



School of Graduate Studies Catalog 2016-2017

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

Graduate Catalog 2016-2017

Regulations and Procedures

As of December 2016

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 are the sources 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; 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 doctoral and master's degrees. The knowledge and skills that you will acquire while pursuing graduate studies at Morgan will enable you to compete successfully in academia, business, industry, non-profit organizations as well as in other private and public arenas. Our faculty is strong and our staff members are quite able—we are all committed to your success.

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. This diversity 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. We have published the sections of the Catalog by school for ease of review.

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
Professor of Psychology
Dean, School of Graduate Studies

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, graduate 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 for 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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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 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 (By Schools and College)

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); Face-to-Face
Accounting
Finance
Management
Marketing Management
Marketing Research
International Management
Master of Business Administration (MBA); Online
Accounting
Finance
Management
Marketing Management
Marketing Research
International Management
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 Education: Community College Administration and Instruction (MEd) Online
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)
Masters of Social Work: Social Work (MSW) Online

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 Sustainable Urban Communities
Certificate in Urban Planning & Health Management

SCHOOL OF GRADUATE STUDIES

UNIVERSITY ACCREDITATIONS, CERTIFICATION, AND MEMBERSHIPS

ACCREDITATIONS AND 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
Conference 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

I. CRITERIA FOR ADMISSION

Admission to graduate study is open to all qualified applicants. The minimum criteria for graduate 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. Some programs have very limited space, and must select among those fully qualified for the best match of interests and available enrollment positions. 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 (GPA) of 3.0 or better from all colleges and universities attended to be considered for regular (unconditional) admission. Students who possess a cumulative undergraduate GPA of less than 3.0 but not below 2.5 may be considered for conditional, probationary admission.
- 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. Graduate and undergraduate work completed at foreign institutions must be submitted through WES or ECE (See VIII. APPLICANTS FROM FOREIGN COUNTRIES)
- 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 directly 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.

Only complete application files that meet these criteria will be considered for admission by the Graduate Admissions Review Committee. In addition, only complete applications will be considered for the College's merit-based scholarship program for incoming graduate students. Depending upon the degree program, a student may begin graduate work in the fall or spring.

II. 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. The due dates for applications are published on the Web site of the School of Graduate Studies and in the University Calendar. Many programs have earlier due dates than the general due dates for the School of Graduate Studies.

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 or incomplete information when applying for admissions will be denied admission and may be barred from future applications and enrollment in the School of Graduate Studies. Where the submission of false or incomplete 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.

III. TYPES OF ADMISSION

Three general types of admission are described below:

1. Regular Admission.

Admission is without any restrictions, conditions, or limitations other than those set during the normal course of advisement. Applicant is eligible for financial support.

Applicants can be offered regular admission with “provisions.” Provisional admission is described below, under Conditional Admission. However, in many cases programs may wish to specify particular courses that must be completed or other conditions that must be met. In rare cases, a missing document may be required. This status applies to all undergraduates who have not yet completed a bachelor’s degree and are applying prior to their graduation date. In these cases, regular admission, if qualified, will be granted and the required final transcript shall be considered a stipulation that must be met prior to registration. The offer of admission may be withdrawn or continuing enrollment interrupted if the items are not provided as required.

Applicants granted provisional admission are eligible for Graduate School funding, but will be given a lower priority than applicants admitted without restrictions.

2. Conditional Admission.

Admission has specified restrictions, conditions, or limitations according to one of the forms listed and described below. Must also follow the requirements set during the normal course of advisement. Applicant is eligible for financial support only as specified for each type.

- a. **Provisional:** Admission is granted with the expectation that some document, prerequisite, test score, or other credential be provided (thus, *provisional*). The conditions must be met as speci-

fied, including pre or post matriculation. In most instances, the program coordinator must identify the items to be provided. They may include the following:

- Test Scores (by the end of a specified term).
 - Prerequisites such as foundation courses, prerequisites for graduate courses that may include undergraduate courses (undergraduate courses—with a few exceptions—cannot be financially supported by either PLUS loans or Graduate funding).
 - Missing official documents. This does not apply to an undergraduate being reviewed for acceptance during the normal course of completing a bachelor's degree. This circumstance is a presumption of admission in all circumstances. This does not apply to foreign credentials.
- b. **Probationary:** Admissions is granted with the applicant entering in the standing of “probation.” The calculated GPA undergraduate GPA of less than 3.0 and equal to or greater than 2.5 is the primary criteria for this status and cannot be waived. A master's degree in a related and appropriate field to the Morgan degree program being sought with a GPA of 3.0 can substitute for the undergraduate GPA.
- The student must achieve a 3.0 GPA in the first term or be placed on a second term of probation. After two terms in this status, the student will be dismissed.
 - While on probation, the student is ineligible for Graduate School funding.
 - An applicant can be admitted with both Provisional and Probationary stipulations.
- c. **Deferred Decision:** Admission is not granted, but conditions under which admission will be granted are specified.
- The most common form of this status is that of an applicant enrolled in an “English as a Foreign Language” (ESL) or similar institute. Success in the ESL program is necessary for the student to be able to enter the graduate program. However, success is not a guarantee of admission. Instead, the deferred decision letter will stipulate the requirements for admission to the intended program, including program review and acceptance. Admission is only offered after successful completion of the ESL institute and complete review by the program. The program can elect to review the applicant for minimum qualifications prior to offering a letter of deferred decision. This review can result in any of the other forms of admission, except non-degree. *This option is restricted SEVP Policy Guidance S13:1 Conditional Admission.*
 - Undergraduate students enrolling in 3/2 programs are technically receiving deferred decisions. However, their admission to the graduate program is guaranteed if all program requirements are met during their matriculation in the undergraduate portion of the 3/2 program.

3. Non-Degree Seeking Admission.

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. Domestic students (citizens and permanent residents) who have studied abroad are required to provide WES or ECE evaluations. Study abroad programs where credit has been placed on a transcript of a regionally accredited college or university are not required to provide evaluations. Unless otherwise specified, the requirements for this type of admission are as follows:

- Possess a cumulative 3.0 GPA covering all credits from all colleges and universities attended; or,
- Possess a minimum cumulative GPA of 2.5 and graduated from a college or university for five or more years prior to the term of admission sought by the applicant; or,
- Earned a master's or doctoral degree from a regionally accredited college or university with a 3.0 GPA 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 GPA of 2.00 or higher 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.

There are five types of non-degree seeking admission:

a. **Visiting Student:**

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.

