

# Morgan State University



## School of Graduate Studies Catalog 2014-2015

### Regulations and Procedures

**Provisions of this publication are not to be regarded as a contract between the student and Morgan State University.**

Changes are effected from time to time in the general regulations and in the academic requirements. There are established procedures for making changes and procedures which protect the institution's integrity and welfare. A curriculum or graduation requirement, when altered, is not made retroactive unless the alteration can be accommodated within the span of years required for graduation. Additionally, because of space limitations in limited enrollment programs, Morgan State University may not be able to offer admission to all qualified students applying to these programs and/or class-sections.

# School of Graduate Studies

## Preamble

The general information regarding Morgan State University necessary for student success is published in the Undergraduate Catalog. Information in the Graduate Catalog related primarily to the procedures, regulations, and academic curricula of Morgan's Graduate Programs.

The Undergraduate Catalog is the source for information regarding:

- Academic Calendar
- University Administration
- Student Services
- Policies on Conduct
- Financial Aid (for graduate students, PLUS loans)
- Housing
- Parking
- Food Service
- Bookstore

The Graduate Catalog and College/School Sections is the source for information regarding:

- Admissions
- Standards of Scholarship
- Financial Support based on merit:
  - Teaching Assistantships
  - Fellowships
  - Scholarships
  - Graduate Research Assistantships
  - Graduate Administrative Assistantships
- Course Offerings
- Program Descriptions
- Academic Processes and Procedures
- Registration
- Withdrawal and Separation (Leaves, etc.)

Graduate students and faculty are welcome to inquire at the office of the School of Graduate Studies about any process or procedure that affects graduate programming. The office can be reached in the following ways:

Telephone: 443-885-3185; Fax: 443-885-8226; [Gradapply@morgan.edu](mailto:Gradapply@morgan.edu); [gradhelp@morgan.edu](mailto:gradhelp@morgan.edu); or visit our office at 310 McKeldin Center.

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## MESSAGE FROM THE DEAN

Thank you for choosing Morgan State University as the place where you will pursue your graduate studies. The University offers a comprehensive range of academic programs leading to doctorate and master's degrees. The knowledge and skills that you will acquire while pursuing graduate studies taught by the excellent graduate faculty at Morgan will enable you to compete successfully in academia, business, industry, non-profit organizations as well as in other private and public arenas.

Morgan is a major center for quality instruction and research, and its research programs offer both basic and applied research. The excellent graduate faculty is diverse in its composition, which ensures your exposure to a variety of theories and research methods. Advanced technological capabilities exist in the facilities throughout the campus. You will find that pursuing graduate studies at Maryland's Public Urban Research University has numerous unique advantages. In addition to using the Baltimore-Washington Metropolitan area as a living laboratory, you may conduct research at an abundance of libraries, archives, and museums, and you may enjoy numerous opportunities for professional contacts with legislators, business executives, health services personnel, and successful alumni.

This Graduate Catalog has been prepared to answer many of your questions and, generally, to set forth the professional expectations of the School of Graduate Studies. I encourage you to consult the School of Graduate Studies website at <http://www.morgan.edu/> for additional information about programs and services for graduate students.

As Dean, I want to congratulate you on choosing to continue your education. Everyone in the Office of the School of Graduate Studies is eager to assist you in the pursuit of your professional and academic goals.

Mark Garrison, PhD

## Vision, Mission, and Core Values of Morgan State University

Morgan State University's vision and mission statements as well as its core institutional values are consistent with the University's Carnegie Foundation classification as a doctoral research university and are intended to direct Morgan's strategic growth over the next decade.

### ***Vision Statement***

Morgan State University is the premier public urban research university in Maryland, known for its excellence in teaching, intensive research, effective public service and community engagement. Morgan prepares diverse and competitive graduates for success in a global, interdependent society.

### ***Mission Statement***

Morgan State University serves the community, region, state, nation, and world as an intellectual and creative resource by supporting, empowering, and preparing high-quality, diverse graduates to lead the world. The University offers innovative, inclusive, and distinctive educational experiences to a broad cross section of the population in a comprehensive range of disciplines at the baccalaureate, master's, doctoral, and professional degree levels. Through collaborative pursuits, scholarly research, creative endeavors, and dedicated public service, the University gives significant priority to addressing societal problems, particularly those prevalent in urban communities.

### ***Core Values***

The following institutional core values guide the promotion of student learning and success, faculty scholarship and research, and community engagement at Morgan:

**Excellence.** Excellence in teaching, research, scholarship, creative endeavors, student services, and in all aspects of the University's operations is continuously pursued at Morgan to ensure institutional effectiveness and efficiency.

**Integrity.** At Morgan, honest communications, ethical behavior, and accountability for words and deeds are expected from all members of the University community.

**Respect.** Each person at Morgan is to be treated with respect and dignity and is to be treated equitably in all situations.

**Diversity.** A broad diversity of people and ideas are welcomed and supported at Morgan as essential to quality education in a global interdependent society. Students will have reasonable and affordable access to a comprehensive range of high quality educational programs and services.

**Innovation.** Morgan encourages and supports its faculty, staff, and students in all forms of scholarship including the discovery and application of knowledge in teaching and learning and in developing innovative products and processes.

**Leadership.** Morgan seeks to provide rigorous academic curricula and challenging co-curricular opportunities to promote the development of leadership qualities in students and to facilitate leadership development among faculty, staff, and students.



## **Mission Statement of the School of Graduate Studies**

The Morgan State University School of Graduate Studies strives to ensure consistency and quality in all University graduate programming in support of the University's continued growth as Maryland's urban, doctoral research university. To achieve the mission, the School of Graduate Studies endeavors to utilize the most efficient and effective practices in operations that focus on the success of graduate students and graduate faculty. Embracing all aspects of the University's mission and strategic plan, the School of Graduate Studies continuously seeks means of facilitating the growth and leadership initiatives undertaken by the students, faculty, departments, schools, and other graduate stakeholders it serves.

## **Vision Statement of the School of Graduate Studies**

As Morgan State University positions itself to rise to the next level of Carnegie Classification of doctoral universities, the School of Graduate Studies envisions its role to be one of providing seamless academic, operational, and programmatic support to those within the community who have similar visions of growth and leadership. The School of Graduate Studies embraces the roles of providing student, faculty, and program support; leadership in best practices in admissions, enrollment management, and financial support; and commitment to the highest standards of academic integrity.

## **Goals for the School of Graduate Studies**

Measureable Goals based on the University Goals over the next 10 years:

- Goal 1:** Sustaining the trends in graduate enrollment growth and degree productivity.
- Goal 2:** Ensuring student academic and professional success.
- Goal 3:** Enhancing the intellectual and scholarly environment through strengthening program quality.
- Goal 4:** Sustaining student success through financial, social, and academic support.
- Goal 5:** Striving toward continual improvement in School operations by utilizing best practices in office operations and client service.

## **INSTITUTE FOR URBAN RESEARCH**

### **MISSION STATEMENT**

The Institute for Urban Research at Morgan State University was established in 1978 under the provisions of the Maryland State Legislature to operate as a component of the School of Graduate Studies and Research.

The Institute engages in many forms of action research, academic and community service activities. It provides technical assistance to Morgan State University and the Baltimore urban community. It also allows research opportunities for faculty and students of Morgan State University.

The Institute for Urban Research is the primary social science research and training arm of Morgan State University. The Institute has a core staff of experienced researchers who seek to improve the response of governmental, non-governmental, private, and other institutions to the challenges of poverty, unemployment, poor health, truancy, and other urban and regional problems.

Through its Community Development Resource Center, Family Life Center, and Survey Research Center, the Institute provides a wide range of research and outreach services that include technical assistance to community-based agencies in Baltimore and Central Maryland.

The Institute provides many opportunities for students to develop research skills. Graduate students may participate in the IUR through stipends, internships, and research assistantships. The IUR also assists faculty in preparing grant proposals, designing research studies, and analyzing research data.

## COMMUNICATING WITH THE UNIVERSITY

### SCHOOL OF GRADUATE STUDIES

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### IMPORTANT UNIVERISTY OFFICE TELEPHONE CONTACT:

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Accounts Payable (443) 885-3057  
Accounts Receivable (443) 885-367  
Admission, Graduate (443) 885-3185  
Bear Necessity (443) 885-4045  
Bookstore (443) 885-3075  
Bursar (443) 885-3108  
Counseling Center (443) 885-3130  
Financial Aid (443) 885-3170  
Health Services-Student (443) 885-3236

Human Resources (443) 885-3195  
Information (443) 885-3102  
International Student's Office (443) 885-3078  
Library (443) 885-3477  
Student Center (443) 885-3120  
Police & Public Safety (443) 885-3100  
Post Office (443) 885-3234  
Records & Registration (443) 885-3300  
Veterans Affairs (443) 885-3300

*(For a more comprehensive list of numbers, see the University's Web-based Directory)*

## **UNIVERSITY COMMUNICATIONS WITH STUDENTS**

### **YOUR OFFICIAL EMAIL ACCOUNT**

Upon admission to Morgan State University, all students, graduate and undergraduate, are assigned an email account. Your email account is a means by which administrators, faculty, and staff communicate official University information to you. For example, your email account will be used to inform you of the following:

Matters concerning your financial aid, such as

- incomplete or erroneous FAFSA forms
- refunds due to you
- notices of PLUS awards from the Office of Financial Aid
- notices of funding award offers from the School of Graduate Studies
- deadlines for accepting the awards and access to acceptance forms

Matters concerning your account with the Bursar, such as

- bills that you may owe to Morgan
- credit placed on your account

Matters concerning Academic and/or Student Affairs, such as

- school closings
- campus emergencies
- events in the Student Union or Fine Arts Center
- problems concerning your borrowing privileges at Earl S. Richardson Library
- various notices from the School of Graduate Studies concerning your academic progress

Additionally, the Office of Residence Life, the offices of your school/college dean and your department chairperson, the Counseling Center, as well as the Office of the Dean of the School of Graduate Studies will use your University email account to communicate important information to you.

You may access your Morgan email account by visiting <http://mail.morgan.edu> or by selecting the “WEBMAIL” link found at the top of nearly all Morgan web site pages. You will log in using your Morgan electronic identity (eID). Newly admitted students receive their eID along with their admission letter. Your eID consists of your network username and password. Your username will not change. You are issued an initial password that must be changed after your first login.

Visit [www.morgan.edu/NewStudent411](http://www.morgan.edu/NewStudent411) for more information on accessing, managing, and getting help with your Morgan email account.

## **SCHOOL OF GRADUATE STUDIES**

### **ACADEMIC DEGREE PROGRAMS**

The School of Graduate Studies offers programs leading to the following degrees:

#### **DOCTORAL DEGREE PROGRAMS**

##### **DOCTOR OF PHILOSOPHY (PhD)**

- Bioenvironmental Science
- Business Administration
- Industrial and Computational Mathematics
- English
- Higher Education
- History
- Nursing
- Psychometrics
- Social Work
- Transportation and Urban Infrastructure

##### **DOCTOR OF EDUCATION (EdD)**

- Community College Leadership
- Mathematics Education
- Science Education
- Urban Educational Leadership

##### **DOCTOR OF ENGINEERING (DEng)**

##### **DOCTOR OF PUBLIC HEALTH (DrPH)**

#### **MASTER'S DEGREE PROGRAMS**

##### **CLARENCE M. MITCHELL SCHOOL OF ENGINEERING**

- Master of Engineering (MEN)
  - Civil
  - Electrical
  - Industrial
- Master of Science: Urban Transportation (MS)
- Master of Science: Electrical Engineering (MS)

##### **COLLEGE OF LIBERAL ARTS**

- Master of Arts: African American Studies (MA)
- Master of Arts: Economics (MA)
- Master of Arts: English (MA)
- Master of Arts: History (MA)

Master of Arts: International Studies (MA)  
Master of Arts: Museum Studies and Historical Preservation (MA)  
Master of Arts: Music (Choral Conducting, Musicology) (MA)  
Master of Arts/Master of Science: Sociology (MA/MS)  
Master of Science: Psychometrics (MS)

#### **EARL G. GRAVES SCHOOL OF BUSINESS & MANAGEMENT**

Master of Business Administration (MBA)  
    Finance  
    Information Systems  
    Management  
    General  
Master of Science: Hospitality Management (MS)  
Master of Science: Professional Accountancy (MS)  
Master of Science: Project Management (MS)

#### **SCHOOL OF ARCHITECTURE & PLANNING**

Master of Architecture (MArch)  
Master of City and Regional Planning (MCRP)  
Master of Landscape Architecture (MLA)  
Master of Science: Landscape Architecture (MSLA)  
Master of Science: Construction Management (MS)\*

#### **SCHOOL OF COMMUNITY HEALTH AND POLICY**

Master of Public Health (MPH)  
Master of Science: Nursing (MS)

#### **SCHOOL OF COMPUTER, MATHEMATICAL, & NATURAL SCIENCES**

Master of Arts in Mathematics (MA)  
Master of Science in Bioinformatics (MS)  
Master of Science in Science (MS)  
    Biology  
    Chemistry  
    Physics

