the university seal and highest degree attained) is on file.

LETTERS OF REFERENCE should be completed by professional persons able to judge the applicant's academic qualifications for the proposed field of study and returned to the Office for Graduate Applications & Records.

THE UNIVERSITY OF DAYTON operates under an early semester, split third-term calendar. The First Term begins in late August; the Second Term in early January; the Third Term, first session, in May; and the Third Term, second session, in June. (Consult the front of this bulletin for exact dates.)

IT IS THE APPLICANT'S RESPONSIBILITY to see that all required documents are on file at least one month prior to the beginning of the term for which admission is sought.

ADMISSION TESTS

GMATrequired by the SCHOOL OF BUSINESS

GRE required by the following departments: BIOLOGY, COMMUNICATION, PSYCHOLOGY

MAT . . . suggested for the CLINICAL PSYCHOLOGY program

ALL APPLICANTS FOR GRADUATE ASSISTANTSHIPS should include a statement, not to exceed a thousand words, describing academic preparation, vocational objectives, and particular interests in their field of study. Applications are due by March 1 and should be submitted directly to the department.

An application fee of \$25.00 must accompany this form before an application can be processed. Make checks payable to the University of Dayton. This fee is not refundable.

INTERNATIONAL STUDENT ADMISSION

Students from foreign countries should request information and applications from the International Service Office. A student from a foreign country seeking admission to any graduate program must have completed a minimum of sixteen years of schooling, must have earned a Bachelor's degree or its equivalent, and must present evidence of outstanding success in the chosen field of study. An applicant who is a citizen of a foreign country will be required to supply the following along with the formal application form:

1. Non-refundable \$25 application fee.
2. A complete academic record, including secondary school.
3. Three recommendation letters.
4. Scores from the Test of English as a Foreign Language (TOEFL).
5. The Graduate Management Admissions is required of M.B.A. candidates applying to the School of Business.
6. The Graduate Record Examination may be required by some departments and optional with others.
7. A personal vita, including work experience, research study or experience, and professional development objectives.
8. Evidence of financial support to cover all tuition and living costs in the United States. A Bank/financial statement indicating sufficient funds for the first year and a letter from a sponsor indicating support for subsequent year(s) are needed. A Master's degree requires between 2-3 years.

International students should complete the application procedure two months prior to the beginning of classes for any term (see academic calendars). Initial inquiries should be made at least one year before the term in which the student seeks admission.

NOTE: *There are no exceptions for international students to the above rules. For specific directions, see the*

Guide to Admissions for International Students.

VETERANS

The University of Dayton has been approved by the State Approving Agency for Veterans Training to distribute Veterans Benefits. Students must complete and submit a Veterans Schedule Form each semester to receive their educational benefits. Any changes must be reported to the Veterans Affairs Office. Failure to report changes may result in cancellation of Veterans Benefits. The Veterans Affairs Office is located in St. Mary's Hall, Room 202.

UNDERGRADUATE STUDENTS IN GRADUATE COURSES

An undergraduate student may register for graduate courses only under the following conditions:

1. Graduate courses to count toward the undergraduate degree:
 - a. Approval must be obtained from the director of the appropriate graduate program.
 - b. The student's total course load must not exceed 17 semester hours during that term.
2. Graduate courses to count toward the graduate degree:
 - a. Approval must be obtained from the director of the appropriate graduate program.
 - b. The student's total course load must not exceed 17 semester hours during that term.
 - c. The student must be within 15 semester hours of completing the semester-hour requirements for graduation in the undergraduate program.
 - d. Credit obtained for the graduate courses may not be counted toward both the Bachelor's degree and any future Master's degree.
 - e. The undergraduate student whose status is less than full time or 3/4 time must pay the graduate tuition rates to register in graduate courses for graduate credit.

ADVISING

Initial academic advising is usually done by the program director or a temporary advisor. Following this the graduate student may be assigned to a permanent advisor or a graduate committee. In either case all details of the program will be decided by the student and advisor.

REGISTRATION FOR COURSES

The responsibility for being properly registered rests with the student.

Registration is required each term or session of all students who enter course work for credit and of all students who wish to audit courses. The written approval of the proper dean or the designated director or advisor is required for admission to any course. Any student who has interrupted the normal sequence of a graduate program is required to apply to the designated advisor or program chair for permission to resume study, at least four weeks prior to the first day of the term.

All students should consult the Graduate Composite for each term well in advance of registration to determine the scheduling of courses. Students enrolling at the off-campus centers should note that although the scheduling of off-campus classes follows the general pattern of the University calendar, they do not necessarily conform to the on-campus academic dates in all details.

MASTER'S AND DOCTOR'S DEGREE REQUIREMENTS

The College of Arts and Sciences and the Schools of Business Administration, Education, Engineering, and Law offer programs variously distributed in time, leading to the Master's and Doctor's degrees. Specific requirements and sequences leading to these degrees are described in Chapters VI through X, as are the specific curricula, courses, and requirements of the Schools and departments offering them.

Residence Requirement

For the Master's degree, at least 24 semester hours of credit, or its equivalent, must be earned at the University of Dayton or its off-campus centers.

For the Doctor's degree, two-thirds of the semester hours required beyond the Master's degree should be earned at the University of Dayton. Generally, this is 48 semester hours beyond the Master's degree. For the Doctor's degree, a student must be a full-time student for at least two semesters or the equivalency.

