

Graduate Issue
January, 1977

The University of Dayton Bulletin



NOTICE OF NONDISCRIMINATORY POLICY

The University of Dayton admits students of both sexes and of any race, color, creed, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, creed, national or ethnic origin, or sex in its admissions policies and academic and other standards, nor in the granting of scholarships, loans, and other financial aid, nor in the planning and administration of any of its academic, athletic, and other programs, services, and activities.

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The provisions 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 UNIVERSITY OF DAYTON BULLETIN

GRADUATE ISSUE



JANUARY 1977

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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, it has consciously drawn its students and faculty not only from the middle-western neighborhood but from across the country and from numerous foreign countries.

STATEMENT OF PURPOSE

As a church-related institution of higher learning in a pluralistic environment, the University of Dayton chooses the Catholic world view and the scholarly traditions of the Society of Mary as its distinctive orientation in carrying out, in an atmosphere of academic freedom and social, racial, and religious tolerance, what it regards as its four essential tasks: teaching, research, social criticism, and public service. The ultimate purpose of all graduate work at the University is identical with this purpose.

A graduate school, through its faculty, seeks to provide and maintain the academic milieu for excellence in graduate work. Therefore, its influence and encouragement extend first to its own members and their scholarly activity. 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, 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.

¹ The 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.

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 average demand upon the initiative, the industry, and the scholarship of the candidate for an advanced degree.

BASIC ACADEMIC STRUCTURE OF THE UNIVERSITY

The University of Dayton includes the College of Arts and Sciences and four professional schools, each with a dean: 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 ultimate responsibility for which rests with the Dean for Graduate Studies and Research, who is also responsible for all research connected with the University. At the head of the academic structure of the University is the Vice President for Academic Affairs and Provost.

OFF-CAMPUS CENTERS

The University of Dayton maintains off-campus centers, all of them in Ohio, for graduate study in the following disciplines: Business Administration: Columbus and Lima; Education: Lima, Springfield, and Steubenville.

ACCREDITATION

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

The State of Ohio, Department of Education.

The North Central Association of Colleges and Secondary Schools.

The National Council for Accreditation of Teacher Education for preparation of elementary and secondary school teachers.

The Engineers' Council for Professional Development for chemical, civil, electrical, and mechanical engineering curricula; also for programs of electrical, industrial, and mechanical technology in the Engineering Technology Division.

The University has the approval of the American Medical Association for its premedical program and of the American Chemical Society for its program in chemistry.

The School of Law is accredited by the Ohio League of Law Schools and is accredited provisionally by the American Bar Association.

INSTITUTIONAL MEMBERSHIP

The University holds institutional membership in the following:

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 Collegiate Schools of Business Assembly.

The American Association of University Women.

The American Collegiate Retailing Association.

The American Council on Education.
The American Political Science Association (Departmental Services).
The American Society for Engineering Education.
The Association of American Colleges.
The Association of College and University Housing Officers.
The Association of Governing Boards of Universities and Colleges.
The Association of Independent Colleges and Universities of Ohio.
The Association of Urban Universities.
The Catholic College Coordinating Council.
The College Entrance Examination Board.
The College and University Personnel Association.
The Cooperative Education Association.
The Council of Graduate Schools.
The Dayton-Miami Valley Consortium.
The Institute of International Education.
The National Association for Foreign Student Affairs.
The National Association for Music Therapy (tentative approval)
The National Association of College Admissions Counselors.
The National Association of Schools of Music.
The National Association of Schools of Public Affairs and Administration.
The National Association of Student Personnel Administrators.
The National Scholarship Service and Fund for Negro Students.
The North Central Association of Colleges and Secondary Schools.
The Ohio Academy of Science.
The Ohio College Association.

INSTITUTIONAL CONSORTIA

Dayton-Miami Valley Consortium

Thirteen institutions of higher learning in the Miami Valley, including the University of Dayton, have organized the Dayton-Miami Valley Consortium (DMVC). 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.

Consortium for Higher Education Religion Studies

The University is an active member of the Consortium for Higher Education Religion Studies (CHERS). This consortium makes possible cross registration, sharing of library resources, dialogue with students of other institutions, interchange of facilities, and cooperative innovative planning. Area members include Antioch College, Hamma Divinity School, Payne Theological Seminary, St. Leonard Seminary, University of Dayton, Wilberforce University, Wilmington College, and United Theological Seminary.