#### **SCHOOL OF EDUCATION**

Master of Arts in Teaching (MAT)  
Master of Arts: Higher Education Administration (MA)  
Master of Science: Educational Administration and Supervision (MS)  
Master of Science: Elementary and Middle School Education (MS)  
Master of Science: Mathematics Education (MS)  
Master of Science: Science Education (MS)

#### **SCHOOL OF SOCIAL WORK**

Masters of Social Work: Social Work (MSW)

**SCHOOL OF GLOBAL JOURNALISM**

Master of Science: Telecommunication Management (MS)\*

Master of Science: Journalism (MS)

Master of Science: Journalism Science (MS)

**Certificates:**

Certificate in Project Management

Certificate in Museum Studies and Historical Preservation

Certificate in Psychometrics

Certificate in Bioinformatics

Certificate in Health Leadership & Management

Certificate in Health Records Management

Certificate in Urban Planning & Health Management

## **SCHOOL OF GRADUATE STUDIES**

### **UNIVERSITY ACCREDITATIONS, CERTIFICATION, & MEMBERSHIPS**

#### **ACCREDITATIONS & CERTIFICATION**

AACSB International—The Association to Advance Collegiate Schools of Business  
Accreditation Board for Engineering and Technology (ABET)  
American Chemical Society  
American Institute of CPAs  
American Society of Landscape Architects  
American Society of Women Accountants  
Canadian Institute of Actuaries  
Casualty Actuarial Society  
Commission on Accreditation for Dietetics Education (CADE)  
Council on Education in Public Health  
Council on Social Work Education  
Financial Executive Institute  
Maryland Association of CPAs  
Maryland Society of Accountants  
Maryland State Department of Education (MSDE)  
Middle States Association of Colleges and Secondary Schools  
Middle States Commission on Higher Education  
National Accreditation Agency for Clinical Laboratory Services (Medical Technology)  
National Architectural Accreditation Board (NAAB)  
National Association of Schools of Music  
National Council for Accreditation of Teacher Education (NCATE)  
Society of Actuaries  
The American Planning Accreditation Board  
World Trade Center Institute

#### **MEMBERSHIPS**

American Association of Colleges for Teacher Education (AACTE)  
American Public Transit Association  
American Society for Engineering Education  
Association for Continuing Higher Education (ACHE)  
Association of Collegiate Schools of Architecture  
Association of Collegiate Schools of Planning  
Conference of Minority Transportation Officials  
Council of Educators in Landscape Architecture  
Council of Great City Schools  
Council of Graduate Schools  
Council of Historically Black Graduate Schools  
Council of Southern Graduate Schools  
Council of University Transportation Officials  
International Association of Black Actuaries  
Maryland Association of Colleges for Teacher Education (MACTE)  
National Association of Graduate Admission Professionals (NAGAP)



NAFSA: Association of International Educators  
National Organization for the Professional Advancement of Black  
Chemists and Chemical Engineers (NOBCChE)  
North American Association of Summer Sessions (NAASS) Transportation Research Board  
University Continuing Education Association (UCEA)  
Transportation Research Board

## GRADUATE ADMISSIONS AND REGISTRATION

### CRITERIA FOR ADMISSION

Admission to graduate study is open to qualified applicants regardless of race, color, religion, and national and ethnic origin. The minimum criteria for admission are specified below. Meeting the minimum admission criteria, however, does not guarantee acceptance into a degree program or acceptance into the School of Graduate Studies. Additional requirements may be found in the respective degree programs listed in the Academic Programs section of this catalog. Furthermore, meeting the additional requirements set by departments does not guarantee admission. In order to be officially admitted, applicants must receive a letter signed by the Dean of the School of Graduate Studies informing them of their offer of admission.

To be eligible for admission to the School of Graduate Studies, regardless of degree program, an applicant must:

- Have earned a bachelor's degree from a regionally accredited college or university or a foreign institution with comparable accreditation.
- Possess an undergraduate cumulative grade point average G.P.A. of 3.0 or better from all colleges and universities attended to be considered for regular (unconditional) admission. Students who possess a cumulative undergraduate G.P.A. of less than 3.0 but not below 2.5 may be considered for conditional admission. Post-bachelor's undergraduate credits cannot be used to enhance G.P.A. requirements for admission to graduate study.
- Have satisfactorily completed certain minimum course work in designated areas depending on the discipline/program to which the student seeks admission. The specific courses and amount of work depend upon the field of study that the applicant proposes to enter.
- Submit, via our online submission process, a complete application for admission including a personal statement of academic and professional plans and the reasons for selecting Morgan State University.
- Arrange for official copies of all transcripts from all graduate and undergraduate institutions attended to be sent from the registrars of those institutions directly to the School of Graduate Studies.
- Arrange for official test scores (for those programs requiring them) on the Graduate Management Admissions Test (GMAT), the Graduate Record Examination (GRE), or the Miller Analogies Test (MAT) to be sent from the testing agency to the School of Graduate Studies. Test scores may not be more than 5 years old prior to the date of application.
- Have three letters of recommendation sent to the School of Graduate Studies from officials or faculty members of institutions previously attended who are acquainted with the applicant's ability for graduate study or from employment supervisors where applicable.

Depending upon the degree program, a student may begin graduate work in the fall or spring.

### APPLICATION PROCEDURES

The applicant is solely responsible for presenting full credentials on or before the deadline date for submission of the application for the session of expected entrance. The application for admission to graduate study will not be processed until all credentials are on file.

To be considered for financial support, applications for admission for the Fall semester must be received by February 1, and applications for the Spring semester by November 1 of each year.

Applications from seniors in their last semester of undergraduate study will be evaluated on the basis of their course work through the first semester of their senior year. Admission will be withdrawn if the credentials remain incomplete or do not meet the standards of the School of Graduate Studies or of the degree program by the start of the semester that the applicant seeks to enroll.

Students submitting false information when applying for admissions will be denied admission and barred from future applications and enrollment in the School of Graduate Studies. Where the submission of false information is discovered after a student has been admitted the student will be removed from the School of Graduate Studies and may be subject to additional sanctions.

### **NON-DEGREE SEEKING STATUS**

The primary goal of the School of Graduate Studies is to facilitate the admission of students into academic programs leading to the award of master's and doctoral degrees. Students who, at the point of applying to the School of Graduate Studies, have no degree objectives may enroll in select graduate courses to the extent that resources, academic requirements, and the availability of space allow. Pursuant to the provisions outlined below, students admitted as non-degree may subsequently apply for a degree program. Successful completion of graduate courses as a non-degree student does not guarantee admission to a master's or doctoral degree program. Furthermore, meeting the minimum admission criteria for non-degree status does not guarantee acceptance in the School of Graduate Studies. The final decision for non-degree admission rests with the Dean of the School of Graduate Studies. Some programs do not allow non-degree seeking students to participate in classes. In many instances, prior approval is required.

Students applying for non-degree status in the School of Graduate Studies must possess a bachelor's degree from a regionally accredited college or university. Students must provide official transcripts from all colleges and universities that they attended. Additionally, applicants for admission as non-degree students must also satisfy one of the following criteria:

- Possess a cumulative 3.0 grade point average covering all credits from all colleges and universities attended; or,
- Possess a minimum cumulative grade point average of 2.5 and has graduated from a college or university for five or more years; or,
- Earned a master's or doctoral degree from a regionally accredited college or university with a 3.0 G.P.A. or better; or,
- Place in the upper 50th percentile of the Graduate Record Examination (GRE), the Miller's Analogies Test (MAT), or the Graduate Management Admissions Test (GMAT); or,
- Possess a bachelor's degree with a minimum G.P.A. and have significant demonstration of potential through work, professional activity or other warranting factors; and,

- Provides a strong letter of support from a chairperson of a graduate degree program, or a coordinator of a graduate degree program, or from a faculty member who teaches graduate courses at Morgan.

Applicants admitted as non-degree students may enroll in a maximum of eight (8) credits a semester for a maximum of five years and must maintain a 3.0 cumulative GPA. Non degree students who fail to register for three consecutive academic semesters are no longer considered continuing students and will be required to submit a new application in order to continue with the balance of any remaining time in the initial five years. Students in a non-degree status are not eligible to receive financial assistance in the form of tuition awards, graduate assistantships or fellowships from the School of Graduate Studies.

### **Visiting Students**

Students who seek to enroll at Morgan to take one or two specific courses while continuing as a student at another University are enrolled as non-degree seeking students. Visiting students must supply a current transcript and a letter of good standing from the Dean (or equivalent) of the program at the institution in which they are currently enrolled.

**Application to a Degree Program:** Non-degree students who do not meet the criteria for unconditional or conditional admission to a degree program may apply for admission to a degree program upon completion of twelve graduate (12) credits with a cumulative GPA of 3.0 or better. Non-degree students applying for a degree program must meet all other criteria for admission to the degree program including, although not necessarily limited to:

- completed application to a degree program;
- original transcripts from all colleges and universities attended;
- three letters of reference;
- appropriate official test scores where required;
- interviews with program admission committees where required; and,
- submission of acceptable portfolio where required.

### **NON-DEGREE CREDITS APPLIED TO DEGREE PROGRAMS**

A non degree student who is admitted into a degree program may apply no more than twelve (12) credits, including elective and internship courses, toward satisfying the total number of credits required to earn the degree. The student is required to establish academic residency (minimum of 18 hours) in the program from which they intend to graduate. Students in a degree program who are dismissed for academic reasons will not be granted non-degree status.

### **RETAINING ACADEMIC RECORDS**

Admission credentials and the application data of applicants who are not admitted or who do not register in the semester for which they have been admitted are retained for one year. All credentials, including academic records from other institutions, become part of the official student record and will not be returned to the applicant. Unsolicited and unofficial materials will be discarded.

## APPLICANTS FROM FOREIGN COUNTRIES

Morgan State University accepts its responsibilities to the global village by providing opportunities for graduate study to citizens from many nations. International students enhance the life of the University and contribute to the education and professional as well as personal growth of all students and faculty members. The School of Graduate Studies welcomes applications from students who are not citizens of the United States but who have appropriate documentation from the Immigration and Naturalization Service (INS; including the 1-94 form) verifying their legal residence and/or student status in the United States. Applicants from foreign countries must meet all requirements for admission to School of Graduate Studies, including having earned a baccalaureate degree as well as the Criteria for Admission listed above.

Before the application will be processed from a student who has completed secondary and post-secondary education outside the United States, the School of Graduate Studies must have received the following:

- A complete application for admission to the School of Graduate Studies.
- An evaluation of the applicant's credentials from either Educational Credential Evaluators, Inc., (ECE) P.O. Box 92920, Milwaukee, Wisconsin 53202-0970, (414) 289-3400 or from World Educational Services (WES), P.O. Box 745, Old Chelsea Station, New York, NY 10013-0745, (212) 966-6311. Application forms for ECE or WES can be obtained by writing to the company or to the School of Graduate Studies. The application for evaluation of foreign credentials, however, must be sent directly to ECE or WES in strict accordance with their instructions.
- Provide test scores (for those programs requiring them) on the Graduate Management Admissions Test (GMAT), the aptitude portion of the Graduate Record Examination (GRE), or the Miller Analogies Test (MAT). Test scores may not be more than 5 years old prior to the date of application.
- Three letters of recommendation from professors in the applicant's field.
- A typed personal statement of academic and professional plans and the reasons for selecting Morgan State University.
- Scores from the Test of English as a Foreign Language (TOEFL) or IELTS. Information about this examination may be obtained from TOEFL, Educational Testing Services, Princeton, New Jersey 08540 (TOEFL scores are not required for applicants from the British Commonwealth, Australia, Canada, Great Britain, West Indies, New Zealand, South Africa, Nigeria, Kenya, and Tanzania).

Applicants from other countries currently enrolled at another college in the United States may not register until they have been officially admitted to the School of Graduate Studies and have received written approval on their Form 1-94 from the United States Immigration Service permitting them to attend Morgan State University. In addition, such applicants must provide a completed Transfer Eligibility Certification form signed by the International Student Advisor at the institution from which they wish to transfer. Transferring international students must provide official documentation of one year of financial support before a new 1-20 can be issued.

Additional information concerning the requirements for foreign applicants may be obtained from the Office of the School of Graduate Studies.

## ENGLISH LANGUAGE PROFICIENCY

A good command of the English language is necessary for all students enrolled at the University. English is the language of instruction for all classes. Exams, written papers, theses and dissertations must be submitted in English. Applicants whose first or native language is not English must demonstrate their proficiency in English. A score, not more than 2 years old, on the Test of English as a Foreign Language (TOEFL) must be submitted as part of the application for admission. The IELTS test is also accepted.

The TOEFL exam is given throughout the world several times a year. For information and application materials, write: TOEFL, Box 899, Princeton, N.J. 08541, U.S.A. Official scores should be sent directly to The School of Graduate Studies at Morgan State University in time to meet the deadline(s) for admission. Foreign applicants are exempt from submitting TOEFL scores where: (a) English is the native language of the student's country of origin; or (b) for the past five (5) years, the student has been a legal alien, a naturalized citizen, or otherwise a legal resident of the United States; or (c) the student holds a bachelor's, master's, doctorate, or professional (e.g., law or medicine) from a regionally accredited college or university in the United States or where English was the language of instruction. Regardless of format, only official TOEFL scores are acceptable.

