

# RU

## GRADUATE COLLEGE RADFORD UNIVERSITY

### 2000–2001 CATALOG

Radford University Graduate Catalog 2000-2001, Volume 87, Fall 2000. Published by the Office of Public Relations, Radford University, East Norwood Street, Radford, Virginia, 24142, once a year. Students who matriculate at Radford University at the beginning of the 2000-2001 academic year will use the 2000-2001 Radford University Graduate Catalog for the official description of policies they must follow and requirements they must satisfy in order to graduate. Students may, however, elect to follow all the policies and meet all the requirements of a Radford University Graduate Catalog published subsequent to the year of their matriculation subject to the limitations detailed in "Graduation Policy" on p. 58. Radford University reserves for itself and its departments the right to withdraw or change the announcements made in this catalog.

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# Calendar

## Fall Semester

Residence halls open  
 Classes begin (8 a.m.)  
 Last day to drop/add  
 Labor Day (classes in session)  
 Census Date  
 Last day to apply for fall graduation  
 Fall break (no classes)  
 Registration for Spring Semester begins  
 Last day to withdraw with grade of W  
 Thanksgiving Break (no classes)  
 Classes end  
 Exams  
 Commencement

## 2000

Aug. 18  
 Aug. 21  
 Aug. 25  
 Sep. 4  
 Sep. 4  
 Sep. 8  
 Oct. 21-24  
 Oct. 26  
 Nov. 10  
 Nov. 22-26  
 Dec. 8  
 Dec. 11-15  
 Dec. 16

## 2001

Aug. 17  
 Aug. 20  
 Aug. 24  
 Sep. 3  
 Sep. 3  
 Sep. 7  
 Sep. 29-Oct. 2  
 Oct. 25  
 Nov. 9  
 Nov. 21-25  
 Dec. 7  
 Dec. 10-14  
 Dec. 15

## 2002

Aug. 16  
 Aug. 19  
 Aug. 23  
 Sep. 2  
 Sep. 2  
 Sep. 6  
 Sep. 28-Oct. 1  
 Oct. 24  
 Nov. 8  
 Nov. 27-Dec. 1  
 Dec. 6  
 Dec. 9-13  
 Dec. 14

## Spring Semester

Residence halls open  
 Classes begin (8 a.m.)  
 Last day to drop/add  
 Census date  
 Last date to apply for spring graduation  
 Spring break (no classes)  
 Registration begins for fall classes  
 Last day to withdraw with grade of W  
 Classes end  
 Exams  
 Commencement

## 2001

Jan. 6  
 Jan. 8  
 Jan. 12  
 Jan. 22  
 Jan. 26  
 March 10-18  
 Mar. 21  
 Apr. 6  
 Apr. 27  
 Apr. 30-May 4  
 May 5

## 2002

Jan. 5  
 Jan. 7  
 Jan. 11  
 Jan. 21  
 Jan. 25  
 March 9-17  
 Mar. 20  
 Apr. 5  
 Apr. 26  
 Apr. 29-May 3  
 May 4

## 2003

Jan. 4  
 Jan. 6  
 Jan. 10  
 Jan. 20  
 Jan. 24  
 March 8-16  
 Mar. 19  
 Apr. 4  
 Apr. 25  
 Apr. 28-May 2  
 May 3

## Maymester

Residence halls open  
 Classes begin (8 a.m.)  
 Last day to drop/add  
 Census date  
 Last day to apply for summer graduation  
 Memorial Day (no classes)  
 Last day to withdraw with grade of W  
 Classes end  
 Final Exams

## 2001

May 13  
 May 14  
 May 14  
 May 16  
 May 25  
 May 28  
 May 30  
 June 1  
 June 2

## 2002

May 12  
 May 13  
 May 13  
 May 15  
 May 24  
 May 27  
 May 29  
 May 31  
 June 1

## 2003

May 11  
 May 12  
 May 12  
 May 14  
 May 23  
 May 26  
 May 28  
 May 30  
 May 31

## Summer Session I

Classes begin (8 a.m.)  
 Last day to drop/add  
 Census date  
 Last day to apply for summer graduation  
 Memorial Day (no classes)  
 Last day to withdraw with grade of W  
 Classes end  
 Exams

## 2001

May 14  
 May 15  
 May 18  
 May 25  
 May 28  
 June 12  
 June 14  
 June 15-16

## 2002

May 13  
 May 14  
 May 17  
 May 24  
 May 27  
 June 11  
 June 13  
 June 14-15

## 2003

May 12  
 May 13  
 May 16  
 May 23  
 May 26  
 June 10  
 June 12  
 June 13-14

<b>Summer Session II</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
Classes begin (8 a.m.)	June 25	June 24	June 23
Last day to drop/add	June 26	June 25	June 24
Census date	June 29	June 28	June 27
Last day to withdraw with grade of W	July 23	July 22	July 21
Independence Day (no classes)	July 4 (W)	July 4 (R)	July 4 (F)
Classes end	July 25	July 24	July 23
Exams	July 26-27	July 25-26	July 24-25

<b>Summer Session III</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
Residence halls open	May 13	May 12	May 11
Classes begin (8 a.m.)	May 14	May 13	May 12
Last day to drop/add	May 18	May 17	May 16
Census date	May 25	May 24	May 23
Last day to apply for summer graduation	May 25	May 24	May 23
Memorial Day (no classes)	May 28	May 27	May 26
Independence Day (no classes)	July 4 (W)	July 4 (R)	July 4 (F)
Last day to withdraw with grade of W	July 12	July 11	July 10
Classes end	July 25	July 24	July 23
Final Exams	July 26-27	July 25-26	July 24-25

Summer Session in 2000-2001 may include both a Maymester and Summer Session III term. The Maymester is a three-week short term beginning the same day as Summer Session I. Summer Session III is an 11-week long term spanning both Summer Session I and Summer Session II. The dates are tentative and subject to change.

# Graduate Degrees

**Art (M.S., M.F.A.)**

**Business Administration (M.B.A.)**

**Communication Sciences and Disorders (M.A., M.S.)**

Speech and Language Pathology

**Corporate and Professional Communication (M.S.)**

**Counseling and Human Development (M.S.)**

School Counseling

Student Affairs

Administration

Counseling

Community Counseling

**Criminal Justice (M.A., M.S.)**

**Education (M.S.)**

Curriculum and Instruction

Science Education\*

Teaching English as a Second Language

Educational Media/Technology

Library Media

Environmental and Experiential Education\*

**Educational Leadership (M.S.)**

**Environmental and Engineering**

**Geosciences (M.S.)**

**English (M.A., M.S.)**

**Music (M.A., M.S.)**

Music

Music Education

Music Therapy

**Nursing (M.S.N.)**

Family Nurse Practitioner

Home Health Care

Advanced Adult Health

**Psychology (M.A., M.S.)**

Clinical

Counseling

Experimental (M.A.)

Industrial/Organizational

**Reading (M.S.)**

**School Psychology (Ed.S.)**

**Social Work (M.S.W.)**

**Special Education (M.S.)**

Specific Learning Disabilities and

Emotional/Behavioral Disorders

Mental Retardation and Severe Disabilities

\*offered only as a cohort

# Graduate Study

**Wilbur W. Stanton, Associate Vice President for Academic Administration and Dean of the College of Graduate and Extended Education**

**Preston Hall 213**

**(540) 831-5431**

**e-mail: gradcoll@radford.edu**

As the world moves into the 21st century and the demand for highly trained professionals in every field increases, more and more students are choosing to pursue a master's level degree. This degree, once considered primarily a stepping stone toward a doctorate, is becoming, for many, a terminal degree.

From 1990 to 1999 there was a 77 percent increase in the number of master's degrees annually awarded at Radford University. In recent years more than 72 percent of master's students have been women, more than 9 percent have been members of ethnic minority groups, about 45 percent have been 30 years of age or older and over half have been enrolled part time. Radford tries to meet the needs of all these various groups.

Radford is small enough to allow each graduate student opportunities for interaction with fellow students and faculty members, yet large enough to provide challenging and diverse areas of study. To better serve graduate students, the university schedules classes at times designed to meet the scheduling needs of part-time as well as full-time students.

Many fields which once employed graduates with bachelor's degrees now prefer to hire those with master's degrees. Radford University is meeting the challenge of educating men and women in a wide variety of fields including business administration, nursing, music and music therapy, art, English, criminal justice, communication, social work, psychology, communication disorders, environmental and engineering

geosciences, and a variety of areas within the field of professional education.

The College of Graduate and Extended Education is responsible for administering all post-baccalaureate programs at Radford University leading to Educational Specialist, Master of Fine Arts, Master of Business Administration, Master of Arts, Master of Science in Nursing, Master of Social Work and Master of Science degrees. The College also offers graduate-level courses for teachers seeking recertification and for students who have already earned a bachelor's degree and who are not seeking a further degree.

Graduate studies at Radford University are designed to give the student advanced knowledge in a special field of study, higher levels of professional competence, an understanding of and respect for scholarly research and a sophisticated knowledge of the techniques of continued, lifelong intellectual growth. These goals are achieved through coherent, orderly programs of study, investigation and supervised practical experiences that are carefully planned by each individual student in consultation with a graduate faculty adviser and a graduate advisory committee. Each student's progress through the program is monitored by the graduate faculty adviser and by the Graduate College Office through the various stages of admission to the Graduate College, development of a program of study, formulation and completion of a thesis, if one is to be written, administration of the comprehensive examination and, finally, application for graduation.

The Graduate College functions as the admissions office for graduate students, consulting with each department or program office on each application for admission before making final decisions.

The Graduate College consists of the Dean of the College, the staff of the Graduate College and the graduate faculty in various departments of the university. A Graduate Affairs Council, made up of representatives from the graduate departments and student representatives chosen by the Graduate Student Council, advises the dean on the administration of graduate studies and makes recommendations to the Vice President for Academic Affairs concerning graduate courses, curricula, academic standards and policies.

### **GRADUATE COLLEGE MISSION**

Within the mission of the university, the Graduate College mission is to provide high quality graduate programs in selected areas of study in order to meet needs of the Commonwealth and the nation for citizens with education beyond the level of the baccalaureate.

### **GRADUATE COLLEGE GOALS**

1. To provide high quality graduate degree programs in fields in which there are needs for people with such qualifications, for which there are prospective students seeking such advanced qualifications, and to which the university can devote the requisite human and material resources;
2. To provide advanced educational opportunities, beyond the baccalaureate, for professionals and others who are not seeking a graduate degree, or who already have a graduate degree, but who need to develop new knowledge and skills to meet changing conditions, or to continue to keep current with advancing knowledge in their specialties;
3. To enhance the academic environment of the university by attracting qualified students to the campus, by giving faculty the opportunity to teach their specialties at an advanced level, and by fostering research and creative activity among graduate students and faculty;

4. To assure that the graduate student's experience in Radford's programs is a coherent experience of intellectual growth, enabling each student to meet reasonable academic, intellectual, and professional goals.

### **GRADUATE COLLEGE OBJECTIVES**

1. To serve as the admissions office for all graduate programs, maintaining admission standards and procedures designed to admit applicants who have a high likelihood of a) profiting from the experience of graduate study at Radford University, and b) successfully completing their programs of study and achieving their graduate educational goals;
2. To recruit qualified graduate students to all graduate programs, with particular attention to under-represented groups;
3. To seek, generate, and, when appropriate, administer programs of financial and other types of assistance for graduate students;
4. To provide effective advising systems both through individual faculty advisers assigned by the departments, and through a series of Graduate College checkpoints: admission, establishment of regular admission status, filing of approved program of study, approval of written proposals for theses;
5. To maintain established standards of quality by the checkpoints listed above, as well as by monitoring of academic status, enforcement of probation and suspension rules, final approval of theses, administration of comprehensive examinations, and final degree check-outs (in collaboration with the Registrar's Office);
6. To maintain established standards through monitoring membership on the Graduate Faculty in order to assure that faculty involved in graduate activities have the appropriate qualifications,

achievements, and experience required for each level of membership;

7. To work closely with the individual departments and the other colleges to see that graduate programs continue to meet current needs, to cancel or revise those that do not, and to develop new programs as the need is perceived and the resources are available;
8. To work closely with the Graduate Affairs Council, to assure that the Council is well informed of opportunities and problems at the graduate level as it establishes academic policies and procedures, and approves curricular changes;
9. To work with the Division of Extended Education, the Roanoke Higher Education Center, the Southwestern Virginia Higher Education Center, the Western Region Consortium for Continuing Education, and other entities to make high quality graduate education available, particularly in western Virginia, for students who cannot readily study on campus;
10. To work with the Graduate Student Council, Student Affairs, and other offices and groups to be aware of and, whenever possible, responsive to graduate students' needs and concerns; and
11. To work with the Office of Student Assessment and individual departments to evaluate how graduate programs utilize information related to student outcomes and student/alumni satisfaction in order to improve graduate curricula, facilities and services.

## **CHECKLIST FOR THE GRADUATE STUDENT**

### **Admission (See p. 17)**

1. Complete the application form.
2. Enclose one official transcript from each of the undergraduate and/or graduate institutions previously attended or currently attending. For applicants who are graduates of Radford University, only

transcripts for course work taken at other institutions after graduation need to be sent. Have the transcript(s) signed and enclosed in the special envelope included in the application packet.

3. Enclose two or more letters of recommendation in the application packet.
4. Send completed application form, \$25 application fee, transcripts and letters of recommendation in the large envelope addressed to Graduate Admissions, P.O. Box 6928, Radford University, Radford, VA 24142. The applicant is responsible for submitting all of these materials at one time.  
Non-degree and transient applications may be submitted at any time during the year along with a reduced application fee of \$10.
5. Have an official score sheet for the GRE, TOEFL, MAT or GMAT sent directly to Graduate Admissions.
6. Check individual department descriptions for any additional requirements.
7. Applications and all other supporting materials should arrive no later than February 1 for fall enrollment, October 1 for spring enrollment or April 1 for summer enrollment. Refer to chart on p. 23 for official deadlines.
8. Apply for financial aid if needed (see p. 24).
9. Contact the adviser to discuss undergraduate deficiencies and/or courses to be taken during the first semester.
10. Become familiar with all academic policies and pertinent degree requirements presented in the catalog.

### **First Semester of Enrollment**

1. Begin preparation of the program of study and submit it by the end of the semester if a full-time student, or by the end of the second semester if a part-time student.
2. Make up as many undergraduate deficiencies as possible.
3. Prepare for the preliminary examination if required.
4. Register with the Career Services Center.

**End of First Semester of Enrollment**

1. Select a graduate committee in consultation with the adviser.
2. Submit the approved program of study if a full-time student. Five copies are required.
3. Request change to regular status (if applicable) if nine hours of graduate work have been taken at Radford University with at least a B average, all deficiency/supporting courses have been taken, and application is complete.
4. If applicable, send a final transcript from your undergraduate institution. The transcript must be official and must show conferral of bachelor's degree.

**Last Semester of Enrollment**

1. Check that all necessary program changes have been approved.
2. Make application for the degree at the beginning of your last semester. Deadlines are given in the class schedule and on our web site. Information about commencement and graduate hooding ceremonies will be sent after the completed application has been received by the Graduate College.
3. Submit two copies of the completed thesis or graduate recital program notes to the Graduate College Office no later than the last day of classes.
4. Request an approval form for your final comprehensive examination at least five days in advance of the examination date and return the signed form to the Graduate College Office no later than the last day of classes.  
Communication Sciences and Disorders students who pass the NESPA examination in lieu of the comprehensive examination are also required to have a signed form.

# General Information

Radford University is a coeducational, comprehensive public university with highly diverse curricula for undergraduates and selected graduate programs. The university limits enrollment to ensure continuing close interaction between students and faculty and to maintain other advantages of a medium-sized university.

The Graduate College offers 39 programs of study at the master's and specialist levels. These programs provide advanced and specialized courses of study, supervised practicum experiences and opportunities for research. The university has an outstanding, nationally recruited faculty, 83 percent of whom hold doctorates or other terminal degrees in their teaching fields. While their primary focus is on the teaching and learning process, the faculty also are engaged in significant scholarly, creative, and public service activities.

Radford University is located in a small city (population 16,500) in the New River Valley, close to the beautiful Blue Ridge Mountains of Virginia. The university atmosphere is residential. Most students live in university residence halls or in private accommodations within walking distance of the campus. The university grounds and facilities are conveniently arranged, beautifully maintained and effectively designed to meet the academic, personal and extracurricular needs and interests of the students.

## MISSION

Radford University serves the Commonwealth and the nation through a wide range of academic, cultural, human service and research programs. First and foremost, the university emphasizes teaching and learning and the process of learning in its commitment to the development of mature, responsible, well-educated citizens.

Toward this end, the university is student-focused and promotes a sense of caring and of meaningful interaction among all members of the university community. Research is viewed as a vital corollary to the teaching and learning transaction as it sustains and enhances the ability to teach effectively. Radford University believes in the dynamics of change and has a strong commitment to continuous review, evaluation and improvement in the curriculum and all aspects of the university, so as to meet the changing needs of society.

## UNIVERSITY PRIORITIES

1. Increase student enrollment, progression, and graduation.
  - a. Develop an enrollment management plan to increase enrollment based on distinctive program strengths and capacities and to stabilize enrollment by college and graduate programs.
  - b. Make Radford the institution of choice for a more diverse student body.
  - c. Improve student acceptance-to-matriculation rates.
  - d. Advance among benchmark institutions in both graduation and retention rates.
  - e. Expose a larger number of prospective students, parents, and guidance counselors to RU's campus and faculty.
  - f. Attract more academically and artistically talented students.
  - g. Enhance Radford's institutional attractiveness staff interactions with students.
  - h. Expand involvement of faculty, students, staff, and alumni in recruitment activities.
2. Enhance the quality of student life and stimulate social development.
  - a. Increase student involvement in developmental, social and volunteer activities which will foster a connection with

the RU campus and complement classroom learning.