United Seminary, Antioch College, the University of Dayton, and Wright State University jointly employ and share a Professor of Judaic Studies under a grant from the Harriet Sanders Trust of Dayton, Ohio.

II University Facilities and Services

COMPUTER CENTER

In the Computer Center, the University's Office for Computing Activities (OCA) operates a large time-sharing computer for the benefit of students, faculty, and staff as well as for academic support services, the registration process, and other administrative functions.

Various academic departments offer courses in or involving programming and the use of the computer, for which students regularly come to OCA's Data Center to do assignments. In addition, students not enrolled in courses specifically requiring computer use may learn about it and gain experience on a first-come, first-served basis once they have received identifying numbers (applied for at the Office for Computing Activities). Open-shop terminals are in the Data Center, as are keypunch machines for those who need them. The Data Center distributes several manuals produced by the staff to explain the Computer Center's program library, equipment, and capabilities.

Student operators, consultants, and programmers are hired each year to assist the staff in providing computing service to the University community. Students interested in working as any of these are encouraged to visit the office of the Manager of Operations, the Manager of Academic Services, or the Director of OCA.

HEALTH SERVICES

The Gosiger Memorial 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. At all other times, emergency care is available. The doctor's hours are 9 a.m. to 3:30 p.m. on weekdays.

Any full-time or part-time graduate student who wishes to make use of Health Center facilities is required to submit a pre-admission health form, including a report of a doctor's examination and recent chest x-ray, directly to the Health Center before admission to graduate studies. The proper form for this purpose may be obtained from the Office for Graduate Studies; no other forms will be accepted. Only students whose completed forms are on record will be permitted to use the Health Center.

HOUSING

Those wishing information about housing may call or visit the Housing Office (229-3317), Gosiger Center.

HUMAN RELATIONS OFFICE

The Human Relations Office serves students, faculty, staff, and administrators in several ways. It encourages and facilitates intergroup communication on

campus. It serves as a primary conduit for two-way communication between the University of Dayton and the black community both on and off the campus. It offers to minority students and others personal and group counseling, academic and cultural program support, and a variety of informational and guideline services. Its director is the compliance officer for Affirmative Action / Equal Employment Opportunity (AA / EEO) at the University.

INFORMATION CENTER

The Information Center, on the first floor of the John F. Kennedy Memorial Union, gives students and others easy access to miscellaneous data such as the location and telephone numbers of faculty, staff, students, and organizations; the location of academic and other departments; the location of buildings and classrooms; bus schedules; the schedule of on-campus meetings and other events (academic, cultural, athletic, and recreational), listing specific times, places, admission prices if any, names of speakers or performers, etc.; and events in Dayton and the surrounding area that are of special interest or value to University students.

The Center maintains a lost-and-found department and a rack of useful pamphlets, flyers, maps, and University publications. Tickets for Music and Theatre Arts performances are available here, and RTA (city bus system) tickets are for sale.

INTERNATIONAL EDUCATION

The Office of International Education, in O'Reilly Hall, advises and serves international students at the University of Dayton and provides help and information on many aspects of international education. It maintains a resources center with foreign cultural reviews, publications on travel abroad and special international topics, and American material of interest to international students on this campus.

LIBRARIES

The University of Dayton Library contains book, journal, and microform collections for both graduate and undergraduate students. Its book holdings are almost 375,000 volumes, and its journal titles number around 3,500. The Library is a partial Government Document Depository. It houses (in addition to the internationally famous Marian Library, which has auxiliary collections of its own) other special resources such as a rare book collection and an archives. The University Library provides continuous reference service and operates almost entirely under the open stack system. On each floor, comfortable reading areas are convenient to the stacks. Typewriters and photocopiers available for use, seminar rooms, and faculty carrels are among the Library's other facilities.

The Marian Library, on the seventh floor of the main library building, holds the world's largest collection of works on the Virgin Mary, which includes 40,000 books and pamphlets in over fifty languages, runs of 125 periodicals, a clipping file of 33,000 items, growing microfilm offerings, and numerous medals and photographs. The Marian Library supplements its resources for Mariology with national and regional bibliographies; a significant depository of early printing,

with 4,000 works dated before 1800; and reference works on the Bible, ecclesiastical and dogmatic history, Christian art (especially of the Eastern Churches and Medieval Europe), and the history of printing.