- Enrolls in specific courses identified at time admission is granted.
- Restricted from taking any additional courses without full application and acceptance to program.
- Transfer to a program requires complete, new application. Materials from any non-degree application will be merged. However, the applicant must notify graduate admissions that a prior application exists. The student must demonstrate that withdrawal from the prior institution has been completed.

b. **Certificate:**

- Enrolls in the certificate courses only, no limit on hours per term.
- Transfer to a program requires complete, new application. Materials from the non-degree application will be merged. However, the applicant must notify graduate admissions that a prior application exists.

c. **Pre Program Matriculation:**

- Seeking admission to a program, but has not completed full application by prescribed deadlines; has excessive prerequisites to complete; other similar conditions.

- Meets all credential requirements of GPA, Test Scores, etc.
 - Has available letters of reference and any special materials for review by the department.
 - Can petition for admission after one term in this status.
 - Transfer to a program requires complete, new application. Materials from the non-degree application will be merged. However, the applicant must notify graduate admissions that a prior application exists.
- d. **Restricted Pre-Program Matriculation.** This status requires the program to be notified of the intent of the student to enroll in the identified program after a probationary period.
- The student cannot be in this status for more than two semesters (fall and spring terms) or, taking only one course per term, upon the completion of 12 hours of coursework. When a student takes more than 12 hours in two terms (no more than 8 hours per term), these hours will be transferred to the program upon admission to the program and upon approval of both the program coordinator and the Dean of the School of Graduate Studies.
 - The student must seek advice and approval of the program coordinator for all coursework taken.
 - Transfer to a program requires complete, new application. Materials from the non-degree application will be merged. However, the applicant must notify graduate admissions that a prior application exists.
- e. **Exploratory matriculation.** This applicant declares that there exists no intention to matriculate into a program.
- The admission requirements are identical to item d. above.
 - No credit will be transferred to the program.
 - The student must secure permission for enrollment in any course taken in this status.

Applicants admitted as non-degree students **Pre Program Matriculation** or **Restricted Pre-Program Matriculation** 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.

A non-degree seeking student who is admitted into a degree program may apply no more than twelve (12) graduate credits from Morgan, 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.

IV. CHANGING ADMISSION STATUS

A change in any of the admissions status—including transfer between programs—described here that occurs after initial matriculation requires a new application. An admissions status only governs matriculation and the conditions set at matriculation. On occasion, documents and credentials may be updated

prior to enrollment, and the status can be changed with appropriate review by the program and the Dean of the School of Graduate Studies. This does not imply that basic conditions of admissions can be waived or altered to allow for a different status of admission.

V. APPLICATION TO A DEGREE PROGRAM

Non-degree students who do not meet the criteria for regular 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 official transcripts from all colleges and universities attended or WES or ECE evaluations;
- three letters of reference;
- appropriate official test scores where required;
- interviews with program admission committees where required;
- submission of acceptable portfolio where required; and,
- submission of any additional documentation required by the program.

VI. INITIAL RESIDENCY DETERMINATION

The state of residency is a determination that sets the rate of tuition that students are required to pay. The status is determined as either a “Resident” of the State of Maryland or a “Non-Resident.” The initial determination is made based on a series of questions that are answered as part of the application process. The policy governing this determination is set by the Morgan State University Board of Regents, and this policy must be followed very strictly. Any question that is left unanswered is cause for a determination of “Non-Resident.” Failure to submit the form also results in the determination of the status of “non-Resident.” Due to possibility of intervening factors, residency as an undergraduate does not establish residency as a graduate student. Residency status must be determined at the time of entry into the program. Admitted students are notified of this determination in the letter offering admission. Students have until the end of late registration to challenge this initial determination. The policy is available at the Morgan State University Board of Trustees web page.

Any subsequent changes to the residency classification require complete documentation and submission of a form, “Application for Change in Residency Classification for Admission, Tuition and Charge Differential Purposes.” A completed and notarized application must be filed prior to the beginning of the term for which the change of classification is sought. This can be submitted no later than the last day of late registration, and an approved change cannot be made retroactive. The School of Graduate Studies is prohibited from retroactive adjustments unless an error has been made in the initial determination. Blank or disqualifying items and forms that have not been submitted do not constitute errors.

Both the challenge to the initial determination and the application for change of classification must be submitted to the School of Graduate Studies for processing and review. Additional documentation may be required during the processing and review.

Please note, “Residency Classification” should not be confused with “Program Residency.” Program residency is the number of hours or the length of time in a program that qualifies a student as eligible to receive a degree from the program (this is discussed below, in *Standards of Scholarship*, Section I.1.).

VII. 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.

VIII. 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 I-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.

1. REQUIRED DOCUMENTS

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 514070, Milwaukee, Wisconsin 53202-0970, (414) 289-3400 or from World Educational Services (WES), P.O. Box 5087, Bowling Green Station, New York, NY 10013-0745, (212) 966-6311. 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 International English Language Testing System (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 I-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 I-20 can be issued.

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

2. 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, P.O. Box 6151, Princeton, N.J. 08541-6151, U.S.A. Official scores must 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

3. 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 work or 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 Student Advisor who is located in the Office of International Affairs. A Designated School Official (DSO) is also located in the School of Graduate Studies.

IX. 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 a 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; 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.

X. 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 (Banner ID) 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.

XI. CONFLICTING POLICIES

The School of Graduate Studies awards nearly seventy (70) advanced degrees in more than forty-five (45) disciplines. The School of Graduate Studies sets minimum standards for admission, continuing progress, and completion. Each department may identify additional admission requirements for their graduate programs or higher minimum performance standards (higher minimum GPAs, for instance). 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 in establishing the minimum criteria.

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.

RETURNING STUDENTS AND THE STATUTE OF LIMITATIONS

Students who have experienced a hiatus without an official leave of absence are required to reapply for admission after not enrolling for three semesters. Upon reinstatement through the application process, the student's statute of limitations will be re-established with specific parameters to be determined by the Dean of the School of Graduate Studies in consultation with the program administrators (coordinator, chair, and dean). The standard determination will be based on the time that was remaining when the enrollment was discontinued. Following that time period, extensions must be requested. An official leave of absence will automatically suspend the calendar, but only for the duration of the sanctioned absence.

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, and 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 nearly seventy (70) advanced degrees in more than forty-five (45) disciplines. The School of Graduate Studies sets minimum standards for admission, continuing progress, and completion. Each department may identify additional admission requirements for their graduate programs or higher minimum performance standards (higher minimum GPAs, for instance). 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. PROGRAM 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” or as “program residency” and should not be confused with the concept of Maryland State Residency classification, 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 generally applies to students matriculating in doctoral degree programs. Some masters students engaged in thesis writing are considered to hold the status of candidacy. 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 (or thesis) 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 officially state-approved program (MHEC approved), 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 established 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 (see 15).