Transfer Credits

A maximum of two courses of graduate work may be allowed in transfer from other accredited institutions to the University of Dayton provided the work is of B grade or better. The quality points are not transferred. Usually no transfer credit will be allowed for courses taken more than five years previous to matriculation in the graduate schools of the University of Dayton.

During the initial years of operation of any new program, exceptions to this limitation may be made with the approval of the Dean for Graduate Studies.

Advanced Undergraduate Courses

Some programs permit certain 400-level undergraduate courses to be applied to graduate program credit requirements. When such courses are permitted for graduate-level credit, the work done shall be of the grade of B or higher for that credit to be accepted toward a degree. The student must pay the graduate tuition rates when registering in these courses for graduate credit.

Elective Courses

Most graduate programs allow, and encourage, the student to select one or two courses from other related disciplines. Consult the advisor or program director for details.

Foreign Language Requirement

At the discretion of the department offering a particular program, a reading knowledge of a foreign language may be required for the master's degree. Graduate students can take language courses on a class or tutorial basis by special arrangement through the Department of Languages, College of Arts and Sciences. No graduate credit is allowed for the fulfillment of language requirements.

Comprehensive Examination

A comprehensive examination is required in most programs. This examination may be oral or written, or both. Application for any comprehensive examination must be approved by the chair of the student's major department at least two weeks prior to the examination. For further details, consult the explanation under the appropriate individual program in this Bulletin.

Thesis and Other Requirements

Students in a program requiring a thesis, an equivalent project, a candidacy examination, or a dissertation may begin work only with the approval of the program director or of an advisor delegated with the authority to give it. Both the form and the content of the final work must have the approval of at least three members of the department, including the faculty advisor and the chair or director.

The Manual for the Preparation of Graduate Theses and Dissertations is available from the Office for Graduate Applications & Records, 117 St. Mary's Hall or the Office for Graduate Studies and Research, 200 St. Mary's Hall.

Final copies of a master's thesis in approved form must be submitted at least two weeks before the date of graduation. Students in doctoral programs should consult appropriate sections of this *Bulletin* for requirements concerning candidacy and such matters as the number of copies of the dissertation, as well as for regulations governing topics, approval, and procedures.

Sufficient Progress

Students are expected to maintain sufficient progress towards a degree. At various intervals, usually at each registration period, and especially at mid-point in the program, the advisor or program director will discuss rate of progress with the student. Students not showing promise of completing the program in a reasonable time may be advised to withdraw from the University.

Appeal For Change of Grade

Any appeal for change of grade for a particular course should be directed to the dean of the School in which that course is offered.

Time Limit

All requirements for a master's degree must be satisfied within seven calendar years from the time of matriculation.

All requirements for a doctoral degree must be satisfied within five calendar years after admission to candidacy.

Second Master's Degree

In some cases a student, either possessing a master's degree or currently studying toward one, wishes to obtain an additional master's degree in a related field. Only six semester hours from the first program may be applied toward the requirements of the additional degree.

ACADEMIC STANDARDS

To be in good standing, a graduate student must have a 3.0 quality point average at all times. Grades are expressed on the student's permanent record in the following manner:

- A—**Excellent:** 4 quality points are assigned for each semester or quarter hour.
- B—**Average:** 3 quality points are assigned for each semester or quarter hour.

C—**Poor:** 2 quality points are assigned for each semester or quarter hour.

F—**Failed:** 0 quality points are assigned.

CR—**Passed:** Credit is given, but no corresponding quality points are given. This is used by certain departments when the thesis or special courses are not to affect the 3.0 cumulative quality point average needed to be in good standing.

I—**Incomplete:** To be used when a course has terminated but the student, for an acceptable reason, has not completed the work of the course.

The I has 0 quality points per hour and does not affect the cumulative point average. It can be changed to a letter grade if the student has completed the work. Otherwise it will remain on the permanent record indefinitely.

K—**Credit:** This mark is used only for credits accepted as transfer credit from other institutions. No quality points are allowed.

P—**In Progress:** For the thesis or for courses which have not terminated at the end of semester. After the course or thesis is completed, the P is replaced on the permanent record by an A, B, C, F, or with the corresponding credit and quality point average.

W—**Withdrawal:** Any withdrawal or change of course must be processed by an official Drop-Add Form through the Registration center, with the approval of the graduate student's advisor. During the first three weeks of a full term (or 10 calendar days of a split term) a graduate student may withdraw from a class without record. Financial adjustments, if allowed, will be made only from the date of notification of withdrawal.

X—**Audit:** This mark indicates that the graduate student has registered to audit the course. No credit hours or quality points are awarded for this mark. NOTE: *Any course taken for audit may not be retaken for credit.*

Em—**Examination:** This mark indicates credit given to students (registered in the University) on the basis of examinations after admission to the University. The level of achievement to be demonstrated by the student on these examinations is determined by the department in which the course is taught. Such credit shall be assigned only on authorization of the dean of the School or College in which the student is registered. No quality points are allowed.

The various deans will review at intervals the work of their graduate students, and in consultation with the program directors and/or chairs of the departments, will recommend that those who are not doing work of high caliber be advised to discontinue courses leading to a degree.

The disciplinary authority of the University is vested in the president by right, and in the deans and other officers on whom jurisdiction may be conferred for specific cases and in restricted areas.