

The University of Dayton
**GRADUATE SCHOOL
BULLETIN**

January 2000



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Mailing Address: University of Dayton, Dayton Ohio 45469-1611

Telephone: University of Dayton (937) 229-1000
University Office of Admission (937) 229-4411
University Office for Graduate Applications & Records (937) 229-2343
University Graduate School (937) 229-2390
University of Dayton School of Law (937) 229-3795

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2000 ACADEMIC CALENDAR

SECOND TERM

Thu, Dec 30	Last day to complete registration
Wed, Jan 5	Classes begin at 8:00 a.m.
Tue, Jan 11	Last day for late registration, change of grading options and schedules
Mon, Jan 17	Martin Luther King, Jr. Day—no classes
Fri, Jan 21	Faculty Meeting: Budget decisions at 3:00 p.m.
Mon, Jan 24	Last day to withdraw without record
Fri, Jan 28	Last day to change First Term grades
Fri, Feb 4	Last day to submit candidacy for graduation in May
Wed, Feb 23	First-year students' mid-term progress grades due in Registrar's Office by 4:00 p.m.
Tue, Mar 7	Bro. Joseph Stander Symposium
Wed, Mar 8	Bro. Joseph Stander Symposium
Sat, Mar 11	Mid-Term break begins after last class—Saturday classes meet
Sat, Mar 18	Saturday classes meet
Mon, Mar 20	Classes resume at 8:00 a.m.
Tue, Mar 21	Summer 1999-2000 registration begins
Wed, Mar 22	Last day to withdraw with record of W—no registration
Thu, Mar 23	Fall 2000-2001 registration begins
Fri, Apr 7	General Faculty Meeting at 3:00 p.m.
Thu, Apr 13	Last class for Thursday classes that meet once per week
Mon, Apr 17	Last class for Monday classes that meet once per week
Wed, Apr 19	Easter recess begins after last class
Tue, Apr 25	Classes resume at 8:00 a.m.
Tue, Apr 25	Last class for Tuesday classes that meet once per week
Tue, Apr 25	Last class for all classes that meet on both Tuesday and Thursday
Wed, Apr 26	Last class for Wednesday classes that meet once per week
Wed, Apr 26	Last class for all classes that meet on both Monday and Wednesday
Wed, Apr 26	Last class for all classes that meet on Monday, Wednesday, and Friday
Wed, Apr 26	Last day of classes
Thu-Wed, Apr 27-May 3	Examinations—Second Term ends after final examinations
Wed, May 3	Senior grades due at noon
Sun, May 7	Commencement Exercises at 10:00 a.m.
Mon, May 8	Grades due in Registrar's Office at 9:00 a.m. Deficiency slips due in Deans' Offices
Thu, May 11	Grades ready
Fri, Jun 9	Last day to change Second Term grades

THIRD TERM

First Session

Fri, May 12	Last day to complete registration
Sat, May 13	Saturday classes begin

Mon, May 15	Classes begin at 8:00 a.m.
Thu, May 18	Last day for late registration, change of grading options and schedules
Wed, May 24	Last day to withdraw without record from First Session courses
Mon, May 29	Memorial Day—no classes
Fri, Jun 9	Last day to change Second Term grades
Mon, Jun 12	Last day to withdraw with record of W from First Session courses
Thu, Jun 22	Last day of classes
Fri-Sat, Jun 23-24	Examinations—full Third Term classes do not meet
Sat, Jun 24	First Session ends after final examinations
Tue, Jun 27	Grades due in Registrar's Office at 9:00 a.m. Deficiency slips due in Deans' Offices
Fri, Jun 30	Grades ready
Fri, Jun 30	Last day to submit candidacy for graduation in August
Thu, Jul 6	Last day to withdraw without record from full Third Term courses
Mon, Jul 31	Last day to change First Session grades

THIRD TERM

Second Session

Fri, Jun 23	Last day to complete registration
Sat, Jun 24	Saturday classes begin
Mon, Jun 26	Classes begin at 8:00 a.m.
Thu, Jun 29	Last day for late registration, change of grading options and schedules
Fri, Jun 30	Last day to submit candidacy for graduation in August
Tue, Jul 4	Independence Day—no classes
Thu, Jul 6	Last day to withdraw without record from Second Session and full Third Term courses
Mon, Jul 24	Last day to withdraw with record of W from Second Session and full Third Term courses
Mon, Jul 31	Last day to change First Session grades
Wed, Aug 2	Senior grades due at noon
Thu, Aug 3	Last day of classes
Fri-Sat, Aug 4-5	Examinations—Second Session ends after final examinations
Sun, Aug 6	Diploma Exercises at 10:00 a.m.
Tue, Aug 8	Grades due in Registrar's Office at 9:00 a.m. Deficiency slips due in Deans' Offices
Fri, Aug 11	Grades ready
Tue, Sep 12	Last day to change Second Session and full Third Term grades

