

Radford University Graduate Catalog 2003-2004, Volume 90 Fall 2003. Published by the Office of Public Relations, Radford University, East Main Street, Radford, Virginia, 24142, once a year. Students who matriculate at Radford University at the beginning of the 2003-2004 academic year will use the 2003-2004 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 meet all the degree 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. 49. Radford University reserves for itself and its departments the right to withdraw or change the announcements made in this catalog.

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# Contents

Academic Calendar . . . . .	3
Degrees Offered . . . . .	4
Graduate Study . . . . .	5
General Information . . . . .	8
Admission . . . . .	13
Fees and Financial Aid . . . . .	20
Campus Life . . . . .	29
Academic Policies . . . . .	36
Academic Colleges . . . . .	51
Academic Programs . . . . .	54
Courses of Study . . . . .	56
Art . . . . .	56
Business Administration . . . . .	59
Communication Sciences and Disorders . . . . .	64
Corporate and Professional Communication . . . . .	68
Counseling and Human Development . . . . .	73
Criminal Justice . . . . .	82
Education . . . . .	86
Educational Leadership . . . . .	97
English . . . . .	102
Environmental and Engineering Geosciences . . . . .	107
Foods and Nutrition . . . . .	112
Music . . . . .	114
Nursing . . . . .	122
Psychology . . . . .	129
Reading . . . . .	145
School Psychology . . . . .	147
Social Work . . . . .	151
Special Education . . . . .	157
Board and Administration . . . . .	165
Graduate Faculty . . . . .	167
Faculty Emeriti . . . . .	171
Index . . . . .	173

# Calendar

<b>Fall Semester</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
Residence Halls open	Aug. 22-23	Aug. 20-21	Aug. 19-20
Classes begin (8 a.m.)	Aug. 25	Aug. 23	Aug. 22
Census Date	Sept. 8	Sept. 6	Sept. 5
Fall break	Oct. 18-21	Oct. 16-19	Oct. 15-18
Thanksgiving break (no classes)	Nov. 26-30	Nov. 24-28	Nov. 23-27
Last day of classes	Dec. 12	Dec. 10	Dec. 9
Study days	Dec. 13-14	Dec. 11-12	Dec. 10-11
Exams	Dec. 15-19	Dec. 13-17	Dec. 12-16
Commencement	Dec. 20	Dec. 18	Dec. 17
<b>Spring Semester</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Residence halls open	Jan. 10-11	Jan. 8-9	Jan. 7-8
Classes begin (8 a.m.)	Jan. 12	Jan. 10	Jan. 9
Census Date	Jan. 26	Jan. 24	Jan. 23
Spring break	March 13-21	March 12-20	March 11-19
Last day of classes	April 30	April 29	April 28
Study days	May 1-2	April 30-May 1	April 29-30
Exams	May 3-7	May 2-6	May 1-5
Commencement	May 8	May 7	May 6
<b>Summer Session I</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Residence halls open	May 16	May 15	May 14
Classes begin	May 17	May 16	May 15
Census Date	May 21	May 20	May 19
Memorial Day (no classes)	May 26	May 31	May 30
Last day of classes	June 17	June 16	June 15
Exams	June 18-19	June 17-18	June 16-18
<b>Summer Session II</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Residence halls open	June 27	June 26	June 25
Classes begin	June 28	June 27	June 26
Census Date	July 2	July 1	June 30
Independence Day (no classes)	July 5	July 4	July 4
Last day of classes	July 28	July 27	July 26
Exams	July 29-30	July 29-30	July 27-28

**Summer Session may include both a Maymester and Summer Session III term. The Maymester is a three-week short-term beginning on 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.)**

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

**Environmental and Engineering Geosciences (M.S.)**

**Foods and Nutrition (Certification)**

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

Music

Music Education

Music Therapy

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

Family Nurse Practitioner

Adult Clinical Nurse Specialist

Gerontology Clinical Nurse Specialist

**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.)**

Deaf and Hard of Hearing

High Incidence Disabilities

\*offered only as cohorts

# Graduate Study

**Dr. Carole Seyfrit, Dean**  
**College of Graduate and Extended**  
**Education**  
**Preston Hall 213**  
**(540) 831-5724**  
**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 2000 to 2002, there was a 71 percent increase in the number of master's degrees awarded annually at Radford University. In recent years, more than 72 percent of the master's degree students have been women; more than nine percent have been members of ethnic minority groups; 47 percent have been 30 years of age or older and over half of the graduate students have been enrolled part-time.

Radford tries to meet the needs of all of 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, progression through 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, approval of program requirements, approval of written proposals for directed studies and 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, eligibility to take comprehensive examinations, and final degree checkouts (in collaboration with the Registrar's Office);
6. To maintain established standards through monitoring membership of 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.
3. Have two or more letters of recommendation sent to the Graduate Admissions Office.
  4. Submit completed application form, \$40 application fee, letters of recommendation and any other materials required by the program to Graduate Admissions, P.O. Box 6928, Radford University, Radford, VA 24142. The applicant is responsible for making sure that all application materials are submitted by the deadline.

Non-degree and transient applications may be submitted at any time during the year along with an application fee of \$40.