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 a Thesis or Dissertation Guidance (___ 797 or ___ 997) or a Thesis or Dissertation Seminar (___ 798/799 or ___ 998/999) course constitutes full-time enrollment, and thus is reported as 9 credit hours, though the billed hours vary. 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 to be continuing students. 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 in the form of official transcripts of work from other institutions. Students who have been dismissed from the University are not eligible to reapply.

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, the admissions letter will state the allowed statute of limitations, and, upon its expiration, a letter granting a specified one-year extension must be obtained from the School of Graduate Studies each subsequent 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 communicate with the Office of the School of Graduate Studies to file the necessary forms. For these late changes, DROP/ADD/REINSTATEMENT forms must have the course instructor's signature.

After the first week of a regular fall or spring term, all drop, add, and reinstatement processes must be submitted through the School of Graduate Studies and approved by the Dean. The University-wide drop of the schedules of students who have not made satisfactory arrangements does not constitute an official drop. However, reinstatement must follow this prescribed process through the School of Graduate Studies.

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; 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 of 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, may be required to repeat course
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 (no other grade is allowed)
IP	Grade for Thesis or Dissertation Seminar until the defense of the Thesis or Dissertation is successfully passed (IP stands for "In Progress": replaces CS)

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. Also, there is no grade of "U." Grades of S can only be used in guidance (797 and 997) and pre-candidacy (793 and 993) courses. No other course is eligible for the S grade.

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 must be satisfied by being registered for Thesis or Dissertation Guidance (one enrollment in seminar is expected) until the thesis or dissertation is approved and submitted to the Dean of the School of Graduate Studies (see Sections III.5 and IV.4). Enrollment in Thesis or Dissertation Guidance or Thesis or Dissertation Seminar course constitutes full-time enrollment. In the Banner system, a full load is reported as 9 hours, and the "billed hours" remain at the level prescribed for the program, typically, 3 hours for seminar and 2 hours for thesis guidance and 3 hours for dissertation guidance. (Some programs have 6 hours for dissertation seminar.)

Students failing to maintain continuous full-time registration (as established in the 797 and 997 reporting mechanism) 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, IP (formerly 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 and individual programs have established additional restrictions. 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.

5.A Retaking Grades of F.

Any course in which a grade of F has been earned or assigned (following the expiration of the time to resolve an Incomplete) must be retaken so that the grade can be replaced using the same original grade option. In Pass/Fail circumstances, the course must be retaken as Pass/Fail. When the course was originally taken for a letter grade, the retake must be registered for a letter grade. Any grade of F must be retaken at Morgan.

5.B Retaking Grades of C.

A graduate student cannot graduate with grades of C in more than 20% of the academic credit earned as defined by the program's curriculum guide. The School of Graduate Studies requires that the student must retake a sufficient number of these courses to remedy the overall percentage. This retake must occur even if the Grade Point Average (GPA) remains above 3.0 with the excess percentage of C credits still included in the GPA calculation. Programs may adopt this minimum standard or may require one of the two following, more specific options:

Option 1: Demonstration of the required competency in core courses requires that any grades of C in core courses must be retaken. Student must retake any core course in which a grade of C has been earned, even if the student has not accumulated 20% of the curriculum in C grades.

Option 2: All courses in which grades of C have been earned must be retaken.

If a program has elected to follow either of these options, this requirement will be published in the program description. Use of transfer courses to replace a grade of C is not allowed. Transfers only transfer credit and not course grades. If a student remains eligible for School of Graduate Studies funding after earning a grade of F or C, that funding cannot be applied to courses being retaken. Federal loans carry additional restrictions regarding funding for courses being retaken. The student must consult with the appropriate University Financial Aid Officer regarding funding eligibility and retaking courses.

5.C Limitations on Course Retakes

No course in which a grade of A or B has been earned may be retaken unless the course is specifically designed for repeats. Those authorized, repeated courses will not have the original grades excluded from GPA. The repeatable status of a course is noted in the catalog description of that course and is usually a topics, research, seminar, or guidance course. Use of a transfer course to replace a grade of F or C is not allowed. Transfer credits only apply credit and not course grades.

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, written evaluation, grade roster from WebSys, or any other form determined to be acceptable to the School of Graduate Studies) 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). Converting the IP (formerly CS) in Seminar to a final grade of P or F does not require documentation.

Grades older than one semester that require adjustment must be accompanied by an explanatory memorandum to the School/College Dean and the Dean of the School of Graduate Studies. A missing grade or the presence of the indicator of "NG" (No Grade) requires the same documentation as a grade that is one semester old (above) in order to be replaced with any grade form.

7. INCOMPLETES ("I" GRADES) AND FAILING ("F") 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 unresolved "I" grade recorded on their Morgan State University transcript. The incomplete must be resolved, and all grades of "F" must be retaken and a satisfactory grade earned prior to graduation.

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 formally withdraw from the current program and submit an application for the new program. The 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 that the student submit the withdrawal petition and the new application by the international student application 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 program 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 the courses must be completed 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. A grade of B- (B minus) is not eligible for transfer. Credits for correspondence courses, workshops, and extension classes are not acceptable for transfer except where allowed by Maryland Higher Education Commission (MHEC) or Board authorized, officially sanctioned program agreements.

4. DEGREE REQUIREMENTS AND COURSE SUBSTITUTIONS

A. *Basic Minimum Coursework Requirements.* Students are required to complete the approved curriculum as published in the Catalog and approved by the appropriate bodies. In most cases, the curriculum has been authorized by the Maryland Higher Education Commission (MHEC). Authority to alter the program is limited to approved course substitutions, changes in course content that have occurred due to advances in the discipline, and fully vetted and approved minor adjustments reflecting best and leading practices. The Code of Maryland Regulations requires a minimum of 30 semester credit hours for a master's degree and two years of study beyond the masters for a doctoral degree. Morgan School of Graduate Studies has codified this to be 30 academic credit hours, three of which can be thesis seminar (or project seminar) at the master's level. Two years of study at the doctoral level would be 36 additional academic credit hours, three of which can be dissertation seminar. Courses designed for ongoing guidance, ending in 793, 797, 993, and 997 are not considered academic credit hours. Research courses designated as ongoing thesis or doctoral research cannot be included in the academic credit hours. No more than three hours of internships and practicum can be included in the base 30 or 36 hour requirement, with additional internship or practicum hours reflected in an increased number of total required hours. These guidelines establish the basic minimum hour requirements for graduate degrees offered at Morgan. Changes in these minimums due to specialty accreditation requirements or professional degree requirements must be vetted and approved through the appropriate University channels (i.e., Graduate Council, Dean's Council, etc.).

