



Graduate Issue

# The University of Dayton Bulletin

January, 1980



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Mailing Address: University of Dayton, Dayton, Ohio 45469

Telephone: University of Dayton (513) 229-0123

University Office of Admissions (513) 229-4411

University Office for Graduate Studies (513) 229-2343

University of Dayton School of Law (513) 229-3211

# **THE UNIVERSITY OF DAYTON BULLETIN**

## **GRADUATE ISSUE**

**JANUARY 1980**

### **Reservation of the Right to Modify**

The information contained in this bulletin is considered to be descriptive in nature. It does not constitute an irrevocable contract between the student and the University. The University reserves the right to make any changes in the contents of this bulletin or in the documented course of study that it deems necessary or desirable.

# 1980-81 ACADEMIC CALENDAR

## First Term

Fri.-Sun., Aug. 22-24	New student orientation
Sat., Aug. 23, 1:00 p.m.	Last day to complete registration
Mon., Aug. 25	Classes begin at 8:00 a.m.
Mon., Sept. 1	Labor Day — no classes
Wed., Sept. 3	Last day to change schedules
Wed., Sept. 3	Last day to change grading options
Mon., Sept. 8	Last day to change grades for second summer session
Mon., Sept. 15	Last day to withdraw without record
Fri., Sept. 26	Closing date for submission of candidacy for graduation
Mon., Oct. 13	Columbus Day — no day classes; classes 4:30 & after meet
Date not known	Homecoming
Tues., Oct. 14	Freshmen midterm progress grades due in Registrar's Office
Mon., Oct. 27	Veterans Day — all classes meet
Wed., Nov. 12	Last day to withdraw with record of W
Wed., Nov. 26	Thanksgiving recess begins after last evening class
Mon., Dec. 1	All classes resume
Mon., Dec. 8	Feast of the Immaculate Conception — no day classes; classes 4:30 and after meet
Thurs.-Fri., Dec. 11-12	Examinations
Sat., Dec. 13	Examinations for Saturday classes
Mon.-Wed., Dec. 15-17	Examinations
Thurs.-Wed., Dec. 11-17	Examinations for classes 4:30 and after
Wed., Dec. 17	First term ends after last examination
Sat., Dec. 20	Diploma exercises
Mon., Dec. 22	Grades due in Registrar's Office
Mon., Jan. 26	Last day to change first term grades

## Second Term

Sat., Jan. 3, noon	Last day to complete registration
Mon., Jan. 5	Classes begin at 8:00 a.m.
Tues., Jan. 13	Last day to change schedules
Tues., Jan. 13	Last day to change grading options
Mon., Jan. 19	Martin Luther King Day — no day classes; classes 4:30 and after meet
Mon., Jan. 26	Last day to withdraw without record
Mon., Jan. 26	Last day to change grades for first term
Fri., Feb. 6	Closing date for submission of candidacy for graduation
Fri., Feb. 13	Faculty Workshop — no day classes; classes 4:30 & after meet
Mon., Feb. 16	Lincoln-Washington Day — no day classes; classes 4:30 and after meet
Thurs., Feb. 26	Freshmen midterm progress grades due in Registrar's Office
Fri., Mar. 27	Last day to withdraw with record of W
Fri., Apr. 17	Good Friday — no classes
Mon.-Fri., Apr. 20-24	Examinations for day classes and classes 4:30 and after
Sat., Apr. 25	Examinations for Saturday classes
Sat., Apr. 25	Second term ends after last examination
Sun., Apr. 26	Commencement
Tues., Apr. 28	Grades due in Registrar's Office
Mon., June 1	Last day to change second term grades

### **Third Term — First Session**

Sat., May 2, noon	Last day to complete registration
Mon., May 4	Classes begin at 8:00 a.m.
Thurs., May 7	Last day to change schedules for first session
Thurs., May 7	Last day to change grading option for first session
Tues., May 12	Last day to change schedules and grading options for full third term courses
Wed., May 13	Last day to withdraw without record from first session courses
Fri., May 22	Last day to withdraw without record from full third term courses
Mon., May 25	Memorial Day — no classes
Thurs., May 28	Ascension Thursday — no classes
Fri., May 29	Last day to withdraw with record of W from first session courses
Mon., June 1	Last day to change grades for second term
Wed.-Tues., June 10-16	Examinations for classes 4:30 and after
Sat., June 13	Examinations for Saturday classes
Mon.-Tues., June 15-16	Examinations for day classes
Tues., June 16	First session ends after last examination
Fri., June 19	Grades due in Registrar's Office
Mon., July 27	Last day to change third term, first session grades