### **CHECKLIST FOR THE GRADUATE STUDENT ADMISSION**

1. Complete the application form available online at [www.radford.edu/~gradcoll](http://www.radford.edu/~gradcoll) or from the Graduate Admissions Office, P.O. Box 6928, Radford, VA 24142. You may also telephone the Graduate Admissions Office at (540) 831-5431 to request application materials.
2. Have two official transcripts sent 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. Transcripts must be signed and mailed by the institution in a sealed envelope directly to the Graduate Admissions Office.
5. Have an official score sheet for the GRE, TOEFL, MAT or GMAT sent directly to Graduate Admissions.
6. Check for individual department requirements on page 19.
7. Applications and all other supporting materials should arrive no later than program deadlines. Refer to chart on page 19 for official deadlines.
8. Apply for financial aid if needed (see p. 23).
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.



*The fountain in the center of campus is a popular spot for students to catch a quick study break.*

# 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 more than 30 programs of study, 17 of which lead to master's and specialist degrees. These programs provide advanced and specialized courses of study, supervised practicum experiences and opportunities for research. The university has an outstanding, nationally recruited faculty, 82 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, 36 miles southwest of Roanoke, Virginia, on Lee Highway and I-81, close to the beautiful Blue Ridge Mountains of Virginia. The university atmosphere is residential. Most graduate students live 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. Radford

University develops students' creative and critical thinking skills, teaches students to analyze problems and implement solutions, helps students discover their leadership styles, and fosters their growth as leaders. 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.

## 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 and the number of graduate

degrees awarded since 1996 has increased by 22 percent. During fall 2000, enrollment in on- and off-campus programs was 9,242, of whom 1,042 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-

### **CAMPUS**

Radford University's 177-acre campus is in a residential section of the city of Radford, population 16,500. Most of the university's 26 administrative and academic buildings, 15 student service buildings and 20 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)
- Counseling and Human Development – 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 Council on Academic Accreditation 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.

## **EXTENDED EDUCATION**

Based on the belief that learning is a life-long 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 and services.

The college coordinates off-campus degree programs, credit courses and noncredit professional development programs and the partnership projects with Virginia Western Community College and the Southwest Virginia Higher Education Center. Additional information may be obtained by contacting the College of Graduate and Extended Education at (540) 831-5431 (toll-free from Roanoke: 857-8920, ext. 5431).

## **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 18 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, Counseling and Human Development, Special Education, Criminal Justice and Educational Leadership.

For more information about current programs and activities sponsored by Radford University in the Center, contact the university office at (540) 767-6190. Additional information may be obtained by contacting the College of Graduate and Extended Education at (540) 831-5431 (toll-free from Roanoke: 857-8920, ext. 5431). 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 future workforce. Six institutions of higher education provide undergraduate and graduate courses and programs and are recognized as partners in the center. At the present time, Radford University graduate programs are offered at the Center in Social Work, Counseling and Human Development, Criminal Justice, and Educational Leadership.

For more information about current programs and activities sponsored by Radford University in the center contact the university office at (276) 469-4014. Additional information may be obtained by contacting the College of Graduate and Extended Education at (540) 831-5431. To learn more about the Southwest Virginia Higher Education Center refer to the web site 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 seven 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, the College of Visual and Performing Arts, and the newly established College of Information Science and Technology. 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.

## **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 describe 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 Grievance Procedure for Students 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 Executive Director of Human Resources. Students may also consult a staff member at the Center for Experiential Learning and Career 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 student with a contractual employment agreement. In all cases of alleged discrimination in which the violation is committed by a student, status as a student is 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 Experiential Learning and Career Development, and the Department of Human Resources.

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



*Commencement 2003*

# 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.

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 (for spring admission). All other applications are accepted throughout the year.

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 Admissions Office, 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.

If a student wishes to apply for admission to more than one program, a complete separate application must be submitted for each program. Application forms for admission can be obtained from the Graduate Admissions Office, to which they must be returned. Students may also apply online. Applicants should arrange to have sent to the Graduate Admissions 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. 19 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 on the written test or 213 on the computer-based test, 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 Radford transcripts do not

include the student's entire undergraduate program, copies of all transcripts also must be sent to the Graduate Admissions Office. Students, excluding Radford University graduates, must have official final transcripts, including the award of the bachelor's degree, sent to the Graduate Admissions Office.

The Graduate College must receive the application, transcripts and letters of recommendation or forms supplied with the application and the \$40 application fee, no later than the date specified on p. 19.

Non-degree and transient applications may be submitted at any time during the year along with an application fee of \$40.

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 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. Students who have not been enrolled for a period of two years will need to complete a current application and pay a \$40 application fee to re-activate their status.

## **NOTIFICATION OF ADMISSION**

The Graduate Admissions Office will send the completed application materials to the chairperson or director/program coordinator of the department in which the student plans to major. If the department recommends admission, the chairperson or director/program coordinator 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 Admissions 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, program requirements, and the name and phone number of the student's adviser. It also will indicate any special conditions to be met.

For further information, contact:

Graduate Office Admissions  
P.O. Box 6928  
Radford University  
Radford, VA 24142  
e-mail: gradcoll@radford.edu

## **GRADUATE INFORMATION CHECKLIST**

### **First Semester of Enrollment**

1. Meet with your advisor to finalize program requirements. Ensure that the Graduate College has an official copy of those requirements.
2. If you applied to the Graduate College before your undergraduate degree was conferred, it is your responsibility to ask your undergraduate institution to send a final transcript verifying degree conferred to the Graduate College before the end of the first term of enrollment.
3. Make up as many undergraduate deficiencies as possible.
4. Prepare for the preliminary examination if required.