It is the responsibility of applicants from foreign countries to assure that all documents not written in English are accompanied by a literal English translation. The completed application should be sent to:

School of Graduate Studies  
310 McKeldin Center  
Morgan State University  
1700 East Cold Spring Lane  
Baltimore, MD 21251

## INFORMATION ON STUDENT VISAS

The University is authorized by the U.S. Immigration and Naturalization Service (INS) to issue documents to enable international students to obtain the F-1 visa. Following academic admission to a degree program, the School of Graduate Studies reviews the language, financial, and visa qualifications of the applicant. If all documentation is in order, a "Certificate of Eligibility" (I-20 form) is issued to the prospective student. In order to request a visa for entry to the U.S. as a student, the "Certificate of Eligibility" (the I-20 form) must be submitted to a U.S. Embassy or Consulate along with any other required documents.

International students with F-1 visas must maintain full-time student status during the academic year (i.e., both Fall and Spring semesters). Before transferring to another college or university, they must attend the university (i.e., the institution that issued the I-20 form used to apply for entry to the U.S.) for at least 1 semester. International students are advised to pay particular attention to restrictions about employment and length of stay in the U.S. on their visa. International students are further advised that INS regulations restrict the employment of non-immigrant students. Work without prior INS authorization is prohibited and may carry severe penalties including deportation. Certain dependents of international students are not eligible to request permission neither to work nor to accept employment of any kind.

It is the responsibility of international students to maintain a valid visa status and to stay informed about current visa and/or INS regulations. Students are advised to consult with a U.S. consular officer in their home country for current information affecting their visa status. It is a requirement of the F-1 visa status that an international student report to the primary designated school official (PDSO) within one week of initial enrollment. The PDSO at Morgan is the International Students' Advisor who is located in the University's Counseling Center. A designated school official (DSO) is also located in the School of Graduate Studies.

## **GRADUATE WORK BY MORGAN SENIORS**

With the approval of the chairpersons of departments concerned and the Dean of the School of Graduate Studies, seniors at Morgan State University who have completed 96 credit hours toward the baccalaureate degree with a cumulative grade point average (GPA) of 3.0 or better and who also possess a minimum GPA of 3.0 in their major may register for a maximum of six (6) credit hours of course work in the School of Graduate Studies.

Upon admission to the School of Graduate Studies, students may, when appropriate, have the credit earned for graduate courses taken as an undergraduate applied towards a graduate degree at Morgan. Or, with the prior written permission of the Department Chairperson in which their major is located, seniors may elect to have the credit earned for graduate courses applied towards a baccalaureate degree at Morgan. The credit earned, however, may be applied to satisfy degree requirements only once; either to complete requirements for the bachelor's degree or, to complete graduate degree requirements. In order to be officially registered in a graduate course, undergraduates must:

- complete an form requesting to take graduate courses prior to the start of the graduate course;
- have their request form signed by the Chairperson (or the Chairperson's designee) of the department in which the graduate course is taught;
- have their request signed by the Dean of the School of Graduate Studies;
- complete a Drop/Add form with the graduate course(s) in which the student seeks enrollment filed with the Dean of the School of Graduate; and,
- be registered for the graduate course(s) by the School of Graduate Studies.

This policy applies to qualified seniors interested in enrolling in graduate courses. Undergraduates improperly enrolled in graduate courses will be administratively withdrawn from the graduate course. Undergraduates who may be admitted to accelerated bachelors to master's degree programs should consult their program requirements on registering for and the application of graduate courses to degree requirements.

## **REGISTRATION AND ENROLLMENT**

Only persons who have received an official letter of admission from the Dean of the School of Graduate Studies may enroll in graduate courses. Once an official letter of admission, including a personal identification number (pin) has been received, students may register for graduate courses online through the WEB student information system.

Registration is not complete until all required fees and tuition have been paid. Students are not permitted to attend classes unless they are officially registered. Only those students whose names are shown

on the official class roster are officially registered and will be eligible for a grade. Students should check with the course instructor to see if their names are listed on the class roster. If their names are not on the class roster, they should inquire about the absence of their names at the office of the School of Graduate Studies. Course instructors are not permitted to add names of students to the class roster.

### **CONFLICTING POLICIES**

The School of Graduate Studies awards more than fifty (50) advanced degrees in more than forty (40) disciplines. Each department may identify additional admission requirements for their graduate programs. Occasionally, departmental policies may conflict with or may be inconsistent with those of the School of Graduate Studies. Where such conflicting policies exist, the policies of the School of Graduate Studies shall have precedence.



## **GRADUATE STUDENT RESPONSIBILITIES**

Admission to the School of Graduate Studies at Morgan State University indicates that the student is seeking to achieve the highest standards of scholarship. The Dean and the graduate faculty expect admitted students to be successful as they meet the academic challenges of graduate school and to perform consistently at a high level in their course work. Although each student will be assisted by an advisor and other members of the professional staff, final responsibility for compliance with the School of Graduate Studies' policies, including the standards of scholarship, rests with the student. It is the responsibility of graduate students to satisfy all course requirements in which they are enrolled and to be knowledgeable of all school, program, and/or degree requirements necessary to complete the plan of study. In addition to the policies, procedures, and academic requirements found in the graduate catalog, students are encouraged to monitor departmental or program requirements and to communicate with program advisors regarding changes in individual departmental policies and those that occur between the editions of the graduate catalog.

### **STATUTE OF LIMITATIONS (5 & 7 YEARS RULES)**

Students, whether part time or full time, pursuing graduate degrees at the University with requirements of less than 45 credits (e.g. most Master's programs), must satisfy all degree requirements within five (5) years from the date of admission to the School of Graduate Studies.

Students, whether part time or full time, pursuing doctoral degrees at the University or master's degrees with requirements of 45 credits or more, must satisfy all degree requirements within seven (7) years from the date of admission to the School of Graduate Studies.

Failure to satisfy all degree requirements within the relevant statute of limitation is evidence of failure to make satisfactory academic progress and is, therefore, grounds for dismissal from the School of Graduate Studies. Students whose statute of limitations has expired and who have been dismissed from the School of Graduate Studies will not be permitted to re-enroll in any graduate degree program at the University. Students who have reached the limit of time must apply each year for an extension. The application requires support of program advisors and must indicate a realistic plan of study and completion.

## SCHOOL OF GRADUATE STUDIES POLICIES AND PROCEDURES

### STANDARDS OF SCHOLARSHIP

#### ACADEMIC REGULATIONS

All graduate students are subject to the academic regulations of the School of Graduate Studies and the college, school, or department in which they are pursuing a degree. Students may expect to obtain a degree in accordance with the requirements set forth under regulations in force at the time they enter the University or under subsequent regulations published in the most recent (i.e. current) catalog.

Morgan State University reserves the right to make changes in academic policies, regulations, degree requirements, schedules, or courses offered.

#### CONFLICTING POLICIES

The School of Graduate Studies awards more than fifty (50) advanced degrees in more than forty (40) disciplines. Each department may identify additional admission requirements for their graduate programs. Occasionally, departmental policies may conflict with or be inconsistent with those of the School of Graduate Studies. Where such conflicting policies exist, the policies of the School of Graduate Studies shall have precedence.

### I. REGULATIONS AND PROCEDURES GOVERNING STUDENT STATUS

#### 1. RESIDENCY

A student is admitted to the School of Graduate Studies upon satisfying minimum academic criteria and any additional requirement (e.g. tests, portfolio, interview, etc.) established by the faculty in the graduate degree program in which the student seeks to matriculate. Following admission to the School of Graduate Studies, a student must complete a minimum number of credits at Morgan State University while matriculating in a graduate degree program. This minimum number of credits is referred to as a “residency requirement” and should not be confused with the concept of Maryland State residency, the status used to set tuition rates for residents and non-residents of the State of Maryland. Upon completion of the minimum credits required to be taken at Morgan, the educational residency requirement for that particular program has been met. Residency requirements apply to students matriculating in master’s and doctoral programs. If a student is seeking a second degree, a residency requirement of 18 hours in the second (or subsequent ) degree must also be met.

***The minimum requirement for residency in either master’s or doctoral degree programs at Morgan State University is eighteen (18) credits of graduate course work completed at MSU. Transfer credit, internship, thesis, and dissertation seminar or guidance courses may not be used to satisfy residency requirements.***

#### 2. CANDIDACY

In contrast to residency, candidacy status applies only to students matriculating in doctoral degree programs. Candidacy refers to students who have successfully completed all course work and who have successfully passed all preliminary and/or comprehensive examinations required in the degree program. A student who has achieved candidacy status typically only has to complete the dissertation to satisfy

graduation requirements. Depending on the degree program, students may be required to achieve candidacy status before enrolling in Dissertation Seminar (\_\_\_998/999) and/or Dissertation Guidance (\_\_\_997) courses.

### **3. GENERAL DEGREE REQUIREMENTS**

Students may pursue only one degree program at a time. Unless specified in an official state (MHEC) approved program, all requirements for the first degree must be satisfied before one may be admitted to another master's or doctoral (i.e. a second or subsequent) degree program. A residency requirement of 18 credit hours in the program must be taken at Morgan (or through a consortium agreement sanctioned by Morgan). This residency must be established for each Morgan degree.

### **4. TRANSIENT STUDENTS**

Students enrolled in graduate programs at other universities and wishing to take course work in the School of Graduate Studies at Morgan State University must present a letter of authorization from the graduate dean (or comparable) of the home university. Transient students will be enrolled as non-degree seeking students in the status of visiting students.

### **5. AUDITING**

Students admitted to the School of Graduate Studies may audit courses provided permission is obtained from the Dean of the School of Graduate Studies and the course instructor. Not all courses are available for audit. Students are responsible for paying the auditing fee at the time of registration. The fee is currently set at full tuition for the course.

### **6. COURSE LOAD AND FULL-TIME STATUS**

#### ***6.A. Fall and Spring Terms***

Students enrolled for 9 or more graduate credit hours are considered full-time. The maximum course load for full-time students in the Fall and Spring semesters is 15 credit hours. Enrollment in Thesis or Dissertation Guidance (\_\_\_797 or \_\_\_997) or Thesis or Dissertation Seminar (\_\_\_798/799 or \_\_\_998/999) course constitutes full-time enrollment. Students enrolled for less than nine (9) credits and for a minimum of six (6) credits are considered part-time. Students in non-degree status are limited to part-time course load of 8 credits or less.

#### ***6.B. Summer Sessions***

The School of Graduate Studies conducts two summer sessions. The maximum course load for all graduate students during each of the Summer Sessions is 8 credit hours. A schedule of graduate courses for each session is available in the Office of the School of Graduate Studies. Funding is not typically available for summer sessions.

### **7. RE-ADMISSION**

#### ***7.A. FORMER STUDENTS RETURNING***

Former students returning to the University who have not enrolled in the School of Graduate Studies for three consecutive semesters and have not corresponded with the School of Graduate Studies during that period are no longer considered as continuing students. With rare exception, former students must submit a new application and must be readmitted to the School of Graduate Studies. Depending upon the length of absence, the returning student may be required to supply replacement documents. Any academic record for the intervening period must also be provided. This policy does not apply to students who have been dismissed from the University.

**7.B. RE-ACTIVATING ADMISSION**

Applicants admitted to a degree program or admitted as non-degree seeking in the last year (12 months) and who did not enroll in graduate studies at Morgan nor gain a deferral of admission must reapply. If no enrollment deferral was sought or was sought and not granted, there is no guarantee of admission.

**7.C. APPLICABLE PROGRAM RULES**

All rules, procedures and academic standards in effect at the time of new admission will apply and will be strictly enforced. In every case, the five- or seven-year rule will apply to all previously earned credits for completed course work. In situations where the statute of limitations has expired (based on the date of initial program admission) and the student has been readmitted, a letter granting one year extensions must be obtained from the School of Graduate Studies each year until graduation. (See General Degree Requirements.)

**8. DROPPING COURSES AND WITHDRAWALS**

Students wishing to make adjustments to their course schedules must do so within the drop-add period indicated on the academic calendar for the School of Graduate Studies. Students who are not successful in dropping or adding courses via the WEB must appear in person at the Office of the School of Graduate Studies to file the necessary forms. DROP/ADD forms must have the course instructor's signature.

After the first week of a regular fall or spring term, all drop and add processes must be submitted through the School of Graduate Studies and approved by the Dean.

Stopping payment on checks for registration fees and/or failing to attend class does not constitute an official drop of a course nor does stopping payments or absence from class constitute withdrawal from school. Failure to submit an official drop request for a course will result in a grade of "F" being assigned for the course. Failure to provide the official drop request for a course or for officially withdrawing from school does not relieve graduate students of their financial obligation to the University.

Students must notify the Dean of School of Graduate Studies in writing and complete and sign the necessary withdrawal form(s) to withdraw officially from the University. The student is also responsible for submitting a drop/add form to be withdrawn from current courses. Cancellation of charges depends upon the time during the semester that the course is dropped and the official withdrawal from the University is submitted.