PROPOSED 2000-01 ACADEMIC CALENDAR

FIRST TERM

Sat-Tue, Aug 19-22	New Student Orientation
Wed, Aug 23	Classes begin at 8:00 a.m.
Mon, Sep 4	Labor Day—no classes
Mon, Oct 9	Columbus Day—no classes except those held on Monday only
Tue, Nov 21	Thanksgiving recess begins after last class
Mon, Nov 27	Classes resume at 8:00 a.m.
Wed, Dec 6	Last day of classes
Thu, Dec 7	Study Day
Fri, Dec 8	Feast of the Immaculate Conception—Christmas on Campus
Sat-Fri, Dec 9-15	Examinations
Sat, Dec 16	Diploma Exercises

SECOND TERM

Wed, Jan 3	Classes begin at 8:00 a.m.
Mon, Jan 15	Martin Luther King, Jr. Day—no classes
Mon, Feb 19	Presidents' Day—no classes except those held on Monday only
Sat, Mar 10	Mid-term break begins after last class
Mon, Mar 19	Classes resume at 8:00 a.m.
Wed, Apr 11	Easter recess begins after last class
Tue, Apr 17	Classes resume at 8:00 a.m.
Wed, Apr 25	Last day of classes
Thu, Apr 26	Study Day
Fri-Thu, Apr 27-May 3	Examinations
Sun, May 6	Commencement

THIRD TERM— FIRST SESSION

Mon, May 14	Classes begin at 8:00 a.m.
Mon, May 28	Memorial Day—no classes
Thu, Jun 21	Last day of classes
Fri-Sat, Jun 22-23	Examinations

THIRD TERM — SECOND SESSION

Mon, Jun 25	Classes begin at 8:00 a.m.
Wed, Jul 4	Independence Day Observed—no classes
Thu, Aug 2	Last day of classes
Fri-Sat, Aug 3-4	Examinations
Sun, Aug 5	Diploma Exercises