### **End of First Semester of Enrollment**

1. Select a graduate committee in consultation with the adviser.
2. 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.

### **Next to Last Semester of Enrollment**

1. Make application for the degree at the beginning of next to 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.

### **Last Semester of Enrollment**

1. Check that all necessary program changes have been approved.
2. 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.
3. Request an approval form for your final comprehensive examination and/or thesis defense 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.

### **CATEGORIES OF GRADUATE STUDY:**

1. Degree Program: Any program that is designed to culminate in a student obtaining a master's degree or educational specialist 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 six credit hours, may be transferred into a degree or licensure program. No more than 6 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 admission 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 may 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 may 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 end of the first semester in which they are enrolled.** Students who are declared conditional in the 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 will be blocked from further registration of graduate courses.

Students who are admitted conditionally due to an exception for undergraduate grade point average must maintain a 3.0 grade point average in all supporting coursework completed at

Radford University. Additionally, students enrolled conditionally must maintain a 3.0 grade point average during their first nine graduate hours of coursework at Radford University. 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 may 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 six 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 Admissions 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.

## **MULTICULTURAL SERVICES**

**Claude Steele, Director**  
**0133 Heth Hall**  
**(540) 831-5765**

The Multicultural Services Office assists students with their transition to the Radford University environment. Located on the first floor of Stuart Hall, the Multicultural Services Office provides information, services and programs to assist 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 office if they have questions or need more information concerning various health insurance policies.

## **INTERNATIONAL EDUCATION CENTER**

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

The Immigration Counselor for Radford University is on the staff of the International Education Center. Located in Cook Hall, 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 December 1. A student entering spring semester must apply by July 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 on the written test, or 213 on the computer-based test 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 \$17,104.

For more information regarding university tuition and fees, see p. 20.

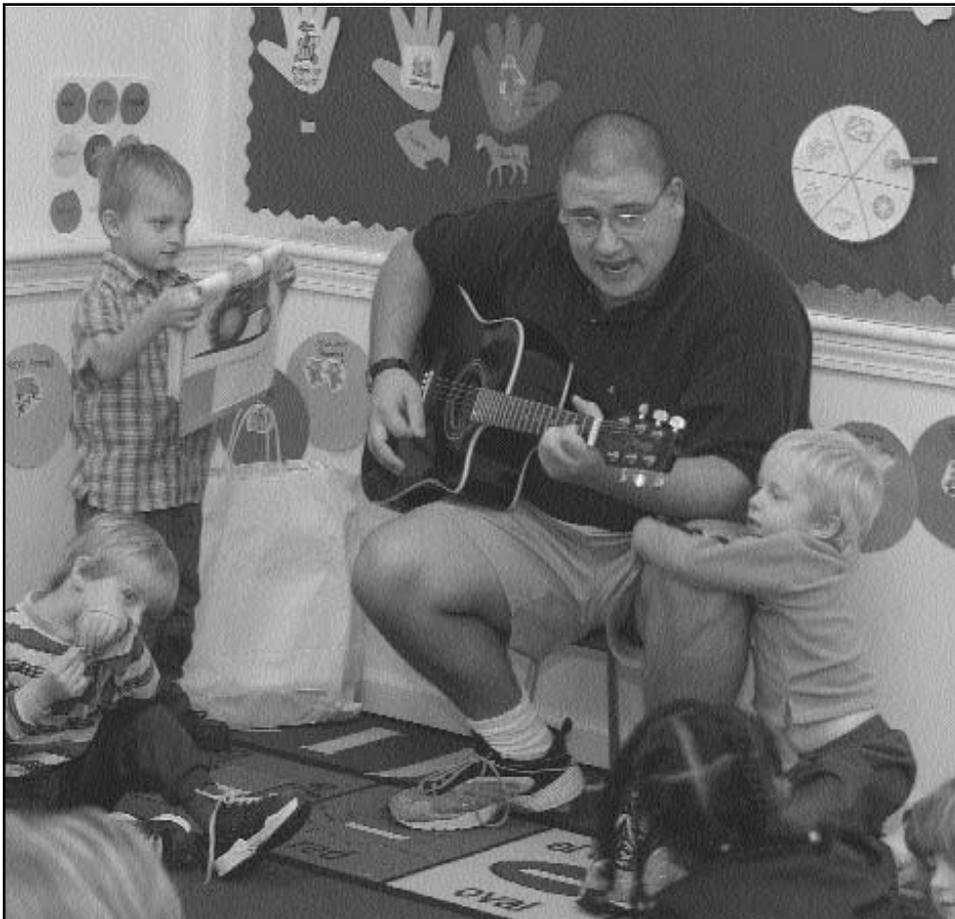
Applicants must have each college or university attended send official records to the Graduate College. All records must be certified and translated into English.

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.