The Law Library, opened in 1974 with the reopening of the Law School, occupies a large portion of the ground floor of the main library building. It has over 91,000 volumes and offers modern research resources such as microfiche.

The Curriculum Library, housing specialized collections of the School of Education, is on the first floor of Chaminade Hall.

The University's active membership in the Dayton-Miami Valley Consortium has significantly augmented the library resources available to her students. Some libraries in the Consortium will lend materials directly to students from other schools; others require interlibrary loan forms, which may be secured from one of the reference librarians.

Other libraries in the area available to graduate students include the public system and the libraries of the Engineers' Club, Miami Valley Hospital, certain units of Wright-Patterson Air Force Base, and certain local industries.

PARKING

A one-year parking permit may be obtained for a fee of \$10 at the Traffic Office, Gosiger Center. This is a color-coded decal indicating the lot to which the permit holder has been assigned. Parking facilities on the main campus are limited. Restrictions to assigned lots are enforced rigidly between 8 a.m. and 5 p.m. on weekdays. After 5 p.m. daily and on weekends, all University lots (except for restricted zones) are open to all permit holders. An evening student may obtain an evening permit for the same \$10 fee. Note, however, that evening students arriving on campus before 5 p.m. on weekdays may park only in Lot A.

The Traffic Office brochure, issued with the permit, lists traffic regulations in detail. Drivers are expected to know these and to observe them.

PLACEMENT

The services of the Placement Office, St. Mary's Hall, which are available to seniors, graduate students, and alumni seeking positions in business, industry, and government, include the following:

1. Personal employment counseling.
2. A library of literature describing opportunities with more than 500 employers.
3. A listing of current job openings.
4. Direct referral of alumni to employers.
5. Campus interviews by representatives of business, industry, and government (conducted from October through March; announced in a monthly calendar which can be obtained in the Placement Office).

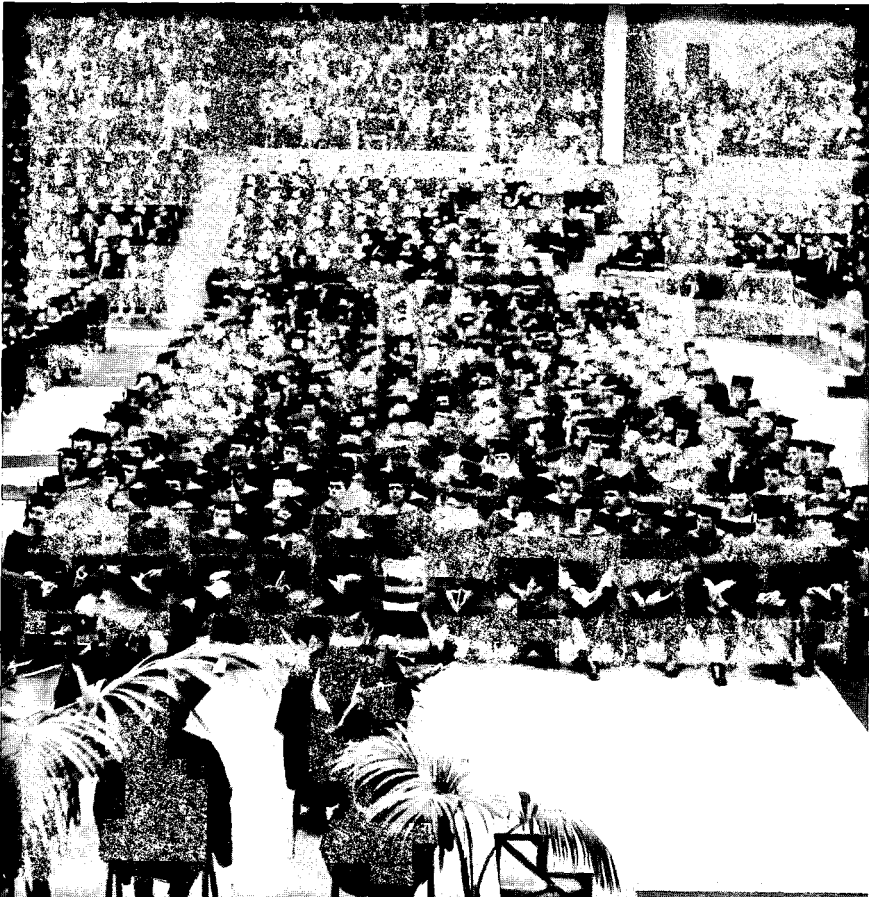
Part-time and summer employment are the responsibility of the Personnel Services Office. Teacher placement is the responsibility of the Teacher Placement Office, School of Education.