- b. Promote student appreciation of cultural and individual differences and the heritage of the surrounding community.
  - c. Make student support services more reflective and supportive of traditional and non-traditional student needs within a community of learners.
  - d. Upgrade facilities to enhance the "Community of Learners" and foster student connections with the RU campus.
  - e. Continue to provide a healthy, safe and friendly campus environment.
  - f. Promote school spirit, pride, and unity.
  - g. Enhance and expand the university's intercollegiate, club, and intramural sports programs.
3. Recognize and promote existing academic programs and scholarship.
    - a. Enhance RU's reputation as a creative, flexible, and responsive institution.
    - b. Support and expand a community of active, committed teachers/scholars.
    - c. Ensure that all students experience an integrated, comprehensive learning program.
    - d. Ensure that RU remains responsive to the community, accountable to the state, and engaged in steady and positive change.
    - e. Emphasize RU's comparative advantage and meet standards that bring recognition to the university.
    - f. Promote a strong liberal education as the foundation for life-long learning.
    - g. Ensure graduates have concentrated academic experiences in their fields of study to allow them to excel as employees, graduate students, and citizens.
  4. Expand the curriculum to increase innovative academic programs and activities.
    - a. Position RU to become a leader in innovative teaching focused on learning in a variety of formats, locations, technologies, media, and time periods.
  - b. Ensure that RU is fully prepared for participation in a global society.
  - c. Enhance the capacities of students from all backgrounds and abilities to achieve their fullest potential.
  - d. Promote social and intellectual developments through a model community of students and scholars.
  - e. Expand the use of technology-based education.
  - f. Support the expansion of alternative, experiential, and off-campus instruction.
  - g. Identify and implement Centers of Excellence which bring distinction to Radford University.
5. Upgrade and maintain physical resources and facilities.
    - a. Capitalize on RU's location as a place for learning.
    - b. Design new facilities and renovations to support active learning, creative scholarship, and close faculty-student relationships.
    - c. Use existing and future space efficiently and effectively.
    - d. Attract funding for capital projects and facilities development.
    - e. Develop technological enhancements to living, learning, and work spaces that reflect the priorities for all of the university constituencies.
  6. Ensure careful fiscal planning and thorough, efficient management.
    - a. Link resource allocation to strategic planning.
    - b. Reduce costs while maintaining levels of service and productivity.
    - c. Provide faculty and staff development opportunities to facilitate full use of technology.
    - d. Continue to meet the Management Standards for Financial Excellence established by the Commonwealth of Virginia.
    - e. Improve management effectiveness.
  7. Increase financial support through fund raising and conservation of resources.

- a. Fund critical priorities through careful consideration and planned reallocation of internal resources.
  - b. Ensure that state support for RU is comparable to other benchmark institutions.
  - c. Increase alumni support for annual and planned giving.
  - d. Pursue grants, contracts, and sponsored programs.
  - e. Plan effectively for a capital campaign.
8. Enhance internal and external relations.
- a. Create communication, problem-solving, decision-making, and planning processes that include all constituent groups.
  - b. Continue to promote a positive work climate among faculty, staff and students.
  - c. Provide stronger partnership programs and service to southwestern Virginia.
  - d. Strengthen RU's role as a community resource.
  - e. Enhance the image and position of RU among targeted constituencies.
  - f. Increase community awareness of issues facing the university.
  - g. Strengthen parental involvement with and support for RU.

## HISTORY

Radford University was established by the General Assembly as the State Normal and Industrial School for Women in 1910 and has been in continuous session since its 1913 opening. The university became Radford State Teachers College in 1924 and was authorized to award the Bachelor of Arts degree in 1935. In 1944, the university was consolidated with the Virginia Polytechnic Institute as its Women's Division and renamed Radford College. The General Assembly severed the formal affiliation of Radford College with Virginia Tech in 1964, and an autonomous administration was established for Radford College. The college also was authorized to grant the Master of Science degree. In

1972, after almost 60 years as an all-women's college, Radford became coeducational and in 1979 was granted university status by the General Assembly.

Today, Radford University is a coeducational, comprehensive institution with undergraduate and graduate programs. In the last 20 years, the enrollment has increased dramatically. During fall 1999, enrollment in on- and off-campus programs was 8,580, of whom 1,172 were graduate students.

## UNIVERSITY PRESIDENTS

- Dr. John Preston McConnell  
1911-1937
- Dr. David Wilbur Peters  
1938-1951
- Dr. Charles Knox Martin Jr.  
1952-1972  
Chancellor, 1972-73  
President Emeritus, 1973-1987
- Dr. Donald Newton Dedmon  
1972-1994
- Dr. Douglas Covington  
1995-

## LOCATION AND CAMPUS

Radford University is located in the city of Radford, 36 miles southwest of Roanoke, Va., on Lee Highway and I-81. The university's 177-acre campus is in a residential section of the city of 16,500. Most of the university's 21 administrative, academic and student service buildings and 15 residence halls are located on two large quadrangles in a 76-acre area.

Natural forest growth, unusual rock formations, the surrounding hills and the New River provide a scenic setting for the university. Radford is not completely immune to the extremes of summer and winter weather, but the climate is basically temperate, with hot days and cool nights in the summer and cool to cold weather in the winter. Fall and spring months in the Appalachian Highlands bring some of the

most enjoyable weather to be found anywhere on the East Coast. Points of interest to the visitor of Radford and the surrounding areas include Claytor Lake and the scenic Blue Ridge Parkway, which is 45 minutes from the campus. Claytor Lake, located off Interstate 81 in Pulaski County, offers picnicking, camping, boating, swimming, hiking and horseback riding areas.

In addition to Radford's main campus, the university Foundation owns a 376-acre tract of land known as the Selu Conservancy. The land, which borders the Little River and is located about five miles southeast of the campus, was received in two separate donations. John H. Bowles donated the original 185 acres in the fall of 1989; four additional members of the Bowles family donated 191 acres of adjacent land in the spring of 1991. Through various campus departments, students are able to use this continuous tract in studies of ecology and botany, mapping geological features, as a model in resource management and maintenance formation on actual building techniques as well as cultural and oral histories. In addition to its educational opportunities, the conservancy offers a glimpse of Southwest Virginia's distinctive landscape and resources. The Selu Conservancy Retreat Center opened in the fall of 1997.

## HIGHLANDER THEME

The influence of the Scottish immigrants who settled Southwestern Virginia more than 300 years ago is visible today in many areas of the university. These people were characterized by "firmness of decision, resourcefulness, ardor in friendship, love of country and a generous enthusiasm." Radford's athletic teams celebrate that heritage by proudly carrying the Highlander name into competition.

In the spring of 1978, the university adopted as its school colors the red, navy and forest green woven into tartan plaid. From the plaid comes the name of the student newspaper, *The Tartan*.

## ACCREDITATION AND MEMBERSHIPS

Radford University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's and educational specialist degrees.

Individual program accreditation has been granted to the following programs:

- Business Administration – by the AACSB (the International Association for Management Education)
- Counselor Education – by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) for community counseling, school counseling and student affairs practice (counseling emphasis)
- Teacher and other Professional Education (all programs) – by the National Council for Accreditation of Teacher Education
- Nursing – by the National League for Nursing and the American Association of Colleges of Nursing
- Social Work – by the Council of Social Work Education
- Music – by the National Association of Schools of Music
- Speech-Language Pathology – by the Educational Standards Board of the American Speech-Language-Hearing Association

Radford University holds membership in the American Association of State Colleges and Universities, the Virginia Association of Colleges, the American Association of Colleges for Teacher Education, the American Association of Colleges of Nursing, the National Commission on Accrediting, Inc., the Southern Regional Education Board Council of Collegiate Education for Nursing, the National League for Nursing Council of Baccalaureate and Higher Degree Programs, the Conference of Southern Graduate Schools, the Council of Graduate Schools, the Council of Graduate Programs in Communication Sciences and

Disorders, the Association for Continuing Higher Education, the University Continuing Education Association, the North American Association of Summer Sessions, and the American Association of Collegiate Registrars and Admissions Officers.

## **ROANOKE HIGHER EDUCATION CENTER**

The Roanoke region has developed an imaginative and collaborative project to meet present and future needs for degree programs, workforce training and lifelong learning opportunities. The center, located in downtown Roanoke, is designed to be a unique facility to offer a continuum of training and education for all citizens who desire to achieve their potential and enhance their contribution to society.

The center has 16 member institutions and agencies, all of which excel in their teaching and training methods. Radford University currently offers the following graduate programs at the center: Business Administration, Counselor Education, Special Education, Criminal Justice and Corporate and Professional Education.

Among the unique styles of teaching and learning available are distance learning programs and on-line classes via the internet. Roanoke's Higher Education Center has an on-site child care center, on-line library, bookstore and classrooms featuring the latest in technology teaching resources.

To learn more about the Roanoke Higher Education Center, refer to the website at: [www.rhec.edu](http://www.rhec.edu)

## **THE SOUTHWEST VIRGINIA HIGHER EDUCATION CENTER**

Located in Abingdon, the Southwest Virginia Higher Education Center was established by the General Assembly in 1991 to strengthen the economy of the

region through education and training of the current future workforce. Five institutions of higher education provide undergraduate and graduate courses and programs and are recognized as partners in the center: Radford University, the University of Virginia at Wise, Virginia Highlands Community College, Virginia Tech, and the University of Virginia. Old Dominion University, Virginia Commonwealth University, George Mason University, and Emory and Henry College also participate in the Center. Radford University initiated programming in the Center in January 1997 and continues to be actively involved in program development and administration in the Center. At the present time, graduate programs are offered at the Center in Social Work, Counselor Education, and Educational Leadership. Plans are also being developed to schedule special institutes, primarily for teachers, during the summer months.

To find out more, refer to the Southwest Virginia Higher Education Center website at: [www.swcenter.edu](http://www.swcenter.edu)

## **ACADEMIC YEAR**

The university year is divided into two semesters, August to December (fall semester) and January to May (spring semester); and four summer sessions. Students may enter the university at the opening of either semester or summer session, pending approval of the department to which the student is applying.

## **ACADEMIC ORGANIZATION**

The university is composed of six colleges: the College of Graduate and Extended Education, College of Arts and Sciences, College of Business and Economics, College of Education and Human Development, Waldron College of

Health and Human Services, and the College of Visual and Performing Arts. The chief administrative officer of each college is its dean, who reports to the Vice President for Academic Affairs.

Each academic department within a given college is responsible for the content and prerequisites of courses offered by the department and specifies the requirements for the department's degree and certification programs. The chairperson is the chief administrative officer at the department level.

## **EXTENDED EDUCATION**

Based on the belief that learning is a lifelong process, Radford University's College of Graduate and Extended Education actively promotes and enhances the university's mission of teaching and learning, research and community service. The office staff responds to constituency needs by developing, managing and assisting with a diverse array of academic programs.

The college coordinates off-campus degree programs, credit courses and non-credit professional development programs and serves as an advocate for adult learners on and off campus. The office also coordinates the partnership projects with Virginia Western Community College and the Southwest Virginia Higher Education Center. Additional information may be obtained by contacting the Extended Education Office at (540) 831-5724.

## **UNIVERSITY NON-DISCRIMINATION POLICIES**

Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation in the administration of its educational programs, activities, admission or employment practices.

The university has adopted policies to provide for prompt and equitable resolution

of discrimination complaints. The Discrimination Complaint Procedures describes the grievance procedure for students who have experienced discrimination. The Sexual Harassment Policy further defines sex discrimination by including examples of sexual harassment and a statement concerning consensual relationships between university employees and students. The Accommodation Procedure for Individuals with Disabilities confirms the university's commitment to providing accessibility to its programs, services, and activities for individuals with disabilities who are otherwise qualified and entitled to a reasonable accommodation.

Individuals who believe they may have experienced discrimination, but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal complaint, may discuss their concerns confidentially and informally with the Director of Social Equity. Students may also consult a staff member at the Center for Counseling and Student Development or the Office of the Dean of Students.

Only acts of discrimination committed by university employees in connection with their university employment may be reviewed through these policies and procedures. The term "employee" refers to any faculty, staff or graduate student employee. All other cases of alleged discrimination, in which the violation is committed by a student, are adjudicated by the university's student judicial system.

Copies of the complete policy statements including procedures for resolving complaints are available in the Office of the Dean of Students, Center for Counseling and Student Development, and the Department of Human Resources.

Inquiries may be directed to the Director of Human Resources at 704 Clement Street. Telephone: (voice) (540) 831-5421; (hearing impaired) (540) 831-5128.



# Admission

It is the policy of Radford University to admit students whose ability, preparation and character indicate potential for success in the programs of study offered. Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion or political affiliation in the administration of its educational programs, activities, admission or employment practices. Inquiries may be directed to the Director of Human Resources at 704 Clement Street. Telephone: voice, (540) 831-5421; hearing impaired, (540) 831-5128.

Admission to Radford is selective and based on a review of each applicant's academic qualifications. Spaces are limited and applicants are encouraged to apply well in advance of the term in which they wish to attend.

As the number of applicants who meet the essential requirements for admission exceeds the number that can be admitted, the university selects those students who present the strongest qualifications in scholastic achievement, character, personality and performance in extracurricular activities, and evidence of aptitude for achievement in the professional or specific field of study for which the applicant seeks training.

## ADMISSION PROCEDURES

A student desiring to enter Radford University should request an application from the Graduate College, Box 6928, Radford University, Radford, VA 24142 or apply online at [www.radford.edu/~gradcoll](http://www.radford.edu/~gradcoll) Students will be notified of action taken on their application after it is complete. A complete application includes:

An official application completed and returned with a non-refundable application fee.

Official transcripts from all undergraduate institutions. If the degree has not been conferred at the time of application, a final transcript must be sent during the first semester of enrollment.

Official test scores on the GRE, MAT, or GMAT.

At least two letters of recommendation.

Students should check departmental information for additional requirements.

Admission to a graduate program is granted by the Dean of the Graduate College on recommendation from the faculty of the specific program. The decision is made, in the best professional judgment of the educators involved, on the basis of evidence that the applicant can benefit from graduate study at Radford University, and is likely to complete the proposed program successfully. As noted below, specific grade point averages have been established for admission. For those programs requiring standardized test scores (GRE – Graduate Record Examination, GMAT – Graduate Management Admissions Test, and MAT – Miller Analogies Test), the score will be considered in conjunction with other indicators of academic aptitude (grades, experience, recommendations). A high test score, for example, may offset weaker grades, and vice versa.

Application forms for admission can be obtained from the Graduate College Office, to which they must be returned. Students may also apply online. Applicants should arrange to have sent to the Graduate College Office a score report for an admission test if the department of the student's major requires test scores as part of its admission evaluation. Consult the department admission policy on p. 23 to determine which of the following test scores to

submit: Graduate Record Examination (the Aptitude and, for some programs, Subject Test), Miller Analogies Test, or the Graduate Management Admission Test. English language proficiency is demonstrated by (1) TOEFL of 550 or higher, or (2) possession of a degree from an accredited institution where English is the language of instruction.

For applicants who are graduates of Radford University, only transcripts for course work taken at other institutions after graduation need to be sent. If the transcripts do not include the student's entire undergraduate program, including the award of the bachelor's degree, copies of the final transcript also must be sent to the Graduate College Office after the student has been awarded the bachelor's degree.

The Graduate College must receive the application, transcripts and letters of recommendation or forms supplied with the application and the \$25 application fee, no later than the date specified on p. 23.

Non-degree and transient applications may be submitted at any time during the year along with a reduced application fee of \$10.

At least two letters of recommendation are required in support of each application except in the case of applicants seeking admission for Professional Certification, for which three letters are required. Non-degree seeking or transient student applicants are not required to submit recommendations or test scores. Recommendation letters are to be returned with the completed application. These letters should be written by persons familiar with the applicant's academic background and/or work experience. An applicant who has had experience in the public schools and who plans to continue working in the area of professional education is encouraged to have one of the recommendations submitted by the immediate supervisor in the school system or, if not currently employed by a school system, by a supervisor in the last school system in which the applicant worked.

In some graduate programs, the number of applicants who meet minimum admission requirements may exceed the number of new students who can be accommodated in the programs. In these instances, departmental admission committees will have to select the strongest applicants and, regrettably, deny admission to others who meet requirements.

Acceptance into the Graduate College is effective for one semester. If a student does not enroll for the first time within one academic semester after the initial acceptance, it will be necessary to reapply. Applications must be reactivated in the Graduate College after a two year non-enrollment period. A student may apply for only one graduate program at a time. A new application is needed for each additional program.

A student desiring to take an undergraduate course or courses that will not be applied toward a graduate degree, regardless of the prior academic achievement of the student (bachelor's, master's, doctorate), should contact the undergraduate Admissions Office.

## **NOTIFICATION OF ADMISSION**

The Graduate College will send the completed application packet to the chairperson of the department in which the student plans to major. If the department recommends admission, the chairperson will suggest an academic adviser for the student and will note any deficiencies in the student's undergraduate program. After this information has been returned to the Graduate College Office, and a decision made by the Dean, the applicant will receive written notification of the College's admission decision. A letter of admission will indicate the student's admission status, initial program of study, and the name and phone number of the student's adviser. It also will indicate any undergraduate deficiencies to be made up or other special conditions to be met.

For further information, contact:  
Graduate College Admissions  
P.O. Box 6928  
Radford University  
Radford, VA 24142  
e-mail: gradcoll@radford.edu

## **CATEGORIES OF GRADUATE STUDY:**

1. Degree Program: Any program that is designed to culminate in a student obtaining a master's degree.
2. Professional Licensure: Any program that is designed to culminate in the student obtaining initial endorsement licensure.
3. Non-degree Seeking: For students wishing to take a course for reasons other than degree or initial licensure purposes. Courses taken in this category are not transferable to either a degree program or professional licensure program without the permission of the appropriate chair and graduate dean. No more than two courses, not to exceed a maximum of eight credit hours, may be transferred into a degree or licensure program. No more than 12 hours may be taken as a non-degree seeking student without the permission of the appropriate chair and the graduate dean.

Prior to enrolling in a graduate course, non-degree seeking students must show evidence of a bachelor's degree from an accredited institution with a minimum grade point average of 2.75. Exceptions should be directed to the relevant program chair or director.

Non-degree seeking students seeking admission to a graduate program must provide evidence that he/she has met all the requirements of the Graduate College and the specific program in which he/she seeks enrollment.

Admission requirements to all categories of graduate study are the same.