*Music therapy graduate student Dwayne Martin enjoys interacting with some little students. Hands-on learning and volunteerism is an important part of the RU experience.*

## 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.

<b>Art Education/MFA</b>	Minimum grade point average of 2.75; 2 letters of reference; GRE or MAT; (for art education only); statement of philosophy, overall goals, synopsis of work; twenty slides of recent art work	March 15 for fall October 1 for spring
<b>Business Administration</b>	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*
<b>Communication Sciences and Disorders</b>	Undergraduate degree; minimum grade point average of 3.0; 3 letters of reference; GRE; essay	February 1
<b>Corporate and Professional Communication</b>	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
<b>Counseling and Human Development</b>	Minimum grade point average of 2.75; GRE or MAT; 3 letters of reference; essay	See Statement Below*
<b>Criminal Justice</b>	Minimum grade point average of 2.90; 2 letters of reference, only one of which may come from a Radford University Criminal Justice Professor; GRE or MAT; writing sample	See Statement Below*
<b>Education</b>	Minimum grade point average of 2.75; 2 letters of reference; GRE or MAT	See Statement Below*
<b>Educational Leadership</b>	Minimum grade point average of 2.75; 3 letters of reference; 3 years of K-12 classroom teaching experience; GRE or MAT; essay	See Statement Below*
<b>English</b>	Minimum grade point average of 2.75; 2 letters of reference; sample of expository writing; GRE	See Statement Below*
<b>Environmental and Engineering Geosciences</b>	Minimum grade point average of 2.75; 3 letters of reference; GRE	See Statement Below*
<b>Foods and Nutrition Dietetic Concentration</b>	Overall 3.0 GPA/4.0 in all college classes; 3.0+ in DPD dietetic coursework; expressed interest in clinical dietetics as evidenced by volunteer or work experience; verification statement from an ADA approved/accredited Didactic Program in Dietetics (DPD); interest in medical nutrition therapy and clinical upskilling; desire to work in rural and interdisciplinary settings; effective communication, mathematical and interpersonal skills; need to participate in the D & D Digital computer match process.	
<b>Music</b>	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*
<b>Nursing</b>	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
<b>Psychology</b>	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
<b>Reading</b>	Minimum grade point average of 2.75; 2 letters of reference; GRE or MAT	See Statement Below*
<b>School Psychology</b>	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
<b>Social Work</b>	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 Standard: February 15 (fall)
<b>Special Education</b>	Minimum grade point of 2.75; GRE or MAT; 3 letters of reference; essay	See Statement Below*
<b>Non-Degree</b>	Minimum grade point average of 2.75; official transcript showing baccalaureate degree conferred	Rolling admission
<b>Professional Certification/Licensure</b>	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

\*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 2003-2004

	Per Sem.	Per Year
<b>12-18 hrs. per sem.</b>		
<b>In-state student</b>		
Tuition & Fees	\$2,580	\$5,160
<b>Out-of-state student</b>		
Tuition & Fees	\$4,764	\$9,528
<b>1-11 hrs. per sem.</b>		
<b>In-state student</b>		
Tuition & Fees	\$215/credit hr.	
<b>Out-of-state student</b>		
Tuition & Fees	\$397/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 (2003)

### Typical Budget for an

In-state Graduate Student	Per Year
Tuition & Fees, Room & Board Allowance	\$9,530
Books & Supplies	700
Personal Expenses	2,112
Transportation	600
Total Budget for Academic Year	\$12,942

### Typical Budget for an

Out-of-state Graduate Student	Per Year
Tuition & Fees, Room & Board Allowance	\$7,146
Books & Supplies	700
Personal Expenses	2,112
Transportation	1,000
Total Budget for Academic Year	\$16,618

## Optional Meal Plans for Students

### Living Off Campus\*\*

	Per Sem.	Per Year
Any 5 Meals		
Per Week	\$ 476	\$ 952
Any 7 Meals		
Per Week	\$ 619	\$1,238
Any 12 Meals		
Per Week	\$1,232	\$1,464
Any 15 Meals		
Per Week	\$1,179	\$2,358

## Per Sem. Per Year

Any 20 Meals		
Per Week - Full	\$1,262	\$1,524
RU Flex Plan	\$1,227	\$2,454
Flex Jr.	\$ 623	\$1,264
Any 90 Meals	\$ 430	\$ 860
Any 65 Meals	\$ 311	\$ 622

\*\*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 Admissions office in Preston 211. 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) are eligible to apply for 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 in 2003-2004 is \$183 per semester hour. An application for

the Virginia Educator's Reduced Tuition rate needs to be completed only once annually and is effective for both the academic year and the following summer session.

The following eligibility guidelines apply:

1. A baccalaureate degree is required for Kindergarten through grade 12 public and private school teachers, counselors, administrators, supervisors, librarians, and coaches. 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 \$40 must accompany each application to the Graduate College. The application fee for non-degree and transient students is \$40. 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.

### **APPLIED MUSIC FEE**

An applied music instruction fee is charged at the rate of \$200 per credit per semester. Applied music fees may be waived for level system applied lessons with the approval of the dean of the College of Visual and Performing Arts for students majoring in music, and students registered for Department of Music ensembles and studying in a performance medium relevant to their ensemble participation. Fee waivers do not apply for MUSC 107, MUSC 169, MUSC 170, MUSC 470 and MUSC 670.

### **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. See "Parking" on page 30 for more details.

### **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, tassel and hood is approximately \$49.

### **CONTINUOUS ENROLLMENT**

For more information regarding Continuous Enrollment see page 43.

## **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.

## **UNPAID FEES OR FINES**

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

## **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 [hc@radford.edu](mailto:hc@radford.edu);
- Write Highlander Choice, c/o Student Accounts, Box 6922, Radford, VA 24142.
- Highlander Choice is also available on-line at: [www.radford.edu/~stuacct/](http://www.radford.edu/~stuacct/), then follow the link into the Highlander Choice home page.