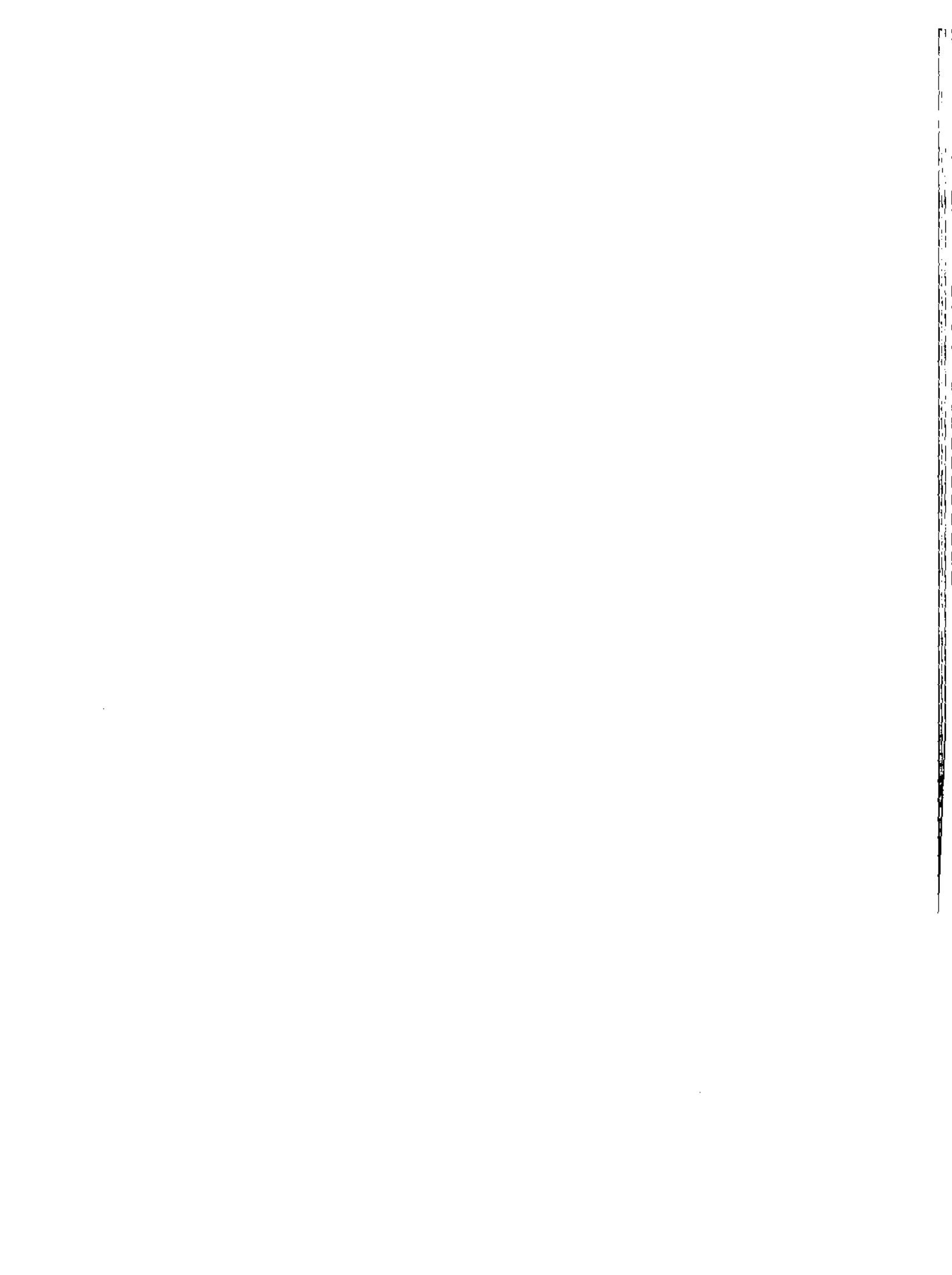


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I THE UNIVERSITY OF DAYTON

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 richness of cultural diversity, representatives of many faiths are numbered among the University faculty and students. For the same reason, the University has consciously drawn its students and faculty not only from the immediate community and the midwest but from across the country and from numerous foreign countries.

The main campus of over a hundred landscaped acres, is on a hill overlooking the city of Dayton, Ohio. The campus is a well integrated architectural mix of old and new buildings that are both attractive and well-equipped. The faculty are excellent scholars who pursue knowledge in its rich variety and fine instructors dedicated to student learning and educational excellence. The University enrolls students from diverse social, ethnic, and economic backgrounds who are capable of and committed to learning, leadership, and service.

A lively, friendly atmosphere; 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 myriad aspects of the character of the University of Dayton.

MISSION

The University of Dayton is a comprehensive Catholic university, a diverse community committed, in the Marianist tradition, to educating the whole person and to linking learning and scholarship with leadership and service.

The University of Dayton offers a broad range of programs in liberal arts, the sciences, and the professions at the undergraduate level, to providing selected programs on the graduate level to meet the needs of the community and region, and to sponsoring timely continuing education programs. As comprehensive, the University views learning and scholarship as a shared task of discovering, integrating, applying and communicating knowledge at the intersections of liberal and professional education, across the disciplines, and through combining theory with practice.

As Catholic, the University commits itself to a distinctive vision of learning and scholarship that includes a common search for truth based on the belief that truth can be more fully known and is ultimately one; a respect for the dignity of each human person created in the image and likeness of God; and an appreciation that God is manifested sacramentally through creation and the ordinary things in life. Ultimately, a Catholic vision of the intellectual life is based upon the acceptance of the revelation of God in Jesus Christ as it has been received and handed on by the Church. This challenge calls for integration of the human and the divine, reason and faith, and promotes true understanding through a person's head and heart. The University welcomes persons of all faiths and persuasions to participate in open and

reflective dialogue concerning truth and the ultimate meaning of life.

Founded in the Marianist tradition, the University is committed to a vision of a distinctive educational community. As Marianist, the University focuses on educating the whole person in and through a community that supports and challenges all who become a part of it. The University forms an educational community thriving on collaboration by people from diverse backgrounds with different skills who come together for common purposes. The University as Marianist challenges all its members to become servant-leaders who connect scholarship and learning with leadership and service.

This university community—comprehensive, Catholic and Marianist—exists not for itself, but to render service. The University creates an environment in which its members, working in a scholarly manner, are free to evaluate the strengths and weaknesses of their own work and the work of others. In partnership, through the Research Institute, Campus Ministry, as well as numerous student organizations, the University works with others to improve the human community.