**9. ACADEMIC PROBATION**

Graduate students are required to maintain a minimum cumulative grade point average of 3.0 in order to remain in good academic standing. Specific graduate programs may require students to maintain higher academic standards and/or a higher minimum GPA in their programs of study.

Students whose cumulative GPAs fall below a 3.0 or whose cumulative GPA falls below the minimum required by their degree program at the end of any semester are automatically on academic probation. Students who are on academic probation for two (2) consecutive semesters and who fail to raise their GPA to a satisfactory level at the conclusion of the two consecutive terms of probation will be dismissed from the School of Graduate Studies.

## 10. GROUNDS FOR ACADEMIC DISMISSAL

Students who accumulate two (2) consecutive semesters with a cumulative GPA of less than the minimum required in their degree program and who do not restore the GPA to a satisfactory level by the conclusion of the semester of the second probation will be dismissed from the School of Graduate Studies. Also, students who otherwise fail to make satisfactory academic progress will be dismissed from the School of Graduate Studies. Grounds for academic dismissal also include:

- Failing to meet the specific academic requirements of the degree program;
- Failing to maintain a minimum cumulative GPA of 3.0 (i.e., "B" average);
- Exceeding the statute of limitations for time to completion and exhausting all extensions;
- Being deemed by the department to have failed the comprehensive examination;
- Failing the dissertation defense with the committee's determination that no further revision be granted;
- Earning "C" grades totaling more than 20 percent of the credits needed to satisfy degree requirements; or,
- Receiving more than two grades of "F" (even F grades that have been retaken count).

A recommendation for dismissal of students meeting one or more of these conditions may also be made by the program coordinator/director according to the lines of authority (typically department chair or comparable unit head), and copied to dean of the school in which the student is registered. The recommendation is then forwarded by the dean of that school/college to the Dean of the School of Graduate Studies. Final decision for academic dismissal is made by the Dean of the School of Graduate Studies in consultation with the dean of the school.

The letter of dismissal will specify a date on which the dismissal becomes effective.

## 11. APPEALS

Appeals concerning academic progress such as academic sanctions or academic dismissal, must be addressed in writing to the Chairperson of the department of the degree program (i.e., according to the lines of authority, typically department chair or comparable unit head) who, in consultation with the Graduate Coordinator/director (i.e., appropriate unit head), and/or program committee will review the appeal and prepare a report and written recommendation for review by the College/School Dean. The College/School Dean shall submit a written recommendation along with the report and recommendation of the Chairperson to the Dean of the School of Graduate Studies who shall make the final decision regarding a student's appeal. Appeals must occur within one (1) year of the effective date of the dismissal or sanction. Appeals concerning the imposition of a penalty for academic dishonesty (Section V, below) are to be made in accordance with the procedures described above.

The appeal must occur within one year of the effective date of the dismissal or sanction.

## II. POLICIES ON GRADING

### 1. GRADES FOR GRADUATE STUDENTS

The following grades are issued for graduate students at the University:

A	Superior
B	Satisfactory
C	Unsatisfactory
F	Failing work, must repeat course
P	Pass (also recorded as PS)
I	Some phase of work is incomplete (see Section II.7 below)
AW	An administrative withdrawal given for appropriately documented financial, sickness, or unusual nonacademic reason
W	Official Withdrawal
S	Grade for Thesis or Dissertation Guidance
CS	Grade for Thesis or Dissertation Seminar until the defense of the Thesis or Dissertation is successfully passed

**NOTE:** Grades of “D” are not issued in graduate courses. Graduate students taking an undergraduate course will be subject to undergraduate grading practices, where grades of ‘D’ are awarded. Graduate students earning such a grade must repeat the course.

### 2. UNDERGRADUATE COURSES

Although a student may be required to enroll in an undergraduate course as a prerequisite to a graduate course (or admittance to a graduate program), undergraduate courses will not count for graduate credit. Students must petition the Bursar (through the Dean of the School of Graduate Studies) to be charged at the undergraduate rate.

### 3. GRADING FOR THESES AND DISSERTATIONS

Once candidates begin writing theses or dissertations they must be continuously enrolled at the University until the degree requirements are satisfied. Enrollment may be satisfied by being registered for Thesis or Dissertation Guidance until the thesis or dissertation is approved and submitted to the Dean of the School of Graduate Studies. Enrollment in Thesis or Dissertation Guidance or Thesis or Dissertation Seminar course constitutes full-time enrollment.

Students failing to maintain continuous registration will be required to pay the costs of all previous semesters for which registration was required. Degree requirements may not be satisfied until this is done.

See grade descriptions for the following courses as shown:

***Upon completion of the defense of the dissertation or thesis, students shall receive a final grade of “P” (pass) or “F” (fail) for Dissertation Seminar (i.e., \_\_\_ 998 and \_\_\_ 999 courses where applicable) or for Thesis Seminar (i.e., \_\_\_ 799).***

#### **4. GRADE POINT AVERAGE**

The grade point average (GPA) is computed according to the quality points accompanying the letter grade. An "A" grade is calculated at 4 quality points, a "B" grade at 3 quality points, and a "C" grade is calculated at 2 quality points. Grades of "I" receive no quality points. After a student is matriculated as a graduate student, all courses numbered 500 and above except those graded with an I, P, CS, or S, will be used in the calculation of the GPA. Graduate credit transferred from another institution is not included in the calculation of the grade point average.

#### **5. UNSATISFACTORY GRADES "C" AND "F"**

Both grades of "C" and "F" indicate unsatisfactory academic progress in graduate courses. Students may not possess "C" grades totaling more than 20 percent of the total credit hours required for satisfying degree requirements. Students do not earn credit towards their degree for any courses where they receive a grade of F. Grades of "F" are computed, however, as part of the GPA. Once a student retakes the course for which the "F" grade was received and earned a grade of "C" or better, the higher grade will replace the "F" grade as part of the GPA computation. A course in which a grade of "C" has been earned cannot be repeated.

#### **6. CHANGE OF GRADE**

A graduate student's academic transcript is intended to serve as a complete and permanent history of the student's academic progress at Morgan State University. A transcript will not, therefore, be altered except in conformance with the School of Graduate Studies' policy governing change of grade. Grades for graduate students remain as part of the student's permanent record. Changes in previously recorded grades may be made within one semester where the original instructor certifies that an actual mistake was made in determining or recording the grade. The faculty member must submit supporting documentation (e.g. roll book, grade sheet, etc.) to the Chairperson to justify the grade change. The change must be approved by the Department Chairperson, the College/School Dean, the Dean of the School of Graduate Studies and the Provost/VPAA (or the Provost's delegate, typically the Registrar).

#### **7. INCOMPLETES ("I" GRADES)**

An "I" grade indicates that the requirements for a course have not been completed. An "I" grade is given only in exceptional cases where: a student's work in a course has been satisfactory; and, due to documented illness or other documented emergencies beyond the student's control, the student has been unable to complete the requirements for the course. Incompletes must be removed by the end of the next semester of enrollment following the granting of an incomplete ("I") grade or the "I" grade is changed to "F." Having two or more Incompletes that have become "F" grades is evidence of failure to make satisfactory academic progress and, therefore, is grounds for academic dismissal (see Section I 10). Students may not graduate with an "I" grade recorded on their Morgan State University transcript.

### **III. GENERAL PROGRAM AND DEGREE REQUIREMENTS**

#### **1. ADVISEMENT**

Students admitted to a degree program are assigned a department advisor. Students are expected to consult with their advisors for program planning, scheduling, etc., throughout their residency as graduate students.

#### **2. CHANGES IN PROGRAMS**

Students wishing to transfer from one degree program to another must file a written petition with the Dean of the School of Graduate Studies and the Deans of both the School to which they are seeking entry and the School from which they intend to withdraw. The petition should state their intention to withdraw from the current program and must include a complete application to the new program. Such application must be submitted in accordance with the School of Graduate Studies published procedures and application deadlines. International students changing programs also require re-issued I-20s, thus requiring the adherence to the international student deadline. A change in program is not effective until the student receives written acceptance letter from the new program signed by the Dean of the School of Graduate Studies. Students who are not in good academic standing may not change degree programs.

#### **3. TRANSFER CREDIT**

Requests for transfer of graduate credits, taken at accredited institutions, prior to enrollment at Morgan, must be approved by the Chair of the department, the Dean of the School in which the student is registered, as well as the Dean of the School of Graduate Studies. Such request must be made within one semester of enrollment. Only graduate credits taken at US regionally accredited institutions or credits taken at international institutions and evaluated by WES or ECE as equivalent to US accredited graduate credits, will be considered for transfer. Transfer credits are not counted in the determination of the student's GPA or cumulative GPA.

For master's degree students, a maximum of twenty percent (20%) of the required curriculum's credit hours may be accepted for external transfer. For doctoral students, the maximum number of credits that may be accepted for transfer will be determined by the program in which the student is enrolled. In no case will the number of transfer credits reduce or void institutional or program residency requirements. It should be noted that credits earned for dissertation (and thesis) or internships may not be used to satisfy residency requirements.

Once admitted to graduate work a student must obtain formal permission from the director of the program in which the student is enrolled, the department chair, the Dean of the School in which the program is located, and Dean of the School of Graduate Studies before enrolling at another institution for a course that is to be offered in fulfillment of degree requirements at Morgan. Such permission is granted only in exceptional instances. To be eligible to receive such permission a student must be in good standing and e courses to be offered must be taken within the time period allowed for the completion of degree requirements.

Transfer work, whether taken prior to enrollment or while the student is enrolled at Morgan, must be equal in scope and content to that offered by Morgan and must represent a coherent part of the required program of study. Only courses in which grades "A" or "B" have been earned may be offered



for transfer credit. Credits for correspondence courses, workshops, and extension classes are not acceptable for transfer.

#### **4. APPLICATION FOR GRADUATION**

Students must file an Application for Graduation with the Dean of the School of Graduate Studies by deadline published by the University Registrar (recently November 1) if they expect to complete all requirements for graduation in time to participate in the May commencement ceremonies (i.e., by the end of the Spring semester of any year). Students who file an Application for Graduation by November 1 and who successfully complete all graduation requirements will be awarded their degree at the May commencement ceremonies. All graduates, including those who complete in December of the preceding year as well as those who complete in May, are expected to participate in the commencement ceremonies for the term in which they graduate (Fall graduates must participate in the December ceremony). To be assured that the actual diploma will be available on the day of the ceremony, application for graduation must be filed by the deadlines published by the University Registrar.

Students must file an Application for Graduation with the Dean of the School of Graduate Studies by the deadline published by the University Registrar (recently May 31) if they expect to complete all requirements for graduation after the May commencement ceremonies but by the end of the Fall semester (i.e., December of any year). Students who file an application for December graduation and who successfully complete all graduation requirements are expected to participate in the commencement ceremonies held in December.

Before the Application for Graduation is filed with the Dean of the School of Graduate Studies, it must be signed by the Department Chairperson and stamped by the Bursar after the application fee has been paid (this is the current process; the University Registrar may change the procedures, and these will be announced in a timely manner). If a student does not complete all requirements for graduation by the end of the semester indicated on the Application for Graduation, a new form must be completed for the year (and semester) in which the degree is to be awarded. Although a new Application for Graduation must be filed whenever a student does not finish in the semester indicated on the application, the application fee is paid only once, unless the fee increases from one period to another.. Students applying for graduation should also make arrangements with the University Bookstore for the rental of academic robes and regalia.

#### **5. DEGREE COMPLETION**

Students must be enrolled in at least one graduate course, e.g., Thesis Guidance, Dissertation Guidance, or regular credit course the semester (including summer sessions) that they submit the thesis or dissertation to the School of Graduate Studies.

Students writing theses or dissertations must be continuously enrolled at the university, typically in either Thesis Guidance or Dissertation Guidance, and they must have satisfactorily defended their thesis or dissertation and have made all required corrections identified during the defense prior to submitting the thesis or dissertation to the School of Graduate Studies.

In summary, a student must be enrolled at the university the time the theses or dissertation is submitted to the School of Graduate Studies. Students who fail to enroll continuously after having enrolled in a thesis or dissertation course may be required to pay for each semester (excluding summer sessions) that they missed.

## **6. COURSE CANCELLATIONS**

The Dean of the School of Graduate Studies reserves the right to cancel courses for insufficient enrollments; to limit enrollments in any class; and to assign students to added or split sections meeting at the same time and day.

## **7. TUITION WAIVER**

Students, including senior citizens, eligible to use the State College Tuition-Waiver Plan, may register only when regularly scheduled course space is available.

## **8. A SECOND DEGREE**

An application for admission to a degree program from a person who already holds a graduate or professional degree will be considered on its individual merits.

Credit hours counted toward one graduate degree may not be used to satisfy credit-hour requirements for a second graduate degree. When course duplications occur, substitute courses will be approved in consultation with the faculty advisor and program coordinator. A maximum of two (2) master's degrees may be earned at Morgan.