## **CLASSIFICATIONS OF ADMISSION STATUS**

### **DEGREE PROGRAM**

#### **Regular**

Regular status will be granted to students who have met all entrance requirements for the Graduate College, the department and program in which they wish to study.

In addition to all other Graduate College and department requirements, minimal requirements for regular status include:

- The graduate application process completed
- An official score on the GRE, MAT or GMAT
- At least two letters of recommendation
- Final transcript, showing degree conferred
- Minimum 2.75 grade point average
- All supporting course work completed

Departments, with the approval of the Graduate Dean, may establish and maintain additional requirements for admission and regular status.

#### **Conditional**

Students will be admitted on conditional status only if they are missing a final transcript (showing degree conferred); an official GRE, MAT or GMAT score; one or more letters of recommendation; grade point average is below 2.75 or the test score is below the minimum required by the department.

Students must remedy all admission deficiencies by the completion of 12 semester hours or by the end of the second semester in which they are enrolled. Students who are declared conditional in either summer term may have until the end of the next semester in which they are enrolled to remedy their deficiencies. Students who are unable to remedy a deficiency in the time frame established may petition the dean of the Graduate College for an extension of their conditional status.

Students who are admitted conditionally, due to an insufficient grade point average, must maintain a 3.0 grade point average in all supporting coursework. Additionally, students enrolled conditionally must maintain a 3.0 grade point average during their first nine graduate hours. After nine hours without a 3.0, students will be blocked from further registration and will no longer continue in the program unless a petition to continue is approved.

A student's status will be changed to regular after completion of nine semester hours with a 3.0 grade point average and completion of all deficiencies.

### **PROFESSIONAL LICENSURE AND CERTIFICATION**

A student who holds a bachelor's degree from an accredited institution and who wishes to take graduate courses to meet initial professional licensure requirements may be admitted as a professional licensure student upon submission of an official transcript showing that the bachelor's degree has been awarded with a grade point average of at least 2.75 (on a scale of 4.0). Specific individual licensure and endorsement programs may have additional admission requirements. For these, please see the respective courses of study sections of this catalog.

Three letters of reference are required from at least three of the following:

1. The director of the teacher education program at the undergraduate college if the applicant was enrolled in a baccalaureate teacher education program.
2. The chair of the department or a faculty member who served as adviser for the applicant from the major department if the applicant was not enrolled in an undergraduate teacher education program.
3. The clinical faculty member (cooperating teacher) who supervised the applicant if the applicant participated in any field experiences or practica associated with teacher preparation.

4. The chair of the department or a faculty member who served as adviser for the applicant from the major department if the applicant has been enrolled in a graduate major following graduation.
5. An employer to whom the applicant reported if the applicant has been employed since receiving the baccalaureate degree.

Normally, courses taken under this admission category may not be counted toward a degree; however, a professional licensure student in this status who subsequently decides to pursue a degree may petition the Graduate College through the appropriate department to have a maximum of six graduate hours evaluated for acceptance toward a graduate degree.

It would be to the advantage of professional licensure students to enroll formally in a degree program as soon as possible after registration in order to protect the potential future value of courses toward a graduate degree.

### **NON-DEGREE STUDENTS**

An applicant who does not plan to pursue a degree or licensure but wishes to take one or more courses may be admitted to this category upon application and submission of an official transcript showing that a bachelor's degree has been awarded with a minimum grade point average of 2.75.

Normally, courses taken under this admission category may not be counted toward a degree; however, a graduate student in this status who subsequently decides to pursue a degree may petition the Graduate College through the appropriate department to have two courses, not to exceed a maximum of eight graduate hours, evaluated for acceptance toward a graduate degree. Non-degree students seeking admission to a graduate program must provide evidence that he/she has met all the requirements of the Graduate College and the specific program in which he/she seeks enrollment.

**Not all graduate courses may be taken by non-degree-seeking students.**

**Students are advised to check with the specific program director as well as catalog requirements prior to enrolling in any graduate class. Non-degree students must adhere to all established policies of probation and suspension.**

It would be to the advantage of non-degree-seeking graduate students to enroll formally in a degree program as soon as possible after registration in order to protect the potential future value of courses toward a graduate degree.

### **TRANSIENT STUDENTS**

Students who are enrolled in good standing in graduate programs at other institutions but wish to take a course at Radford University for transfer to their home institution must complete a transient student application form which is available online or from the Graduate College office.

### **INTERNATIONAL STUDENT INFORMATION**

Radford University is committed to educating students to take their place in today's highly competitive global society. The university is home to a growing number of students and faculty members from around the world.

International students are welcome at Radford. The university offers a number of services to make the transition to campus as well as to the United States smooth and pleasant.

### **INTERNATIONAL AND MULTICULTURAL SERVICES OFFICE**

**0001 Stuart Hall  
(540) 831-5765**

The International Student Services (ISS) Office assists international students with their transition to the Radford University environment. Located on the first floor of Stuart Hall, the International Student Services Office provides information, services and programs to assist international

students with cultural adjustment concerns. Specific services include international student orientation programs in the fall, spring, both summer sessions, and annual and special programs.

Annual programs are designed to provide international students with the opportunity to share their culture with others and address basic concerns. They include the International Speakers Bureau, International Coffee Hours, the International Friendship Program, and International Week.

The International Student Services staff understands the special concerns of the university's international student population and encourages students to utilize the office's resources. To make an appointment, stop by or call (540) 831-5765. The office is open 8 a.m. - noon and 1 - 5 p.m. (Eastern Time), Monday - Friday.

All international students are required to present proof of adequate health insurance coverage prior to enrollment. Students should contact the ISS office if they have questions or need more information concerning various health insurance policies.

### **INTERNATIONAL PROGRAMS OFFICE**

**Dr. Joseph Flory, Director  
302 Cook Hall  
(540) 831-6200**

The Immigration Counselor for Radford University is on the staff of the International Programs Office. Located in the International Education Building, the officer works closely with students, faculty and staff both before their arrival at Radford University and during their stay to facilitate all INS issues.

### **Admission for International students**

A student who plans to enter Radford in fall semester must apply by February 1. A student entering spring semester must apply by September 1.

An applicant who has not already earned a degree at an institution at which English is the language of instruction must take the TOEFL. The results must be mailed directly from the Educational Testing Service, Princeton, NJ 08541, to the Graduate College Office.

A TOEFL minimum score of 550 is required for admission.

A notarized letter of sponsorship and an original and certified bank statement from a sponsor or parent certifying that the student has enough money for the first year of attendance at Radford is required. The official estimate is \$15,660.

For more information regarding university tuition and fees, see p. 24.

Applicants must have each college or university attended send official records to the Graduate College. All records must be certified and translated into English.

An I-20 Form, used to obtain an F1 student visa, will be prepared after the application and all necessary information have been received and the Graduate College has made a decision to accept the applicant as a Radford student. The I-20 Form cannot be prepared before an application is officially reviewed and the applicant has been accepted.

## **OTHER SERVICES FOR INTERNATIONAL STUDENTS**

Tutors trained in teaching English as a second language are available to help international students through the university's Writing Center. To make an appointment or for more information, call (540) 831-6035.

The International Student Affairs Council (ISAC), a branch of the Student Government Association, was founded to address international student concerns and issues. ISAC plans and coordinates international-related activities sponsored by various on-campus organizations and clubs. It also seeks to help the entire campus community understand and appreciate the rich variety of cultures represented by our international student body.

## APPLICATION REQUIREMENTS

Each program requires official transcripts from each college and university attended. Transcripts from your undergraduate institution showing degree conferred are required. If you were an undergraduate student at Radford University, the Graduate Studies Office will request your transcript. A minimum grade point average of 2.75 is required for all programs. Official test scores are required.

### Specific Degree Requirements

Art Education/MFA	Minimum grade point average of 2.75; 2 letters of reference; GRE or MAT; statement of philosophy, overall goals, synopsis of work; twenty slides of recent art work	March 15 for fall October 1 for spring
Business Administration	Minimum grade point average of 2.75; 2 letters of reference; GMAT; applications are reviewed following guidelines recommended by the International Association for Management Education (AACSB)	See Statement Below*
Communication Sciences and Disorders	Undergraduate degree in Communication Sciences and Disorders and/or minimum of 37 hours in Communication Sciences and Disorders required; minimum grade point average of 3.0; 3 letters of reference; GRE; essay	February 1
Corporate and Professional Communication	Minimum grade point average of 2.75; short essay (see brochure or catalog); GRE; 3 personal letters of reference	February 1 for fall September 15 for spring
Counseling and Human Development	Minimum grade point average of 2.75; GRE or MAT; 3 letters of reference; essay	See Statement Below*
Criminal Justice	Minimum grade point average of 2.75; 2 letters of reference; GRE; writing sample	See Statement Below*
Education	Minimum grade point average of 2.75; 2 letters of reference; GRE or MAT	See Statement Below*
Educational Leadership	Minimum grade point average of 2.75; 3 letters of reference; 3 years of K-12 classroom teaching experience; GRE or MAT	See Statement Below*
English	Minimum grade point average of 2.75; 2 letters of reference; sample of expository writing	See Statement Below*
Environmental and Engineering Geosciences	Minimum grade point average of 2.75; 3 letters of reference; GRE	See Statement Below*
Music	Minimum grade point average of 2.75; 3 letters of reference; written diagnostic exams in Music History and Theory before the end of the first semester and prior to admission to regular status	See Statement Below*
Nursing	Minimum grade point average of 3.0; GRE or MAT; 3 letters of reference; graduation from a National League for Nursing accredited baccalaureate program in nursing; Licensure to practice as a registered nurse in Virginia; ability to document one year of nursing practice in the last five years	March 1 for fall October 1 for spring
Psychology	Minimum grade point average of 3.0; GRE; 2 letters of reference (1 from major department; if applicant is not a psychology major then a letter of reference from a psychology faculty member is needed); short statement approximately 2 pages stating why you are interested in psychology and future plans	March 1 for fall
Reading	Minimum grade point average of 2.75; 2 letters of reference; GRE or MAT	See Statement Below*
School Psychology	Minimum grade point average of 3.0; GRE; 2 letters of reference (1 from major department; if applicant is not a psychology major then a letter of reference from a psychology faculty member is needed); short statement approximately 2 pages stating why you are interested in psychology and future plans	March 1 for fall
Social Work	Minimum grade point average of 2.75; GRE; qualifying scores on a standardized exam; previous experience in the field of human services as an employee, student, and/or volunteer; please check brochure or current catalog for further requirements	Advanced: January 15 (summer) Standard: February 15 (fall)
Special Education	Minimum grade point of 2.75; GRE or MAT; 3 letters of reference; essay	See Statement Below*
Non-Degree	Minimum grade point average of 2.75; official transcript showing baccalaureate degree conferred	Rolling admission
Professional Certification/Licensure	Minimum grade point average of 2.75; coursework required for licensure; official transcript showing baccalaureate degree conferred; 3 letters of reference for initial certification	Rolling admission
Foods and Nutrition/Dietetic Internship	Minimum overall grade point average of 3.0 with 3.0+ in DPD dietetics coursework; Verification Statement from ADA accredited DPD program; completed supervised practice program application; 2 letters of reference using ADA Recommendation Form; one-page typed statement delineating professional goals. Please check brochure for further requirements.	See Statement Below*

\*For full-time students, and/or students seeking graduate assistantships or other forms of financial aid, the deadline is March 1 (for fall admission) or October 1 (spring). All other applications are accepted throughout the year.

# Fees and Financial Information

## GRADUATE STUDENT EXPENSES 2000-2001

	PerSemester	Per Year
<b>12-18 hrs. per sem.</b>		
<b>In-state student</b>		
Tuition & Fees	\$1,905	\$3,810
<b>Out-of-state student</b>		
Tuition & Fees	\$3,726	\$7,452
<b>1-11 hrs. per sem.</b>		
<b>In-state student</b>		
Tuition & Fees	\$159/credit hr.	
<b>Out-of-state student</b>		
Tuition & Fees	\$310/credit hr.	

\*A student taking more than 18 credit hours per semester will be charged for the additional hours at the credit-hours rate for part-time students.

## EXPENSES (2000-2001)

### Typical Budget for an

In-state Graduate Student	Per Year
Tuition & Fees, Room & Board Allowance	\$ 8,748
Books & Supplies	650
Personal Expenses	1,400
Transportation	600
<b>Total Budget for Academic Year</b>	<b>\$11,398</b>

### Typical Budget for an

Out-of-state Graduate Student	Per Year
Tuition & Fees, Room & Board Allowance	\$12,390
Books & Supplies	650
Personal Expenses	1,400
Transportation	800
<b>Total Budget for Academic Year</b>	<b>\$15,240</b>

### Optional Meal Plans for Students

#### Living Off Campus\*\*

	PerSemester	Per Year
Any 5 Meals Per Week	\$ 432	\$ 864
Any 7 Meals Per Week	\$ 571	\$1,142
Any 12 Meals Per Week	\$1,043	\$2,086
Any 15 Meals Per Week	\$1,089	\$2,178
Any 20 Meals Per Week - Full	\$1,110	\$2,220
RU Flex Plan	\$1,085	\$2,170
Flex Jr.	\$ 565	\$1,130
Any 90 Meals	\$402	\$804
Any 65 Meals	\$290	\$580

\*\*Food Dollars are associated with the 5, 7, 12, 15 and 20 meal plans. For information, call the RU Express Office at (540) 831-5054 or 831-6449.

Every effort is made not to change fees after they have been published; however, if this should become necessary, public notice will be given prior to the semester in which the increase goes into effect. Refer to the RU Web page for the most up-to-date information: [www.radford.edu](http://www.radford.edu)

## IN-STATE TUITION ELIGIBILITY

All students who wish to apply for in-state tuition rates must submit the appropriate application form prior to the first day of classes for the term they are seeking in-state status. The form is available online or in the Graduate College office in Preston 213. Copies of Section 23-7.4 of the Code of Virginia, the law governing eligibility for in-state tuition, are available in the Reserved section of McConnell Library. Additional information is available from the Graduate College office. It is the responsibility of the student to apply for a change in domiciliary status.

## VIRGINIA EDUCATORS REDUCED TUITION RATE

Full-time Virginia educators (K-12) can qualify to pay a reduced tuition rate for Radford University courses offered on and off campus. Educators (teachers, administrators, supervisors, etc.) can be enrolled for a graduate degree, additional endorsements or for re-licensure. Radford University has implemented this policy as recognition of the importance for Virginia educators to enhance their professional knowledge and skills. The reduced rate for 2000-2001 is \$135 per semester hour.

The following eligibility guidelines apply:

1. Kindergarten through grade 12 public and private school teachers, counselors, administrators, supervisors, librarians, and coaches. A baccalaureate degree is required. Admission to the Radford University Graduate College as a matriculated or non-degree student is required.
2. Eligible personnel must be full-time contractual employees of a public school division or private school within the Commonwealth of Virginia.
3. Individuals on official leave from their assignments are eligible for reduced tuition.
4. There is no restriction on the number of hours that can be taken.
5. Courses for which educators request reduced tuition must be for professional development, not for planned career changes outside of education.

For more information or to receive application forms, please call the Graduate College at (540) 831-5431.

### **OVERLOAD FEE**

An overload fee will be charged for each additional hour over the full-time academic load. A full-class load at Radford, for purposes of tuition payment, is no more than 18 hours per semester. The overload fee is based on the semester-hour charges for part-time students.

### **APPLICATION FEE**

A nonrefundable application fee of \$25 must accompany each application to the Graduate College. The application fee for non-degree and transient students is \$10. All application fees must be paid in U.S. currency.

### **SUMMER SESSION FEES**

The cost for summer sessions will be based on the semester-hour charges for part-time students. Room and board will be available.

### **RESIDENTIAL STUDENT AGREEMENT**

When new applicants have been notified by the Graduate College that they have been accepted for admission and plan to be residential students, they must sign a residential student agreement and pay a \$200 room deposit fee. The deposit is credited toward charges for room and board for the fall semester and is not an extra charge. It will be refunded upon request before May 1. After May 1, the deposit is forfeited.

Currently enrolled students who expect to return to Radford University as residence hall students for the next fall semester are required to sign a residential student agreement and pay a \$200 deposit according to procedures published during the spring semester. The deposit is credited toward charges for room and board for the fall semester and is not an extra charge. The residential student agreement and the Radford University Student Handbook outline procedures for partial refund of the room deposit fee for returning students.

### **APPLIED MUSIC FEE**

An applied music instruction fee is charged at the rate of \$400 per semester for two credits or \$200 per semester for one credit. Applied music fees may be waived with the approval of the dean of the College of Visual and Performing Arts for students majoring in music, and for students registered in Department of Music ensembles who are studying a performance medium relevant to their ensemble participation.

### **PARKING FEE**

Students may park motor vehicles and motorcycles in university parking lots if they have obtained a parking decal from the Parking Services Office located in Walker Hall. The cost of a parking decal for one academic year is \$50. The registration of a vehicle does not assure the registrant of a

parking space. Overflow parking is available for all students at the Dedmon Center. Time-limited parking (two-four hours) is permitted on city streets adjacent to the campus. Detailed information regarding parking and traffic regulations may be obtained at the Parking Services Office in Walker Hall or at the University Police Department in Russell Hall.

### **THESIS BINDING FEE**

Students may request the library to bind personal copies of theses at a charge of \$9 per copy. Fees are not collected for the two copies submitted to the Graduate College.

### **COMMENCEMENT COSTS**

All students participating in the hooding and commencement exercises must wear appropriate academic regalia, which is available through the campus bookstore. The charge for a cap, gown and hood is approximately \$33.

### **CONTINUOUS ENROLLMENT FEE**

All graduate students are required to be registered during the semester they receive their degree from Radford University. Registration is required of all graduate students when using University facilities and/or faculty time. The minimum number of hours for registration is one. Registration allows use of services such as library checkout, laboratories, and recreation facilities not open to the public.

Students who are not currently registered for any course work, and who have completed all course work but have other outstanding degree requirements (e.g., comprehensive examination, thesis, removal of an I or IPgrade), are required to register for a continuous enrollment course (GRAD 799) each semester, excluding summer, until they have met the outstanding requirement(s). This course carries no credit hour production and does not count

toward graduation requirements. This course option is also available to those admitted students who are not enrolled in a given semester but who wish to use University facilities and services during that time.