## **REFUND OF CHARGES**

### **Withdrawal from one or more but not all courses**

A student who withdraws from a class by the census date will be refunded the difference in tuition and fees for the reduced number of credit hours, if any. After the census date, there will be no refund.

### **Withdrawal from the University (all courses)**

A graduate student who officially withdraws from the university on or before the census date will be refunded all tuition and fees; all board charges (meal plan) less a \$200 administrative fee.

After the census date through the last day to withdraw from a course with a grade of "W", a student will be refunded the unused portion of board (meal plan) or the board (meal plan) amount paid less a \$200 administrative fee, whichever is less.

After the last day to withdraw from a course with a grade of "W" there will be no refund.

## **BANKING FACILITIES**

Three banks are located near the Radford University campus: SunTrust Bank, Wachovia and First Virginia Bank – Southwest. In addition, the city is serviced by First National Bank, Blue Ridge Bank, Bank of America, and The National Bank. Wachovia and First National Bank operate automatic teller machines on campus.

## **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.
- 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 and the student may be administratively withdrawn from the university.
- 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 2001-2002 academic year, Radford provided some form of aid for more than 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. To be eligible for federal financial aid students must be enrolled at least half-time (five credit hours per term).

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. 27-28.

## **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 Student Information System.

## **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 2003-2004 academic year. Financial aid applicants will receive information with their award package regarding this service.

## **RETURN OF TITLE IV FEDERAL FINANCIAL AID**

The Higher Education Amendments of 1998 (HEA98) represent a major shift in the return of Title IV Federal Financial Aid when a student withdraws from the University. This change in policy became effective at Radford University in the fall 2000 semester. The policy governs all federal grant and loan programs (Pell, Stafford loans, SEOG, Perkins and PLUS loans), but does not include the Federal Work Study program.

In general, this law assumes that a student "earns" approved (verified) federal financial aid awards in proportion to the number of days in the term prior to the student's complete withdrawal. If a student completely withdraws from school during a term, the school must calculate, according to a specific formula, the portion of the total scheduled financial assistance that the student has earned and is therefore entitled to retain, until the time that the student withdrew. If a student receives (or the University receives on the student's behalf) more assistance than he/she earns, the unearned funds must be returned to the Department of Education or to

the Federal Stafford or to the parent's Federal PLUS loan lenders. If a student's charges are less than the amount earned, and a refund is due, the student may be able to receive those additional funds. Students who have not completed the verification process are ineligible to receive any financial aid.

The portion of the federal grants and loans that the student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student completed before he/she withdrew. For example, if a student completes 30 percent of the semester, he/she earns 30 percent of the approved federal aid that he/she was originally scheduled to receive. This means that 70 percent of the student's scheduled or disbursed aid remains unearned and must be returned to the Federal Programs. In the past, the previous Federal and Pro Rata Withdrawal Policy determined the amount of federal funds that must be returned, and the university was required to reduce the student's charges by the same amount. The new policy governs the earned and unearned portions of the student's Federal Title IV Financial Aid only. It determines how much, if any, the student and/or the school may need to return. This policy does not affect the student's charges. The University's Withdrawal Policy (stated above) will be used to determine the reduction, if any, in the student's tuition and fee or room and board charges. The student is responsible for paying any outstanding charges to the University.

The student's official withdrawal date will be determined by the University as (1) the date the student began the University's withdrawal process (the date that the graduate student officially notified the Registrar's Office of his/her intent to withdraw); (2) the midpoint of the semester if the student withdraws without notifying the university; or (3) the student's last date of attendance at an academically-related activity as documented by the university.

If it is determined that a portion of the financial aid received on the student's behalf is unearned, the University shares with the student the responsibility of returning those funds.

Any grant funds that the student is required to return to the Federal Programs are considered an overpayment. The student must either repay the amount in full or make satisfactory payment arrangements with the Department of Education

to repay the amount. If the student fails to repay, or make payment arrangements, to repay an overpayment the student will lose his/her eligibility to receive future federal financial aid at any institution.

## **SATISFACTORY ACADEMIC PROGRESS**

Starting the 2001-2002 academic year, a new Satisfactory Academic Progress policy became effective for financial aid recipients. Federal regulations require that financial aid recipients must be making progress toward a degree in addition to meeting the minimum cumulative grade point average. Financial aid affected by this policy includes grants, loans, Federal Work Study, Graduate Assistantships, Foundation Scholarships, and the Work Scholarship programs are exempt from the yearly quantitative progress measure, but not the minimum grade point average requirement. Some alternative loans are exempt from this policy based on the lenders' requirement of meeting academic progress.

Students who enroll for a semester, receive financial aid covered by this policy, and withdraw from all classes before the end of schedule adjustment will be ineligible to receive financial aid. Summer classes will be considered in relation to all summer terms.

Satisfactory Academic Progress means that the student has to meet three measures:

1. Maximum time frame — cumulative hours attempted may not exceed 150 percent of the program requirement.
2. Qualitative progress — meeting a 3.0 cumulative grade point average
3. Quantitative progress — 75 percent of the Yearly Hours attempted must be completed. All course work is included in cumulative hours attempted, including transfer hours.

A student has a right to appeal the termination of his/her financial aid due to unsatisfactory academic progress. Please check the Financial Aid Office website <http://www.radford.edu/~finaid> for more details on how to appeal and to download the appeal form.