## **9. COMPREHENSIVE EXAMINATIONS**

Candidates are able to apply to take the comprehensive examination when they: 1) have met the residency requirements for their program, 2) are in good academic standing, and 3) have departmental approval. Candidates must be enrolled at the time the comprehensive examination is to be taken. Comprehensive examinations are designed, administered and scored by a department faculty committee with results reported to the Dean of the School of Graduate Studies by the deadline on the current academic calendar. In addition, departments are required to report results by mail to each student concerned. Students should consult the graduate calendar for examination dates and their department for additional information. Comprehensive examinations may be repeated only once.

## **10. RESPONSIBILITY FOR CHANGES AND OTHER REQUESTS**

Graduate students should be aware of the actions to be taken at various stages in their graduate career. Most of the actions described above are routinely processed through the School of Graduate Studies with an appropriate form or a written request. The student must take the responsibility to submit a written request or submit the appropriate forms. The following items are commonly resolved through a written request or form (all forms can be obtained through the office of the School of Graduate Studies):

- Transfer of courses taken prior to or during enrollment at Morgan. Transfer of Credit form is signed by student and submitted to the program coordinator who approves (or disapproves) and forwards the request to the School of Graduate Studies for approval and processing. Official transcripts are also required and must be received by the School of Graduate Studies from the Registrar of the school from which the credits are being transferred.
- Change of Program. This form applies only to a change in program of study—not a change in degree level. Changes in degree level require an updated application.
- Consideration of conversion from Non-Degree Seeking status to Degree-Seeking. This requires a request for the submission of appropriate application materials for the program of interest. This new application will be reviewed by the selection committee of the specified program for the admission decision. In some circumstances, if the original application was complete, it may be possible to update that application.

- Withdrawal from courses (when not available via Web SIS). A drop/add form or its equivalent is required.
- Withdrawal from school and program. A written request to the Dean of the School of Graduate Studies is required.
- Leave of Absence. A written request to the Dean of the School of Graduate Studies is required.
- Reinstatement after a Leave of Absence. A written request to the Dean of the School of Graduate Studies is required.
- Reactivation after a period of non-enrollment. A written request for reactivation submitted to the School of Graduate Studies is required.
- Extension of the Statute of Limitations. A written request to the Dean of the School of Graduate Studies is required. Following the request, additional information and documentation will be collected and reviewed.
- Reinstatement of registration (schedule). A written request for reinstatement of registration submitted to the School of Graduate Studies is required. All reasons for the cancellation of the schedule must be resolved (failure to make satisfactory arrangements for payment, etc.). These resolutions may require action by the Bursar or the Office of Financial Aid.
- Submission of a thesis or dissertation. An appointment is required to review the process and to authorize the submission via the ETD system (described below).

## IV. THESIS AND DISSERTATION REQUIREMENTS

In general, students may register for the thesis or dissertation seminar when they: 1) have met the residency requirement for their program, 2) are in good academic standing, and 3) have their department's approval.

### 1. FORMAL PROCESS FOR SUBMISSION

Degree candidates who have prepared a thesis or dissertation as a partial fulfillment of the requirements for the masters or doctoral degree are required to submit the final, approved manuscript in an electronic format as prescribed by the School of Graduate Studies. In a formal submission interview, the manuscript is submitted to the Dean of the School of Graduate Studies for review following the candidate's oral defense. The thesis or dissertation must be signed by the Committee members and meet all other requirements prior to its submission. The candidate must provide an original, signed copy of the signature page at the time of submission.

### 2. SUBMISSION PROCEDURES

Procedures and regulations governing the formatting, production, and submission are published in the Morgan State University School of Graduate Studies *Dissertation and Thesis Handbook, 2010* (currently available on the School of Graduate Studies Web Site). The *Handbook* reports the most current requirements and submission procedures and is updated regularly. Graduate students submitting a thesis or dissertation to the School of Graduate Studies will be charged a fee for publishing and copyrighting their work and pay for one printed and bound copy for the Morgan State University Library. The School of Graduate Studies publishes the most current information on tuition and fees—including the current copyright fee—and the cost for the professionally prepared library copy in each Fall and Spring term on the School of Graduate Studies Web site. All fees are subject to change, and the candidate is responsible for paying fees in force at the time of submission. Fees are paid to the Bursar. Payment of the fees must be verified by a receipt from the cashier's office, and the cashier's receipt must be presented at the time of formal thesis or dissertation submission. Additional copies for personal or for departmental library can be purchased through UMI Publishing or through an arrangement with the binder used by the School of Graduate Studies.

### 3. DEGREE COMPLETION

Students must be enrolled in at least one graduate course, e.g., Thesis Guidance, Dissertation Guidance, or a regular credit course during the semester, including summer sessions, that their thesis or dissertation is submitted to the School of Graduate Studies. Students must be enrolled at the University at the time their thesis or dissertation is accepted by the School of Graduate Studies. Students must have made all corrections identified during the defense prior to submission of their thesis or dissertation to the School of Graduate Studies.

### 4. CONTINUOUS ENROLLMENT

Students must be continuously enrolled at the University every semester (excluding summer sessions) once they have begun writing theses or dissertations (i.e., enrolled in Thesis Seminar, Thesis Guidance, Dissertation Seminar, or Dissertation Guidance). Students who fail to be continuously enrolled after having begun writing their thesis or dissertation may be required to pay the registration of semesters they missed (excluding summer sessions) prior to the submission of their thesis or dissertation to the School of Graduate Studies.

## **V. RESPONSIBLE ACADEMIC CONDUCT AND ETHICAL RESEARCH**

### **1. OVERVIEW**

Morgan State University in general and the School of Graduate Studies in particular, promote responsible and ethical research among graduate students. Graduate students are cautioned to avoid practices that threaten the integrity of their academic career and their research, including, but not limited to, falsification or fabrication of data, violations of privacy and confidentiality provisions, conflicts of interest, cheating, plagiarism, and copyright infringements. Unethical research threatens the integrity of the academic and scientific enterprise and may subject graduate students to severe penalties. For example, students are required to certify that any use of copyrighted material beyond “fair use” has the written permission of the copyright owner. If the permission to use copyrighted material does not accompany the dissertation, the copyrighted material will not be reproduced.

### **2. FEDERAL POLICY ON RESEARCH MISCONDUCT**

Federal policy defines research misconduct as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. According to federal policy, fabrication is making up data or results and recording or reporting them. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. Plagiarism is the appropriation of another person’s ideas, results, or words without giving appropriate credit.

Federal sanctions for research misconduct include, but are not limited to, letters of reprimand; the imposition of special certification or assurance requirements; suspension or termination of an active award; or suspension and debarment in accordance with applicable government-wide rules on suspension and debarment.

Graduate students are also advised that several federal agencies have promulgated policies, penalties, and procedures regarding research integrity. Typically, these policies address researcher responsibilities for data acquisition and management, authorship and publication practices, animal and human subjects, conflicts of interest, research misconduct, and compliance with agency policies. For example, see the policy concerning instruction in the responsible conduct of research promulgated by the Office of Research Integrity at the Department of Health and Human Service at <http://ori.dhhs.gov>.

### **3. ACADEMIC DISHONESTY**

Academic dishonesty is among the most egregious offenses a student can commit because it interferes with the University’s primary mission of educating and evaluating students.

Academic dishonesty, including cheating, plagiarism, abuse of academic/library materials, stealing and lying, in the preparation of testing, class assignments, or dissertations and theses is no less egregious. Academic dishonesty, whether in the classroom or in the preparation of the dissertation or thesis, will not be tolerated by the School of Graduate Studies. In particular, any graduate student found to have engaged in plagiarism in the writing and preparation of course work, research papers and/or in the preparation of a dissertation or thesis shall be subject to the full range of penalties at the disposal of the School of Graduate Studies.

Plagiarism is submitting, either orally or in writing, the words, ideas, drawings, or other works of another person as one's own without appropriate citation in order to receive credit for having completed an academic assignment or exercise.

**Examples:** Examples of plagiarism include, but are not limited to, the following:

- Submitting material or work for evaluation, in whole or in part, which has been prepared by another student, by an author of a published article or textbook, or by persons producing papers for profit;
- Using a direct quote from another student's papers or from an author of a publication without including the appropriate citation;
- Paraphrasing or summarizing another's work without including the appropriate citation; and,
- Using information stored electronically (e.g., submission of papers and or information found on computer disks, the Internet, etc.) without including appropriate citation and/or acknowledging the source.

#### **4. PENALTIES FOR ACADEMIC DISHONESTY**

Any graduate student at Morgan State University who is found to have engaged in academic dishonesty, including plagiarism, in the preparation of written assignments, a dissertation or thesis, may be subjected to suspension, expulsion and/or revocation of a previously awarded degree. Such sanctions may be imposed even though the accused graduate student may never have received a lesser penalty or penalties for previous academic dishonesty.

**Suspension from the University.** Suspension can be imposed for a specified period, not to exceed two years.

**Expulsion from the University.** Expulsion is a permanent separation from the University.

**Revocation.** When acts of academic dishonesty are found to invalidate a major piece of work required for a degree so that the validity of the degree or certification is jeopardized, then the sanction may include a recommendation from the Dean of the School of Graduate Studies to the University's Provost and Vice President for Academic Affairs to:

1. reject a dissertation, thesis or other work.
2. revoke a certification or not grant a certification.
3. revoke a degree.

#### **5. APPEALS**

Appeals concerning the imposition of a penalty for academic dishonesty are to be made in accordance with the procedures described above in Section I.11.

## FEES AND PAYMENTS

### I. Introduction

The School of Graduate Studies offers a diverse array of programs in the Arts, Sciences, Engineering, Education, Business, Public Health, and in Social Work. Quality instruction is supplemented with innovative computing, state of art instruments and connections, laboratory equipment and library facilities. These learning resources are made available for your educational achievement at a very competitive cost.

The University Bursar's Office is available to assist in making financial arrangements to finalize your registration each semester. Be certain, however, to follow the directions outlined in the financial aid section of this catalog especially if any portion of your bill may be covered by fellowships, assistantships, tuition awards, or loans. Following these guidelines will assist in a timely credit of funds to your account. Please contact the Bursar's Office at (443) 885-3108 for further assistance.

#### 1. Schedule of Tuition & Fees

Tuition and fee charges are determined on an annual basis and vary between Maryland resident and non-resident students. An example of the cost of attending for one academic year, exclusive of books, travel, clothing and other personal items is as follows (these are the Fall 2014 and Spring 2015 fee schedules):

##### Tuition and Fees\*

Maryland Resident	Tuition Only	\$371.00 per credit
Non-Resident	Tuition Only	\$726.00 per credit
Mandatory Fees		\$76.00 per credit
Resident	Tuition and Fees	\$447.00 per credit
Non-Resident	Tuition and Fees	\$802.00 per credit
Auditing	Full tuition and fees	
Late Registration		\$50.00 per occurrence

##### Additional Fees\*

Thesis/Dissertation Copyright Fee:	\$65.00
Printing and Binding Fee (Per Copy up to five):	\$45.00
Graduation Fee:	\$75.00

**\*The tuition and fees listed above represent charges at the time of publication of this catalog and are subject to change without notice. Fees related to dissertations and theses are dependent on the charges of the independent contractors who provide the copyrighting, microfilming, and binding services. Students are required to have their dissertations or theses copyrighted, microfilmed and a minimum of one copy bound for inclusion in Earl S. Richardson Library. There may be additional fees depending upon the student's program.**

#### 2. Financial Awards

The School of Graduate Studies offers several forms of financial support to qualified graduate students including; Assistantships, Fellowships, Scholarships, and Tuition Awards. To be considered for financial support, a scholarship application must be on file in the School of Graduate Studies. For the scholarship link and/or additional information about eligibility criteria, you may visit the school of Graduate Studies

Web site at: [http://www.morgan.edu/graduate\\_aid\\_and\\_funding.html](http://www.morgan.edu/graduate_aid_and_funding.html) or contact the School of Graduate Studies at [gradfunding@morgan.edu](mailto:gradfunding@morgan.edu). You may also inquire about opportunities for financial support through the University's Office of Financial Aid, and the Transportation Center's Office.

### **3. Posting of Awards**

Award recipients should proceed to register for courses through WEBSIS and awards will be posted to students' individual accounts. Assistantships, fellowships, and/or tuition awards pay for tuition for graduate courses that are completed with a passing grade. Students are responsible for the tuition of courses that they audit, drop, fail, or withdraw. University fees and other costs must be paid from personal funds of each award recipient. Failure to pay fees in a timely manner will result in a student's schedule of courses for the semester being deleted. After the drop/add period has ended classes will only be reinstated at the discretion of the Dean of the School of Graduate Studies and receipt of full payment or arrangement of payment of all tuition, fees, and other costs assessed by the Bursar's Office.

### **4. Tuition & Fees for Summer School**

Tuition and fees for summer school classes are the same as the rates published for regular part-time tuition and fees as stated above. A studio fee for certain courses may be assessed according to the nature of the laboratory. The School of Graduate Studies does not award financial assistance for courses taken in summer sessions. Out of state students classified as in-state residents (for tuition scholarships only) will be charged out-of-state tuition during the summer session(s).