### **RESPONSIBILITY FOR PAYMENT OF TUITION AND FEES**

Payment of tuition, fees and other charges owed to Radford University is the responsibility of the student. Billing statements will be mailed to the student at the permanent address on file with the university. If a student wishes to designate a billing address he/she may do so with the Registrar's Office.

Failure to pay tuition, fees, and other charges owed to Radford University could result in administrative withdrawal from the university. The Code of Virginia allows the university to recover all reasonable administrative costs, late fees, collection fees, and attorney's fees incurred in the collection of funds that are due Radford University. The university reports past due accounts to a credit reporting bureau.

### **TUITION PAYMENT PLANS**

Highlander Choice Monthly Payment Plan: In a continuing effort to assist with the payment of educational expenses, Radford University offers the Highlander Choice Monthly Payment Plan as an alternative to standard payment arrangements.

If you would like further information concerning the plans available:

- Call the Highlander Choice customers' service number at (540) 831-6698;
- e-mail [stuacct@radford.edu](mailto:stuacct@radford.edu);
- Write Highlander Choice, c/o Student Accounts, Box 6922, Radford, VA24142.
- Highlander Choice is also available online at: [www.radford.edu/~stuacct/](http://www.radford.edu/~stuacct/), then follow the link into the Highlander Choice home page.

## **UNPAID FEES OR FINES**

The university will hold transcripts and block registration for future semesters for students who fail to pay fees, fines or damages. Collection agencies also may be used by the university to collect unpaid fees or fines.

## **REFUND OF CHARGES**

A student who officially withdraws from the university by the census date will be refunded all tuition and fees less a \$100 administrative fee (\$50 for three semester hours or less); all campus housing charges less a \$200 administrative fee; and a pro rata board fee. After the census date, refunds will be made only for a weekly pro rata share of the board fee. Refunds for students with Title IV Federal aid (Federal Stafford, Federal Work Study, Federal Perkins, Federal Plus) who withdraw from school will be calculated in compliance with federal regulations. Under the new federal regulations, effective Fall Semester 2000, institutions determine how much Title IV aid a student has received and not earned at the time of withdrawal, as well as how much of the aid has to be returned to the federal programs. A student that withdraws from the University may be responsible for repaying a larger amount to these Federal programs than in the past. For more detailed information please visit our web site at [www.radford.edu/~stuacct/](http://www.radford.edu/~stuacct/). A student must withdraw from the university prior to the first day of classes in order to receive a full refund.

Exceptions to the withdrawal procedures may be granted upon recommendation of the Center for Counseling and Student Development in cases of documented medical or other non-academic reasons.

It is university policy to hold the enrolled student liable for charges incurred; therefore, refund checks will be issued in the name of the student.

New applicants who decide not to enroll as boarding students can receive a refund of

the \$200 room deposit fee upon request before May 1. After that date, the deposit is forfeited.

The refund policy is subject to change based on federal legislation.

## **BANKING FACILITIES**

Several banks are located near the Radford University campus: AmSouth Bank (ATM), Bank of America (ATM), SunTrust Bank (ATM), Wachovia Bank (ATM) and First Virginia Bank-Southwest. In addition, the city is served by First National Bank of Christiansburg (ATM), and Blue Ridge Bank.

## **STUDENT CHECK WRITING POLICIES AND PROCEDURES**

Checks presented by Radford University students are accepted/cashed by the university subject to the following limitations and policies:

- The university accepts checks for tuition/fees, room and board, the exact amount of goods or services or to pay fines owed to the university. The Post Office accepts checks and RU Express for the amount of purchase.
- A student who knowingly writes a check with insufficient funds in his or her checking account may be charged with an honor code violation and may be prosecuted under the criminal law of the Commonwealth of Virginia.
- If a student writes two "bad" checks to the university in an academic year, the student's check-cashing privileges at all university facilities may be suspended for one full year.
- If a check written to Radford University is returned from the bank due to insufficient funds, future tuition/fee or room and board payments may be required to be made with cash, money order, certified check or cashier's check.

- A student may be blocked from registration and transcripts may be held if a check is returned from the bank and remains unpaid.
- A \$20 service charge will be applied to all checks returned from the bank for any reason. In addition to the \$20 service charge, a \$75 late fee will be applied to all returned tuition checks, if applicable.
- The Bookstore will cash checks between \$5 and \$25. There will be a service charge of \$.50 per check.

*NOTE: Checks written directly to a student by the Commonwealth of Virginia or by Radford University may be cashed at the bank indicated on the check or at a bank where the student has an account.*

## **STUDENT FINANCIAL AID**

Helping qualified students who would be unable to attend the university because of a lack of funds is the aim of Radford's financial aid program. During the 1999-2000 academic year, Radford provided some form of aid for approximately 73 percent of its students. Funds for education must first be the responsibility of the student. The difference between the student contribution and the cost of attending the university determines the financial need of the student.

The criteria used for selecting student aid recipients involve both the computed need and the academic grade standing of the individual student. Top consideration for awarding financial aid dollars will be given to those who demonstrate the greatest need and who apply by the deadline.

After a student has been admitted to Radford and has demonstrated financial need, the university tries to meet that need by offering a financial aid package which may consist of a grant, loan and/or on-campus job.

In addition to awards based on demonstrated financial need, scholarships based on leadership, character and academic achievements are offered at Radford.

Sources of financial aid include loans and grants from the federal and state governments, as well as a number of private funds established through the Radford University Foundation. Students can find more information about programs by visiting the RU Financial Aid Web Site at:

[www.radford.edu/~finaid](http://www.radford.edu/~finaid)

A number of graduate assistantships are available to graduate students. For more information, please see pp. 31-32.

## **APPLYING FOR FINANCIAL AID**

To determine need in a consistent way for aid applicants, Radford suggests that students seeking financial aid submit a Free Application for Federal Student Aid (FAFSA) by February 1. Forms and further information about the needs analysis system may be obtained from the Financial Aid Office. The financial statement for renewal students also should be filed by February 1.

Radford awards financial aid separately for the academic year and the summer terms. Students who plan to be enrolled during the summer must submit the Summer Student Financial Aid Application. The Free Application for Federal Student Aid, however, needs to be completed only once annually and is effective for both the academic year and the following summer sessions.

Students can find out the status of their application, documents that are missing from their application, and awards that have been offered to them by using the Radford University Voice Response System (ACCESS). The ACCESS number is (540) 831-6550. A Financial Aid ACCESS brochure is available in the Financial Aid Office or students may follow the instructions as they are using the ACCESS system. The ACCESS system is generally available from 8 a.m.-midnight, seven days a week.

## **DISBURSEMENT OF FINANCIAL AID**

All types of financial aid are credited to the student's account at the beginning of each term with the exception of graduate assistantships, work study and some loans.

These financial aid funds first must be used to pay the required university charges outstanding at that time. Except in rare cases, all awards will be disbursed equally over the course of the two academic semesters. Financial assistance awarded for the summer terms will be divided equally between the terms.

Radford University began participating in Electronic Funds Transfer (EFT) of Federal Family Education Loan funds (Stafford and Unsubsidized Stafford) during the spring semester of 1995. This option of disbursing loan proceeds was an additional service that the university was able to offer its students. Stafford borrowers will again be able to participate in the EFT process for the 2001-2002 academic year. Financial aid applicants will receive information with their award package regarding this service.

## **SATISFACTORY PROGRESS**

Financial aid awards are conditional on students maintaining satisfactory progress in their course of study according to the academic standards of Radford University. Satisfactory progress for financial aid purposes parallels the grade point average (GPA) necessary to avoid probation. For additional information, refer to the academic probation and suspension information in the "Academic Policies" section of the catalog (p. 43).

The academic progress of students who fail to meet the minimum standards will be reviewed each semester of the school year. At that time, financial assistance may be awarded, if available, to those students who improve satisfactorily.

## **LENGTH OF FINANCIAL AID ELIGIBILITY**

Establishing a maximum length of financial aid eligibility is necessary in providing equal and consistent treatment to all eligible students. A graduate student will be allowed a total of six semesters of financial assistance at Radford University. Exceptions to this policy will be made on an individual basis.

A student who wishes to appeal the denial of financial aid due to unsatisfactory academic progress must first have his or her case reviewed by the Director or Associate Director of Financial Aid. Appeal forms are available from the Financial Aid Office in Martin Hall. If the student is not satisfied with the decision, a further appeal may be made to the Vice President for Student Affairs.

## **RIGHTS AND RESPONSIBILITIES OF STUDENT RECIPIENTS**

As a recipient of state or federal aid, each student has certain rights and responsibilities. Knowing what they are will place the student in a better position to make decisions about educational goals and how they best can be achieved. If at any time there are questions about financial aid, students should come to the Financial Aid Office where there is additional information available concerning their legal rights and responsibilities.

The student has a right to know:

- the cost of attending Radford University for an academic year, including tuition and fees and estimated costs of personal expenses, books and transportation;
- the due dates for mandatory fees and the payment procedures for those receiving financial assistance;
- the deadline for submitting applications;
- how the financial need was determined;
- how much of the estimated financial need has been met;

- the types of financial aid offered by Radford University and the terms of those types of aid which were received;
- how satisfactory academic progress is measured; and
- the university refund policy for students who withdraw.

The student is responsible for:

- submitting honest and accurate information concerning enrollment and family financial circumstance. Full-time status is assumed (9 semester hours) unless indicated otherwise;
- adhering to all agreements signed in the course of applying for and receiving financial assistance;
- reporting a change to less than full-time enrollment during the award period;
- promptly reporting to the Financial Aid Office the receipt of scholarships, grants or loans awarded by organizations or agencies other than Radford University;
- becoming familiar with the deadlines for application, the terms of the financial aid received and refund policies for students who withdraw;
- signing a statement of educational purpose/registration compliance stating that student assistance will be used solely for expenses related to attendance at Radford University;
- repayment of any over-awarded grant, scholarship or loan monies;
- knowing the loan, repayment responsibilities and abiding by the terms of the promissory note, and
- performing any student employment in a satisfactory manner. An unsatisfactory performance may result in removal from the work program; and
- reporting a change in dependency and/or marital status.

## **LOANS**

### **Federal Perkins Loan**

The Perkins Loan is funded by the federal government but is administered

directly by Radford University. Graduate students may borrow a total of \$30,000 which includes any amount borrowed under NDSL or Perkins for undergraduate study. Students begin paying back these loans nine months after they either complete their education or leave school. No interest is charged until repayment begins, and then a five percent charge is applied to the unpaid balance.

### **Federal Stafford Student Loan**

The Federal Stafford Loan enables graduate students to borrow as much as \$65,000 in subsidized Stafford not to exceed \$138,500 in both subsidized and unsubsidized Stafford cumulative for both undergraduate and graduate work. Graduate students may borrow up to \$8,500 per year subsidized Stafford with a maximum of \$18,500 in subsidized and unsubsidized Stafford loan. All students will be required to pay a three percent one-time origination fee and may be required to pay a one percent guarantee fee as required by the specific state guarantee agency for each loan. The interest rate for new borrowers is variable with a 8.25% cap. The interest rate for Subsidized Federal Stafford Loans is subsidized by the federal government until six months after the student guarantees or leaves school, when repayment begins. For Unsubsidized Federal Stafford Loans, the borrower makes interest payments or capitalizes interest.

Information on these loans is available from State Guarantee Agencies, local banks, savings and loan associations, credit unions and other lending institutions, and at the Office of Financial Aid. Federal Stafford Loans require a family or student to establish financial need for Subsidized Federal Stafford Loans. Those students not eligible for Subsidized Federal Stafford Loans or partial Subsidized Federal Stafford Loans will be eligible for Unsubsidized Federal Stafford Loans. Therefore, all students applying for Federal Stafford Loans must complete the Free

Application for Federal Student Aid, to establish eligibility. Please note that Out-of-State Federal Stafford Loans, as well as loans guaranteed by any other agency must follow procedures as outlined in this publication. Federal Stafford Loan checks are made copayable to both Radford University and the student. Some lenders deliver Federal Stafford funds electronically. Students will be notified regarding fund delivery. Generally, half of the proceeds of the loan will be available in the fall and the remaining amount available in January for the payment of Spring Semester fees.

### **Radford University Graduate Grant (RUGG)**

This program is a graduate grant program established for the first time in the 1995-96 academic year. Awards average \$750 per academic year. Priority is given to those students with the highest need and must apply by March 1. Students may receive other aid in addition to the Radford University Graduate Grant, if eligible, with the exception of other grant/scholarship recipients. Applicants for this program must submit the FAFSA by the March 1 deadline.

## **WORK PROGRAMS**

### **Federal Work-Study Program**

This is a federal program that provides part-time jobs for undergraduate and graduate students with financial need as determined by the Free Application for Federal Student Aid (FAFSA). A student is assigned to work a specified number of hours per week in a campus location.

The Financial Aid Office will notify all work recipients of their positions approximately one month prior to the start of the academic semester during which they are to work. Students are paid once each month for the preceding pay period.

### **Residence Hall Assistantships**

The Residence Director (R.D.) position is a graduate assistantship with a two year

commitment. The R.D. is responsible for the total operation of a residence hall housing 130-175 students. Qualifications for the position include effective interpersonal and communication skills, a strong commitment to working with a diverse student population, and relevant experience. Compensation includes tuition and fees, furnished one bedroom apartment (can accommodate R.D.s who are single or married), full meal plan, and a monthly stipend for nine months. Additional information and application materials are available through the Office of Residential Life, or at [www.radford.edu/~stuafair/reslife/](http://www.radford.edu/~stuafair/reslife/)

### **Graduate Assistants**

- Graduate Teaching Fellow (GTF): A first or second-year Graduate Assistant who will teach one or two classes during the semester. There are two classifications of GTFs: (1) those who are the primary instructor as well as the official professor of record and (2) those who are the primary instructor but are not listed as the official professor of record. Graduate Teaching Fellows may teach no more than two freshmen or sophomore courses in any one semester. GTFs may not teach upper division or graduate courses.
1. GTFs as professor of record. This category will be very limited with assignments given only in circumstances where (1) there is a compelling reason for needing the GTF as the professor of record, (2) the student assigned must have successfully completed a minimum of 18 hours of graduate coursework in the field to be taught, and (3) the student can teach without direct mentoring or supervision. GTFs teaching as the professor of record will be considered as full-time students and must take six or more credit hours of graduate coursework. Pay will be \$12 an hour working for 10 hours per week (one course @ \$1,860/\$3,720 per semester/year) or 20 hours per week (two courses @ \$3,720/\$7,440 per semester/year).

2. GTFs not professor of record. A detailed mentoring plan and supervision schedule must be provided for each GTF position. Each semester, all GTFs must have a student evaluation for each course taught as well as a post-course evaluation by the supervisor/mentor. GTFs teaching will be considered as full-time students and must take six or more credit hours of graduate coursework. Pay will be \$11 an hour, working for 10 hours per week (one course @ \$1,705/\$3,410 per semester/year) or 20 hours per week (two courses @ \$3,410/\$6,820 per semester/year).

- Graduate Teaching/Research Administrative Assistant (GTA/GRA/GAA):
  - (1) A student who will be assigned to one or more faculty to assist in developing classroom materials, grade papers, work on syllabi, and assist in the classroom but will have no significant teaching responsibility;
  - (2) a student who will be assigned to one or more professors or to a department to assist in scholarly research; or
  - (3) a student who will be assigned administrative tasks within a department or administrative office. Each semester all GTA/RA/AAs must have a performance evaluation by his or her supervisor. All GTA/RA/AAs will be expected to take a minimum of nine credit hours of graduate coursework. Pay will be \$10 an hour working for 10 hours per week (\$1,550/\$3,100 per semester/year) or 20 hours a week (\$3,100/\$6,200 per semester/year).
- Graduate Office Assistant: This assistantship provides a student with work or employment opportunities and is funded from Commonwealth Funds for "Student Financial Assistance for Higher Education." Allocations made directly from this fund may not be awarded to international students. Pay will be \$10 an hour working for 10 hours per week (\$1,550/\$3,100 per semester/year) or 20 hours a week (\$3,100/\$6,200 per semester/year).

## **SENIOR CITIZENS HIGHER EDUCATION ACT OF 1974**

The Commonwealth of Virginia allows senior citizens who meet certain requirements to take courses at state colleges or universities free of charge.

To be eligible, persons must have reached 60 years of age before the beginning of the semester in which they wish to enroll and must have had legal domicile in Virginia for one year prior to the semester in which they plan to enroll.

Senior citizens may register for and enroll in courses as full-time or part-time students for academic credit if their federal taxable income does not exceed \$10,000 for the year preceding the year in which enrollment is sought. Senior citizens may register for and audit courses for academic credit regardless of their federal taxable income. In all cases, senior citizens are entitled to register for courses only after all tuition-paying students have been accommodated. Applications are available in the Graduate College.

## **VIRGINIA WAR/PUBLIC SERVICE ORPHANS EDUCATION PROGRAM**

Section 23-7.1, Code of Virginia, provides for tuition-free educational benefits at any state-supported college or university for children of permanently and totally disabled veterans or for children orphaned by an act of war. Both tuition and fees are covered by this program.

Eligibility is determined by the Director of the Division of War Veterans Claims upon submission of an application. To be eligible for assistance, the applicant's parent must have been a resident of Virginia upon entry into the service; the applicant's parent must have been a resident of Virginia for at least 10 consecutive years prior to the date of the application; the applicant must be between 16-25 years of age; and the applicant must verify admission to a state college or university. Eligible applicants are entitled to a maximum of 48

months of tuition assistance and must be progressing toward a clearly defined educational objective.

In addition, an amendment to Section 23-7.1 now allows for tuition-free educational benefits for orphans and spouses of certain law enforcement officers, correctional and jail personnel, sheriffs, deputy sheriffs, firefighters, members of rescue squads, and alcoholic beverage control agents who have been killed in the line of duty while serving or living in the Commonwealth.

Eligibility for this benefit is determined by the chief administrative officer of the Alcoholic Beverage Control Board, emergency medical services agency, law enforcement agency, Superintendent of the State Police or other appropriate agency.