### **Third Term — Second Session**

Fri., June 19, noon	Last day to complete registration for Saturday classes
Sat., June 20	Saturday classes begin
Sat., June 20, noon	Last day to complete registration for other than Saturday classes
Mon., June 22	Classes begin at 8:00 a.m.
Thurs., June 25	Last day to change schedules
Thurs., June 25	Last day to change grading options
Fri., June 26	Closing date for submission of candidacy for graduation
Wed., July 1	Last day to withdraw without record
Sat., July 4	Independence Day — no Saturday classes
Fri., July 17	Last day to withdraw with record of W for second session and for full third term courses
Mon., July 27	Last day to change grades for first session
Mon.-Fri., July 27-31	Examinations for classes 4:30 and after
Thurs.-Fri., July 30-31	Examinations for weekday classes
Sat., Aug. 1	Examinations for Saturday classes
Sat., Aug. 1	Second session ends after last examination
Sun., Aug. 2	Diploma exercises
Wed., Aug. 5	Grades due in Registrar's Office
Wed., Sept. 9	Last day to change third term and second session grades

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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.<sup>1</sup> It is among the nation's largest Catholic institutions of higher learning. Aware of the cultural richness of diversity, the University numbers among its students and faculty representatives of many faiths. For the same reason, the University has consciously drawn its students and faculty not only from the immediate community and adjoining states but from across the country and from numerous foreign countries.

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

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

## **BRIEF HISTORY**

In march, 1850, Marianist Father Leo Meyer, recently arrived from France, purchased Dewberry Farm in Dayton from John Stuart, a descendent of the old royal family of Scotland.

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

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<sup>1</sup>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.

By 1860, when Brother Maximin Zehler became president, enrollment approached one hundred. St. Mary's grew; an old history refers to the period of 1860-1875 as "the brick-and-mortar years." In 1870, visitors marveled at new St. Mary 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 took place, its classes open to women as well as men. This decade of academic growth and innovation was as well a time of increased emphasis on sports here and across the country. Sports, however, were no novelty here: in 1874, for example, St. Mary's Institute's new gymnasium was the only one of its kind in Ohio, and tradition holds that the first organized basketball game in the state took place there.

The 1930's and the early 1940's, for obvious reasons, were in many ways a time of retrenchment for the University of Dayton as for most other schools. In 1935, even as it closed its preparatory school and graduated its last class from the old law school, the University inaugurated a college for women, with sisters of Notre Dame in charge of 27 entering students. Two years later, the college for women closed; the deans opened all divisions to women, and the University of Dayton became co-educational.

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

The total enrollment is approximately 9,500 students of whom approximately 3,000 are in graduate programs or law. Over 850 faculty and research professionals are on the staff.

Advanced degrees are given in the College at 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 PURPOSES

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.

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.

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 is harmony and unity between rationally discovered and divinely revealed truths. Accordingly, it commits its entire academic community to the pursuit of such truths. It provides a milieu favorable to scholarly research in all academic disciplines, while giving priority to studies which deal with problems of a fundamentally human and Christian concern. It upholds the principle of responsible freedom of inquiry, offers appropriate assistance to its scholars, and endeavors to provide the proper media for the dissemination of their discoveries.

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

The University of Dayton recognizes its responsibility to support, with means appropriate to its purposes, the legitimate goals and aspirations of the civic community and to cooperate with other agencies in striving to attain them. It assists in promoting the intellectual and cultural enrichment of the community; it makes available not only the resources of knowledge 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."

## **BASIC ACADEMIC STRUCTURE**

The University of Dayton includes the College of Arts and Sciences and four professional schools: the School of Business Administration, the School of Education, the School of Engineering (including Engineering Technology), and the School of Law. The deans, through their departments, administer the undergraduate and graduate programs, the 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.

## **ACADEMIC YEAR**

The University of Dayton operates under 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 late in April. 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 graduation 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 the winter term.

## **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. Many of the programs presented during the regular day sessions are offered also in the evening and summer sessions, enabling students to work toward degrees on a part-time basis. 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.

The Metro Center 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 Education serves students from other countries who are enrolled at the University as well as those students who are interested in traveling or studying in other countries.

## **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. All programs and courses are closely supervised by the Deans of Education and Business as well as the Dean for Graduate Studies and Research. Most courses are taught by the same faculty teaching the same course on the main campus.