Information about graduate assistantships may be obtained from the appropriate departmental chairmen or program directors.

RESEARCH INSTITUTE

As an integral unit of the University, the Research Institute administers sponsored research that the University agrees to perform for commercial organizations and governmental agencies. Research projects are in such broad and diverse areas as ecological studies, bone implants, blood flow, heart and muscle investigation, aerodynamics and structural mechanics, archaeological investigations, systems analysis, and the development of high strength magnetic materials.

Projects concerning a single discipline are conducted by the appropriate department of instruction, and multidisciplinary projects are normally conducted in research facilities under the direct jurisdiction of the Research Institute. There is strong emphasis on the integration of all research with the instructional activities of the University, and a concerted effort is made to provide opportunities for graduate students to acquire training and experience in research.



III Financial Information

TUITION AND FEES

Tuition for Courses Taken for Undergraduate Credit

| | |
|---|---------|
| Per registered semester hour for lecture course on campus only..... | \$58.00 |
| Per clock hour for laboratory course..... | 20.00 |

Tuition for Courses Taken for Graduate Credit

| | |
|---|-------|
| Per registered semester hour except as below..... | 65.00 |
| School of Business Administration off-campus center per semester hour ... | 74.00 |
| School of Education per quarter hour | 29.00 |
| School of Education off-campus center per quarter hour..... | 34.00 |
| School of Engineering doctoral program per semester hour..... | 74.00 |
| Secondary and elementary teachers and school administrators per semester hour | 45.00 |

Fees

| | |
|--|-------|
| Application fee, non-refundable..... | 15.00 |
| Foreign student application, non-refundable..... | 25.00 |
| Basic University fee, each term on campus only (This fee payable only once during the third term.) | 15.00 |
| Audit per semester hour | 28.00 |
| Em credit per semester hour | 15.00 |
| Graduation fee | 26.00 |
| Late registration service charge..... | 15.00 |
| Late payment fee (second payment) | 15.00 |

NOTE: Law students see Chapter X.

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 who discontinue class attendance without officially completing the withdrawal procedures will be responsible for the full amount of the applicable tuition and fees.

Financial Information

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

| | |
|---|------|
| During the first week of classes..... | 20% |
| During the second week of classes | 40% |
| During the third week of classes..... | 60% |
| During the fourth week of classes | 80% |
| During and after the fifth week of classes..... | 100% |

Tuition charges for cancellations each session of the split third term will be made according to the following schedule:

| | |
|--|------|
| During the first week of classes..... | 35% |
| During the second week of classes | 70% |
| During or after the third week of classes..... | 100% |

TRANSCRIPTS

A transcript of the permanent academic record is a confidential document to be released only with the permission of the student except under due process of law. A transcript of record will be issued by the Registrar upon receipt of a request in writing. The student may request his transcript to be mailed to himself, another institution, or an organization. The first copy of a transcript requested after graduation is a complimentary copy. All transcripts except the complimentary copy will require advanced payment of a dollar. The charge for transcripts ordered in lots of two or more is a dollar for the first copy and fifty cents for each additional copy. Transcripts will be provided only for students whose financial records are clear.

ASSISTANTSHIPS

A limited number of graduate assistantships are available to students who are qualified. These carry a stipend and tuition remission for courses required for the degree. Recipients are expected to complete the requirements for the master's degree in two years.

Detailed information and forms for making application may be obtained from the chairman or director of the proposed graduate program.

IV General Academic Information

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

Master of Arts
Master of Business Administration
Master of Clinical Chemistry
Master of Computer Science
Master of Humanities in Philosophy
Master of Mechanical Engineering
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 Engineering
Master of Science in Engineering Management
Master of Science in Management Science
Master of Science in Materials Engineering
Master of Science in Teaching
Juris Doctor
Doctor of Engineering
Doctor of Philosophy in Biology
Doctor of Philosophy in Engineering

The various programs leading to these degrees are described in Chapters V through X, as are the specific curricula, courses, and requirements of the schools and departments offering them.

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.