Returning students need to submit a letter to the Veterans Administration Office in Roanoke. If first time enrollment, FAD or the VA Office in Roanoke has applications.

# Campus Life

Life outside and inside the classroom is considered to be equally important in the total educational process at Radford University. The university makes an effort to provide both the freedom and opportunity for students to engage in a variety of activities and programs. Students are encouraged to develop social, cultural, and creative interests and awareness by actively participating in all aspects of campus life.

Numerous cultural and educational activities are offered each year.

Music, dance, and theatre department presentations enable students to attend, as well as participate in, numerous productions during the year. A full schedule of art exhibits is arranged and presented by the Radford University Art Museum. A series of activities is planned each year by the Black Awareness Programming Board to expose students to black history and culture.

Students are encouraged to form and participate in organizations; organizations are democratic and contribute to their personal, social, and professional development. A variety of co-curricular clubs provides channels for speakers and discussion groups. Activities include politics, karate, skiing, community service, and much more.

## RECREATIONAL ACTIVITIES

The Dedmon Center, a recreation and convocation complex located across U.S. Route 11 (Norwood Street) from the main campus, houses a natatorium featuring an eight-lane swimming pool; basketball, volleyball, handball, and racquetball courts; areas for free exercise; weight room; steam room; and a 1/6 mile jogging track. Outdoor facilities at the center include a jogging trail; 12 tennis courts; and areas for field sports, such as baseball, soccer, lacrosse, softball, and intramural football.

Two gymnasiums, a weight room, an aerobic room and other facilities, including a swimming pool, are located in Peters Hall.

Both Dedmon Center and Peters Hall make it possible for large numbers of students to participate in indoor sports, the intramural program, club sports, and intercollegiate sports, as well as individualized conditioning programs. Other outside activities include field hockey, cross country, golf, and basketball.

## Intercollegiate

Radford University, an NCAA Division I member, currently participates in 20 varsity sports, eleven for women and nine for men. The sports include: men's baseball, men's and women's basketball, men's and women's cross country, women's field hockey, men's and women's golf, women's gymnastics, men's lacrosse, men's and women's soccer, men's and women's outdoor track, men's and women's indoor track, women's softball, men's and women's tennis, and women's volleyball. The university offers athletic scholarship aid in all 20 sports.

## Campus Recreation

Campus Recreation takes great pride in providing a variety of quality recreational activities and programs for the students, staff, and faculty of Radford University. All members of the RU community are invited to take advantage of the varied recreational opportunities offered throughout the school year. Campus Recreation strives to get every member of the university community active in at least one set of recreational programs. These programs include Intramurals, Sports Club, RU Outdoors, the Climbing Wall, and the Heth Games Room.

## **STUDENT SERVICES**

### **Graduate Student Lounge**

There is a lounge available for graduate students on the fifth floor of McConnell Library, Room 562. This lounge provides computers and printers in a quiet, comfortable work area to support graduate students' research and scholarship.

### **Adult Student Services**

Adult Student Services is designed to provide support to adult students. For more information, contact the Office of the Director of Multicultural Services in Stuart Hall, (540) 831-5765.

### **Minority Student Services**

Various services and programs for minority students at Radford University are coordinated by the Director of Multicultural Services, in conjunction with other departments. During a reception each semester, new students are introduced to other students, faculty, and staff, and are encouraged to get involved in campus life.

The Black Student Affairs Council, which is affiliated with the Student Government Association, addresses black student concerns and interests, helps coordinate activities sponsored by black student organizations, and seeks to unite all students at the university.

The African-American Heritage Association is designed to promote African-American history, heritage, and achievements through programming and other activities. The Hispanic and Asian Student Association and the Native American Heritage Association are also active on campus. Seven historically black Greek letter organizations complement social and service opportunities on campus. The fraternities are Alpha Phi Alpha, Kappa Alpha Psi, Phi Beta Sigma, and Omega Psi Phi. The sororities are Alpha Kappa Alpha, Delta Sigma Theta, Sigma Gamma Rho, and Zeta Phi Beta.

Social, cultural, and educational activities designed to broaden all students'

knowledge of different people and their contributions to society are presented annually by the Black Awareness Programming Board and the Diversity Promotions Council. For further information, contact the director of Multicultural Services at (540) 831-5765.

### **Disability Resource Office**

Assistance for students who have a documented disability is offered through the Disability Resource Office (DRO). Services may include providing reasonable academic accommodations, career counseling, study skill assistance, and personal counseling.

Radford University's approach focuses on the coordination of existing resources and services to assist students. The University does not have a structured program for students with disabilities in terms of designated courses and class sections specifically related to their individual needs.

The DRO is a part of the Center for Counseling and Student Development. For more information, students can check out the DRO website at [www.radford.edu.edu/~dro-web](http://www.radford.edu.edu/~dro-web), e-mail us at [dro-web@radford.edu](mailto:dro-web@radford.edu), or phone 540-831-6350 (Voice/TTY).

### **International Student Services**

For information about international student services, see p. 21.

### **Commuting and Off-Campus Student Services**

Commuting and off-campus student services are coordinated by the Office of the Dean of Students and the Off-Campus Student Council, a branch of the Student Government Association. Several lounges are provided for commuters/off-campus students in Heth Center. In addition to the lounges in Heth, areas which provide for study and relaxation are located in other campus buildings.

Announcements of interest to commuting/off-campus students are posted on the first floor breezeway bulletin board in Heth Student Center, posted on various message boards throughout campus, and published periodically in *The Tartan*. Visit the Off-Campus Student Council's web page at: <http://www.radford.edu/~oscs>

### **Parking**

Students may park motor vehicles, motorcycles, and motor bikes in university parking lots if they have obtained a parking permit from the Parking Services Office located in Walker Hall. To purchase a parking permit, students must submit proof of ownership (by the student or a member of the student's immediate family), personal identification, and verification of hours earned. The registration of a vehicle does not assure the registrant of a parking space. Overflow parking is available for all students at the Dedmon Center. Time-limited parking (two or four hours) is permitted on city streets adjacent to the campus. Detailed information regarding parking and traffic regulations may be obtained at the Parking Services Office in Walker Hall or at the University Police Department in Russell Hall.

### **Off-Campus Housing**

A substantial number of rooms and apartments for rent are available in the immediate vicinity of the campus. The university also owns and operates apartments near campus. A list of off-campus apartments is available at the Office of Residential Life in Tyler Hall. Students living off campus may purchase meal tickets and eat in the university dining halls. Several meal plans are available to off-campus students (see Dining Services, p. 38 and p. 24).

### **University-Owned Apartments**

The university owns and operates several apartment facilities. These apartments are available for undergraduate students who have met their on-campus requirement and graduate students. Information can be obtained from the Office of Residential Life.

## **CAREER SERVICES CENTER**

The Career Services Center is located in the lower level of Tyler Hall. Services include individual and group assistance with career planning, career information, job-search process, resumé preparation, interview skills, and the transition from college to employment. In addition, the center houses a career/employment resource library with information on government agencies, businesses, industries, and specific positions available. The on-campus recruitment program affords students the opportunity to interview with profit and nonprofit organizations throughout the academic year. Students are encouraged to learn about all of the employment assistance opportunities available early in their college careers.

The center is open 8 a.m.-5 p.m., Monday through Friday (including the lunch hour) during the academic year. There will be evening hours scheduled each semester. For a more complete and current information source of Career Services Center resources and programs, visit our website at [www.radford.edu/~csc](http://www.radford.edu/~csc).

## **PHYSICAL AND MENTAL HEALTH SERVICES**

### **Health Center**

The Student Health Center is located on the ground floor of east Moffett Hall. The center is equipped to provide diagnosis and treatment for most of the common health problems encountered by students. Serious medical situations are referred to a network

of local specialists. Over-the-counter medications and a limited number of pharmaceuticals are provided. Emergency medical care is available at the Carilion New River Valley Medical Center.

Students are encouraged to contact the Health Center regarding any special health concerns they bring to the university. Health information is confidential. Students must complete the RADFORD UNIVERSITY HEALTH RECORD FORM prior to enrollment. Please note that two MMR injections are mandatory and must be included in the immunization record.

The Student Health Center is accredited by the Accreditation Association for Ambulatory Health Care, Inc. (AAAHC).

Consult the Student Health Center Brochure for hours of operation.

### **Center for Counseling and Student Development**

The Center for Counseling and Student Development, located in Tyler Hall, is a place where students can talk privately and confidentially about issues which are of concern to them. Among the issues for which students frequently seek assistance are adjustment to college, depression and anxiety, study skills, selecting a major or career, and relationship concerns. Counseling at the CCSD is provided by professional counselors, psychologists, and social workers, and by graduate students in counseling programs. Services at the CCSD are free to both undergraduate and graduate students at Radford University, and confidentiality is strictly maintained for all information shared in counseling. Specific services at the CCSD include:

**Personal Counseling:** Individual personal counseling is offered for whatever concerns students may have. Typical topics include stress, anxiety, depression, sexuality, motivation, home, relationships, and adjustment. Personality testing is administered as appropriate.

**Career Counseling:** Students desiring to select or change their academic majors and related careers may meet individually with

a career counselor. Typical sessions include assessment of skills and abilities, values, and interaction between career and personal goals. Career tests may include the Strong-Campbell Interest Inventory, the Self-Directed Search, SIGI-Plus, Virginia VIEW and the Myers-Briggs Type Indicator.

**Workshops and Groups:** Workshops and groups include communications, study skills, sexuality, career, grief, and support groups for minorities, students with disabilities, and students with other concerns.

**Services for Students with Disabilities:** Assistance is offered through the Disability Resource Office for class registration, orientation, recorded textbooks, housing, classroom accommodations and more.

### **To Schedule an Appointment:**

For an appointment or information, stop by Tyler Hall or call (540) 831-5226 for Center for Counseling and Student Development, or (540) 831-6350 for Disability Resource Office, or (540) 831-5128 (V/TDD).

### **Speech and Hearing Clinic**

The Speech and Hearing Clinic, located in Davis Hall, provides services for students, faculty, and staff. Graduate students majoring in communication sciences and disorders provide the services under the direct supervision of faculty members. Hearing evaluations and hearing aid evaluations are available, as are rehabilitation services for the hearing-impaired person. Speech and language evaluations and therapy are provided for persons with articulation, stuttering, voice, or language problems. The services are free for Radford University students, faculty, and dependents. Appointments may be made by calling (540) 831-5453 (V/TDD).

### **Writing Center**

The Writing Center, located in Muse Hall, assists students with written communication. Graduate and undergraduate

English majors who have experience as peer readers work with students on personal writing or on specific writing assignments. Tutors trained in teaching English as a second language are available to help international students. To make an appointment, or for more information, call (540) 831-6035.

### **Dining Services**

Dalton Hall and Muse Hall are the main Dining Service areas on campus featuring an all-you-can-eat dining service. The newest dining service is located at the Muse Underground Cafe in Muse Hall. Five different food venues are located here. They are: Traditions (a cafeteria style shop), Terri Yaki's Oriental Wok, the Hyde Park Grill (burgers), Stone Willy's Pizza Shop and Summit Sub Shop along with a salad and beverage bar.

Pipers, located in Dalton, serves a continental breakfast Monday through Friday at lunch, and in the evening becomes a restaurant with wait-staff service. All meal plans (except 90-meal plan) include visits to Piper's in the evening for a pleasant, served meal. Other alternatives are Chick-Fil-A, Pomodoro's Pizza and Pasta, Mean Gene's Burger, Salvador's Deli, and Freshen's Yogurt Shop, which serves Mill Mountain coffees. These shops accept Food Dollars, RU Express and cash.

In addition to a wide variety of entrees and accompaniments, the Dalton cafeteria features specialties such as pasta, homemade soups, vegetarian entrees, Belgian waffles, made-to-order omelettes (Sunday), and special meals centered around holidays or other special events.

All residence hall students participate in a choice of meal plans. Meal plan students are admitted to the dining areas (Muse and Dalton) upon presentation of a valid I.D. For more information about Dining Services and Meal Plan Options, contact us at (540) 831-5351 or the RU Express office at (540) 831-5054.

### **Special Diets**

Students sometimes have special dietary needs. To accommodate these students, a nutritionist is available to assist. Any eating disorder, weight gain/loss concerns or special diet requirements can be discussed in confidence.

### **Meal Plans for Off-Campus Students**

Meal plans available to the off-campus student include any 90 or 65 meals per semester, or 5, 7, 12, 15, or 20 meals per week. Each plan entitles you to a number of meals per week plus Food Dollars which can be used in any cash operation in the Terrace Shops, Chick-Fil-A and 6 visits to Piper's. Payment plan options are available for all off-campus meal plans through the RU Express Office in Walker Hall.

## **TECHNOLOGY SERVICES**

### **Information Technology Resources**

Information Technology Resources (ITR) consists of Academic Computing, Information Systems and Computer Services, Systems Administration and Operations, and the Technology Assistance Center. ITR provides comprehensive computer and information technology support for the university.

### **Computer Account Information**

Radford University establishes computer accounts for all faculty, staff, and registered students, which allows them to develop personal web pages, use e-mail, and have modem access from off campus. Graduate student accounts continue through the summer.

### **Internet Connections**

Radford University is connected to the Internet through a DS3 ATM connection to Network Virginia. All Radford University residence hall rooms are wired with two Ethernet connections. Student computers require an Ethernet card to connect to the RU Network. ITR recommends a 3Com Ethernet adapter. More information on connecting your computer can be found at:

[www.radford.edu/~helpdesk/recommend.html](http://www.radford.edu/~helpdesk/recommend.html)

The RU modem pool supports 56K (v.90) PPPconnections to the Internet. RU Network software is available on CD-ROM to help configure this connection. The CD-ROM is available at the RU Bookstore. RU Modem Pool Access Numbers:

- Local 633-1894
- Roanoke 857-8923
- Long distance (charge) 540-633-1894

**General Purpose Computer Labs**

The general-purpose ITR computer labs are available to all students, faculty, and staff upon presentation of a valid RU ID card. Labs are located in Walker and Whitt Halls.

The Walker Technology Center is located on the second floor of Walker Hall and offers five computer labs (more than 110 computers). These labs are open Monday through Thursday, 7 a.m. - 2 a.m., Friday 7 a.m. - 8 p.m., Saturday 10 a.m. - 8 p.m., and Sunday 10 a.m. - 2 a.m. The center offers Internet access, a variety of software, black and white and color LaserJet printing, flatbed color scanners, digitizing video, and CD-ROM burners. Students are required to bring their own floppies, Zip, and CD-ROM disks to save their own work. Computing copyrighted material is illegal.

Walker 215 offers G3 Power Macintosh computers. Each machine has a 3.5” disk, Zip, and CD-ROM drives. A wide variety of software is available that includes word processing, spreadsheets, presentation graphics, image processing, and web browsers. The lab includes six Speech Communication Interactive Multimedia Instruction laserdisc programs.

Walker 216, 217, 221, and 225 offer Pentium computers. Each machine has a 3.5” disk, Zip, and CD-ROM drives. A wide variety of software is available that includes word processing, spreadsheets, presentation graphics, database, and web browsers.

The Walker 216 and 225 labs are used for teaching computer-oriented classes. Each lab has a ceiling-mounted projector. Walker 225 has a ComWeb system that lets the instructor control individual computers.

Walker 221 has two stations (Pentium and Macintosh computers) with unique capabilities: each computer has a CD-RW burner and color flatbed scanner. The Macintosh has a slide scanner and can digitize audio and video. Individuals must provide the media. It is illegal to copy copyrighted materials.

Walker 222 is a presentation classroom, with a Pentium computer with 3.5” disk, Zip, and CD-ROM drives. The computer and VHS player are connected to a ceiling-mounted projector and wall-mounted speakers.

Whitt Hall offers two Pentium computer labs: Whitt 222 and Whitt 228, on the second floor. Whitt 228 has a ComWeb system that lets the instructor control individual computers.

Each machine has a 3.5” disk, Zip, and CD-ROM drives. A wide variety of software is available that includes word processing, spreadsheets, presentation graphics, database, and web browsers. Each lab has a network LaserJet printer.

**Academic Department Computing Labs**

Many academic departments use computers in their curricula and maintain software specific to their needs. Hours of operation are posted and vary. Access to these labs is determined by departmental mission, course enrollment, or major. A full description of software can be found at: <http://www.radford.edu/~acadcomp/acd-labs>.

<b>Department</b>	<b>Computer</b>
Art	Macintosh
Business/Economics	Pentium
Chemistry/Physics/Geology	Pentium
Education	Pentium
Education, TRC	Macintosh, Pentium
Recreation, Parks and Tourism	Pentium
Music	Macintosh
Psychology	Pentium

A few of the academic labs are highlighted below:

The Geology, Chemistry, and Physics computer lab is in Curie Hall with Pentium computers. Software includes MoluCad, Sigma Plot, Visual Groundwater, Visual Mudflow, Rockworks, Red Shift, and Voyages through the Solar System. This lab includes a ComWeb system, VCR, and projector.

The Music lab is located in Powell 106 with Power Macintosh computers connected to keyboard synthesizers to create MIDI compositions. Software includes Chords and Keys, Finale, Harmony Fun, Max, and Music Shop. This lab is available to Music students. The communication department provides six programs for students to better their communication skills. Each program uses a laserdisc and computer located in Walker 215. Ask the proctor to view these programs: Critical Thinking, Constructing and Using Speaking Outlines, Mission Possible: Listening, Effective Introductions and Conclusions, Developing Key Ideas, and Coping with Speech Fright.

The College of Education has two computer labs. Russell 211 is a teaching lab with Pentium computers. Software includes Crossword Plus, Learning Plus, and Nutritionist IV Diet Analysis. Walker 201 is the Teaching Resource Center with Pentium and Power Macintoshes. The TRC is also a Virginia regional Teaching Resource Center for the public schools.

### **Technology Training**

Technology Training classes are non-credit and free to enrolled students, employed faculty, and staff. Visit the RU Technology Training web page at: <http://www.radford.edu/~tektrain> for an overall list of training classes offered at RU.