## **II. OTHER FEES AND ASSESSMENTS**

### **1. Graduation Fee**

Students planning to graduate must pay a \$75.00 graduation fee (fee as of Fall, 2014) to defray a portion of the cost of graduation exercises and diploma materials. To graduate, both academic and financial requirements must be fulfilled. Fulfillment of financial requirements includes payment of all financial obligations, including overdue fines and the graduation fee.

### **2. Dissertation/Thesis Fees**

A fee will be charged for: copyrighting, microfilming, binding (each copy), and shipping. Fees may change according to charges of the contractors providing the aforementioned services.

### **3. Transcript Fee**

There is a charge of \$10.00 per in-person transcript pick-up. The University will mail transcripts without a fee. To obtain a transcript, registered students' accounts must be current and former students' accounts must be clear.

### **4. Student Professional Liability Insurance Fee**

All students who are required to work in medical or related facilities for classes or internships will be assessed a fee for insurance coverage. The student will be required to pay this fee before placement in the facility. This fee is not related to the Health Insurance Fee. Students should contact their instructors for further information.



### III. OTHER EXPENSES

#### 1. Vehicle Registration

All vehicles registered on campus must be registered with the University. Consult the Morgan Web site for the most current parking charges and options.

#### 2. Parking Citations

Parking citations vary depending upon the violation. A late fee of \$20.00 will be assessed, if the fine is not paid within 30 calendar days.

#### 3. Loss or Destruction of University Property

Should students lose or damage University property, they will be charged an amount sufficient to cover repairs or replacement. Any expenses covered in an emergency by the University for students will become a charge to the student.

#### 4. University One Card: "Bear Necessity" Card

All students are required to have a "Bear Necessity" Card which will be issued at registration. In addition to serving as the official University identification card, it also serves as an authorization card for meals, library services and health services; a privilege card for athletic, academic, and special events and provides access to residence halls, University facilities and labs. When monies are deposited into the card account, it functions as a debit card for University purchases (bookstore, convenience store, vending machines). There is no charge for issuing the initial card; however, there is a replacement fee of \$25.00 for lost or stolen cards.

#### 5. Overdue Library Material

Overdue library material fines are 25 cents per day with a maximum late return fine of \$10.00. Overdue reserved material fines are 25 cents per hour with a maximum late return fine of \$25.00. Charges for lost or mutilated library material include the replacement cost of the item and a processing fee of \$20.00. Students are to pay library fines at the University Cashier's Office and then present their receipt at the Circulation Desk for clearance. Thirty (30) days after billing, a \$10.00 non-refundable service charge will be added to the bill by the Bursar.

#### 6. Billings and Payments

After selecting classes, students can review their bill on WEBSIS. Registration is not complete, nor is a student officially enrolled until payment in full or other satisfactory financial arrangements are made with the Bursar. If the selection of classes is performed during the late registration period, payment is due immediately. Any outstanding balance (amount not covered by verified loans, assistantships, fellowships, or tuition awards) is due prior to registration being finalized and an official schedule of courses is issued. Failure to make satisfactory financial arrangements for the balance due by the prescribed date will necessitate cancellation of the class schedule. The balance due can be paid by one of the following preferred means: cash (in person only), certified check, cashier's check, money orders, VISA, MASTER CARD, DISCOVER CARD, and AMERICAN EXPRESS. Payments by mail should be sent to:

**Morgan State University**  
**P.O. Box 2341**  
**Baltimore, Maryland 21203-2341**

In person payments are made at the cashier's window of the Bursar's Office of Montebello A -124 between 8:30 AM and 4:45 PM, Monday through Friday. Arrangements for deferred payment of tuition and fees are made through the Bursar's Office. Please contact the Bursar directly for payment options @ 443-885-3108 or visit the Bursar's website.

[http://www.morgan.edu/administration/finance\\_and\\_management/office\\_of\\_the\\_bursar.html](http://www.morgan.edu/administration/finance_and_management/office_of_the_bursar.html).

## **7. Delinquent Accounts**

A delinquent University account or Federal loan will result in one or a combination of the following:

- No transcript, official recommendations or other transactions, including graduation, will be processed or for-warded for any student who fails to meet his/her commitments or who owes the University for any other reason(s).
- The University will place at the Central Collection Unit of the State of Maryland (CCU) all delinquent student accounts. A collection fee will be assessed on all accounts placed with the CCU.

## **IV. BILLING ADJUSTMENTS**

### **1. Withdrawal**

Students who, for any reason, leave MSU at any time during the semester must file an application for withdrawal (see instructions in the Academic Regulations section). Refunds are computed according to the date the signed application is received in the Registrar's Office or when graduate students' applications for withdrawal are received in office of the Dean of Graduate Studies. Students are entitled to a full reduction of tuition and fees charges if they withdraw prior to the end of the official drop/add period. Students withdrawing after the end of the official drop/add period are entitled to an adjustment in tuition charges according to the billing adjustment schedule provided on the Bursars website. Fees are non-refundable after the drop/add period. Stop payment on a check, or failure to pay the semester bill or failure to attend classes does not constitute withdrawal.

### **2. Disciplinary Actions**

Any student dismissed by the University for disciplinary reasons, whether during the drop/add period or once classes begin, shall not be entitled to any tuition and fees adjustment. Room and board adjustments are computed the same as outlined in the withdraw policy.

### **3. Class Drops**

Graduate students dropping course(s) are entitled to a prorated adjustment for tuition according to the billing adjustment schedule provided on the Bursars website.

### **4. Withdrawal by Scholarship, Award Recipients and Financial Aid**

Students who receive any form of Graduate School awards/or Financial Aid loans must consult with the Financial Manager and Financial Aid Office before withdrawing from the University. Recipients who receive a refund may owe a portion of that refund back to the financial aid program from which they benefited. Students are expected to repay those benefits to which they are not entitled.

### **5. Refunds**

In the event total credits exceed total tuition and fees, students are entitled to a refund. Refunds associated with Federal Direct Loans are processed through the Financial Aid Office and disbursed through the Bursars Office. Students have the option to select portions of the refund amount. Refunds can be posted directly in the student's bank account if desired.

For students who have received the benefit of scholarship and loans from University funds, the computation of refunds to be remitted to the student will be made in such a way as to avoid duplication or overlap of funds paid to the student. The University reserves the right to apply any refund or part thereof to cover an outstanding indebtedness incurred by the student. Funding from the School of Graduate Studies cannot be issue to the student as a refund or used to pay past or future debts.

## AWARDS AND FUNDING OPPORTUNITIES

Depending upon available resources and criteria for eligibility, graduate students may receive financial awards in the form of scholarships (tuition awards), graduate assistantships including teaching assistantships (TAs), research assistantships (RAs), fellowships, work study and loans to assist students who have received unconditional admission to the School of Graduate Studies. In certain circumstances, staff employment, including a limited number of positions in the Office of Residence Life, may also be available.

**Meeting eligibility requirements and submission of the School of Graduate Studies scholarship application does not guarantee that students will receive funding. You will only be notified if you receive a funding award. Students are notified of awards via their campus email address.**

The award of funding is competitive and depends on a variety of factors including, but not necessarily limited to, GPA, degree program, source of funding, and recommendations from chairpersons or graduate coordinators.

In order to be considered for financial awards students must submit a Scholarship Application. The Awards Committee of the School of Graduate Studies reviews applications and/or nominations for financial aid. The final decision regarding the award of assistantships, fellowships, scholarships, and some forms of on-campus employment rests with the Dean of the School of Graduate Studies. The award and posting of all financial awards to students' accounts is coordinated by the University's Financial Aid Office.

### I. UNIVERSITY'S FINANCIAL AID OFFICE

Federal work study and direct loan programs are only available through the University's Financial Aid Office. Students interested in applying for work study and/or the direct loan program should submit a completed Free Application for Federal Student Aid (FAFSA) form directly to the University's Financial Aid Office. Please feel free to contact the office directly at (443) 885-3170 or visit the website [http://www.morgan.edu/financial\\_aid.html](http://www.morgan.edu/financial_aid.html).

#### 1. FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

Federal and State financial aid, including loans, is typically based on income and/or economic need. To determine eligibility for federal or State financial aid, a student must first complete the Free Application for Federal Student Aid (FAFSA). All graduate students who expect to receive financial aid through federal work study or through the federal direct loan program are required to complete the FAFSA form. The FAFSA forms are available in (and upon completion should be returned directly to) the University's Financial Aid Office located in Room A209, in the Montebello Complex. A new FAFSA form must be completed for financial aid each year that a student is enrolled even if a student has previously applied for or received aid. Students who will be taking at least 6 credits may also apply for federal financial aid for the summer sessions.

#### 2. FEDERAL WORK STUDY PROGRAM

The Federal Work-Study (FWS) Program provides opportunities for students to work at on-campus or at off-campus nonprofit public service agencies. The primary purpose of the program is to permit the

student to earn funds for the following year. The Free Application for Federal Student Aid form must be on file in the Office of Financial Aid at Morgan State University.

### **3. FEDERAL DIRECT LOAN PROGRAM<sup>1</sup>**

The Federal Direct Loan (FDL) Program offers Direct Subsidized and Direct Unsubsidized loans to students. Under the Direct Loan Program, the Federal Government makes loans to students through the University. For the Direct Loan Program, like the Federal Family Education Loan (FFEL) Program, the University determines the applicant's eligibility and annual loan amounts. Applicants must be in good academic standing. Loan request forms may be obtained from the Office of Financial Aid at Morgan State University. The completed request must be submitted to the Office of Financial Aid at least three months prior to registration. The Free Application for Federal Student Aid form must be on file in the Office of Financial Aid at Morgan State University.

## **II. AWARDS AND SCHOLARSHIPS THROUGH THE SCHOOL OF GRADUATE STUDIES**

### **1.A. CRITERIA AND PROCEDURES FOR APPLYING FOR FINANCIAL AWARDS**

To be eligible for financial awards from the School of Graduate Studies, a student must, as a minimum, be admitted to and enrolled in a graduate program and pursuing a degree on a part-time (i.e., a minimum of 6 credits) basis. Students in non-degree, conditional admit, or on probation are not eligible for financial awards from the School of Graduate Studies. Part-time students are not eligible to receive fellowships or graduate assistantships. Graduate students who are pursuing less than 6 credits are not eligible for financial awards unless enrolled in Thesis Guidance, Thesis Seminar, Dissertation Guidance, or Dissertation Seminar. The School of Graduate Studies does not fund a second master's or second doctoral degree.

**Students with employment benefits such as tuition remission, reimbursement or third party education assistance are required to exhaust those benefits prior to applying for financial assistance from the School of Graduate Studies. Students who apply for scholarships or receive aid from the School of Graduate Studies are required to notify the School of Graduate Studies in writing of any employment benefits and/or internal/external funding they receive.**

The School of Graduate Studies reserves the right to deny or adjust/eliminate funding from the School of Graduate Studies based upon the type and level of funding. A limited number of graduate teaching assistantships and research assistantships are available in certain programs.

Assistantships, fellowships, and scholarships provided by the University or by the State of Maryland may not be used to pay for summer or winter mini-semester courses, auditing courses, failed courses, dropped courses, under-graduate courses, courses taken at another college or university, registration for excess credit, or for miscellaneous charges such as late fees or parking tickets. Students are financially responsible for tuition for excess credits and all fees. Time limits, criteria, procedures, and award amounts may be subject to change at the discretion of Morgan State University and/or the School of Graduate Studies.

Students receiving tuition awards who drop courses or withdraw from the School of Graduate Studies are not entitled to fee adjustments or to a refund of tuition that would have been paid by the award.

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<sup>1</sup> *The School of Graduate Studies does not offer loans. Loan programs are available in the University's Financial Aid Office. The telephone number is (443) 885-3170.*

Similarly, students who withdraw from the School of Graduate Studies are not entitled to a refund from assistantships, fellowships, scholarships, or other institutional funds that may have been awarded to support their graduate studies

Graduate students pay tuition at the in-state rate *only* for those semesters that they receive financial aid from the School of Graduate Studies. Once the financial aid ends, the student will be charged tuition at the out-of-state rate unless the student's original admission status was in-state or a successful petition for in-state status has submitted and approved

### **1.B. TIME LIMITS**

All assistantships, fellowships and scholarships funded through the School of Graduate Studies are subject to the following award time limits.

- a maximum of 2 year award for students pursuing the Master's degree as funding allows;
- a maximum of a 3 year award for students pursuing a Doctorate degree for course work as funding allows.

Requests for an extension of financial aid that has expired must be made in writing to the Dean of the School of Graduate Studies. There is no guarantee that a request for extension will be approved.