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 Studies or to the Office of the Dean of the appropriate school or college of the University of Dayton. 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 his application, with all the necessary supporting documents, be complete and in order. Registration as a graduate student will not be permitted otherwise. A student anticipating use of the University Health Services must also file a medical record along with the application.

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 chairmen.

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 he is working.
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. Unclassified status — the student belonging to either of the categories below. The unclassified student will be considered as the student of a school or the college but will not be officially enrolled in a graduate program leading toward a degree.
 - a. Nonprogrammed — a student who fulfills all the requirements and is taking courses for credit but is not seeking a degree.
 - b. 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.

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. Graduate students must register at least ten days prior to the beginning term dates listed in the academic calendar. Any student who has interrupted the normal sequence of his graduate program is required to apply to the designated

advisor or chairman for permission to resume graduate study, at least two weeks prior to the first day of each term.

All students should consult the Graduate Composite for each term well in advance of registration in order to determine the scheduling of courses. Students enrolling at the off-campus centers (Columbus, Findlay, Lima, Springfield, Steubenville) 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. Law students should note a separate Law School calendar in Chapter X.

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 are listed in those sections of this Bulletin dealing with the specific degree programs.

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 quality 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 concerned.

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 doctoral 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 doctoral degree, a student must be a full-time student during at least two semesters or the equivalency.

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 for each semester or quarter hour.
- B — Average: 3 quality points for each semester or quarter hour.
- C — Poor: 2 quality points for each semester or quarter hour.
- F — Failed: 0 quality points.
- K — Passed: Credit is given, but no corresponding quality points are given. The K 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.

- P – In Progress: For the thesis or for courses which have not terminated at the end of a semester. After the course or thesis is completed, the P is replaced on the permanent record by an A, B, C, F, or K with the corresponding credit and quality point average.
- 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 affect the cumulative quality point average. It can be changed to a letter grade if the student has completed his work within a period of four months.
- 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 which must 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.

NOTE: Students in the School of Law are graded on another scale. See Chapter X.

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 class or tutorial basis by special arrangement through the chairman of 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 chairman 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 must not undertake work on such a requirement without the approval of the department chairman or 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 chairman or director.

At least three 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.

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.

VETERANS

All departments of the University have been approved by the Veterans Administration for training under the G.I. Bill. Veterans' affairs are handled by the VA Representative, second floor, Chaminade Annex. All veterans wishing to utilize their educational benefits must contact this office each semester. Counseling by the Veterans Administration is available in the Guidance Center. The following is University policy on enrollment status for the purpose of VA certification: Full time — 8 or more semester hours; $\frac{3}{4}$ time — 6 or 7 semester hours; $\frac{1}{2}$ time — 4 or 5 semester hours; less than $\frac{1}{2}$ time — 3 semester hours.

INTERNATIONAL STUDENTS

Students from foreign countries should request information and applications from the Office of International Education. (See also Chapter II.) 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 at least a bachelor's degree or its equivalent, and must present evidence of outstanding success in his chosen field of study. An applicant who is a citizen of a foreign country will be required to supply the following information along with his formal application form:

1. A completed academic record.
2. Three recommendation letters.
3. Scores from the Test of English as a Foreign Language (TOEFL).
4. Scores from the Graduate Record Examination (GRE). Exception: Instead, MBA candidates must furnish scores from the Graduate Management Admissions Test (GMAT).
5. A medical questionnaire completed by a responsible medical authority.

6. Evidence of sufficient funds to cover tuition costs for the first year, room and board, and return transportation costs; and, from countries where applicable, evidence of exchange funds and export permission. (A master's degree requires approximately two calendar years for completion.) Moreover, the international student must carry health insurance and be prepared to pay the first annual premium (\$45.00) upon arrival at the University.

International students should complete the application procedure two months prior to the beginning of classes for any term. (See academic calendar.) Original 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.

GRADUATE STUDENTS IN UNDERGRADUATE COURSES

Some, but not all, curricula permit certain 400-level undergraduate courses to be applied to graduate program credit requirements. When such courses are permitted for graduate-level credit, then the work done shall be of the grade of B or higher in order 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.

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 his 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 $\frac{3}{4}$ time must pay the graduate tuition rates to register in graduate courses for graduate credit.

SEPARATION FROM THE UNIVERSITY

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 various deans reserve the right to review at intervals the work of their graduate students, and in consultation with the program directors and / or chairmen of the departments, to recommend that those who are not doing work of a 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.