## **INSTITUTIONAL CONSORTIA**

### **Dayton-Miami Valley Consortium**

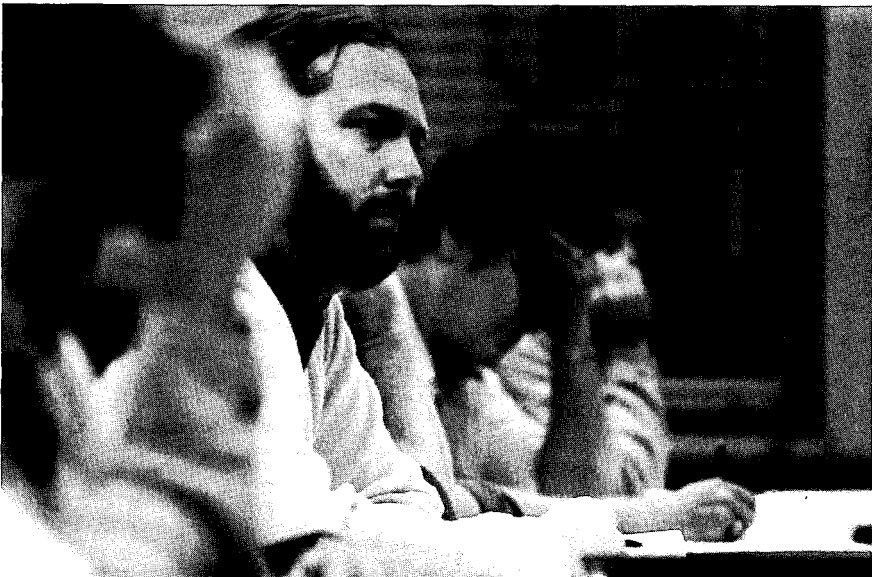
Fifteen institutions of higher learning in the Miami Valley, including the University of Dayton, have organized the Dayton-Miami Valley Consortium (DMVC). The participating institutions seek to increase inter-institutional cooperation, improve curricula, develop new courses and programs, share library resources, minimize cost, and centralize selected functions, by using computers, modern educational technology, and communication media.

Among the benefits of the Consortium 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 Consortium institutions in which no instruction is available at their own institution.

### **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 library resources, dialogue with students of other institutions, interchange of facilities, and cooperative innovative planning. Area members include Earlham School of Religion, Mount St. Mary's Seminary, Payne Theological Seminary, St. Leonard College, University of Dayton, and United Theological Seminary. United Theological Seminary.

United Theological 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.





## ACCREDITATION

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

The North Central Association of Colleges and Secondary Schools

The State of Ohio Department of Education

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

The Council on Social Work Education for the social work program

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

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 American Bar Association and the Ohio League of Law Schools.

## 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 College Testing Program

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 for American Law Schools

The Association of American Colleges

The Association of College and University Housing Officers

The Association of Governing Board 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 for Advancement and Support of Education

The Council of Graduate Schools

The Institute of International Education

The International Council on Education for Teaching

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 College and University Business Officers

The National Association of Independent Colleges and Universities

The National Association of Schools of Music

The National Association of Schools and Public Affairs and Administration

The National Association of Student Personnel Administrators

The National Catholic Education Association

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

## II Financial Information

### GENERAL POLICY

One half of the tuition and fees must be paid at the time of final registration for the term; the remaining one-half must be in the Bursar's Office no later than six (6) weeks after the beginning of the term.

A late registration fee will be assessed if registration is finalized on the first day of the term and later. A late payment fee will be assessed if the second one-half payment is received in the Bursar's Office after the first six (6) weeks of the term.

### TUITION AND FEES \*

#### Tuition for Courses Taken for Undergraduate Credit

Per registered semester hour for lecture course on campus only . . . . .	\$70.00
Per clock hour for laboratory course. . . . .	20.00

#### Tuition for Courses Taken for Graduate Credit

Per registered semester hour except as below . . . . .	74.00
Department of Religious Studies, per semester hour . . . . .	67.00
School of Business Administration off-campus center, per semester hour . . . .	81.00
School of Education, per quarter hour . . . . .	37.00
School of Education Lima Academic Center, per quarter hour. . . . .	37.00
School of Education Springfield Academic Center, per quarter hour. . . . .	37.00
School of Education Steubenville Center, per quarter hour. . . . .	39.00
Ed.S. program, per quarter hour . . . . .	42.00
School of Engineering doctoral program, per semester hour. . . . .	81.00
Secondary and elementary teachers and school administrators, per semester hour (school related courses only). . . . .	58.00

#### Fees

Application fee, non-refundable . . . . .	15.00
Foreign student application fee, 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 . . . . .	30.00
Em credit per semester hour . . . . .	15.00
Graduation fee. . . . .	35.00
Late registration service charge . . . . .	15.00
Late payment fee (second payment) . . . . .	15.00

An assessment of \$20.00 will be made for payment of tuition and fees by a bad check and cancellation of the student's registration will result until proper payment is made of tuition, fees and special assessment.