## **III. GRADUATE FELLOWSHIPS**

### **1. Definitions**

A fellowship is a financial award from either the University or from external (grant or foundation) sources awarded to students who exhibit academic merit and promise. Fellowships are paid directly to students in the form of stipends for either 9 or 12 months depending on the student's program of study. In addition to stipends, most students who are awarded fellowships also receive a Tuition Award for 9 credits per semester. Fellowships may be awarded to qualified instate, out-of-state, or international students. To be eligible for fellowships students must: be admitted to the School of Graduate Studies; be enrolled full-time at Morgan State University, i.e., pursuing a minimum of 9 credits toward their degree; and, a minimum GPA of 3.0 or the minimum GPA of the student's graduate program, whichever is higher. Students receiving fellowships are expected to be involved in research projects. The School of Graduate Studies reserves the right to require a quarterly or annual fellowship report from students receiving fellowships. Failure to submit the required fellowship report may result in the termination of the fellowship award. Continuation of a fellowship is contingent upon the availability of funds and upon satisfactory research performance and academic progress. A fellowship award will be forfeited if the student falls below the minimum credits required for the fellowship; is not a continuing student (i.e., withdraws or resigns from the School of Graduate Studies or does not attend for a semester or more); changes programs; changes classification from full time (i.e., minimum of 9 credits) to part time (i.e., less than 9 credits) student; is placed on academic probation; or violates policies of the School of Graduate Studies and/or the University. Students who find it necessary to withdraw from the School of Graduate Studies for more than a semester but who expect to continue their studies at a later date should petition the Dean in writing prior to leaving for approval to return and for clarification of their admission status and eligibility for continued financial support.

**1.A. Key terms:**

- *Fellowship*: Provide a stipend for research support and requires no service to a department. The time and effort required would be comparable to no more than a half time research faculty.
- *Scholarship*: Are awards for tuition (and only tuition) and cannot be used for other purposes.
- *Tuition Award*: Are awards for tuition (and only tuition) and cannot be used for other purposes.
- *Stipend*: A grant of funds in the form of a monthly payment for research support. Some stipends provided by grants are for specified hours of service or for completion of a specified task (research or training).
- *Graduate Assistantship*: Provide a payment based on hourly commitments in a department for work.
- *Teaching Assistantship*: Provides a salary-like payment for teaching or assisting the teaching of coursework. Specific time duties are not to exceed the equivalency of a half-time teaching faculty.
- *Research Assistantship*: Payment for research support, typically assigned to a faculty or to a department.
- *Graduate Administrative Assistantship*: Payment always based on hourly commitment. Duties typically include general office support sometimes combined research and teaching support.

**1.B. General Requirements:**

- **Time Reporting**: All recipients of aid other than tuition support are required to submit bi-weekly time sheets or time and effort reports:
  - **Time and Commitment reporting**: Fellowships and some graduate research assistantships are the equivalent of half-time (or less) research faculty. Teaching Assistantships are the equivalent of the proportion of credit hour assignment based on the fulltime teaching, currently 12 credit hours. Teaching 6 credit hours, then, is equivalent to half-time teaching faculty. This effort is calculated at 20 hours, where the full-time load is calculated at 40 hours. As effort for both teaching and research varies from week to week, the effort reporting assigns 20 hours as the average commitment. The School of Graduate Studies requires all fellowship, research assistants, and teaching assistants to report this effort on the biweekly timeframe. This is called the “Time and Commitment” report.
  - **Time sheet submissions**: Graduate Assistants other than Teaching Assistants must provide a biweekly time sheet reporting their actual hours worked. This is called the “Time and Commitment Sheet.”
  - **Supervisory certification**: The time sheet and the commitment report must be approved by the assigned supervisor. The mechanism for this approval is specified by the Financial Manager and Budget Officer of the School of Graduate Studies. Failure to comply with reporting of time or commitment can result in the suspension of the payments. Even when a student does not work or otherwise conduct required duties, a timesheet or commitment report must be submitted. This maintains a continuous record of activity for auditing, reporting, and monitoring purposes.
  - **Additional Work**: Most recipients are limited in the amount of additional work they can undertake. All additional and external work must be reported to the School of Graduate Studies. There is a form available to request approval for the external/additional work.

- **External Funding:** Fellowships and Graduate Research Assistantships now also require the recipient to engage in seeking external support. For each year of the award period, the recipient must engage in researching, preparing, and submitting an application for an external fellowship, support for a research project, or similar external source of support. The recipient may work with his or her advisor, supervisor, or on a team. The support sought may be a fellowship, a research grant, a training grant, or externally awarded scholarship. Should the award be granted, the student will retain eligibility for SGS funding to resume upon completion of the award, within certain limitations. Awards that are smaller than the current support will qualify the student to retain a significant portion the SGS and/or institutional award, also within a limit approved by the School of Graduate Studies and the Provost.
- **Advisor and Supervisor Responsibilities:** Faculty, researchers, or others with supervisory responsibility over a recipient of support from the School of Graduate Studies is expected to seek external support for the graduate student. This would be in the form of sponsored research, a training grant, or similar funding that would provide support for graduate researchers. The School of Graduate Studies will seek to reassign any award moneys that have been offset to other students of the overseen by the successful individuals, students within the same unit, or within the same college. Other means of rewarding successful activity will also available. Basically, success will not result in lost funding. Many areas do not have significant funding sources available, so in these areas, efforts to secure research support (travel, etc.) and similar sponsorship will be acceptable substitutes for sponsored program funding.
- **Responsibilities:** Recipients of any form of support from the School of Graduate Studies are responsible for full disclosure of all possible conflicting or compromising situations. Furthermore, each individual is responsible for knowing the rules and regulations as they apply to all aspects of the awards received. Time sheets must be submitted according to the schedule of due dates announced by the School of Graduate Studies. Work must be completed in a satisfactory and professional manner. The rules and regulations of the specific workplace or assignment must also be followed. However, the School of Graduate Studies rules always take precedence over other rules, regulations, and procedures.
- **Activity Reports:** Many sources of funding require activity reports. Each source may have different requirements, so the student is responsible for meeting the requirement as a specified in the funding award.
- **Other Expectations:** The award notice from the School of Graduate Studies includes a declarations page that provides specific obligations and expectations of the recipient of support. This includes instructions for submitting the signed award letter, timely responses to award offers, duration of the award, and other pertinent information.

## 2. TITLE III GRADUATE FELLOWSHIPS

Title III is a federal program that provides aid intended to equalize educational opportunity for disadvantaged students. As a part of the Higher Education Act of 1965 (and related amendments), Title III assists minority Institutions provide equal educational opportunity to their students. In order to be eligible for a Title III Graduate Fellowship, a student must: be admitted to the School of Graduate Studies; be enrolled full-time (i.e., pursuing a minimum of 9 credits) in an eligible doctorate program, including Bioenvironmental Science, Engineering, Mathematics or Science Education, Nursing, Public Health or any Underrepresented Program; and maintain a minimum GPA of 3.0 or the minimum GPA of the student's graduate program, whichever is higher. Recipients of the Title III Graduate Fellowship receive a stipend and a Tuition Award of 9 credits per semester. Students should review the section above on Graduate Fellowships for additional information relevant to Title III Graduate Fellowships. Title III Fellowships are



required to submit quarterly progress reports regarding their research or project. Failure to submit the required Title III Fellowship report may result in the termination of the fellowship award.

### **3. GRADUATE ASSISTANTSHIPS**

The School of Graduate Studies offers three types of assistantships Teaching Assistantships (TAs), Research Assistantships (RAs) and Administrative Assistantships. Assistantships may be awarded to qualified in-state, out-of-state, or international students. To be eligible for assistantships students must: be admitted to the School of Graduate Studies; be enrolled full-time at Morgan State University, i.e., pursuing a minimum of 9 credits toward their degree; and, maintain a minimum GPA of 3.0 or the minimum GPA of the student's graduate program, whichever is higher. Full-time Recipients provide twenty hours per week of appropriate professional service for the department or office to which they are assigned and they may receive: a Tuition Award for 9 credits per semester; and a stipend or salary for either 9 or 12 months depending on the department, program or office in which the assistantship is located. Continuation of an assistantship is contingent upon the availability of funds, satisfactory academic progress and upon satisfactory performance of assigned duties. The School of Graduate Studies reserves the right to require a performance review each semester for students receiving assistantships. An unsatisfactory performance review may result in the termination of the assistantship. Additionally, an assistantship (or employment arranged through the School of Graduate Studies) will be forfeited where the student: falls below the minimum credits required for the assistantship (or employment); or, is not a continuing student (i.e., withdraws or resigns from the School of Graduate Studies or does not attend for a semester or more); changes programs; or, changes classification from full time (i.e., minimum of 9 credits) to part time (i.e., less than 9 credits) student; or is placed on academic probation; or violates policies of the School of Graduate Studies and/or the University.

### **4. TEACHING ASSISTANTSHIPS**

Teaching Assistantships (TAs) are available to students who possess the minimum qualifications to teach undergraduate courses. Students who are awarded Teaching Assistantships may also assist University faculty in the preparation of course materials, grading tests or other assignments, or help with laboratory instruction. The availability of Teaching Assistantships depends largely on the needs of the department and/or program in which the degree program is located or the department or program in which the student is qualified to hold an assistantship. Teaching Assistantships:

- Involve 9 ½ months assignments;
- Involve teaching, assisting in grading papers, or assisting in laboratories;
- Include stipends or salaries; and
- Provided a Tuition Award for 9 credits per semester.
- Full-time students are prohibited from working off campus

### **5. RESEARCH ASSISTANTSHIPS**

Research Assistantships (RAs) are available to students that are enrolled in disciplines that require academia research. RA's are assigned to a Professor or faculty for the purposes of research of a task or project. Students must be full-time and be available to provide a minimum of 20 hours per week to dedicate to research.

- Involve 9 or 12 month assignments;
- Involve support for thesis/
- Includes stipends or salaries; and
- Provide a Tuition Award for 9 credits per semester

- Full-time Students are prohibited from working off campus

## 6. ADMINISTRATIVE ASSISTANTSHIPS

Administrative Assistantships require students to work in actual departments. With administrative assistantships, students are normally placed in their Program Department, however students may be assigned to other areas as needed. Administrative Assistants are given tasks and assignments to help the student get acclimated to “Real World” office exposure and practices to gain professional development experience. Full-Time Assistantships require students to work twenty hours a week on campus. Part-time Assistantships are 10 hours per week on campus.

- Involve 9 or 12 month assignments;
- Includes stipends or salaries; and
- Provide a Tuition Award for 9 credits per semester for Full-time and 3 credits for Part-time
- Full-time Students are prohibited from working off campus

### Assistantship Stipend Payments

- Graduate assistantships Fulltime Doctoral stipend of \$16,000 for 12 months
- Graduate assistantship Fulltime Master stipend of \$10,500 for two semesters
- Tuition awards do not pay for university and miscellaneous fees.
- Full-Time recipients are prohibited from working off campus.

## IV. GRADUATE SCHOLARSHIPS (TUITION AWARDS)

### 1. Types

The School of Graduate Studies offers various types of graduate scholarships including part-time and full-time tuition awards. Tuition awards assist eligible students pursuing a graduate degree on either a part-time or full-time basis. Part-time students are enrolled in 6 to 8 credits per semester. Students enrolled in less than 6 credits are not eligible for tuition awards. In order to be eligible to apply for a tuition award, students must:

- be admitted to the School of Graduate Studies;
- be enrolled full-time, i.e., pursuing a minimum of 9 credits toward their degree; or,
- be enrolled part-time, i.e., enrolled in a minimum of 6 credits;
- maintain a minimum GPA of 3.0 or the minimum GPA of the student’s graduate program, whichever is higher.

Full-time tuition awards are for 9 credits per semester and part-time tuition awards are for 6 credits per semester.

Students who receive a full-time tuition award are subject to the Policy Prohibiting Employment. Recipients of tuition awards are responsible for paying for excess credit. Continuation of a tuition award is contingent upon the availability of funds and satisfactory academic progress. Additionally, a tuition award will be forfeited where the student: falls below the minimum credits required for the tuition award; or, is not a continuing student (i.e., withdraws or resigns from the School of Graduate Studies or does not attend for a semester or more); changes programs; or, changes classification from full time

(i.e., minimum of 9 credits) to part time (i.e., less than 9 credits) student; or is placed on academic probation; or violates policies of the School of Graduate Studies and/or the University.

## **2. GENERAL SCHOLARSHIP FUND**

The School of Graduate Studies offers Full and Part-time tuition awards through the Graduate Student General Scholarship Fund. To qualify students must meet the following criteria:

- be admitted to the School of Graduate Studies;
- be enrolled full-time, i.e., pursuing a minimum of 9 credits toward their degree; or,
- be enrolled part-time, i.e., enrolled in a minimum of 6 credits;
- maintain a minimum GPA of 3.0.or the minimum GPA of the student's graduate program, whichever is higher.

## **3. GOLDSEKER SCHOLARSHIPS**

Goldseker Scholarships are funded through a grant from the Morris Goldseker Foundation and are awarded to academically superior minority students who are legal residents of Maryland and who plan to matriculate on a full- or part-time basis. Students pursuing either a Master's or Doctoral degree may be considered for a Goldseker Scholarship. In order to be eligible to apply for a tuition award, students must:

- be admitted to the School of Graduate Studies;
- be enrolled full-time, i.e., pursuing a minimum of 9 credits toward their degree; or,
- be enrolled part-time, i.e., enrolled in a minimum of 6 credits;
- maintain a minimum GPA of 3.0.or the minimum GPA of the student's graduate program, whichever is higher.

Students should review the section above on Graduate Scholarships for additional information relevant to the Goldseker Scholarship.