### **The Multimedia Center**

The Multimedia Center in McConnell Library features nine high-end multimedia development workstations and a wide array

of the latest authoring software for combining images, graphics, audio and video into integrated multimedia projects. It also contains special equipment for the production of CD-ROM and DVD disks, as well as a variety of output formats. A staff of multimedia developers is available to provide consultation and assistance in creating presentations, developing web sites, creating and utilizing graphics, recording and editing audio and video, and more. A regular schedule of training workshops is offered. The center is open to all students, faculty, and staff. For more information, visit the center's website at:

<http://lib.radford.edu:83/multimedia>.

### **OTHER SERVICES**

#### **The Heth Information and Event Planning Office**

Located on the main floor of the Heth Student Center, the Information Office is staffed by a manager and student assistants who can answer a variety of questions and provide many services. These services include scheduling organized activities on campus and putting them on the university calendar, selling tickets for events sponsored by student organizations and all-campus programming groups, a Lost and Found and a check-out system for newspapers, magazines and other periodicals. The office also distributes the student newspaper, keys for student offices and conference rooms in Heth, and operates the building's sound system. This area serves as the central information office for the campus.

#### **I.D. Cards**

Students must present I.D. cards to use certain campus facilities and services. I.D. card photographs are taken at orientation and at registration.

If a university I.D. card is lost or stolen, the student must contact the ID/RU Express Card Office (540-831-5054) in Walker Hall for a replacement. The replacement fee of \$10 is payable at the time the photograph is

taken. If a university I.D. card is lost or stolen after 5 p.m. or during the weekend, the student must contact Campus Police (540-831-5500) to invalidate the I.D. card. Only the ID/RU Express Office may revalidate a university I.D. card.

### **RU Express Card**

Students may use their university I.D. card as a debit card (the RU Express card) by making an initial deposit of at least \$25 in their card's account. Purchases made with the card are limited to the card's current balance, which can be increased by additional deposits and which declines with each purchase made with the card. The current balance is displayed after each transaction.

The RU Express card offers three types of accounts: the Food Dollars account, the Food Dollars Plus account, and the RU Express account. The latter enables students to make purchases at a wide variety of campus locations, including the bookstore, food court, and vending and laundry machines, and at a number of off-campus businesses.

More information is available by contacting the I.D./RU Express Office in Walker Hall (Box 6992).

### **Vending Services**

Coke and snack machine refunds are available at the Heth Information Center, the Residence Life Office in the basement of Tyler Hall, and the Dedmon Center main entrance. To report a malfunctioning machine, call (540) 831-6267 with the machine location and the nature of the problem.

### **Lost and Found**

A lost and found service is provided at the Information Office on the main floor of Heth Student Center. For additional assistance, call 831-5420.

### **Post Office**

A U. S. Post Office is located in Dalton Hall. Boarding students receive mail in boxes provided at this location.

### **McConnell Library**

The John Preston McConnell Library, named for the first president of Radford University, contains a growing collection of more than 300,000 books and bound periodicals. Students have access to information in both print and non-print formats, from books, periodicals, newspapers, and World Wide Web-accessible databases to CD-ROMs, microforms, videotapes, audio cassettes, and other media. Students should obtain a copy of the information sheet "Library Services for Students" to familiarize themselves with the information resources, facilities, and services available.

A full-time staff of 28, including 12 librarians, provides a variety of library and instruction services. Students can access the library catalog (INNOPAC), a wide variety of periodical indexes, and other electronic information from the library home page: <http://lib.radford.edu>. This page also provides access to all of the resources of VIVA, the Virtual Library of Virginia, including the full text of articles from over 8,000 journal titles.

The Reference Services department, located on Level 3, offers a wide range of resources and services, including individualized research assistance, library tours, and course-related instruction. Reference works, periodical indexes and abstracts, and many other general and specialized research tools are available for use. In addition, there are microcomputer workstations for accessing a continuously expanding variety of electronic information resources. Anyone needing help in using the library is encouraged to ask for assistance at the Reference Desk or send an e-mail message to [refdesk@radford.edu](mailto:refdesk@radford.edu).

The Radford University I.D. card serves as the valid library card and must be presented in order to check out library materials.

Interlibrary loan service is provided for all students and faculty through the library's membership in an international network of over 30,000 participating libraries. Requests for materials not owned by the library may be submitted electronically through the ILLiad system at [www.illiad.radford.edu](http://www.illiad.radford.edu). Many requested articles can be e-mailed to the requester and viewed electronically. Residents of Virginia may also personally check out materials from the libraries of any state-supported college or university in Virginia.

The Media Services department, located on Level 4, houses non-print items, including microform materials, filmstrips, recordings, videotapes, kits and other teaching aids, as well as preview equipment for all media. A Multimedia Center is available for creating multimedia projects and presentations.

The recorded music collection consists primarily of classical music but does contain some popular music, jazz, and Broadway plays. Spoken records are included. The listening/viewing lab is equipped to allow students to listen to records or tapes on earphones.

Carrels are available in the library for use by graduate students engaged in research projects. A Graduate Study Lounge, equipped with three computers and a laser printer, is located in Room 562. Two group study rooms for student use are located on Level 5. One is available for sign-up only, while the other two are available on a first-come, first-served basis.

The Radford Rooms, located off the main Reading Room on Level 3, contain special displays, historic photographs, and other items of significance to the history of

Radford University. Students are encouraged to discover the university's unique past by visiting the Radford Rooms, which are open during all hours that the library is open.

McConnell Library offers the following services to students with disabilities:

- Two Kurzweil reading machines (one may be checked out and one is for in-library use) located in Media Services, Level 4.
- Two TeleSensory printed text enlargers (one in Media Services and one in Reference Services).
- A computer workstation with Zoom-Text screen enlarger in the Reference area, providing access to the library catalog and electronic resources, web browsing, and ruacad.
- In the Media Services area, a Visually Impaired Educational Workstation (VIEW) has screen-reading, screen-magnification, and voice-recognition capabilities, in addition to standard computer lab software, the library catalog, and other electronic library resources. Braille printing and conversion of print to Braille is also available.
- Wheel chair-accessible photocopier on Level Two.
- Personal assistance in locating and retrieving library materials.
- Photocopy enlargements.

There are three handicap-parking spaces between the library and Lucas Hall. The handicap entrance to the library is located at the front of the building, where there is an elevator leading to the main lobby.

# Academic Policies

## RESPONSIBILITY OF THE GRADUATE STUDENT

The student must become familiar with the academic policies outlined in this section of the catalog. The academic adviser will advise the student on all matters related to the program of studies, and the dean of the Graduate College will aid the student in the interpretation of policies whenever necessary. The ultimate responsibility for meeting all stated requirements for graduate degrees awarded by the university rests with the student.

For the convenience of the student, a checklist of all matters which must be attended to during the graduate programs appears on p. 8 of this catalog.

## CODES AND POLICIES

### STUDENT CONDUCT CODE

Radford University is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression and freedom of the individual are sustained. The exercise and preservation of these ideals requires respect for the rights of all in the community. Students who enroll at Radford University assume an obligation to conduct themselves in a manner compatible with the university's mission as an educational institution. To fulfill its functions of imparting and gaining knowledge, the university retains the authority and the responsibility to maintain order on Radford University property.

Prohibited conduct, whether it occurs on university-owned, controlled or operated property, at university-sponsored functions, or off campus, for which a student is subject to discipline by the appropriate judicial body, is defined in the Student Handbook. The handbook includes policy statements

regarding the Honor Code, the use of alcoholic beverages, drugs, students' rights to privacy, fund raising policies and residence hall regulations. The handbook is prepared prior to the beginning of the new academic year and, therefore, may contain some revisions to the policies which appear in this catalog.

All students are expected to become familiar with the contents of the Student Handbook and are responsible for acting in accordance with the policies contained therein. Students who do not receive a copy of the Student Handbook at orientation, registration or in the residence hall may obtain a copy at the Dean of Students Office or in the Graduate College Office in Preston 213.

The Vice President for Student Affairs or a designate may defer procedural due process and place a student on interim suspension upon making a determination that such action is necessary to maintain safety and order on the campus. A student placed on interim suspension will, as soon as practical, be given a hearing by the appropriate judicial body.

### REGISTRATION OF CRIMINAL RECORD

Radford University students who, at the time of their initial enrollment at the university, are under the supervision of a federal or state probation or parole officer, have had felony criminal charges taken under advisement, or have been convicted of a felony (including offenses committed as a juvenile) must report their status to the Dean of Students within 15 days following registration.

Any student who is subsequently placed on probation or parole, has felony criminal charges which are taken under advisement, or is convicted of a felony must report this

to the Dean of Students within 15 days following the date of that action.

Note: A student failing to comply with this provision is subject to immediate suspension from Radford University or cancellation of enrollment.

## **CLASS ATTENDANCE**

All students are expected to attend classes on a regular basis. No absences of any nature will be construed as relieving the student from responsibility for the completion of all work assigned by the instructor.

A student registering late for a class will be responsible for all work assigned and material covered during the class sessions that were missed due to the late registration.

The first class meeting of an evening class, which meets one night per week for 15 weeks, represents about seven percent of the total class time; this first meeting is a regular class. If students wait until the second class meeting to enroll, the class could be cancelled due to inadequate enrollment at the first class meeting.

During the first week of each course, the instructor shall inform students of the attendance policies for the course. Class attendance policies are determined by the instructor and should allow for a reasonable number of absences which are required due to documented official university-sponsored activities, health problems and other emergencies. It is the student's responsibility to make arrangements, which are acceptable to the instructor, to complete work missed during the student's absence from class.

Official university-sponsored activities include, but are not limited to, those events which students attend as official delegates funded by the university or in which they represent a university-funded, all-campus organization, intercollegiate athletic team or performing group, and academic course-

related field trips in which participation is mandatory as approved by the appropriate academic dean.

## **ADVISING**

### **Faculty Advisers**

Academic advising is recognized at the university as important to the educational development of its students and as both a natural extension of teaching and an important professional obligation on the part of its faculty. Sound academic advice helps the student address not simply course selection and scheduling but also what a well-educated person should be and know.

After consultation with the chairperson of the major department of each student admitted to graduate study, the dean of the Graduate College will assign each student an adviser. Any request for a change in adviser must be requested by the student on a "Petition for Program Changes" form and approved by the chairperson in the appropriate department and the dean of the Graduate College before action is taken.

## **STUDENT'S GRADUATE COMMITTEE**

The major adviser will serve as chairperson of the student's graduate committee, which will consist of at least two additional faculty members. The adviser must be a full member of the graduate faculty. The other two committee members must be full or associate members of the graduate faculty. If the student's graduate program includes a minor, one member of the graduate committee must be from the minor field. This member must approve the four courses (minimum of 12 semester hours) that constitute the minor. For further information about the composition and functions of the student's graduate committee, see "Thesis and Graduate Recital" and "Comprehensive Examination" on p. 54.

## GRADES AND CREDIT

### Grading System

- A is given for excellent work
- B is given for work that is distinctly above average
- C indicates work below Graduate College expectations
- D is given for work of significantly below average quality and indicates the course must be retaken
- F indicates failure and means the class must be taken again with a passing grade before credit is allowed
- AU indicates the student audited the course
- I indicates work is incomplete. See "Incomplete Grades," on p. 46
- IP indicates the course is in progress
- NG indicates non-graded (used for completion of graduation requirements; e.g., GRAD 799)
- NR indicates no grade was recorded by instructor
- P indicates passed with satisfactory work of "B" or better
- W indicates that a student withdrew, without penalty, from the course after schedule adjustment but before the end of the 12th week and that no credit was obtained.

### GRADE POINT SYSTEM

To graduate in a graduate degree program, the student must have a minimum 3.0 grade point average overall and in the program of study. Grades in transfer courses are not used in calculating grade point averages. Only courses graded B or higher can be transferred. Courses graded B- or lower will not be accepted for transfer credit. In addition, every course on the program of study must be completed with at least a grade of C; further, a student who receives more than two grades of C or lower in any graduate work attempted at Radford University will be removed from the program.

The quality of work completed is recognized by the assignment of grade points to various letter grades. The student's academic standing depends upon the number of

semester hours of work successfully completed and upon the number of grade points accumulated. Radford University uses a four point system in which grade points are assigned to grades as follows:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

A student's grade point average is computed by:

- Multiplying the number of semester hours (SH) for each course taken by the number of grade points (GP) corresponding to the grade earned for the course (see table above)

- Adding up the total number of grade points for the appropriate period (a single semester, for example, or an entire academic career at Radford University)

- Dividing the total number of grade points by the total number of semester hours attempted (TSHA) during that same period. For example:

Course	Grade	GP	SH	Per SH	GP
ABC 101	A	3 x	4 =	12	
DEF 102	B	2 x	3 =	6	
GHI 101	C	3 x	2 =	6	
JKL 201	B	3 x	3 =	9	
MNO 102	A	3 x	4 =	12	
			14		45
				45 GP/14 TSHA=3.21/GPA	

While courses passed with a grade of B or better at other institutions may transfer, these grades are not used in computing the Radford grade point average.

### PASS-FAIL COURSES

All courses taken at Radford while classified as a graduate student, except those in which a grade of P is obtained, will be used in calculation of the grade point average.

The total number of hours attempted, excluding those in courses graded on a Pass/Fail basis, is divided into the number of grade points obtained in order to arrive at the grade point average. Only those courses that are offered as Pass/Fail may be counted either as supporting courses or as part of the program of study.

A minimum of 80 percent of the required courses on a student's program of study must be taken for a grade and a maximum of 20 percent can be taken as Pass/Fail. Practica experience and internships are exceptions to this rule. If a combination of thesis, practica or internship exceeds 20 percent of the student's program of study, the student must take the rest of his or her course work for a grade. No course taken Pass/Fail for which a letter grade can be assigned is acceptable unless recommended by a faculty member and supported by the department chair, and approved by the Graduate Dean.

Any Pass/Fail course in which an F is assigned will be calculated in the student's overall grade point average.

## REPETITION OF COURSES

If a student repeats for credit a course in which a C, D or an F was obtained, the number used for "hours attempted" in the calculation of a grade point average will include twice the number of credit hours associated with the course. No more than six credits of course work may be repeated in this way. Courses in which a B or an A was obtained may not be taken a second time for credit.

## INCOMPLETE GRADES

At the faculty member's discretion, the letter "I" may be entered on the student's transcript for a course whenever some portion of the required work has not been completed by the end of the semester. A written statement of the requirements for removal of the grade of "I" must be signed by the faculty member and student and filed in the office

of the chairperson of the department in which the course is taught, with a copy submitted to the Registrar along with the faculty member's grade sheet.

The grade of "I" will automatically revert to a grade of F if not satisfactorily removed according to the following schedule:

Term in which Awarded	Latest Date for Removal
Fall	End of the last day of classes for the spring semester
Spring	End of the last day of classes for the fall semester
Summer	End of the last day of classes fall semester

A grade of "IP" will be used for thesis and graduate recital in which case the supervising professor determines whether or not an exception is warranted and has the option of specifying the length of time (maximum of two years from time of registration) the student has to complete the work.

Once the grade of "I" is placed on the transcript, it remains on the transcript until it is replaced by the appropriate grade when all course requirements are completed or when the deadline for completion has passed.

Except for a thesis, directed study or graduate recital, a student cannot re-enroll for a course for which an "I" is recorded on the transcript. A degree cannot be awarded to students with Incompletes on their records.

## FULL-TIME STATUS

The normal full-time load for a graduate student is 9 hours per semester, with a maximum of 14.

## SUMMER SESSIONS

Any graduate student who enrolls in six more semester hours of credit during the Maymester or Summer Session I, or a combination totaling six hours from the Maymester and Session I term will be considered a full-time student for the Summer Session I term. Any graduate student who

enrolls in six or more semester hours of credit during Summer Session II will be considered a full-time student for the Summer Session II term.

Any graduate student who enrolls in nine or more semester hours of credit during Summer Session III, or a combination totaling nine semester hours from enrollment in the Maymester, Summer Session I, Summer Session II, and Summer Session III, will be considered a full-time student for the Summer Session III term. The student must be enrolled for credit in the Summer Session III term to be considered for full-time enrollment during the Summer Session III term.

A graduate student may enroll for a maximum of 14 semester hours of credit using any combination of enrollments in the Summer Sessions.

## **DEFICIENCIES**

A student who has not met the minimum 3.0 grade point average in their program of study or overall, may, during their last semester, take up to six semester hours to make up deficiencies. These courses must be approved by the adviser, department chair and graduate dean.

## **GRADE APPEALS**

This procedure is not intended to replace informal conferences between student and professor about a grade. If formal appeal is desired, the following, more formal, approach is necessary.

1. No later than the 10th day of classes of the semester following the semester in which the grade in question was given (unless the next session is the summer session, in which case the "next semester" is interpreted as fall semester) the student must submit a written statement to the professor that he or she wishes to appeal the grade, and must consult with the professor. The professor must respond to the student within five class days in writing.

2. If the student is dissatisfied with the

results from step number one, the student will prepare a written appeal giving a clear and precise statement including the following:

a. A statement that the student has complied with item #1 above.

b. Specifics of the appeal.

c. Suggestion as to what the student would consider a fair resolution of the appeal, with supporting reason or reasons.

The student will present this written appeal to the professor(s) and to the professor's department chairperson (or to the Dean if the chairperson's grade is being appealed) by the end of the 20th class day of the semester, except at the end of spring semester, in which case the appeal must be made by the 20th class day of the following fall semester.

3. The professor will submit written response to the department chairperson (or to the College Dean if the chairperson's grade is being appealed) and to the student within 10 class days of receipt of appeal. The department chairperson (or the College Dean if the chairperson's grade is being appealed) will attempt to resolve the appeal within five class days. If not resolved, the student may, within three class days, request in writing to the chairperson of the department personnel committee that the appeal be considered.

4. The department personnel committee (excluding the professor(s) whose grade is being appealed) will decide if there are grounds for a hearing by a majority vote at a meeting at which a quorum is present. The student appellant and the professor(s) involved may submit a brief summary of the evidence and the department personnel committee will ascertain whether or not there is probable cause for a full hearing.