*\*Subject to change.*

## CANCELLATION AND REFUNDS

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

Students attending academic centers away from the main campus may write a letter to the appropriate dean requesting withdrawal if a drop / add form is not available. Requests for refunds must be in writing and addressed to the Bursar.

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

Tuition 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 . . . . .	75%
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

Transcripts are issued by the Registrar and will not be released without the written permission of the student. The first copy requested after graduation is complimentary. Other copies require the advance payment of two dollars for a single copy and fifty cents each for additional copies when the request is for multiple copies. All accounts must be paid before a transcript will be issued. Official transcripts may be sent to the student and to anyone designated by the student.

## ASSISTANTSHIPS

A limited number of graduate assistantships is available. 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.

# III University Facilities and Services

## LIBRARIES

The University of Dayton Raymond A. Roesch, S.M. Library contains book, journal, and microfilm collections for both graduate and undergraduate students. Its book holdings are over 530,000 volumes, and its journal titles number over 4,000. The Roesch 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 Roesch 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, tape and record listening devices, seminar rooms and faculty carrels are among the Roesch Library's other facilities.

The Marian Library, on the seventh floor of the Roesch Library building, holds the world's largest collection of works on the Virgin Mary, which includes 54,000 books and pamphlets in over fifty languages, runs of 125 periodicals, a clipping file of over 40,000 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 the ground floor of the main library building. It has over 130,000 volumes and offers other modern research resources such as microforms.

The Louis J. Faerber Curriculum Materials Center, 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 its students. Some libraries in the Consortium will lend materials directly to the 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 library and the libraries of the Engineers' Club, Miami Valley Hospital, certain units of Wright-Patterson Air Force Base, and certain local industries.

The University of Dayton offers on-line computerized literature searching to graduate students through the Information Systems Section of University of Dayton Research Institute. With the large array of data bases available, literature searching is possible on any topic from education, psychology, and sociology through business, history, and art to science and engineering. By working with a qualified information specialist and using the on-line interactive capabilities, the graduate student can identify those articles and reports pertaining specifically to his topic of interest. This service is unique among graduate schools in the area, and provides University of Dayton graduate students with a powerful, time-saving and useful tool for their research work.

## **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. 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 dispatchers, 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.

## **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 academic department, 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.

## **INTERNATIONAL EDUCATION**

International education services are available to serve several important functions at the University; advise and service international students at the University of Dayton; and provide leadership in all other aspects of international education such as exchange programs, sister-school relationships, and recruitment of students from other countries. To complement these functions a resource center is maintained with materials dealing with work and exchange programs, travel, special international topics, and foreign cultural reviews as well as American material of interest to international students on this campus.



## **IV Student Life and Services**

The Vice President for Student Development and Dean of Students and her staff are responsible for assisting in developing and maintaining an environment which will support the educational goals and the Christian values of the University of Dayton. While students are encouraged to accept responsibility to make decisions, it is understood that decision making involves risks. The Student Development staff provide individual and group counseling and supportive reinforcement, treating all students as individuals. All members of the Student Development staff are professional counselors.

### **HOUSING**

The University of Dayton does not maintain on-campus housing for graduate students. Suitable rooms, apartments and other accommodations are available in the immediate vicinity within easy commuting distance. Probably the best current information can be obtained by consulting the program director or students in the department of interest.

Students new to the Dayton area are cautioned to arrange for housing prior to the beginning of a semester. Most choice accommodations are gone by the time classes start.

### **FOOD SERVICE**

The University of Dayton's Food Service maintains two dining facilities: the Brass Lantern in Marycrest complex and El Granada, the main cafeteria in Kennedy Memorial Union. A large snack bar in the Union offers light meals as well as snacks. In addition, all of the residence halls have snack bars, which are open evenings and weekends.

Students may purchase either five-day or seven-day meal tickets or make their own daily arrangements. Five-day lunch tickets are available to commuters. On weekends, students may eat in the cafeterias on a cash basis if they wish. Numerous fast food services are available near the campus. Also, there are many fine restaurants in the Dayton area.