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 on July 1, 1850 when St. Mary's School for Boys, a frame building that not long before had housed farm hands, opened its doors to fourteen primary students from Dayton.

By 1860, when Brother Maximin Zehler became president, enrollment

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.

approached 100. St. Mary's grew; an old history refers to the period of 1860 to 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 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 was held; its classes were 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 1930s and the early 1940s, 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 turned its preparatory school functions over to Chaminade High School and graduated its last class in law for almost 40 years, 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; all divisions opened to women, and the University of Dayton became co-educational.

Today, the University of Dayton is a comprehensive university consisting of the College of Arts and Sciences, the School of Business Administration, the School of Education, the School of Engineering, 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 only 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.

In short, graduate work, for the student at the University of Dayton, has as 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 human institutions. 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; and 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 & Allied Professions, the School of Engineering, and the School of Law. The Deans, through their departments, administer the undergraduate and graduate programs. The Vice President for Graduate Studies & Research and Dean of the Graduate School has the overall responsibility for all graduate programs, and also administers all research activities connected with the University. At the head of the academic structure of the University is the 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, accounting, and Master of Business Administration programs of the School of Business Administration
The American Bar Association for its School of Law
The Association of American Law Schools for its School of Law
The Human Factors Society for its master of arts program in experimental—human factors psychology
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
The American Dietetic Association
The National Association for Music Therapy
The League of Ohio Law Schools for its School of Law

INSTITUTIONAL MEMBERSHIPS

The University holds the following institutional memberships:

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 Dietetics Association
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 and Universities
The Association of American Law Schools
The Association of Catholic Colleges and Universities
The Association of Colleges and University 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 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 costs, 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.

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 International Services serves students from other countries who are enrolled at the University.

OFF-CAMPUS ACADEMIC CENTERS

The University of Dayton maintains off-campus centers for graduate study in Business Administration (Columbus); Education & Allied Professions (Lima and Columbus); and Religious Studies (Fort Wayne, IN). All programs

and courses are closely supervised by the Deans of Education & Allied Professions, Business, and Arts and Sciences as well as the Dean of the Graduate School. 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 members 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 more than thirty 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 courses taken for Undergraduate credit per credit hour	\$501.00
Tuition for Graduate semester credit hour — Arts & Science and Engineering	424.00
Tuition for Graduate semester credit hour — Business	440.00
Doctoral per semester credit hour (including Engineering)	478.00
Doctoral per semester credit hour for Religious Studies	359.00
Religious course per semester credit hour (off and on campus) Fall & Winter	318.00
Religious course per semester credit hour summer please reference current composite	
MBA (off campus academic center) per semester credit hour	440.00
MPA per semester credit hour ...	284.00

School of Education & Allied Professions

On campus per quarter hour	161.00
Off campus per quarter hour	161.00
Educational Specialist program per quarter hour	210.00
Doctoral (on campus) per quarter hour	235.00
Doctoral per semester hour (Education majors only)	357.00
Secondary & elementary teachers & school administrators (semester	

hours)—school related courses only (excluding doctoral) 318.00

Education & Allied Professions Block Fees

Elementary block fee per course . 60.00
Secondary block fee per course ... 60.00

Miscellaneous Fees

Application fee for all graduates . 30.00
WWW is free
EM Credit per credit hour 25.00
Late registration fee 25.00/week, to a maximum of 75.00
Lab fees per clock hour (maximum \$250.00) 50.00
University Fee 25.00
Graduation Fee 75.00

Audit Rates

(1/2 REGULAR CREDIT HOUR RATE ROUNDED UP TO NEXT DOLLAR)

Audit (per quarter hour)	
On Campus	81.00
(per quarter hour)	
Off Campus	
(per quarter hour)	81.00
(per semester hour)	
Except Business	212.00
(Business — per semester hour)	220.00
(Graduate Religious Studies and secondary and elementary teachers and school administrators — per semester hour)	159.00
(Educational Specialist Program — per quarter hour)	105.00
(Doctoral — on campus — per quarter hour	118.00
(Doctoral per semester hour) — Teachers & School Administrators	179.00
(Doctoral per semester hour) — Non-Education	239.00

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

An assessment of \$25.00 plus 1% of the amount of the check will be made for payment of tuition and fees by a bad

check. 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 course composites, by contacting the department in which the course is offered, 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 process 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%

Special withdrawal rules apply if the student has been awarded Title IV Federal Financial Aid. Please contact the Financial Aid office if you have any questions.