## **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 (nine 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 percent cap. The interest rate for Subsidized Federal Stafford Loans is subsidized by the federal government until six months after the student graduates 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. Students must be enrolled for at least nine credit hours to be eligible. Awards average \$750 per academic year. Priority is given to those students with the highest need and applications must be submitted 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/~stufair/reslife/](http://www.radford.edu/~stufair/reslife/)

### **GRADUATE ASSISTANTSHIPS**

To be eligible for graduate assistantships students must be enrolled for nine hours each term they hold an assistantship. Students in the following categories will be eligible for an assistantship with a minimum of six credit hours enrollment:

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

### **Graduate Teaching Fellows**

Graduate Teaching Fellow (GTF): This is 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. GTFs may teach no more than two freshmen or sophomore courses in any one semester. GTFs may not teach upper division or graduate courses. GTFs who have primary responsibility for teaching a course for credit and/or for assigning final grades for such a course must have earned at

least 18 graduate semester hours in their teaching discipline, be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training, and be evaluated regularly. This does not apply to GTFs engaged in assignments such as assisting in laboratory sessions, attending or helping prepare lectures, grading papers, keeping class records, and conducting discussion groups.

(1) GTFs as professor of record. This category will be very limited with assignments given only in circumstances where (a) there is a compelling reason for needing the GTF as the professor of record, (b) the student assigned must have successfully completed a minimum of 18 hours of graduate course work in the field to be taught, and (c) the student can teach without direct mentoring or supervision.

GTFs teaching as the professor of record will be considered full-time students and must take six or more credit hours of graduate course work. The 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), with the exception of the English, Environmental and Engineering Geosciences, and Psychology programs. The pay for these programs will be \$14 an hour, working for 10 hours per week (one course @ \$2170/\$4370. per semester/year) or 20 hours per week (two courses @ \$4340/\$8680 per semester/year).

(2) GTFs not professor of record. A detailed monitoring 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 course work. 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), with the exception of English, Environmental and Engineering Geosciences, and Psychology programs. The pay for these programs will be \$13 an hour, working for 10 hours per week (one course @ \$2,015/\$4,030 per semester/year) or 20 hours per week (two courses @ \$4,030/\$8,060 per semester/year).

### **Graduate Teaching/Research Administrative Assistant (GTA/GRA/GAA)**

(1) A student who will be assigned to one or more faculty members 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 faculty members 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 in fall and spring terms and six in the summer term. An exception to the nine credit hours requirement for the fall and spring terms may be granted for students that need fewer hours in order to complete their degree requirements and graduate in the current semester. However, in order to qualify for this exception, students must be registered for at least six credit hours. 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) except for the English, Environmental and Engineering Geosciences and Psychology programs. The pay for these programs will be \$12 per hour for 10 hours per week (\$1,860/\$3,720 per semester/year) or 20 hours a week (#\$13,720/\$7,440 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).

### **Other Employment**

Graduate Assistants wishing to become involved in any employment (either on-campus or off-campus) other than the Graduate Assistantship must file a Request for Outside Employment form with the Dean of the College of Graduate and Extended Education, who will approve or disapprove this request based on his or her judgment of individual circumstances. The total number of hours worked for all positions cannot exceed 20 hours per week.

### **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 or on our web site at : [www.radford.edu/~gradcoll/](http://www.radford.edu/~gradcoll/)

### **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.

# 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 (East Main 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.

Peters Hall, which previously housed recreation facilities, is currently closed for renovations. Satellite fitness rooms are located in Madison Hall and Muse Hall.

The Dedmon Center makes 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 19 varsity sports, 11 for women and eight 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, 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, women's volleyball and women's swimming and diving. The university offers athletic scholarship aid in all 19 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 Intra-murals, Sports Club, RU Outdoors, 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.

### 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. Eight 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.

For more information, students can check out the DRO website at:

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

e-mail at [dro@radford.edu](mailto:dro@radford.edu)

or phone 540-831-6350 (Voice/TTY).

### **International Student Services**

For information about international student services, see p. 17.

### **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 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. 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. 32)

### **Center for Experiential Learning and Career Development**

The center is located in the lower level of Tyler Hall and provides walk-in assistance daily from 8 a.m. to 5 p.m., Monday through Friday.

Services include career counseling and the administration of career assessments including the Strong-Campbell Interest Inventory, the Self Directed Search, the Myers-Briggs Type Indicator, Sigi Plus, and Virginia View. Students interested in selecting a major, changing their major, or understanding how the academic major translates into a career will find this invaluable. Typical sessions include an assessment of skills and abilities, values, and the interaction between career and personal goals.

Other services include help with the location and application process for internship placements, service learning, or volunteer experiences.

Students are encouraged to develop a strong portfolio of skills and accomplishments that support their academic program of studies. Individual and group assistance is provided with career planning, the location of career information, job search process, resume development, and interview preparation.

Programs include the Success Seminars for Interns, New Student Service Month, Alternative Spring Break programs, an extensive database of internship and employment opportunities, an on-campus recruitment program, and career fairs.

## **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, 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.

**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.

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

### **Speech and Hearing Clinic**

The Speech and Hearing Clinic, located in Waldron 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) 831-7660 (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 or see the website at : [www.radford.edu/~write](http://www.radford.edu/~write).