5. If a hearing is to be held, the department personnel committee, excluding the professor(s) whose grade is being appealed, will conduct the hearing at which both the student and involved professor(s) must be present. In the event that either the student or the faculty member is absent at the time of

the appeal as a result of illness, resignation or any other reason found valid by the personnel committee, the personnel committee may proceed with the hearing or delay the hearing until a more appropriate time. Evidence and testimony may be presented and the professor whose grade is being appealed and the student appellant may present witnesses, evidence and testimony in their behalf. The faculty member and the student shall place all available pertinent grade records and student class work in the hands of the personnel committee. The professor whose grade is being appealed and the student appellant shall have the opportunity to confront and question opposing witnesses. Neither party may be represented by legal counsel at these proceedings. When the department personnel committee hears a grade appeal, a quorum shall be three-fourths of the membership of the committee. The number of members necessary for a quorum is calculated by taking three-fourths of the total membership of the committee (even if this total membership includes the faculty member involved in the grievance) and rounding to the nearest integer. If the faculty member involved in the grievance is a member of the personnel committee, he or she may not vote and may not be present when the vote is taken. Members of the personnel committee must be present at the hearing in order to be eligible to vote.

If three-fourths or more of the members of the personnel committee present and voting (excluding abstentions) vote in favor of a change of grade, the chair of the personnel committee shall so inform the professor by written memorandum, with copies to the student appellant and the department chairperson. If the professor does not make the grade change within 10 days, the chair of the personnel committee shall then direct the Registrar by written memorandum which shall then be placed in the student's file to make the appropriate change in grade on the student's transcript. The number of votes required to change a grade shall be calculated by taking the total

number of members present and voting (excluding abstentions), multiplying by three-fourths and rounding to the nearest integer.

If a majority but less than three-fourths of the members of the personnel committee present and voting (excluding abstentions) vote in favor of a change of grade the chair of the personnel committee shall so inform the professor by written memorandum, recommending that the grade be changed, with copies to the student appellant and the department chair. If the professor chooses to make a grade change, such a change must be made within 10 class days.

The personnel committee, excluding any professor(s) whose grade is being appealed, shall make a decision within 10 class days of the receipt of the appeal and inform the professor(s) involved, with copies going to the department chairperson and the student. Minutes will be kept of all meetings related to the appeal. The decision of the department personnel committee may not be appealed.

6. In the event the faculty member concerned refuses to participate in the appeals procedure or refuses to provide available materials essential for the appeals procedure, the departmental personnel committee may, by majority vote, elect to have the personnel committee chairperson direct the Registrar by written memorandum which shall then be placed in the student's file to make the appropriate change in grade on the student's transcript.

7. In these proceedings, the burden of proof is on the student appellant to prove that a change of grade is the appropriate action in his or her case. Each department personnel committee of five or fewer members will elect additional members to supplement the available number of voting faculty so that grade appeals are heard by at least four voting members. The department personnel committee will first elect from the group of remaining faculty members in that small department who are not on the personnel committee. Then, if

the minimum number of four voting members is not achieved, the personnel committee will elect from a related department of the committee's choice. These individuals would serve on the department personnel committee only when a grade appeal is submitted. The individuals should be elected at the first meeting of the department personnel committee fall semester of each year.

## **PRACTICA/INTERNSHIP APPLICATIONS**

Students preparing to complete a field component of their program should apply to the department and/or program in which they are enrolled. Departments and/or programs will monitor and regulate admission into all programmatic field experiences. Students must have prior written approval of the department chair or graduate coordinator before they are permitted to register for any field experience.

Undergraduate and graduate programs, in which students are required to participate in a practical experience, including internships, practica, clinical courses, student teaching, and fieldwork shall:

1. Provide written information to potential majors about the qualities of character and interpersonal skills that are normally expected in order to complete the program successfully.

2. Identify (when feasible) potential problems the student may have in a practical experience prior to engaging in the experience, make those concerns known to the student, and make appropriate recommendations to the student.

3. Provide the following: a) written criteria for entry into a practical experience and procedures for implementation of those criteria; b) performance standards during the experience; c) circumstances under which the student may be withdrawn from, or denied entry to, the experience; and d) processes, including appeals, which regulate such withdrawals.

Departments and programs governed by the above policy include, but are not limited to: Communication Sciences and Disorders, Psychology, Counselor Education, Criminal Justice, Educational Studies, Music, Nursing, Physical Education (Teaching Concentration), Social Work and Special Education. Policies specific to each program will be on file in the Office of the Vice President for Academic Affairs, the Graduate College, and in each department office. Students planning to take such courses should obtain a copy of the relevant departmental policies and procedures before registration in the course.

## **DEGREE REQUIREMENTS**

For all graduate degrees, at least 80 percent of the credit hours in the major and 80 percent of the hours in the overall program must be in 600- or 700-level courses.

All degree programs require that the student complete a minimum of 30 or more semester hours of graduate-level work with at least a B average in the major, in the overall program and in all courses taken since admission.

A six-hour thesis, graduate recital or creative project is required for all Master of Arts and Master of Fine Arts programs.

Specific requirements for each program are listed in the departmental sections.

The professional education training programs are those with either a major or a minor in education. If education courses are to be used in the minor, the entire minor must be in education.

## **MINIMUM CREDITS**

In order to obtain a Master's degree from Radford University, a student must complete a minimum of 30 credit hours. At least 24 credits must consist of Radford University courses. Some programs may have additional credit hour requirements.

## **MINORS**

A minor at the graduate level will consist of a minimum of twelve semester hours and four courses taken at Radford University. A faculty member from the field in which the student is to minor must, in consultation with other faculty in the minor department, approve the four courses that will constitute the minor. If the specified requirements for a minor are met, the minor will be identified on the student's transcript.

## **UNDERGRADUATE DEFICIENCIES**

Students enrolled in Master of Science degree programs with a major or a minor in education who plan to work in the public elementary or secondary schools must hold the Collegiate Professional Certificate or take nine semester hours of undergraduate education courses (which will not count towards the master's degree) before they will be allowed to take for graduate credit any 500-level or 600-level courses offered by the College of Education and Human Development.

For departments outside the College of Education and Human Development, the number of hours of undergraduate courses required in the major area before 600-level courses can be taken in the major is specified in the departmental sections.

Students will be advised in their letters of admission of any undergraduate deficiencies as well as the program requirements. They should contact their academic advisers immediately to discuss how these deficiencies may be made up.

Students who have not completed deficiencies by the completion of 12 semester hours or by the end of their second semester will be blocked from registering for additional courses.

All work taken to satisfy deficiencies will appear on the official transcript and will be calculated in the overall grade point average.

## **PROGRAM OF STUDY**

All students enrolled in a degree program must submit a program of study to their adviser no later than the end of the second semester in which the student is enrolled. Students who do not have an approved program of study by the completion of twelve graduate hours or at the end of the second semester in which they are enrolled will be blocked from registering for additional courses.

The program of study will be the responsibility of the department in which the student is enrolled and must fulfill all the requirements of the appropriate degree program as published in the catalog. The year of the catalog being followed must be indicated on the program of study form.

The program of study is not considered to be official until the signature of an authorized person in the Graduate College is affixed.

Once a course in the program of study has been attempted, it cannot be deleted from the program. Every course on the program of study must be completed with at least a grade of C, and the average must be at least a B.

A student who receives more than two grades of C or lower in any graduate work attempted at Radford University will be removed from the program.

A student who has not met the minimum 3.0 grade point average in their program of study or overall, may, during their last semester, take up to six semester hours to make up deficiencies. These hours must be approved by the adviser, department chair, and graduate dean.

Changes in the program must receive the same approvals as the original program. Forms for the program of study and for making changes are available online or in the Graduate College Office in Preston 213 and in most departmental offices.

## **CHANGE OF MAJOR**

A graduate student may change from one degree program to another if he or she meets the criteria for admission to the new program and is accepted by the program. The student must file a Change of Major form with the Graduate College Office, which forwards all credentials to the new department for an admission decision. The student is notified of the decision by the Graduate College.

A student who changes graduate degree programs may choose a catalog no earlier than the one in effect at the time of official admission into the new program, or the catalog under which the student next enrolls.

## **SUPPORTING COURSES**

The student should list on the program of study all courses taken in support of the master's program but not used as part of the degree program.

These supporting courses can be courses needed to make up undergraduate deficiencies or graduate-level courses which the student and adviser feel may be beneficial but are not absolutely necessary as part of the approved program. A B average is required in supporting courses, as it is in all other courses taken by a graduate student.

All work taken as supporting courses will appear on the official transcript and will be calculated in the overall grade point average.

## **TRANSFER OF CREDIT; OFF-CAMPUS CREDIT**

A maximum of six semester hours of transfer credit may be accepted as a part of a master's degree program at Radford University.

Only credit for A and B grades transfer. (Credit for grades of B- will not transfer). All transfer credit must be approved by the student's adviser after consultation with graduate faculty in the discipline involved and by the dean of the Graduate College.

Any student enrolled in a degree program at Radford University who wishes to take transferable graduate work as a transient student at another institution must secure approval from his or her adviser and from the dean of the Graduate College before such work is taken. Courses which will not be accepted for graduate credit by the institutions offering the courses will not be accepted by Radford University.

## **CONTINUOUS ENROLLMENT**

All graduate students are required to be registered during the semester they receive their degree from Radford University. Registration and tuition payment is required of all graduate students when using University facilities and/or faculty time. The minimum number of hours for registration is one. Registration allows use of services such as library checkout, laboratories, and recreation facilities not open to the public.

Students who are not currently registered for any course work, and who have completed all course work but have other outstanding degree requirements (e.g., comprehensive examination, thesis, removal of an I or IP grade), are required to register for a continuous enrollment course each semester, excluding summer, until they have met the outstanding requirement(s). This course carries no credit hour production and does not count toward degree requirements. This course option is also available to those admitted students who are not enrolled in a given semester but who wish to use University facilities and services during that time. This form is available online or in the Graduate College office in Preston 213. Approval of the professor of record and the Dean of the College of Graduate and Extended Education is required prior to registration.

## CORRESPONDENCE CREDIT

No correspondence credit, wherever earned, can be applied toward any graduate degree awarded at Radford University.

## 500-LEVEL COURSES

Faculty teaching graduate students in 500-level courses are expected to require additional work of these students if the course is being taken for graduate credit. This work can be in the form of readings, papers or a limited research project. The student is responsible for informing the instructor if the course is being taken for graduate credit. For a student to receive graduate credit for a class, the instructor of that class must hold graduate faculty status.

## SPECIAL TOPICS COURSES

After a special topics course has been offered twice within five years, it must be submitted to the appropriate curriculum committee and assigned a permanent course number prior to being offered a third time.

## PREREQUISITES

The prerequisites listed in the catalog for certain graduate courses are the result of thorough consideration of course content by the graduate faculty in the department offering the course. A prerequisite will be waived only if extraordinary circumstances exist, and if the graduate faculty in the appropriate department and the faculty member teaching the course submit a request for waiver to the dean of the Graduate College.

## GRADUATE CREDIT FOR RADFORD UNIVERSITY SENIORS

Seniors at Radford University with an overall grade point average at Radford of 3.0 or better may be permitted to enroll in graduate-level courses during their final

semester of undergraduate work. Students have the option of counting the course(s) toward their undergraduate degree or toward a graduate degree, if all admission requirements are met. Graduate courses taken to meet baccalaureate requirements may not be used toward a graduate degree.

Undergraduate students who wish to take courses for graduate credit must receive specific approval from the instructor and the dean of the Graduate College. Request forms are available online or in the Graduate College office in Preston 213.

## CLASS LOAD

The normal full-time load for a graduate student is 9 hours per semester, with a maximum of 14. A student may be considered full-time with as few as 6 hours when:

- (1) Employed as a graduate teaching fellow through the Graduate College.
- (2) The recipient of a federal traineeship for nursing.

A full academic load during a three-week session is six semester hours; a full load during a six-week session is six hours. No student may carry more than seven semester hours without the written permission of the dean of the Graduate College.

A graduate student who is employed full time or part time must realize that an excessive course load might well result in substandard performance in academics and on the job. The Graduate Affairs Council suggests the following upper limits on course loads for employed graduate students:

Percent Employment	Maximum Number of Graduate Hours Per Semester	Maximum Number of Courses Per Semester
100	5	1
75	7	2
50	10	3
25	13	4

## **RETENTION POLICIES**

### **Good Standing**

Any student who maintains a minimum grade point average of 3.00 will be in good standing.

### **Probation**

Any student whose grade point average falls below 3.00 after attempting nine or more semester hours of course work will not be in good standing and will be placed on academic probation. A student who is on probation cannot apply for regular status. A full-time student who is on probation must take a reduced course load of no more than nine semester hours of course work in a given term; a part-time student on probation may take no more than four semester hours of course work in a given term.

If a student's grade point average rises to a minimum of 3.00 after the student is placed on probation, the student will be removed from probation and reinstated to good standing. A student who has been placed on probation and then reinstated may again be placed on probation if the student's grade point average again falls below 3.00.

### **Suspension**

If the student's grade point average remains below 3.00 after attempting an additional nine semester hours of course work after being placed on probation, the student may be placed on academic suspension for one calendar year. At the end of this period of suspension the student may be readmitted on probation with the recommendation of the department or program chair and the approval of the dean of the Graduate College.

A student whose grade point average remains below 3.00 after attempting another nine hours of course work following readmission may be dropped from the Graduate College with no possibility of readmission.

Further, a student who earns three grades of C or lower will be dropped from

the Graduate College with no possibility of readmission. NOTE: Some departments have more stringent requirements; please refer to your departmental handbook.

## **ADMISSION TO CANDIDACY**

Not all programs require admission to candidacy, but if they do, a student's application to candidacy is the responsibility of the department in which the student is enrolled.

## **DIRECTED STUDY**

The directed study is a course designed by the student after thorough consultation with the professor who will supervise the study. Before registering for a directed study, the student must submit a written proposal for approval by the supervising professor, adviser, department chairperson and the Graduate Dean.

It is recommended that students have earned at least 12 semester hours, be on regular status, and have an approved program of study prior to enrolling in directed study courses.

A directed study cannot be used to replace a required course in a graduate program of studies.

The directed study will be graded on an A/F basis.

A single directed study can carry from one to four semester hours of credit. A maximum of six semester hours of credit in directed studies can be used toward graduation in a degree program; departmental requirements may limit the student to fewer than six hours of directed study.

Students electing to do a thesis as part of their degree requirements may take up to four hours of directed study as part of the degree program, as long as the content of the directed study is not directly related to the thesis topic.

The student must present a copy of the approved directed study proposal to the Registrar at the time of registration. This proposal should be submitted at least two weeks prior to registration.

## **THESIS OR GRADUATE RECITAL**

A thesis or graduate recital is required in all Master of Arts programs. It can be an elective or a requirement in a Master of Science program, at the option of the department.

A student planning to do a thesis should submit a proposal to the dean of the Graduate College at least two weeks prior to registration. This proposal is submitted on a form available online or in the Graduate College Office in Preston Hall, which must be signed by the student's adviser, by the graduate faculty member who will direct the work, by the other members of the student's committee, and by the dean of the Graduate College. Students must be on regular status and have an approved program of study on file.

The particular style used in writing a thesis is determined by the thesis director, but general rules about style can be specified by the graduate faculty in the department involved. Basic guidelines for all theses can be obtained from the Graduate College Office.

Students who plan to do a thesis or graduate recital are advised to begin serious planning of this work during the first semester of enrollment as a graduate student. Past experiences have shown that it is very difficult for a student to do a respectable job on the thesis or recital if all work is concentrated in the last semester before graduation.

The thesis grade will be recorded as "Pass" or "Fail." Conventional letter grades are given for the graduate recital.

A graduate student may take only two years to complete or withdraw from a thesis grade of "I" starting from the first semester in which the student registered for thesis credit. All requirements for the degree must be completed within six academic years.

## **AWARDS**

Three graduate awards; for the outstanding research thesis, the outstanding creative project, and for exemplary performance, are given each year at the spring commencement ceremonies to students who completed their graduate degrees during the past academic year. A faculty committee designates the recipients of these awards from nominees selected by each College. A cash award and a plaque are given to each student and a commemorative plaque to the faculty adviser of each award-winning project.

## **PRELIMINARY COMPREHENSIVE EXAMINATION**

In addition to the final comprehensive examination given during the last semester of enrollment, the graduate faculty in each department have the option of requiring a preliminary comprehensive examination to be administered sometime before completion of three-fourths of the master's degree program. This preliminary examination would be designed to measure the student's competence in the major area. If a particular program requires such a preliminary examination, this information is given in the description of the program in the departmental sections of this catalog.

## **FINAL COMPREHENSIVE EXAMINATION**

A final, comprehensive examination is required of all Master of Arts, Master of Science, Master of Science in Nursing, Master of Social Work, Master of Fine Arts, and Educational Specialist degree candidates. This examination can be written or oral as deemed appropriate by the department. It should be taken during the last semester of the student's graduate program and should be scheduled by the student and the adviser at least two weeks before graduation. The student must have at least a B average in

the major area and in the overall program at the time of application for the examination. The necessary examination form is available in the Graduate College Office, 213 Preston Hall. It is recommended that forms be requested five days in advance of the examination date.

For a Master of Science degree candidate, the committee conducting the examination must consist of three faculty members, including the student's adviser, at least one additional faculty member from the student's major department and at least one faculty member familiar with the student's work in a minor area if the graduate program has a distinct minor.

For a Master of Arts or Master of Fine Arts candidate, the committee must consist of the student's adviser and at least two additional faculty from the major department, including the thesis or graduate recital director if this person is not also the adviser.

The student, in consultation with the adviser, can suggest the names of faculty to serve on the committee. All members of the committee must be full or associate members of the graduate faculty and must sign the Report of Final Comprehensive Examination. A majority of the committee must recommend "satisfactory" in order for the student to pass.

It is important that the student doing a thesis or recital choose the committee

before beginning work on the thesis or recital and that the committee members be kept informed of the student's progress in the preparation of the thesis or recital.

A candidate who fails the examination may request re-examination no earlier than the following semester. A student who fails to pass the examination on the second attempt will be dropped from the degree program.

Students should note specific departmental requirements for the final comprehensive examination in the course descriptions section of this catalog.