B. *Eligible Substitutions.* Course substitutions, transfer credits, direct assessment credit, and other means of satisfying program curriculum requirements must conform to these guidelines. When a candidate for a degree presents prior experiences for transfer credit consideration, requirements can be waived or considered met with a consequent reduction in required credit hours to no less than the minimum 30 (masters) and 36 (doctoral) hour requirement. For instance, if a candidate has satisfied a statistics requirement, but the credit has been used in another degree, the hours cannot be transferred. However, the requirement can be waived. If the receiving program has a 33 hour requirement, then the requirement is reduced to 30. If the program has a 30 hour requirement, then the student must replace the hours with a qualifying elective having the necessary academic credit hours. The adviser must report this waiver to the School of Graduate Studies along with approvals as may be required by the program chair and the dean of the respective academic school or college. The minimum requirements outlined above must be honored. Guidance, dissertation, or thesis research credits cannot be used as elective substitutions and cannot replace academic credits.

C. *Use of Courses for Waiver.* Currently, the Code of Maryland Regulations prohibits accepting transfer credits from universities that do not have accreditation from regional accrediting bodies. This includes coursework from foreign institutions that have not secured accreditation through agencies approved by the US Department of Education. However, this applies to the transfer of credits and does not apply to the use of the prior work for the purposes of waiving a requirement as described in Section B above. Program administrators may review all prior coursework and recommend the waiver of the specific curricular requirements following the mechanism outlined in Section B above. That recommendation must be appropriately recorded in the student's file in the School of Graduate Studies.

5. APPLICATION FOR GRADUATION

May Graduation: Students must file an Application for Graduation with the Dean of the School of Graduate Studies by deadline published by the University Registrar 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 the due date 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).

December Graduation: Students must file an Application for Graduation with the Dean of the School of Graduate Studies by the deadline published by the University Registrar 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.

Graduate students are not eligible for graduation in mini-semester or summer.

Currently, the University Registrar provides an online application for graduation. This online form records the payment of the graduation fee and creates a record of the submission process. Once submitted, the student's WebSys account will have a record of the transaction. 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 must also make arrangements with the University Bookstore for the purchase or rental of academic robes and regalia.

6. DEGREE COMPLETION

Students must be enrolled in Thesis Guidance, Thesis Seminar, Dissertation Guidance, or Dissertation Seminar during the semester (or term, if submitting in the summer) 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 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 during the term in which 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.

7. 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. The Provost and the College or School Dean maintain this same power, and when courses are cancelled, the effected students must request placement in an appropriate substitute. The standard drop/add form must be provided to the School of Graduate Studies for processing.

8. TUITION WAIVER

Students, including senior citizens, eligible to use any of the State College Tuition-Waiver Plan(s), may register only when regularly scheduled course space is available. This includes employees utilizing the employee benefits.

9. 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.

10. 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. The pre-candidacy courses, ___ 793 and ___ 993 are designated for the purpose of providing students who have completed the program curriculum but who need to be enrolled. These courses provide the student access to faculty consultation, to library and research facilities, and to student benefits as full-time students.

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. Some programs divide the examination into sections and have set requirements for passage of each section. No matter how the exams are delivered, the rule of one retake applies.

11. 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.
- 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. The student is not required to withdraw from the non-degree seeking status (this requirement applies only to program enrollments).

- Withdrawal from courses (when not available via Web SYS). A drop/add form is required.
- Withdrawal from school and program. A written request to the Dean of the School of Graduate Studies is required. The student must separately withdraw from classes.
- Leave of Absence. A written request to the Dean of the School of Graduate Studies is required.
- Deferment. Any student who has not yet matriculated (enrolled in any courses) may request a deferment of admission. This must occur prior to registering for courses and prior to attending class.
- 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. If three terms have passed since the last term in which the student received a grade, a new application for admission must be submitted.
- 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. The length of an extension is one year.
- Reinstatement of registration (class 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 in IV. THESIS AND DISSERTATION REQUIREMENTS).

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 the 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. Following the candidate's oral defense, in a formal review of the submission checklist, you will receive authorization to submit the manuscript electronically (through the ProQuest portal) to the Dean of the School of Graduate Studies for review. The checklist confirms that the thesis or dissertation has been signed by the Committee members and has met other requirements prior to its submission. The candidate must provide an original, signed copy of the signature page at the time of the checklist review. Student and advisor are also required to have a completed and signed "Manuscript Approved for Submission to SGS" form.

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, 2016* (currently available on the School of Graduate Studies Web Site). The *Handbook* reports the most current re-

quirements 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 checklist review. Bound copies for personal or for a 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 Thesis Guidance (797) or Dissertation Guidance (997) throughout their candidacy. If completing and defending in the summer, the student must be enrolled during that summer session. Students must be enrolled at the University at the time their thesis or dissertation is received 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 in Thesis Seminar (799 only once), Thesis Guidance (797), Dissertation Seminar (998 only once), or Dissertation Guidance (997) at the University every semester (excluding summer sessions) once they have begun writing theses or dissertations (students only enroll in seminar once, and guidance for all other terms). 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 attainment 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 dependent on classification as a Maryland resident or a non-resident student. An example of the tuition and fees cost of attending for one academic year (this does not include books, travel, clothing, and other personal items) is as follows for the Fall 2016 and Spring 2017:

Tuition and Fees*

Maryland Resident	Tuition Only	\$393.00	per credit
Non-Resident	Tuition Only	\$770.00	per credit
Mandatory Fees		\$78.00	per credit
Resident	Tuition and Fees	\$471.00	per credit
Non-Resident	Tuition and Fees	\$848.00	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:	\$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, published, and a 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 or contact the School of Graduate Studies at 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 register for courses through WEBSIS and awards are posted directly 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 payment of course charges that they audit, drop, fail, or withdraw. University fees and other costs are the financial responsibility 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 a notice 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, 2016) 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, binding the library, and publishing. Fees may change according to charges of the contractors providing the aforementioned services. These fees are published on the School of Graduate Studies web site and change according to the charges of the vendors. The current *Handbook and Style Guide for Dissertations and Theses* contains the most current pricing and submission guidelines.

3. Transcript Fee

Please consult the web site of the University Registrar for how to request an official or unofficial transcript. These can be mailed or the student can receive an unofficial in person. Some fees apply.

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 can be made online or by mail; payments 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 located at 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.

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 for any student who fails to meet his/her commitments or who owes the University for any other reason(s).
- The University will send to 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 School of Graduate Studies awards or Financial Aid loans must consult with the Graduate School's Financial Manager and the 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 the aid originated. Students are required to repay those monies 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 issued 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 an application for Financial Support. These applications are valid for only one year and must be resubmitted each year to maintain eligibility. 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. Financial awards are posted to student's account in coordination with 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.