### **CAMPUS SECURITY AND PARKING**

Campus Security is the recognized, lawful, professional police agency on all University property. It is the objective of this department to make the University a comfortable, efficient, and safe place. The University of Dayton Campus Security is dedicated to the preservation of freedom of movement and communication with a minimum of fear of property loss or personal injury.



A one-year parking permit may be obtained for a fee of \$15 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 6 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 \$15 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.

## **STUDENT IDENTIFICATION CARDS**

All registered students must have validated student identification (ID) cards. This card, validated for the given term, is needed to withdraw books from the Roesch Library and to obtain numerous other University services. ID's are issued and validated by the office of the Registrar.

## **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 to and the release of records maintained by this institution. (See University of Dayton Student Handbook.)

## **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.

## **OFFICE OF UNIVERSITY ACTIVITIES**

The Office of University Activities sponsors and coordinates extra-curricular and co-curricular activities for University organizations, departments, groups, and students in general. These not only enrich and enhance educational, cultural, and social development but foster a spirit of community in accord with the objectives of the University of Dayton.

Numerous and varied cultural, social, and recreational activities take place on campus, many of them in the Kennedy Memorial Union. Among the continuing programs are the University Arts Series, with renowned guests, chiefly in music, the dance, and literature; the Distinguished Speakers Series; the Religion in Life Series; the Music Division series of recitals and concerts by students and faculty; regular productions by the University Players of the Theatre Division; Noon Forums, a weekly series on subjects of current interest; a classic film series; and shows and exhibitions in the Kennedy Art Gallery.

In addition, the outstanding musical, dramatic, and artistic programs and events in the Dayton area are well publicized on campus. Most offer special student rates.

## **ATHLETICS AND INTRAMURAL SPORTS**

Many people throughout the country have come to know the University of Dayton through the accomplishments of its intercollegiate athletic teams. Participation in athletics is part of the educational development the University offers all students. There are eight men's intercollegiate sports: football and soccer in the fall; ice hockey, wrestling, and both varsity and junior varsity basketball in the winter; and baseball, golf, and tennis in the spring. There are five women's intercollegiate sports: volleyball, tennis and field hockey in the fall; varsity basketball in the winter; and softball in the spring.

Welcome Stadium and the U.D. Arena are the focal points of intercollegiate activity. Welcome Stadium, carpeted with AstroTurf, seats 12,000 for football games, and the U.D. Arena seats 13,500 for basketball.

The Intramural Sports Department offers twenty activities for both men and women: badminton, basketball, bowling, cage ball, cross country, darts, flag football, frisbee, golf, handball, horseshoes, paddleball, pass/punt/kick, softball, table tennis, tennis, volleyball, weight lifting, wrestling, and wrist wrestling. A new Physical Activities Center is allowing for further expansion of the intramural program.

## **HEALTH SERVICES**

Medical care is available at the Gosiger Memorial Health Center to all full-time and part-time graduate students. Basic medical care and most nonprescription medicines are provided without charge. The Health Center is open from 8 a.m. to 7 p.m. on weekdays and from 8 a.m. to 3 p.m. on Saturdays. Emergency care is available at all times. The doctor's hours are from 9 a.m. to 3:30 p.m. on weekdays. On Wednesday afternoons graduate students (and Marianists) are given priority in the doctor's clinic.

Pre-admission physical examinations are no longer required, but any student with a chronic health problem is advised to have his physician send records or recommendations to the Medical Director. Full-time graduate students are eligible for student health and accident insurance. For information about this program visit Room 111 at the Gosiger Health 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 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 also the compliance officer for Affirmative Action/Equal Employment Opportunity (AA/EEO), Title IX of the Education Amendment of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973 (Affirmative Action and Nondiscrimination on the Basis of Handicap) at the University.

## **PSYCHOLOGICAL SERVICES**

In keeping with the University's dedication to educating the whole person, the Psychological Services Center offers a complete testing and counseling program, to provide aid and guidance in personal, social, emotional, intellectual, and career development. (The work of the center goes beyond the campus, including testing and other psychological services to schools, business, and industry.)

Testing services for students help them identify their talents and aptitudes as well as, when warranted, their problems. The highly trained professional staff of the center are competent to deal not only with problems of personal, social, academic, and career adjustment but also with those of more serious concern. Since often counseling involves rather sensitive personal matters, all discussions between counselors and students are completely confidential.

Day-to-day academic counseling in all disciplines is provided by and through the various deans, departmental chairpersons, and faculty advisors.