### **TIME LIMIT**

All requirements for the master's degree must be completed within six academic years. Neither Radford University courses nor transfer courses more than six academic years old at the time of graduation will be allowed as part of the hours for graduation.

### **SECOND MASTER'S DEGREE**

Students will not be allowed to enroll in a graduate program leading to a master's degree in a field in which they already hold a graduate degree. A student pursuing a second master's degree in a new field may not count toward the new degree any credits already applied toward an earlier degree, but must meet all requirements for the appropriate degree.

## **The Radford University Honor Code**

**I**do hereby resolve to uphold the Honor Code of Radford University by refraining from lying, from the stealing or unauthorized possession of property and from violating the Standards of Student Academic Integrity.

## **AUDITING COURSES**

Students may audit classes on a space available basis with written permission of class instructor and the department chairperson. Students who audit a course may not transfer to regular status in the course after the census date. Auditing students are expected to attend class on the same basis as a regular student. The instructor may delete from the roster any auditing student who does not meet course requirements.

## **WITHDRAWAL PROCEDURES**

### **Withdrawal from One or More But Not All Courses**

The student may complete a withdrawal form in the Registrar's Office or notify the Registrar's Office in writing or via e-mail that he or she wishes to withdraw from one or more (but not all) classes. The withdrawal is not complete until the Registrar's Office has been notified.

Students must contact the Student Accounts Office in Walker Hall to initiate a request for a refund of tuition if they drop a class or classes prior to the census date and if the reduced class load qualifies them for a tuition refund.

A student who drops a class prior to the conclusion of schedule adjustment will receive no grade. A student who withdraws from class after schedule adjustment but before the end of the 12th week of the semester (or 80 percent of a summer session) will receive a grade of W. A student who withdraws from class after the 12th week of the semester (or 80 percent of summer session) will receive a grade of F.

A student may not withdraw from more than three graduate classes. Anything beyond the third withdrawal results in an automatic F.

### **Withdrawal from the University (All Courses)**

Students withdrawing from all courses during a given semester must contact the

Registrar's Office in Martin Hall in writing or via e-mail. This process must be followed to ensure the student will receive any eligible refunds and the appropriate grades for the semester.

Students who withdraw from the university before the end of the tenth day of classes (Census Date) will receive no grade. A student who withdraws from the university (all classes) after the Census Date but prior to the end of the twelfth week of the semester (80 percent of summer session) will receive Ws in all classes. Withdrawals from the university after the twelfth week will result in automatic Fs.

### **Withdrawal from Continuance in a Degree Program**

Graduate students who wish to withdraw from continuance in a degree program at Radford University should submit a letter in writing to the Graduate Admissions Coordinator, Box 6928, Radford University, Radford, VA 24142.

## **EXCEPTIONS TO WITHDRAWAL PROCEDURES**

Exceptions to the withdrawal procedures may be granted upon recommendation of the Office of the Assistant Vice President for Student Development in cases of documented medical or other non-academic reasons.

## **WITHDRAWAL FROM OFF-CAMPUS COURSE**

Students who register for off-campus courses must adhere to withdrawal policies and procedures published as outlined above.

## **RECORDS AND REPORTS OF STUDENTS**

Grades as filed with the office of the Registrar are final, except where an error of judgment has occurred or an error has been made in computation or transcription. Shortly after the close of each semester or summer term, currently enrolled students receive a grade report showing the final

grade received in each course for which they were enrolled that particular semester or summer term.

A transcript is the official record, compiled by the Registrar, of a student's academic career. For each semester or summer term, the transcript shows the courses, credits and grades; semester or summer term grade point average; and notice of academic probation, suspension or withdrawal. Transfer credit also is recorded, but without grades.

The completed transcript records the degree and major, minor and/or concentration as appropriate, final graduation grade point average, and the date the degree was conferred.

Transcripts are issued upon the receipt of a signed, written request. There is no charge for this service. There is a limit of ten transcripts issued per request, unless otherwise approved by the Registrar.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Radford University student record policies and practices are in full compliance with state and federal laws.

Upon request, the university will grant students who are or have been in attendance access to their educational records except those excluded by law and will provide an opportunity for a hearing to challenge such records.

The university will not release information about a student from records, except directory information, to other than a specified list of exceptions without obtaining the written consent of the student.

A full statement of the Family Educational Rights and Privacy Act (FERPA) and information as to how students may exercise the rights accorded them by this policy are available from the office of the University Registrar or from the Dean of Students Office.

University and federal laws permit the university to routinely release information

in the following categories with respect to each student unless the student informs the university that any and all information designated should not be released without the student's prior consent. Requests for the restricted release of directory information should be filed at the Registrar's Office.

- Student's name, local and home address, phone listing
- E-mail address
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Dates of attendance
- Degrees and awards received

Students should report any change of name, address or marital status to the Registrar's Office so their university records can be corrected.

## **HONOR SYSTEM**

Radford University's Honor System provides the foundation for a university community in which freedom, trust and respect can prevail. In accepting admission to Radford University, each student makes a commitment to support and uphold the Honor System without compromise or exception. The students of Radford University believe that individuals have the right to compete fairly, to keep what they have earned and to have others accept their word without question. Individuals have the responsibility to be honorable in their own conduct and to insist that other students act honorably.

Lying, cheating and stealing are considered to be acts of dishonor, and will, therefore, cause a student to be subject to temporary or permanent suspension from the university community. Students who commit an honor violation or any members of the Radford University community who have knowledge that a student has committed an honor violation are expected to comply with the reporting procedures.

## **GRADUATION POLICY**

A currently enrolled full-time student may meet the graduation requirements listed in the Radford University Graduate Catalog in effect at the time of the student's initial enrollment at Radford. Or, the individual may elect to meet the requirements in any subsequent catalog published between enrollment and graduation as long as the catalog is no more than six years old. A student may not follow requirements for graduation listed in a catalog in effect prior to the student's enrollment at Radford.

A regularly enrolled, part-time student may complete the graduation requirements in effect when the student enrolled at Radford. Or, this student may complete requirements listed in any subsequent catalog, as long as the catalog is no more than six years old when the student graduates.

## **COMMENCEMENT EXERCISES**

Commencement exercises are conducted at the end of the fall semester and again at the end of the spring semester. Students completing degree requirements are urged to attend commencement unless extenuating circumstances justify their absence. Diplomas will be mailed to students completing degree requirements after confirmation that their degree requirements have been completed.

## **PARTICIPATION IN COMMENCEMENT**

Radford University restricts participation in graduation exercises to those students who will complete their degree requirements by the time of commencement or who can complete the requirements in no more than two courses or six semester hours, which will be available during the immediately following summer session(s).

A student who wishes to participate in the commencement exercises and will not have met all requirements by the end of the

current semester, but can do so in no more than two courses or six semester hours that will be available in the immediately following semester, must submit a petition to participate along with the application for graduation. Graduation applications and petitions to participate in commencement must be approved by the department following the guidelines established by departments and submitted to the Graduate College by the end of the third week of the commencement semester. All applications must be approved by the Graduate Dean. Participation in commencement does not guarantee that the diploma will be awarded.

## **APPLICATION FOR DEGREE**

Each candidate for the advanced degrees must apply for the degree through the Graduate College Office at the beginning of his or her last semester (please see class schedule booklet for deadlines). Unless the necessary forms are filled out by the student before the stated deadline, graduation will be delayed.

## **EXCEPTION TO ACADEMIC POLICY**

The *Radford University Graduate Catalog* is the basic authority for academic requirements at Radford University. All students are expected to follow the catalog in the pursuit of their degrees. On rare occasion, extraordinary circumstances may, however, justify minor departures from the catalog requirements. Graduate students who need to petition for an exception to academic policy must fill out the Graduate Student Academic Petition form, available online or in the Graduate College office.

# Academic Colleges

Radford University is organized into six colleges – the College of Graduate and Extended Education and five academic colleges. Students enrolled in other graduate programs apply to the Graduate College and are advised by graduate faculty members. However, they still maintain close ties with the other academic college in which their majors are located. For example, a student majoring in music therapy is considered a member of the College of Visual and Performing Arts as well as the Graduate College.

## COLLEGE OF ARTS AND SCIENCES

**Ivan B. Liss, Dean**  
**TBA, Associate Dean**

**Young 109, (540) 831-5149**

The College of Arts and Sciences offers the master's degree in six areas including the Educational Specialist degree in School Psychology. These degrees are listed on p. 4.

Graduate degrees are offered through the departments of Communication, Criminal Justice, English, Geology, and Psychology.

Other areas or departments do not offer a graduate degree but offer selected courses for graduate credit.

The College of Arts and Sciences consists of 16 academic departments and several specialized programs. Both graduate and undergraduate programs within the College provide close student-faculty relationships designed to meet the needs of individual students. For course descriptions, see the section beginning on p. 64.

## COLLEGE OF BUSINESS AND ECONOMICS

**William A. Dempsey, Dean**  
**Clarence D. White, Associate Dean**

**Whitt 135, (540) 831-5187**

The College of Business and Economics offers the Master of Business

Administration (MBA) degree, an interdisciplinary program that involves course work in the College's three academic departments: Accounting, Finance and Information Systems; Economics; and Management and Marketing. For more specific information, see Business Administration in the section beginning on p. 67.

### Accreditation

The graduate and undergraduate programs in business administration offered by the College of Business and Economics at Radford University are accredited by the International Association for Management Education. (AACSB). The AACSB is recognized by the Council on Postsecondary Accreditation and by the Office of Postsecondary Accreditation, U.S. Department of Education, as the sole accrediting agency for baccalaureate and master's degree programs in business administration and accounting.

### Enrollment Restrictions

Students in graduate programs outside of business may not take more than 50 percent of their coursework in business or economics courses.

### Center for Economic Education 145 Davis Hall, (540) 831-5100

The Center for Economic Education provides in-service programs for local teachers of economics or economics-related subjects. The center also prepares educational materials, conducts research, assembles economic education libraries and engages in a variety of community programs. The Center for Economic Education is a member of the Virginia Council on Economic Education and the U.S. Joint Council on Economic Education.

## **COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT**

**R. Paul Sale, Dean**

**Russell Hall 118, (540) 831-5439**

**Robert Lockwood, Associate Dean**

**Patricia Shoemaker, Assistant Dean**

The College of Education and Human Development provides programs designed to prepare students for areas of specialization that include teaching and administration in elementary, middle and secondary schools, school, community and student affairs counseling and student affairs administration, child development, and social work. Students may select from a wide range of program options at both the undergraduate and graduate levels. Many of these options lead to teacher licensure. Through programs emphasizing academic excellence, the College is committed to the development of knowledgeable, thoughtful, skillful and caring professionals who think critically and synthesize experience as effective practitioners, leaders and innovators.

Students in the College of Education and Human Development work closely with a highly competent faculty who are dedicated to teaching, to providing service, and to promoting academic excellence at Radford University.

The College of Education and Human Development includes the departments of Counselor Education, Educational Studies, Physical and Health Education, and Special Education.

### **Praxis Examination**

By action of the Virginia General Assembly and the Board of Education, all prospective teachers seeking initial certification after July 1, 1980, are required to take the Praxis Examination and submit scores to the Division of Teacher Education and Certification. A passing score on the Core Battery as well as applicable Specialty Area tests is required as a prerequisite for initial teacher licensure.

### **Licensure/Advising**

**Donna Dunn**

**Russell Hall 126, (540) 831-5424**

The office provides information concerning licensure, certification, transfer, and advising within the College of Education and Human Development.

### **Field Experiences**

**Russell Hall 126, (540) 831-5277**

The office administers a variety of services that support academic programs within the College and the University. Specifically, the office coordinates the graduate and undergraduate field programs including Early Field Experiences, Pre-Student Teaching, Student Teaching and Graduate Practica. The office also coordinates special programs, seminars, workshops and institutes developed by the faculty.

### **Early Learning**

**DeAnna Doty Flanary**

**McGuffey Hall 101A, (540) 831-5476**

The office provides information about early learning programs, resources, and materials through institutes, workshops and seminars for parents, teachers and other community workers. Housed on campus is a laboratory school in which children from two to four years old are provided a warm and stimulating learning environment. The office assists and supports faculty in research and development activities related to early learning.

### **Counseling, Assessment and Prevention Center**

The Counselor Education Counseling, Assessment and Prevention Center is an innovative venture of the Radford University Department of Counselor Education. The center provides counseling services to the local community and the university while creating opportunities for advanced clinical training for graduate students in the program. Services are available to individuals, families, schools, agencies, businesses and industry.

## **WALDRON COLLEGE OF HEALTH AND HUMAN SERVICES**

**Stephen Heater, Dean**  
345 Waldron Hall, (540) 831-5102

The Waldron College of Health and Human Services provides students with programs of study for entry into and advancement within health-related and human services professions. The programs combine a strong liberal arts and sciences base with discipline-specific study to develop graduates who contribute to the health and well-being of society. Programs are characterized by an emphasis on integrating theory with practice in the classroom and in on- and off-campus practicum experiences. The faculty is committed to teaching and promoting student development, to advancing scholarship within the disciplines and to providing professional service.

The Waldron College of Health and Human Services is composed of six academic departments. Graduate students may pursue a Master of Arts or Master of Science degree in Communication Sciences and Disorders with a concentration in speech/language pathology, a Master of Science in Nursing with a specialty in home health care, adult health nursing or family nurse practitioner; or a Master of Social Work degree.

## **COLLEGE OF VISUAL AND PERFORMING ARTS**

**Joseph P. Scartelli, Dean**  
242 Porterfield Hall, (540) 831-5265

The College of Visual and Performing Arts seeks to provide comprehensive preprofessional and liberal arts education for students in the disciplines of dance, fashion, interior design, music, theatre and the visual arts; to serve the educational needs of all Radford students by providing comprehensive opportunities and experiences in the arts; to enrich the artistic and cultural environment of the university, western Virginia, the Commonwealth and beyond; and to make significant artistic contributions in the disciplines of dance, fashion, interior design, music, theatre and the visual arts.

The faculty of the College maintain active professional lives as performers, artists, designers and research scholars. Frequent visits by guest artists provide a special dimension to the educational experience of the arts. Students have many opportunities to learn from the arts professionals who appear on the campus annually.

Internship programs are an integral part of many College of Visual and Performing Arts degree requirements. The College's Community Arts School employs qualified students as teachers in dance, music, theatre and the visual arts.

# Academic Programs

## ACADEMIC TERMINOLOGY

**Degree:** A degree represents the academic level of a program and the general category into which it falls. For example: Master of Arts, Master of Science, etc. At Radford University, the term “Arts” in a graduate degree generally implies a language and thesis requirement. The minimum number of semester hours for a Radford University graduate degree is 30.

**Major:** A major represents a student’s principal field of study; that is, the academic discipline he or she wishes to study intensively, for example, Psychology, Music, etc.

**Program:** The term “program” defies unique definition. One use of the term involves a combination of a major and a degree, e.g., Master of Science in Criminal Justice. Occasionally, a program may consist only of a degree and not have a specific major, as in the Master of Business Administration. “Program” may also be used in a more generic sense to modify degree/major combinations, as in “School Psychology Program.”

**Minor:** A minor represents a student’s secondary field of study and, by implication, is different from the major. This distinguishes the minor from concentrations and options. The minimum number of semester hours in a graduate minor is 12.

**Concentration:** A concentration is a field of study within a major. An example is Curriculum and Instruction within Education. The number of semester hours for a concentration varies, but are always included within the semester hours for the major. This distinguishes concentrations from options, which represent semester hours beyond the major.

**Option:** An option is a set of related courses and/or experiences that complements the major (as distinguished from

being a field within the major). The principal example is in education where Elementary, Middle, and other options complement the Education major by preparing the student for a specific career path. As noted above, option semester hours are in addition to those for the major.

## COURSE IDENTIFICATION

The following section contains course descriptions for each department. A course number indicates in a general way the difficulty and level of the student group for which the course is offered. Courses numbered 100 to 199 are primarily for freshmen; 200 to 299 for sophomores; and 300 to 499 for juniors and seniors. Some 500 to 599 courses have been approved for graduate credit see departmental sections (and the Special Course Descriptions on p. 176) and may be taken by qualified seniors and graduate students. Courses numbered 600 and above are restricted to graduate students.

The number in parentheses after a course indicates the credit in semester hours.

A hyphen (-) between the numbers of a course indicates no credit will be given until all of the course sequence is successfully completed.

A colon (:) between the numbers of a course and semester hours credit indicates credit will be given as each semester of the course is completed; courses must be taken in sequence.

A comma (,) between the numbers of a course and semester hours credit indicates credit will be given as each semester of the course is completed, and they need not be taken in order.

The line following the course title and credit tells the number of lecture and laboratory hours a week. The third line gives the prerequisite, if any.

Following some course descriptions will be listed the semester in which the course is offered (fall, spring). When no semester (or semesters) is listed at the end of the course description, then in most cases that course is offered each semester during the academic year. However, students should consult with their academic

advisers to verify exact schedules for course offerings.

To obtain detailed information regarding a specific course, students may view the complete course syllabus for a specific course by accessing the course through the Radford University computer network.

**COURSE PREFIX INDEX**

<b>Prefix</b>	<b>Subject</b>		
ACTG	Accounting	EDRD	Reading
ADSY	Administrative Systems	EDSP	Special Education
ANTH	Anthropology	EDUC	Education
APST	Appalachian Studies	ENGL	English
ART	Art	FINC	Finance
BLAW	Business Law	GEOL	Geology
CHEM	Chemistry	HLTH	Health
CHHS	Waldron College of Health and Human Services	INSY	Information Systems
COED	Counselor Education	MGNT	Management
COMM	Communication	MKTG	Marketing
COSD	Communication Sciences and Disorders	MATH	Mathematics
CPSC	Computer Science	MUSC	Music
CRJU	Criminal Justice	NURS	Nursing
ECON	Economics	PHED	Physical Education
EDEC	Early Childhood Education	PHSC	Physical Science
EDET	Educational Technology	POSC	Political Science
EDME	Middle Education	PSYC	Psychology
		RCPT	Recreation, Parks and Tourism
		SOWK	Social Work
		STAT	Statistics
		THEA	Theatre