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 PROGRAM¹

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 (FAFSA) 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. Criteria and Procedures for Applying for Graduate Financial Support

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, adjust, or eliminate funding provided by the School of Graduate Studies based upon the type and level of external funding. A limited number of graduate teaching assistantships and research assistantships are available in certain programs. External or program provided awards can be combined with School of Graduate Studies awards up to the limit of maximum funding, and to the time limit of funding.

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.

¹ *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.*

Students who have dropped courses or withdrawn from the School of Graduate Studies are not entitled to a refund of tuition that had been paid by the award. 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

2. 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 a 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. Supporting documentation may be required from the student's program coordinator and advisor.

3. RESIDENT RATE FOR NON-RESIDENT, SUPPORTED STUDENTS

Non-resident graduate students pay tuition at the in-state (resident) rate *only* for those semesters that they receive financial support from the School of Graduate Studies or other University source (this includes sponsored programs, departmental funds, and related entities). Once the award ends, the student will be charged tuition at the original status of admission unless the student's original admission status was in-state or a successful petition for a change to resident, in-state status has submitted and approved. The qualifying award level must be six credit hours or more. Seminar and guidance courses that report as 9 hours qualify. Stipend and assistantship levels must also be equivalent to 50% or more of the full stipend level to qualify for resident rates.

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: have a current funding application on file; 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 requires a semi-annual and annual fellowship report from students receiving fellowships. A monthly report of the commitment of time is also required. Failure to submit the required fellowship report and or monthly time-commitment 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. They are treated as income, but must be self-reported to the IRS by the recipient.
- *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). They are treated as income, but must be self-reported to the IRS by the recipient.
- *Graduate Assistantship*: Provide a payment based on hourly commitments in a department for work. A W-2 is provided. As a student wage earner, they exempt from Social Security.
- *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. A W-2 is provided. As a student wage earner, they exempt from Social Security.
- *Research Assistantship*: Payment for research support, typically assigned to a faculty or to a department. A W-2 is provided. As a student wage earner, they exempt from Social Security.
- *Graduate Administrative Assistantship*: Payment always based on hourly commitment. Duties typically include general office support sometimes combined research and teaching support. A W-2 is provided. As a student wage earner, they exempt from Social Security.

1.B. General Requirements:

- **Time Reporting**: All recipients of aid other than tuition support are required to submit bi-weekly time sheets (assistantships) or monthly commitment sheets and effort (fellowships) reports:
 - **Time and Commitment reporting**: Fellowships and some graduate research assistantships are the equivalent of a half-time (or less) research faculty position. Teaching Assistantships are the equivalent of the proportion of credit hour assignment based on the undergraduate full time teaching load, currently 12 credit hours. Teaching 6 credit hours, then, is equivalent to a half-time teaching faculty position. 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. Individuals required to submit this report are identified in the award letter for all those receiving this type of funding from the School of Graduate Studies.

- **Time sheet submissions:** Graduate Assistants other than Teaching Assistants must provide a biweekly time sheet reporting their actual hours worked. Procedures for the submission are provided by the School of Graduate Studies Financial Manager.
- **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 seek 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 are 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. Students that successfully seek and get awarded external funding Programs will be recognized and the School of Graduate Studies will re-assign any award monies and/or positions that have not been disbursed to support other students within the same unit, or within the same college. 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 to 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 doctoral 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 regarding 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. All Title III Funding is based on availability of resources. The award notices indicate the specified period of time covered by the award.

3. GRADUATE ASSISTANTSHIPS

The School of Graduate Studies offers two types of assistantships, Research Assistantships (RAs) and Administrative Graduate Assistantships, (GAs). Assistantships may be awarded to qualified instate, out-of-state, or international students. To be eligible for assistantships 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) in an eligible doctoral program; and,
- Maintain a minimum GPA of 3.0 or the minimum GPA of the student's graduate program, whichever is higher.

3A. Benefits

Full-time Administrative Assistantship recipients work a maximum of twenty hours per week of appropriate professional service for the department or office to which they are assigned.

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 classification of office in which the assistantship is located.

3B. Continuation

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 when the student status falls below the minimum credits required for the assistantship (or employment)

- 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;
- Is placed on academic probation; or violates policies of the School of Graduate Studies and/or the University.

4. 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.

- Require 9 or 12 month assignments;
- Paid as a stipends;
- Provide a Tuition Award for 9 credits per semester; and,
- Full-time Students are prohibited from working off campus.

5. 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. Students with an Assistantship are given tasks and assignments to help them get acclimated to "Real World" office exposure and practices to gain professional development experience. Full-Time Assistantships require students to work a maximum of twenty hours a week on campus. Part-time Assistantships require are 10 hours per week on campus.

- Require 9 or 12 month assignments;
- Includes a salary; 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

*** Assistantships are paid at a rate comparable to surrounding universities which is set by the Provost and Dean of Graduate Studies.

6. TEACHING ASSISTANTSHIPS

Doctoral programs typically require that applicants possess a master's degree as a criterion for admission. Thus, in many cases, students admitted to doctoral programs at the University will possess the minimum qualifications to teach undergraduate courses in their discipline. For example, doctoral students with a master's degree in English would be minimally qualified to teach composition and/or introductory courses in English. Similarly, doctoral students with a master's degree in History would be minimally qualified to teach introductory courses in American History, and/or Western Civilization. In addition, teaching is one of the best methods of expanding one's knowledge and skill in communication of a discipline. Although typically, funded through the departments in which they are matriculating, teaching assistants (TAs), are graduate assistants in the School of Graduate Studies and, as such, are subject to the policies and procedures of the School of Graduate Studies as published in the graduate catalog, and in other documents and/or publications applicable to graduate students.