## **4. DIVERSITY SCHOLARSHIPS**

The Diversity Graduate Scholarship is awarded to students who help diversify Morgan. Diversity can include full and part-time awards. To be eligible for a Diversity Graduate Scholarship, a student must:

- be admitted to the School of Graduate Studies;
- be enrolled full-time, i.e., pursuing a minimum of 9 credits toward their degree; or,
- be enrolled part-time, i.e., enrolled in a minimum of 6 credits;
- maintain a minimum GPA of 3.0.or the minimum GPA of the student's graduate program, whichever is higher.

## **5. TITLE III GRADUATE SCHOLARSHIPS**

Title III is a federal program that provides aid intended to equalize educational opportunity for disadvantaged students. As a part of the Higher Education Act of 1965 (and related amendments), Title III assists and aids minority institutions provide equal educational opportunity to their students. Students pursuing either a Master's or Doctoral degree may be considered for a Title III Graduate Scholarship. In order to be eligible for a Title III Graduate Scholarship, a student must: be admitted to the School of Graduate Studies;

- be enrolled full-time (i.e., pursuing a minimum of 9 credits) in an eligible graduate program, including Bio-environmental Science, Bioinformatics, Engineering, Mathematics or Science Education, Nursing, or Public Health, or any underrepresented program;
- be enrolled part-time (i.e., pursuing a minimum of 6 credits) in an eligible graduate program, including Bioenvironmental Science, Bioinformatics, Engineering, Mathematics or Science Education or Public Health or any underrepresented program;
- maintain a minimum GPA of 3.0 or the minimum GPA of the student's graduate program, whichever is higher.

Students should review the section above on Graduate Scholarships for additional information relevant to the Title III Graduate Scholarship.

## V. RENEWAL OF AWARDS

All scholarships, assistantships, and fellowships are renewable as long as the student continues to maintain good standing in the School of Graduate Students and have not maxed out on awards funding restrictions. Only those students that complete a renewal application online by February 1<sup>st</sup>, will receive renewal of award notices.

## VI. OTHER FUNDING OPPORTUNITES

### 1. OFFICE OF RESIDENCE LIFE

Full-time graduate students enrolled in master's or doctoral degree programs may apply for positions in the Office of Residence Life. Depending upon qualifications and experience graduate students may apply for Residence Director, Assistant Residence Director, and Administrative Assistant. These positions involve working for periods ranging from one semester to 12 months and are limited in number. Eligibility for positions in the Office of Residence Life requires admission to the School of Graduate Studies and a minimum 3.0 GPA. The Office of Residence Life may also set additional qualifications for positions in Residence Life. In addition to a salary, the graduate students employed by the Office of Residence Life receive a Tuition Award and may also be eligible for on campus housing accommodations.

**1.A. RESIDENT DIRECTOR** The position of Resident Director is a full time, albeit contractual, 12 month position. In addition to the minimum requirements of the School of Graduate Studies, an applicant for the position of Resident Director must possess a Master's degree in College Student Personnel or in another closely related discipline. Work experience in student affairs may also be required. Resident Directors are eligible to receive an apartment in the residence halls and a salary.

**1.B. ASSISTANT RESIDENT DIRECTOR** An Assistant Resident Director works a minimum of 25 hours a week and is paid hourly wages depending upon qualifications and assigned duties. In addition to the minimum requirements of the School of Graduate Studies, an applicant for the position of Assistant Resident Director should have work experience or experience in undergraduate school as a peer counselor, an officer of student government, a resident advisor, or other related experiences. The position is typically a 10-month assignment. Assistant Resident Directors have the opportunity to apply for work during the summer in the Office of Residence Life. Assistant Residence Directors are also eligible to receive a room in the residence halls.

**1.C. ADMINISTRATIVE ASSISTANTS** The position of Administrative Assistant serves as support to operations in the Office of Residence Life. Duties may include supervision of undergraduate work-study students. Duties may also involve special projects such as research, review of policies and procedures, and drafting documents. Administrative Assistants are required to work 25 to 30 hours a week and are paid hourly wages depending upon qualifications and assigned duties. Administrative Assistants may also be eligible for campus housing facilities.

**1.D. Applications**

Applications for positions in the Office of Residence Life should be made to the Assistant Director of Residence Life only after a student has been admitted as a full-time student in the School of Graduate Studies. The Office of the Assistant Director of Residence Life is located in Room 118 Tubman Hall, Morgan State University, Baltimore, MD 21251. The telephone number is (443) 885-3569. For information about their employment status students with positions in the Office of Residence Life should contact the Office of Human Resources, Room 100, Carter Grant Wilson. The telephone number is (443) 885-3195.

**2. COMPUTER AND NETWORK TECHNICIANS**

Graduate students pursuing master's or doctoral degrees in engineering, information systems, bioinformatics or related disciplines or any graduate student who is proficient with computers and or computer networks may apply for an assistantship as a computer technician in MorganView, other residency facilities, offices or in computer laboratories on campus. Applications for an assistantship as computer technician should be made to the Dean of the School of Graduate Studies.

**3. THE NATIONAL TRANSPORTATION CENTER**

Financial support for graduate studies is also provided by the National Transportation Center (NTC) students who are conducting research, studying, and preparing to assume employment as professional managers and planners in all aspects of transportation management, planning, and analysis. In partnership with the United States Department of Transportation (USDOT) and the Maryland Department of Transportation (MDOT), the NTC offers several assistantships, fellowships, and paid internship opportunities to support students pursuing the Master of Science in Transportation, Master of Science in City and Regional Planning, Master of Engineering, or Doctor of Engineering. Additionally, depending upon the funding agency, financial support may be available for students pursuing the Master of Architecture or the Master of Landscape Architecture. Currently, financial support for qualifying graduate students is available through the programs listed below.

**4. THE EISENHOWER TRANSPORTATION FELLOWSHIPS**

As a result of the passage of the federal Transportation Equity Act for the 21st Century, funding is available to support graduate research and studies through several Eisenhower Transportation Fellowships. The Eisenhower fellowships are administered by the Universities and Grants Program (U&GP) of USDOT which is responsible for university based transportation programs (of which-Morgan State University is a member) that are designed to attract and retain students from 550 universities and colleges to the field of transportation. Graduate students at Morgan may apply for:

Graduate Fellowships which include a tuition scholarship up to \$10,000 a year and a monthly stipend;  
Grants for Research (GRE) which enable students to assist with research activities at FHWA/DOT activities in the Washington, D.C. metropolitan area;

Historically Black Colleges and Universities (HBCU) Fellowships for students pursuing transportation related disciplines and who plan to enter the transportation profession after completing their higher education.

Eisenhower (HBCU and Graduate) Fellowships are awarded on the basis of merit. Evidence of merit includes class standing, GPA, official transcripts, recommendations from faculty, employers, and/or other professionals. Award recipients are required to develop a transportation-related project to be submitted to the national Director of the Universities and Grants Program. In order to apply for an Eisenhower Fellowship an applicant must be a United States citizen. Applications are reviewed by a panel of prominent transportation faculty and professionals, including the Dean of the School of Graduate Studies or the Dean's designee that is convened by the Director of the NTC at the University. After receiving the recommendations of the review panel, the Director forwards his/her selection(s) to The Eisenhower Transportation Fellowship Review Panel for final evaluation of all applications. Recommendations for selection will be ranked in merit order and furnished to the National Highway Institute. The Director of the National Highway Institute will make the final selection.

### **5. SCHOLARSHIPS AND RESEARCH ASSISTANTSHIPS**

In addition to the Eisenhower Fellowships, the National Transportation Center at the University also offers scholarships and research assistantships to qualifying graduate students. Qualifying students must be enrolled full time in a transportation-related program which includes the Master of Science in Transportation, Master of Science in City and Regional Planning, Master of Engineering, Doctor of Engineering, Master of Architecture, and the Master of Landscape Architecture. Recipients of an NTC Scholarship receive \$6,000 a semester. Research assistants funded by the NTC receive compensation for a minimum of 20 hours of work (i.e., research) a week.

Recipients of an NTC Scholarship must:

- be a full time student in a transportation related program;
- be a United States citizen or permanent resident;
- have an undergraduate GPA of 3.0 or above;
- maintain a GPA of 3.0 or above in the School of Graduate Studies; and, prepare a transportation research report at the end of each semester.

Recipients of an NTC Research Assistantship:

- must be a full time student in a transportation related program;
- need not be a United States citizen;
- must have an undergraduate GPA of 3.0 or above; and,
- must maintain a GPA of 3.0 or above in the School Graduate of Graduate Studies.

### **6. MARYLAND DEPARTMENT OF TRANSPORTATION (MDOT) INTERNSHIP**

Students enrolled in the Center for Transportation Studies, the Institute of Architecture and Planning, and Civil Engineering may gain practical experience in transportation planning and management and receive significant compensation to finance their education. Students selected for the MDOT Internship Program work a minimum of 17.5 hours per week during the academic year and on a full-time basis during the summer. Participants in the MDOT Internship Program must:

- register for a minimum of 9 credits per semester (except summer); and,
- maintain a GPA of 3.0 or better during the entire internship.

Graduate students interested in additional information about and/or applications for the Eisenhower fellowships, scholarships, and research assistantships available through the NTC and the Center for Transportation Studies are encouraged to contact the National Transportation Center at Morgan State University, Room 206 in the D-Wing of the Montebello Complex. The telephone number for the Office of the National Transportation Center is (443) 885-3666. Interested students may also contact the School of Graduate Studies for more information.

## **VII. POLICY PROHIBITING EMPLOYMENT**

Full time graduate students who receive Graduate Assistantships (Teaching Assistantships, Research Assistantships, Administrative Assistantships or Fellowships) regardless of the source of funding or graduate students holding positions in the Office of Residence Life are prohibited from additional employment. Graduate students found in violation of this policy are subject to sanctions including, but not necessarily limited to: revocation of financial assistantships and/or fellowships; reduction in the amount of available financial assistance; repayment of stipend, and/or dismissal from the School of Graduate Studies.

## **VIII. ADDITIONAL FINANCIAL AID UNIVERSITY FOUNDATION**

Civic organizations, religious groups, business firms, foundations, or individual donors may make contributions to the Morgan State University Foundation for the support of graduate education. Eligibility criteria for the selection of recipients are typically established by the donor with the advice and consent of officers of the University Foundation. Information about such funds, if available, can be obtained from the School of Graduate Studies office or from the Morgan State University Foundation. The University's Foundation is located in Room 201, Truth Hall. The telephone number is (443) 885-3040.

## **IX. CAMPUS EMPLOYMENT**

A limited number of positions may be available to graduate students who possess skills required for the position and who are enrolled as full-time students. Students may obtain application forms from the Office of Financial Aid at Morgan State University. All applicants interested in campus employment should call (443) 885-3141.

## **X. VETERAN'S BENEFITS**

The School of Graduate Studies is approved for the training of veterans. To determine eligibility for veteran's benefits applicants are required to submit a Request for Eligibility to the Veterans Administration, Federal Building, 31 Hopkins Plaza, Baltimore, Maryland 21201. It is recommended that veterans obtain information from their local representatives of the Maryland Veterans Commission or from the main office, Room 113, Federal Building, Hopkins Plaza, Baltimore, Maryland 21201. For information on Veterans Benefits, students may also contact the Office of the Assistant Registrar located in Room 112, in the A Wing of the Montebello complex. The telephone number is (443) 885-3300.

## **XII. REGULAR UNIVERSITY EMPLOYEES**

Regular full-time employees who otherwise meet the criteria for admission may enroll in graduate courses and pursue a degree in the School of Graduate Studies. University employees' eligibility for financial assistance while pursuing graduate studies is contingent upon several factors including, but not limited to, their employment status and whether their employment is full or part time. No regular employee who is employed full time at the University is eligible for a graduate assistantship, fellowship or scholarship. Regular full-time and regular part-time employees of the University who have been admitted to the School of Graduate Studies may be eligible for a tuition waiver according to University policy. University employees whether full or part time are encouraged to review the full text of the Morgan State University Policy On Tuition Waiver for clarification of their eligibility for education benefits, including tuition waiver for graduate credits.

## **XIII. CONTRACTUAL EMPLOYEES**

Contractual employees are hired pursuant to an employment contract for a specified period of time (i.e., a term) and are not eligible for educational benefits, beyond those set forth in the contract. Contractual employees may be eligible for payment of graduate courses provided that they meet the criteria for admission and they satisfy the following conditions:

The employee has negotiated the payment of tuition for graduate credit as part the contract prior to execution of the contract by the President; and/or, The Dean of the College or School where the contractual employee is to be hired has included in the employment contract the source of funding (e.g., grant, foundation, corporation, etc.) to pay for the graduate credit; or, The Vice President of the administrative unit where the contractual employee is to be hired has included in the employment contract the institutional source of funding (e.g., line item in the budget, grant, etc.) to pay for the graduate credit.

Consultants and independent contractors are not employees of the University and, therefore, are not eligible for tuition waivers, tuition remission or other educational benefits from the University. Consultants and independent contractors must qualify for admission and meet the same eligibility requirements for financial assistance as other (non-employee) applicants to the School of Graduate Studies.