## **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 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 Student Employment Coordinator, Office of Personnel Services. 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.

## **THE STUDENT HANDBOOK**

Each student at the University of Dayton is responsible for knowing and observing the policies, regulations, and procedures contained in the official student handbook. This publication provides much other useful information on such subjects as University services, student organizations, student publications, and intercollegiate and intramural sports schedules.

Student handbooks are available at the opening of the fall term in the residence halls, the Information Center, and the Off-Campus Center for Community Relations.



## **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 Clinical Chemistry  
Master of Clinical Laboratory Technology  
Master of Computer Science  
Master of Humanities in Philosophy  
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 Mechanical Engineering  
Master of Science in Teaching  
Juris Doctor  
Doctor of Engineering  
Doctor of Philosophy in Biology  
Doctor of Philosophy in Engineering

## 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 the application, with all 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 the program is given.
2. Conditional status — the student who must fulfill some prerequisite imposed by the school or department before admission to regular status; and the student whose preparation cannot yet be determined.
3. 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.

## INTERNATIONAL STUDENTS

Students from foreign countries should request information and applications from the Office of International Education. 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, 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.

## **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 for 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.

## **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, St. Mary's Hall. 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. For the purpose of VA certification, 8 or more semester hours are considered full time; 6 or 7 semester hours are  $\frac{3}{4}$  time; 4 or 5 semester hours are  $\frac{1}{2}$  time; 3 semester hours are less than  $\frac{1}{2}$  time.

## **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 his graduate program is required to apply to the designated advisor or program chairman for permission to resume 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 XI.

## **DEGREE REQUIREMENTS**

The College of Arts and Sciences and the Schools of Business Administration, Education, Engineering, and Law offer programs variously distributed in time, leading to the master's and doctor's degrees. Specific requirements and sequences leading to these degrees are described in Chapters VI through XI, 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 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.

### **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 for Graduate Studies and Research.

### **Advanced 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.

### **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.

### **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 towards the requirements of the additional degree.

### **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 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 chairperson of the student's major department at least two weeks prior to the examination. For further details, consult the explanation under the appropriate individual program in this Bulletin.

### **Thesis and Other Requirements**

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

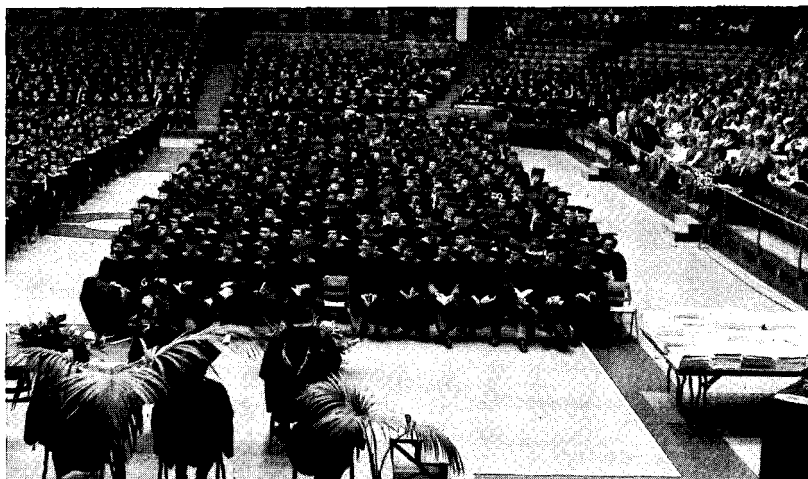
### **Sufficient Progress**

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

### **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.



### 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.
- 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 his work within a period of four months. Otherwise this 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 a semester. After the course or thesis is completed, the P is replaced on the permanent record by an A, B, C, F, or with the corresponding credit and quality point average.
- W —Withdrawal: Any withdrawal or change of course must be processed by an official Drop-Add Form through the Registration Center, with the approval of the graduate student's advisor. During the first three weeks of a full term (or 10 calendar days of a split term) a graduate student may withdraw from a class without record. Financial adjustments, if allowed, will be made only from the date of notification of withdrawal.
- X —Audit: This mark indicates that the graduate student has registered to audit the course. No credit hours or quality points are awarded for this mark.  
NOTE: Any course taken for audit may not be retaken for credit.
- Em —Examination: This mark indicates credit given to students (registered in the University) on the basis of examinations after admission to the University. The level of achievement 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.

The various deans will review at intervals the work of their graduate students, and in consultation with the program directors and / or chairmen of the departments, will 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.