A. Criteria for Appointment as a Teaching Assistant (TA)

In order to be eligible for consideration as a TA, graduate students would be required to meet the following minimum criteria:

i. Master's Degree

In order to be eligible for consideration as a TA, a graduate student must possess a master's degree in the discipline in which s/he is expected to teach. In some instances a graduate student without a master's degree may have acquired sufficient credits or possess the appropriate credentials to qualify for an appointment as a TA. Students without a master's degree applying for a TA will be considered on a case by case basis and must receive the approval of the Dean of the School of Graduate Studies and Dean in the school or college where they will be assigned.

ii. Good Standing Criteria

A student in good standing must maintain the University's minimum criterion of a cumulative grade-point average (GPA) of 3.0. Where the department's academic requirement for good standing requires a higher GPA, the student must maintain the department's higher GPA in order to be considered as a TA. Students on academic probation are not eligible to be considered for teaching assistantships. In summary, good standing is a requirement at Morgan State University for graduate students to retain fellowships, scholarships, or assistantships.

iii. Registration Criteria

Typically graduate students appointed as TAs are enrolled full time for 9 to 12 credits. The Graduate Council recommends that the number of courses assigned to a TA not exceed four (4) per fiscal (i.e., 12 months) year. Where two courses are assigned to a TA in a single semester or during a summer session, it is also recommended that there be only one course preparation (i.e., the TA is responsible for different sections of the same course). Chairpersons are encouraged to also consider class size and/or the enrollment in courses scheduled to be taught by a TA.

iv. Departmental Criteria

Departments usually appoint graduate students as TAs based on the needs of the department and students' academic excellence and promise as teachers. Students who possess a minimum of a master's degree in a discipline other than the department in which they are pursuing a doctorate may be appointed as a TA in another department but the student must also meet standards (e.g., GPA) for support within their own graduate department. Appointment of a non-degree student to a Teaching Assistantship is an exception and requires written approval by the Dean of the School of Graduate Studies.

A TA appointment is typically for one academic year. Depending upon the availability of funds allocated to the Schools/College and the departments, a TA appointment may be for one semester. Teaching assistantships, however, may be terminated prior to the expiration of time for good cause such as incompetence, misconduct, or failure to carry out responsibilities set forth by the department chairperson, the graduate coordinator, or the faculty member assigned to supervise the TA. It is the responsibility of the department chairperson to establish procedures to evaluate a student's knowledge of the discipline and preparation to teach. Such procedures may include, but not necessarily be limited to: successful completion of an appropriate course offered at the University, through the School of Graduate Studies, or by the department, or school/college; enrolling in a related seminar; attending a relevant conference; achieving a certain score on a test; or earning passing marks on other evaluation instruments.

B. Duties of Teaching Assistants

i. Teaching Duties

Within a department, the particular assignment depends on the department's needs and the experience and academic qualifications of the TA. All TAs are serving under the direction and close supervision of the department chairperson or the chairperson's designee. The specific duties of TAs may vary, however, from one department to another. Examples of the duties of TAs include:

- teaching undergraduate courses in subjects in which they possess a master's degree in the appropriate discipline;
- assuming teaching responsibility for a laboratory or discussion session of a course;
- assuming teaching responsibility for a classroom section of a multi-sectional course, under the close supervision of the director(s) of the course;
- assisting a faculty member in the grading, advising, and administrative duties necessary for a course(s); or,
- assisting in general departmental administrative duties, such as advising or the administration of community programs, workshops, etc.

ii. Departmental Assignments

Department chairpersons are required to notify graduate students, their College/School Dean, and the Dean of the School of Graduate Studies in writing as soon as practicable after hiring decisions are made about TA assignments and workloads for the following year. Most TA appointments are for one year; occasionally funding constraints or undergraduate enrollment patterns make it necessary for departments to offer less than year-long appointments. Graduate students who are not able to either accept the teaching assistantship or otherwise not able to fulfill their commitment to teach for the entire period assigned by the department should notify the department chairperson and the Dean of the School of Graduate Studies in writing as early as possible in order that the department chairperson may identify alternate TAs or adjunct faculty in a timely manner.

iii. Time Commitment

Including time for preparation, testing, and grading, the teaching assistantship is consistent with the minimum 20 hours per week of other graduate assistantships funded by the School of Graduate Studies. As a practical matter, however, the hours spent in preparation, classroom or laboratory time, and grading will differ from one discipline and/or department to another. Additionally, a new TA may find that the teaching assistantship requires more than the usual 20 hour week. Graduate TAs may be required to come to campus prior to the actual beginning of classes to assist with orientation and class-preparation duties. Department chairpersons and graduate coordinators should be mindful of the 20 hour per week assistantship guideline in making teaching assignments.

C. Compensation for Teaching Assistants

i. Annual Stipends

Compensation for teaching assistants shall include an annual stipend paid over 12 (i.e., for the fall and spring semesters, and where required, for 1 summer session) months. The payment of the stipend is from funds budgeted for undergraduate instruction and awarded by the Dean of the School/College to the department where the TA is assigned. An annual stipend is to be paid only to full time graduate (doctoral) students (i.e., those enrolled in 9 or more credits for each of the fall and spring semesters).

The amount of the stipend shall be consistent with the amount for stipends awarded to doctoral students by the School of Graduate Studies for other graduate assistants.

ii. Departmental Supplements

The stipends for a full time teaching assistantship may be supplemented by departmental grants, and/or other external funds (with the exception of Title III funds). Even where a department supplements stipends for its teaching assistants, the department still may not require the student to work more than an average of 20 hours per week. Additionally, where a department elects to supplement stipends for TAs, the supplements must be the same for all students within a department or program.

iii. Payment of Tuition

Subject to the availability of funds, TAs shall receive payment of their tuition for up to a maximum of nine (9) graduate credits each semester in addition to an annual stipend,. The payment of tuition does not include tuition for summer courses, courses in the winter or January term, nor for undergraduate courses. The payment of tuition likewise does not include payment of any fees, including but not necessarily limited to application fees, graduation fees, or university fees.

iv. Residency Classification

Consistent with the policy of the School of Graduate Studies concerning graduate assistants, all TAs are billed at the in-state rate for credits taken during their appointment, including any credits they take over the 12-credit awarded under their assistantship. A graduate student's official residency classification is governed by the University policy as determined by the Office of Records and Registration. Consequently, at any time when the graduate student is no longer supported by the assistantship, the student will be billed according to the official residency status that was assigned upon admission. The responsibility for satisfying the criteria for in-state residency requirements and/or clarifying the residency status rests with the graduate student.

D. English Proficiency Requirement for International Teaching Assistants

The School of Graduate Studies encourages departments to offer teaching assistantships to a diverse array of graduate students without regard to race, ethnicity, gender, religion, creed, or national origin. The primary responsibility of a TA is to communicate knowledge and information in English to undergraduate students. Thus, with the exception of students from foreign countries where English is the primary language², all international TAs are required to be evaluated on their proficiency in English before they assume any classroom responsibility. This evaluation of English proficiency is in addition to satisfying the minimum score on the Test of English as a Foreign Language (TOEFL) required for admission to the School of Graduate Studies. International students are responsible for successfully completing all appropriate remedial English speech and/or composition courses at their own expenses to satisfy the English proficiency requirement before being assigned a teaching assistantship.

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. Students considered part-time are enrolled in 6 to 8 credits per semester.