## 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, 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 brunch between 9:30 a.m.-1:30 p.m. Monday through Friday, 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 Smoothie Shop, which serves gourmet coffee. These shops accept Food Dollars, RU Express and cash.

In addition to a wide variety of entrees and accompaniments, the Dalton dining hall 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.

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, or visit their web site at [www.radford.edu/~dining](http://www.radford.edu/~dining).

## 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 (ITR) <http://www.radford.edu/~itr> consists of Academic Computing, Administrative Information Systems, Systems Administration and Operations, and Technology Assistance Center. ITR provides comprehensive computer and information technology support for the University.

Students, faculty, and staff have access to a wide variety of computer, network, and Internet resources.

## WALKER TECHNOLOGY CENTER

<http://www.radford.edu/~walkertc>

The Walker Technology Center is a general-purpose computer lab facility available for use by all students, faculty, and staff upon presentation of a valid RU ID card. This center is located on the second floor of Walker Hall and offers access to computers, hardware and software. Hours for the fall and spring terms are as follows:

Monday – Thursday	7 a.m. – 2 a.m.
Friday	7 a.m. – 8 p.m.
Saturday	10 a.m. – 8 p.m.
Sunday	10 a.m. – 2 a.m.

The Walker Technology Center has over 100 Windows and Macintosh workstations offering a wide variety of hardware and software. The center offers Internet access, laserjet printers, flatbed and 35MM scanners, and CD-ROM burners. All workstations are equipped with Zip, 3.5 floppy and CD-ROM drives. Users are required to bring their own floppies or 100MB Zip disks to save their work. Users of the center must abide by the Radford University Computing Policies and appropriate copyright laws.

The Walker Technology Center offers two teaching computer labs and a multimedia classroom with ceiling-mounted data projectors that can be reserve for teaching and presentations.

## ACADEMIC DEPARTMENT COMPUTING RESOURCES

Many academic departments use computers in their curricula and maintain software specific to their needs. Hours of operation are posted and vary. Each department determines access to the labs. A complete list of academic departments with location and software can be found at

<http://www.radford.edu/~acadcomp/acadlabs>

Department	Computer
Art	Macintosh
Biology	Macintosh
Business/Economics	Windows
Chemistry/Physics	Windows
Computer Science	Windows, UNIX
Education	Windows
Interior Design	Windows
Foreign Language	Windows
Geography	Windows
Geology	Windows
Mathematics/Statistics	Windows
Media Studies	Macintosh
Music	Macintosh
Physical Education	Windows
Teaching Resource Center	Macintosh, Windows
Theater	Macintosh

A few of the academic labs are highlighted below:

The Art computer lab in Powell 206 offers Power Macintosh G4 computers. Software includes image processing and graphic design. This lab is available to students taking Art courses.

Geography maintains a computer lab in Cook Hall with Windows and UNIX workstations to teach geographic concepts and research techniques using geographic information systems and image processing. Software includes AutoCad, AtlasGIS, ERDAS and Arc/Info.

Geology, Chemistry, and Physics computer lab is in Curie 147 with Windows computers. Software includes MoluCad, Sigma Plot, Visual Groundwater, Visual Mudflow, Rockworks, Red Shift, and Voyages through the Solar System.

Music located in Powell Hall features several special labs for music instruction with Macintosh G4 computers. Powell 106 has synthesizers to create MIDI compositions connected to computers.

Speech Communications provides interactive multimedia Instruction on videodisc in the areas of Critical Thinking, Constructing and Using Speaking Outlines, Mission Possible: Listening, Effective Introductions and Conclusions, Developing Key Ideas, and Coping with Speech Freight. These programs are available in the Walker Technology Center. See the lab proctor to view these programs.

College of Education has two computer labs. Russell 211 has Windows computers. Software includes Crossword Plus, and Learning Plus.



*McConnell Library*

The Teaching Resource Center in Walker has Macintosh and Windows computers with word processing and multimedia development software. The center is available to students and faculty in the College of Education. The TRC is also a Virginia Regional Teaching Resource Center for the public schools.

Campus and Internet E-mail accounts are available to all Radford University students at no charge while enrolled at the University. The Internet account provides access to e-mail, individual web pages, the World Wide Web, and RU Network and is required for on-line registration.

Dial-in Modems are available to RU accounts through a phone connection. The modem pool supports 56K (v.90) PPP connections.

RU Modem Pool Access Numbers:

Local 633-1894

Dublin 643-2550

Roanoke 857-8923

Long Distance (charge) 540-633-1894

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

## **OTHER STUDENT SUPPORT 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 \$15 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 to 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**

Soft drink 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.

### **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 electronic books, 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 13 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: <http://illiad.radford.edu>. Many requested articles can be e-mailed to the requester and viewed electronically. The Digital Article Delivery Service enables students to request copies of articles from periodicals owned by McConnell Library and receive them electronically without having to come to the library.

The Media Services department, located on Level 4, houses non-print items, including microform materials, recordings, videotapes, kits and other teaching aids, as well as preview equipment for all media. The recorded music collection consists primarily of classical music

but does contain some popular music, jazz, and Broadway plays. Spoken records are included. A Multimedia Center is available for creating multimedia projects and presentations. A schedule of training workshops, which are offered throughout the academic year, can be viewed at <http://lib.radford.edu/multimedia/classes.htm>.

Carrels are available on Level 1 for use by graduate students engaged in research projects and may be reserved through the Library Administrative Office. A Graduate Study Lounge, equipped with 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.