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 receiving 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 the Schools of Business, Education & Allied Professions, 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 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

Roesch Library houses the book, journal, government document, and microform collections for both graduate and undergraduate students. The library holds over a million volumes and currently subscribes to 2,600 print serials with an additional 2,600 in electronic format. The library uses the OCLC system to provide interlibrary loans from over 4,000 academic and research libraries around the world. Roesch Library is fully automated through an integrated online catalog, circulation, and acquisitions/serials control system. Internet and dial-in access to the collections are available from off-campus. The Library also houses the Marian Library. The rare book and other special collections, as well as the University Archives, are located adjacent to the library in Albert Emanuel Hall.

Roesch Library has a 50 computer "Scholar's Workstation" environment on the second floor that allows extensive access to the campus network, OhioLINK resources, and the Internet. These computers run most Microsoft applications, Claris Works, and SPSS. They are available the entire time the library is open. All stack floors have dataports that allow students to access campus and information networks through laptop computers.

The Marian Library, located 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 93,500 books and pamphlets—6,000 printed before 1800—150 current periodicals, a clipping file of 52,000 items, a Marian stamp collection, postcards, pictures, and statues. There is also, as a complement to the Marian books, a general theo-

logical reference collection that is strong in bibliographical resources, early church literature, and religious art. Publications include *Marian Studies*, the proceedings of the Mariological Society of America; *Marian Library Studies*, which presents original studies on Marian topics; and the twice-yearly *Marian Library Newsletter*.

SCHOOL OF LAW LIBRARY

The library of the School of Law is located in Joseph E. Keller Hall. Its collection exceeds 170,000 volumes.

ACCESS TO OTHER RESOURCES

Roesch Library is part of Ohio's pioneering OhioLINK project, linking the library resources of 56 state and private academic and research libraries and the State Library of Ohio. A delivery system among these institutions provides rapid delivery of requested materials, usually 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 of the Southwestern Ohio Council for Higher Education libraries.

COMPUTERIZED ON-LINE LITERATURE SEARCHING

Roesch Library subscribes, both

independently and through OhioLINK, to over 80 bibliographic and full-text databases. These provide information in almost every area of study offered by the University. Most are available across campus and through the Internet. The library also has access to several hundred databases from a variety of commercial database providers. Librarians will use these online resources when appropriate. There is no charge for online searching.

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 students, faculty, and staff of the School of Education & Allied Professions. 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.

SCHOOL OF EDUCATION & ALLIED PROFESSIONS CURRICULUM MATERIALS CENTER

The Louis J. Faerber, S.M. Curriculum Materials Center houses the specialized collections of the School of Education & Allied Professions 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 & Allied Professions.

RESEARCH INSTITUTE (UDRI)

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, stereolithography, 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.

INTERNATIONAL MARIAN RESEARCH INSTITUTE (IMRI)

Johann G. Roten, S.M.,
Program Director

To facilitate and encourage Marian Studies in the United States and abroad, the International Marian Research Institute (IMRI) was founded in 1975 at the University of Dayton in affiliation with the Roman Pontifical Theological Faculty Marianum. Housed in the Marian Library, IMRI offers annual graduate-level summer schools on a three-year cycle to promote the programs of Marian Studies established

by the Marianum. World-renowned theologians often join the faculty as guest instructors or lecturers.

Through IMRI, students can work toward a Pontifical Licentiate of Sacred Theology (S.T.L.) or Doctorate of Sacred Theology (S.T.D.)—each with specialization in Mariology—a certificate in Marian Studies, or a master's degree in religious studies with specialization in Mariology from the University's Department of Religious Studies, offered in a joint program. Course offerings include studies in Mariology, Christology, ecclesiology, spirituality, and theological anthropology.

Recognized as one of the world's leading centers for Mariological studies, the International Marian Research Institute also is committed to scholarly Marian research and the promotion of Marian art.

Admission is approved by the director of IMRI and an advisory council.

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 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, Residential Programs, Services for Diverse Student Populations, Public Safety, Food Services, and Recreational Sports.

RESIDENTIAL LIVING

The University of Dayton maintains a number of diverse housing units for graduate students. There are approximately 60 spaces for first-year law students in University housing; the housing needs of upperclass law and graduate students may also be accommodated on a space-available basis. Graduate and law students interested in University housing should contact Residential Services at (937) 229-3317 upon their acceptance.