² International students educated in the United Kingdom, English Speaking Canada, Ireland, Australia, New Zealand, or the British Commonwealth Caribbean are exempt for the English proficiency evaluation.

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., a minimum of 9 credits toward their degree; or,
- be enrolled part-time, i.e., a minimum of 6 credits;
- maintain a minimum GPA of 3.0.

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

1A. Requirements

Students who receive a full-time tuition award must enroll in a minimum of nine credits per term. Part-time students must enroll in a minimum of six credits per term, unless they are in the last semester of graduation requirements. Recipients of tuition awards are responsible for paying for excess credits as well as all fees. Continuation of a tuition award is contingent upon the availability of funds and satisfactory academic progress. Additionally, A tuition award will be forfeited when the student:

- falls below the minimum credits required for the tuition award;
- 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;
- 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., enrolled in 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 to Morgan. The awards are granted to academically qualified, underrepresented 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 meet the following criteria:

- be admitted to the School of Graduate Studies;
- be enrolled full-time, i.e., a minimum of 9 credits toward their degree; or,
- be enrolled part-time, i.e., a minimum of 6 credits;
- maintain a minimum GPA of 3.0.

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 contribute to diversify MSU. Diversity awards are atrial awards, paying for 6 credit hours. To be eligible for a Diversity Graduate Scholarship, a student must:

- qualify according to the current stipulations of the award;
- be admitted to the School of Graduate Studies;
- be enrolled part-time, i.e., 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: have a current application on file and be admitted to the School of Graduate Studies;

- be enrolled full-time (i.e., enrolled in a minimum of 9 credits), in an underrepresented program;
- be enrolled part-time (i.e., enrolled in minimum of 6 credits) in an underrepresented program;
- maintain a minimum GPA of 3.0.

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 exceeded the awards funding time restrictions. Only those students that complete a renewal application online by February 1st, 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). NTC supports 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 as 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 in 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 Administra-

tion, 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.

POLICY ON STUDENT RESIDENCY CLASSIFICATION FOR ADMISSION AND TUITION PURPOSES

Approved by Board of Regents
May 5, 2015

I. POLICY

A. Purpose

To extend the benefits of higher education while encouraging the economical use of the State's resources,³ it is the policy of the Board of Regents of Morgan State University to recognize the tuition categories of in-state and out-of-state students for the purpose of admission and assessing tuition at the University.

B. Burden of Proof

The person seeking in-state status shall have the burden of proving by clear and convincing evidence that he or she satisfies the requirements and standards set forth in this Policy. Assignment of in-state or out-of-state status will be made upon a review of the totality of facts known or presented to it.

C. In-state Status

To qualify for in-state tuition, a student must demonstrate that, for at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status, the student had the continuous intent to:

1. Make Maryland his or her permanent home; and
2. Abandon his or her former home state or domicile; and
3. Reside in Maryland indefinitely; and
4. Reside in Maryland primarily for a purpose other than that of attending an educational institution in Maryland.

Satisfying all of the requirements in Section II (and Section III, when applicable) of this policy demonstrates continuous intent and qualifies a student for in-state tuition.

Students not entitled to in-state status under this policy shall be assigned out-of-state status for admission and tuition purposes.

D. Presumption

Either of the following circumstances raises a presumption that the student is residing in the State of Maryland primarily for the purpose of attending an educational institution and therefore, does not qualify for in-state status under this policy:

1. A student is attending school or living outside Maryland at the time of application for admission to the University, or
2. A student is Financially Dependent on a person who is not a resident of Maryland. This presumption may be rebutted. The student bears the burden of rebutting the presumption. See "III. Rebuttal Evidence" below.

³ Annotated Code of Maryland, Education Article, §14-101 and §14-104.

II. REQUIREMENTS

Before a request for classification to in-state status will be considered, a student must comply with all of the following requirements for a period of at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status. The student must demonstrate he or she:

A. Owns or possesses, and has continuously occupied, including during weekends, breaks and vacations, living quarters in Maryland. The student must provide evidence of a genuine deed or lease and documentation of rent payments made. In lieu of a deed or lease, a notarized affidavit from a landlord showing the address, name of the student as occupant, term of residence, and history of rent payments made will be considered. As an alternative, a student may demonstrate that he or she shares living quarters in Maryland which are owned or rented and occupied by a parent, legal guardian or spouse.

B. Has substantially all of his or her personal property, such as household effects, furniture and pets in Maryland.

C. Has paid Maryland income tax on all taxable income including all taxable income earned outside the State and has filed a Maryland tax return.

D. Has registered all owned or leased motor vehicles in Maryland. E. Possesses a valid Maryland driver's license, if licensed.

F. Is registered to vote in Maryland, if registered to vote.

G. Receives no public assistance from a state other than the State of Maryland or from a city, county or municipal agency other than one in Maryland.

H. Has a legal ability under Federal and Maryland law to live permanently without interruption in Maryland.

I. Has rebutted the presumption that he or she is in Maryland primarily to attend an educational institution, if the student's circumstances have raised the presumption.

III. REBUTTAL EVIDENCE

Satisfying the requirements listed in paragraphs A through I of Section II, does not rebut the presumption that a student is in Maryland primarily to attend an educational institution. To overcome the presumption, a student must present additional evidence.

To determine a student's intent, the University will evaluate evidence of a student's objectively verifiable conduct. Evidence that does not document a period of at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status is generally considered an unfavorable factor under this policy. Evidence of intent must be clear and convincing and will be evaluated not only by the amount presented but also based upon the reliability, authenticity, credibility and relevance of the evidence.

The absence of objective, relevant evidence is generally considered an unfavorable factor. A student's statement of intent to remain in Maryland in the future is generally not considered to be objective evidence under this policy.

Additional evidence that will be considered includes, but is not limited to, the following: A. Source of financial support:

1. Maryland employment and earnings history through sources beyond those incident to enrollment as a student in an educational institution e.g., beyond support provided by work study, scholarships, grants, stipends, aid, student loans, etc. (Tuition costs will be considered as a student expense only to the extent tuition exceeds the amount of any educational scholarships, grants, student loans, etc.), or

2. Evidence the student is Financially Dependent upon a person who is a resident of Maryland.

B. Substantial participation as a member of a professional, social, community, civic, political, athletic or religious organization in Maryland, including professionally related school activities that demonstrate a commitment to the student's community or to the State of Maryland.

C. Registration as a Maryland resident with the Selective Service, if male.

D. Evidence showing the student uses his or her Maryland address as his or her sole address of record for all purposes including on health and auto insurance records, bank accounts, tax records, loan and scholarship records, school records, military records, leases, etc.