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

FOOD SERVICES

University Food Services operates three full-service dining facilities: Kennedy Union and Marycrest Food Courts operate a la carte service, and the V.W. Kettering dining hall provides all you care to eat dining.

Graduate students may use all dining facilities on a cash basis or for those who do not want to carry cash, the Flyer Express student debit account is also accepted.

For further information regarding the Department of Food Services, please call 937-229-2441 or 1-800-259-8864.

FLYER EXPRESS

Flyer Express is the University student debit account. To establish or add funds to a Flyer Express account, payment must be made to any cashier at the Office of the Bursar. Funds deposited in a Flyer Express account may be accessed by use of the Campus One Card.

Flyer Express is accepted in all food service locations, (Kennedy Union Food Court, Marycrest Food Court, V.W. Kettering Dining Hall), Bookstore, Computer Store, Campus Copy Center, KU Gift Shop, KU Games Room, The Twisted Cue, Rudy's Fly-Buy, Arena Concessions, and selected off campus locations.

For further information regarding Flyer Express, please call 937-229-2441 or 1-800-259-8864.

PUBLIC SAFETY AND PARKING

The Office of Public Safety is the recognized, lawful professional police agency for 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 communication without the fear of property loss or personal injury.

Campus parking facilities are limited. Graduate students and graduate assistants may purchase student parking permits. Commuting students may purchase permits to park in Lots S1 and S2.

Students living in UD houses or apartments may purchase 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 considerations. Students may apply for parking permits at Parking Services, 937-229-2128. Vehicles parked on roadways without authorization will be towed.

CAMPUS ONE CARDS

The Campus One Card provides official student identification, access to Flyer Express accounts, Roesch library; Physical Activities Center, e-mail and computer lab privileges. The Campus One Card office is located in 201 Powerhouse. Information about the Campus One Card may be obtained by calling 937-229-2441 or 1-800-259-8864.

KENNEDY UNION

The John F. Kennedy Memorial Union is the community center of the University. It provides facilities for students, faculty, staff, alumni, and guests of UD. The Union is designed to meet a wide variety of the University's needs. Facilities and services located on the ground floor include the Food

Court, Games Room, and Pub. The Information Center, a Gift Shop, the Box Office, Boll Theatre, a travel office, the Commuter Lounge, television and radio studios, and the Torch Lounge are located on the first floor. The second floor includes the Ballroom, meeting rooms, and office space, and additional meeting rooms are located on the third floor. For more information, contact the Information Center at 937-229-INFO.

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 210A of the Physical Activities Center (PAC), is the administration center for men's, women's, and coed intramural programs. Any suggestions or questions about intramural programs should be directed to the director of recreational sports at 937-229-2731.

PAC MEMBERSHIP – GRADUATE/LAW STUDENTS

A graduate or law student membership to the PAC costs \$71.00 for an individual basic and \$200.00 for a family basic membership for a full year starting August 15th. A basic membership does not include usage of the Cardiovascular Aerobics Fitness Center. Fees for the basic-plus (Fitness Center included) are \$300.00 individual and \$500.00 for a family membership. Facilities available to graduate and law students include the Physical Activities Center and Cardiovascular Aerobics Fitness Center, and Thomas J. Frericks Athletic and Convocation Center. They house the following:

Physical Activities Center

- 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
- VI. Cardiovascular Aerobics Fitness Center
 - a. The newly renovated center features 28 state-of-the-art machines, suspended wood floor, TV monitors, sound systems, and carpet and air conditioning.

Thomas J. Frericks Athletic and Convocation Center

- 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 and law students. During the academic year, the Health Center is open from 8:00 a.m. to 8:00 p.m. on weekdays except University holidays. Summer hours are 8:00 a.m. to 4:00 p.m. A physician is available for consultation every weekday morning and afternoon throughout the year, except University holidays. In case of emergency, call Public Safety, 229-2121.

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. 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.

Undergraduate students pay a Basic University Fee, which covers the cost of services at the Health Center. Graduate and law students, who do not pay this fee, are charged for services received at the Health Center. The charge for a physician visit ranges from \$35 to \$70, depending on the length of the visit and the type of services provided. Charges are also made for medicines dispensed, allergy injections, nurse visits, laboratory tests, and x-ray examinations.