E. An affidavit from a person unrelated to the student that provides objective, relevant evidence of a student's conduct demonstrating the student's intent to live permanently in Maryland.

IV. NON-RESIDENTS WHO MAY TEMPORARILY QUALIFY FOR IN-STATE STATUS

In addition, persons with the following status shall be accorded the benefits of in-state status for the period in which they hold such status:

A. A full-time or part-time (at least 50 percent time) regular employee of the University.

B. The spouse or Financially Dependent child of a full-time or part-time (at least 50 percent time) regular employee of the University.

C. An active duty member of the Armed Forces of the United States whose home of residency is Maryland or one who resides in, or is stationed in, or is domiciled in Maryland, or the spouse or a Financially Dependent child of such a person. Students that qualify under this provision will retain in-state status for tuition purposes as long as they are Continuously Enrolled regardless of a change in military assignment or status of the active member of the military.

D. A veteran of the United States Armed Forces who presents documentation that he or she was honorably discharged, and currently resides, or is domiciled, in the State.

E. A veteran who resides in Maryland and was discharged after serving 90 days or more on active duty, who enrolls at Morgan State University within 3 years of discharge, and is pursuing a program of

education with educational assistance under 38 U.S.C. §3001 or 38 U.S.C. §3301. This section E of the Policy shall be effective as of July 1, 2015.

F. The spouse or child of a veteran, provided that:

- (1) the veteran was discharged after serving 90 days or more on active duty less than three years before the date of the spouse or child's enrollment at Morgan State University (or in the case of a spouse or child seeking benefits under the Post-9/11 G.I. Bill, the veteran died in the line of duty on or after September 11, 2001, but less than three years before the date of the spouse or child's enrollment). ;
 - (2) the spouse or child is entitled to educational assistance under the Post-9/11 G.I. Bill 38 U.S.C. §3319 and 38 U.S.C. §3311(B)(9);
 - (3) the spouse or child currently resides in Maryland; and
 - (4) the spouse or child is pursuing a program of education with educational assistance under 38 U.S.C. §3001 or 38 U.S.C. §3301.
- (5) This section F of the Policy shall be effective as of July 1, 2015.

G. A graduate assistant appointed at the University for the semester/term of the appointment.

H. An active duty member of the Maryland National Guard (MNG) who is stationed, resides or is domiciled Maryland who joined or subsequently serves in the MNG to provide a Critical Military Occupational Skill or to be a member of the Air Force Critical Specialty Code as determined by the MNG. A "member" of the MNG is defined as one who is regularly enlisted or holds a commission in the MNG as an officer in the grade of major or below or a warrant officer. This section H of the Policy shall be effective as of July 1, 2009.

I. A spouse or financially dependent child shall continue to be exempt from paying nonresident tuition if the active duty member no longer meets the requirements of this section IV of this Policy and the spouse or financially dependent child remains continuously enrolled at Morgan State University.

J. The son or daughter of a State or Maryland county public safety employee who is eligible for a scholarship in accordance with §18-601(d)(3)(iii) of the Education Article of the Annotated Code of Maryland which provides for a scholarship for the offspring of a public safety employee killed in the line of duty.

K. Effective July 1, 2011, an undocumented immigrant individual (not including non-immigrant aliens within the meaning of §1101(A)(15) of the Aliens and Nationality Title of the United States Code) is eligible to pay a tuition rate equivalent to the resident tuition rate at the University, if the individual:

- a. Has attended a community college not earlier than the 2010 fall semester and met the requirements of §15-106.8(B)(2011) of the Education Article of the Annotated Code of Maryland (except the requirement set forth in this section that provides that an individual must register as an entering student in a community college in the State not earlier than the 2011 Fall Semester);
- b. Was awarded an associate's degree by, or achieved 60 credits at a community college in the State;

- c. Provides the University with a copy of the affidavit that was submitted to the individual's community college which stated the individual will file an application to become a permanent resident within thirty (30) days after the individual became eligible to do so;
- d. Provides to the University documentation that the individual or the individual's parent or legal guardian has filed a Maryland income tax return:
 - 1. Annually while the individual attended community college in the State;
 - 2. Annually during the period, if any, between graduation from or achieving 60 credits at a community college in the State, and registration at the University; and
 - 3. Annually during the period of attendance at the University; and
- e. Registers at the University not later than four (4) years after graduating from or achieving 60 credits at a community college in the state.

V. PROCEDURES

- A. An initial determination of in-state status will be made at the time of admission. The determination made at that time, and any determination made thereafter, shall prevail for each semester/term until the determination is successfully challenged in a timely manner.
- B. A change in status must be requested by submitting a "Petition for Change in Classification for Tuition Purposes." A student applying for a change to in-state status must furnish all evidence that the student wishes the University to consider at the time the petition is due which is the last published date to register for the forthcoming semester/term for which the change in classification is sought.
- C. The student shall notify the University in writing within fifteen (15) days of any change in circumstances which may alter in-state status.
- D. In the event incomplete, false, or misleading information is presented, the University may, at its discretion, revoke in-state status and take disciplinary action provided for by the University's policies. Such action may include suspension or expulsion. If in-state status is gained due to false or misleading information, the University reserves the right to retroactively assess all out-of-state charges for each semester/term affected.
- E. The University shall develop and publish additional procedures to implement this Policy. Procedures shall provide that on request the President or designee has the authority to waive any requirement set forth in Section II if it is determined that the application of the requirements creates an unjust result.

VI. DEFINITIONS

- A. Financially Dependent: For the purposes of this policy, a financially dependent student is one who is claimed as a dependent for tax purposes.
- B. Parent: A parent may be a natural parent, or, if established by a court order recognized under the law of the State of Maryland, an adoptive parent.
- C. Guardian: A guardian is a person so appointed by a court order recognized under the law of the State of Maryland.

D. Spouse: A spouse is a partner in a legally contracted marriage.

E. Child: A child is a natural child or a child legally adopted pursuant to a court order recognized under the law of Maryland.

F. Regular Employee: A regular employee is a person employed by the University who is assigned to a State budget line or who is otherwise eligible to enroll in a State retirement system. Examples of categories NOT considered regular employees are graduate students, contingent employees, and independent contractors.

G. Continuous Enrollment:

1. Undergraduate Student - An undergraduate student who is enrolled at the University for consecutive fall and spring semesters, until completion of the student's current degree program or unless on an approved leave of absence or participating in an approved program off-campus.
2. Graduate and Professional - Continuous enrollment for a graduate or professional student is defined by the University in accordance with program requirement.

VI. IMPLEMENTATION

This policy as amended by the Board of Regents May 5, 2015 shall be applied to all student tuition classification decisions made after this date, unless stated otherwise in this policy.