All charges incurred are reported to the Bursar to be entered on the student's account with the University. Inquiries regarding bills or University-sponsored insurance should be made at the Health Center between 9:00 a.m. and 3:00 p.m. weekdays. Itemized statements can be provided upon patient request. These are not automatic and the Health Center does not bill outside insurance companies directly.

Full-time graduate and law students (6 hours or more) are eligible for University-sponsored health and accident insurance. For information about this program, visit the Health Center, or call 937-229-3131.

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 development 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 strengthen 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.

The Center coordinates and provides administrative support for study abroad and other international educational programs. The Office of International Educational Programs is also a resource center for information on non-UD sponsored programs. The Center is involved in a variety of international projects related to human rights, conflict resolution, and civil society development funded by the Federal Government and private foundations.

INTERNATIONAL SERVICES OFFICE

The International Services Office handles immigration and credential evaluation matters and provides academic and non-academic 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.

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 and law 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 graduate or law student chooses to use the Center and its facilities, a fee of \$75 for each individual session and \$30 for each group session will be charged. This fee is payable at the time of services or can be charged to your Bursar account.

Full-time students can be seen on a non-time-limited basis. Part-time graduate and law students are limited to 10 sessions.

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*).

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.

RESIDENTIAL PROGRAMS RESIDENCE COORDINATOR

Residential Programs is responsible for the development of a residential living experience that will support the educational mission of the University, as well as the academic goals of the individual student. The Office offers several graduate assistantships as Residence Coordinators in a variety of areas to help successfully accomplish this effort. A student must be accepted into a graduate program at the University to be eligible. Remuneration includes stipend, room and board, tuition remission, and a health insurance option. Send applications and resumes to:

Residential Programs
231 Gosiger Hall
University of Dayton
Dayton, Ohio 45469-0962

STUDENT ACTIVITIES OFFICE

The Office of Student Activities is responsible for providing support and direction to officially recognized student organizations and groups, as well as campus-wide programming opportunities for the student body. In conjunction with the Organizations Advisory Council, the office grants official recognition status to student organizations, allocates and monitors the use of university funds/space, provides leadership training and support to faculty and administrative advisors, and coordinates and implements a leadership program for all organization members and student leaders.

The Campus Activities Board and Distinguished Speakers Series provide a variety of events for the University community, including cultural/performing arts, special events, recreation, educational opportunities, and speakers. The Campus Activities Board works closely with the Student Activities Office in planning, developing, implementing, and evaluating programming that is diverse and timely.

All social fraternities, sororities, and councils are responsible to the Student

Office. The office sets standards, expectations, policies, and evaluations for all social Greek organizations.

The Director of Student Activities advises student media organizations including the Flyer Radio, DAYTONIAN yearbook, ORPHEUS literary magazine, and the FLYER NEWS while working in collaboration with the faculty/staff technical advisors for each of the organizations.

In addition, the office staff is responsible for registering all "open" student organization sponsored events, programming the Flyer TV information channel, and coordinating and distributing a weekly/monthly calendar of events.

CAREER PLACEMENT CENTER

The mission of the Career Placement Center is to integrate classroom theory with the reality of work by developing employment opportunities for the University's undergraduates, seniors,

graduate students, and alumni. The Center educates students in the career development process so that upon graduation they will have attained the self-awareness, competence, and autonomy needed to take responsibility for their future. The Center's focus is on aspects of the development of the University of Dayton student which deal with the evaluation, selection, and pursuit of an optimum career.

Career placement services and programs are designed to complement and enhance the academic mission of the University. Full-time and part-time graduate students may use the services of the Center as they approach graduation. Services include career consultations, Web-Walk up, Career Fair and on-campus recruiting.

Career consultations are by appointment only. Appointments can be made in person or by phone. Discussion of job search strategies, resume critique, networking and interview tips will be included in this session.

For a fee of \$10 a student can register with the Career Placement Center through Web Walk-up and establish a resume in the Center's database. Employers register with the Center, post positions on-line, and search this database for potential hires.

The Career Fair is an annual event held in September. Over 80 companies offering a variety of career opportunities attend each year.

The on-campus recruiting program is open to all full-time graduating students. On-campus recruiting is held October-April each year.

In addition to these services, the Career Placement Center offers the following resources:

- On-line access to Web sites and job listing sites
- Alumni Career Network—Network on-line with over 3,000 alumni nationwide
- Career Library

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
Doctor of Philosophy in Theology:
The US Catholic Experience

ADMISSION

All 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 offered.

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. A copy of the application form is available in electronic form on the Graduate School web site. <http://www.udayton.edu/~gradsch/appform/htm>

An APPLICATION FEE of \$30.00 must accompany this form before an application can be processed. Make checks payable to the University of Dayton. This fee is not refundable.

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

GMAT: required 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 1,000 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.

INTERNATIONAL GRADUATE STUDENT ADMISSION

Requests for information and applications for graduate study should be made to: Enrollment Management & International Admission, 300 College Park, Dayton, OH 45469-1323, (937) 229-2768 phone, (937) 229-4814 fax, or at: <http://admission.udayton.edu/international/>

International students should plan to apply by March 1 if enrolling for the fall term and by July 1 if enrolling for the winter term. Permanent residents should complete a domestic graduate application available in the Graduate School and at the Registration Office.

International students seeking admission to graduate programs at the University must have completed a minimum of sixteen years of education, including the earned equivalent of a four-year Bachelor's degree from a regionally accredited institution. Applicants must also present evidence of outstanding success in the chosen field of study. All international applicants are required to provide the following items:

1. A completed and signed official Application for International Graduate Admission or an equivalent on-line application. Additional information and on-line application is available at: <http://admission.udayton.edu/international/>
2. A \$30 non-refundable application fee. The application fee is waived for on-line applications.
3. A complete official academic record of all previous schooling. This record must include dates of attendance, all subjects studied, grades earned and marks archived on examinations. Documents must be sent directly from the institutions attended to the University of Dayton. These credentials must be accompanied by a certified English translation.
4. Three letters of recommendation, preferably from professors at the undergraduate school(s) attended. Letters should be original, on official stationery, and include complete contact information.

5. A personal vita or statement including work experience, research study or experience, and professional development objectives.
6. Official scores from the Test of English as a Foreign language (TOEFL). A minimum score of 550 on the paper-based test (PBT) or 213 on the computer-based test (CBT) is required for full admission. An applicant who is academically qualified but who has submitted a score of 500-527 PBT or 173-193 CBT may be conditionally admitted to the University with the agreement that he or she will attend, full-time, UD's English Language and Multicultural Institute (ELMI) 15-week semester program. An applicant with a TOEFL score between 530-547 PBT or 197-210 CBT may be admitted with the condition that he or she attend ELMI part-time and register for a part-time academic load. Upon successful completion of ELMI and achievement of an institutional TOEFL score of 550 or the equivalent, full admission will be granted.
7. Master of Business Administration (MBA) applicants must furnish official scores from the Graduate Management Admission Test (GMAT). Most departments in the Schools of Education and Allied Professions, and Arts and Sciences require official test scores from the Graduate Record Examination (GRE). The School of Engineering does not require the GRE. However, applicants are welcome to submit an official score along with other supporting documents.
8. Evidence of financial support to cover all tuition and living costs in the United States. A bank statement indicating sufficient liquid funds for the first year and a letter from the sponsor indicating support for each year of study. The approval of currency exchange and export of funds (if applicable) must be obtained. Government-sponsored students should send a letter from the government indicating support and billing information.

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 VII 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 transferred 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.

Exceptions to this policy may be made with the approval of the Dean of the Graduate School.

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 be approved by 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.

CRITERIA FOR SERVING ON AND CHAIRING MASTER'S THESIS AND DOCTORAL ADVISORY COMMITTEES

Composition of Master's Thesis Committee

Graduate faculty status is a prerequisite to chairing a master's thesis

committee. A master's thesis committee must consist of a minimum of three members, at least two of whom must be members of the graduate faculty.

Composition of Doctoral Advisory Committee

Graduate faculty status is prerequisite to chairing a doctoral advisory committee. Additional criteria for chairing dissertation committees may be prescribed by the School or College. A doctoral advisory committee must consist of a minimum of four members, at least three of whom must be members of the graduate faculty. One of the members must be an external member whose primary appointment is outside the candidate's program or department, or outside the University. The external member must be familiar with the standards of doctoral research and should be in a collateral field supportive of the student's dissertation topic. It is strongly recommended that this member have graduate faculty status, if from another graduate program.

The composition of the doctoral advisory committee is recommended by the chair of the relevant department/program, requires concurrence by the dean (or designate) of the School or College, and approval by the Dean of the Graduate School.

SUFFICIENT PROGRESS

Students are expected to maintain sufficient progress toward a degree. At various intervals, usually at each registration period, and especially at the midpoint in the program, the advisor or program director will discuss the 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 maintain 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 office, 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.