A library coffee shop, The Stacks Cafe, is located off the main Reading Room and features a variety of gourmet coffees and light snacks.

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 2.
- Personal assistance in locating and retrieving library materials.
- Photocopy enlargements.

There are 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.

A Graduate Information Checklist of all matters which must be attended to during the graduate programs appears on p. 7 of this catalog and is included in the student's letter of admission.

## 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 or registration may obtain a copy in the Graduate College Office.

The Vice President for Student Affairs or a designee 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" on p. 46 and "Comprehensive Examination" on p. 47.

### 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. 38.
- IP indicates the course is in progress
- NG indicates non-graded
- 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.

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.**

**Note: some departments have more stringent requirements; please refer to your departmental handbook.**

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	SH	GP	
			Per SH	GP
ABC 401	A	3 x	4 =	12
DEF 502	B	2 x	3 =	6
GHI 601	C	3 x	2 =	6
JKL 601	B	3 x	3 =	9
MNO 702	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. Any Pass/Fail course in which an F is assigned will be calculated in the student's overall grade point average.

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.

### REPETITION OF COURSES

If a student repeats for credit a course in which a C, D or an F was obtained, both the original grade and hours attempted and the subsequent grade and hours attempted will be used in the calculation of a grade point average. No more than six credits of coursework may be repeated in this way. Courses taken in which a "B" or "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 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” (In Progress) 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” and/or “IP” 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” or “IP” is recorded on the transcript. A degree cannot be awarded to students with Incompletes on their records.

See page 43 for information regarding Continuous Enrollment.

## FULL-TIME STATUS

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

## SUMMER SESSIONS

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

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 a 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, Counseling and Human Development, Criminal Justice, Educational Studies, Music, Nursing, 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**

#### **Minimum 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.

At least 24 credits must consist of Radford University courses. Some programs may have additional credit hour requirements. 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.

#### **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 Requirements**

All students enrolled in a degree program will, at the time of admission, receive a program requirements sheet which lists all courses, including deficiencies, which the student must complete in order to meeting degree requirements. Please check with your department for any variation on this form.

The program requirements sheet 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 this form.

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

Changes in the program must receive the same approvals as the original program. The Petition for Program Change is available online at [www.radford.edu/~gradcoll/](http://www.radford.edu/~gradcoll/) or in the Graduate College Office in Preston 220 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 requirement sheet 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. An average of at least a B 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, including 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 220. 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 3.00 or better may be permitted to take up to six credit hours of graduate-level courses during their final year 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, except in approved accelerated bachelor's/master's programs (see below).

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 in the Graduate College office in 211 Preston.

## ACCELERATED BACHELOR'S/ MASTER'S PROGRAMS

Students accepted for approved bachelor's/master's accelerated programs may take up to 12 graduate credits and these may count toward both the bachelor's and master's degrees. Students in the RN/BSN/MSN accelerated program may count up to 15 graduate credits toward both the BSN and MSN degrees. To be eligible for participation in an accelerated degree program, students must have completed at least 60 undergraduate credits and have a cumulative GPA of at least 3.00. Individual departments may impose stricter admission requirements. Admission and completion requirements for specific accelerated degree programs are described in the catalog.

The objective of accelerated Bachelor's/Master's degree programs is to provide a means by which exceptional undergraduate students at Radford University may complete the requirements for both the Baccalaureate and Master's degrees at an accelerated pace.

**Eligibility:** Students must have completed a minimum of 60 and a maximum of 96 credit hours in their undergraduate programs. Transfer students must have completed a minimum of two semesters as a full-time student at Radford University, a minimum of 24 hours. Students must have a minimum accumulated grade point average (GPA) of 3.00. (See the RN/BSN/MSN program details for exceptions to the eligibility criteria).

**Application to an Accelerated Bachelor's/Master's Degree Program:** A prospective student who meets the eligibility requirements above should set up a meeting with the Graduate Program Coordinator to review the requirements for an accelerated Bachelor's and Master's degree program. Students in an accelerated program must submit the standard application for admission to the Graduate College including an application form, application fee, transcripts, test scores, and any other materials required for admission to the master's program. In addition, students must complete the Accelerated Degree Application form. Upon review of the materials submitted, a letter of acceptance (or denial) to the Master's program, contingent on meeting the accelerated requirements and completing the bachelor's degree, will be sent to the student.

**Participation and Graduation:** Students must complete the Bachelor's degree prior to entering the Master's program. Students in an accelerated program may not elect to by-pass the Baccalaureate degree. Students must receive a grade of B or better in the double counted graduate level courses. Courses with a grade of C or below cannot be double-counted between the two degrees. No more than 12 hours of graduate work may be counted toward the requirements of both degrees (15 hours in the RN/BSN/MSN program). Students must complete the Master's degree within six (6) years of the start of their first graduate course. If the Master's program is not completed within these time limits, none of the graduate courses taken as an undergraduate will be counted toward the master's degree. Permission to pursue an accelerated degree program does not guarantee admission to the Graduate College. Admission is contingent on meeting eligibility requirements at the time of entering the graduate program.

**Withdrawal/Ineligibility:** A student may at any time withdraw from an approved accelerated program by informing the Graduate Program Coordinator in writing. A copy of this should be sent to the Graduate College. If a student completes the Baccalaureate degree requirements with an accumulated GPA of less than 3.0, then he/she is no longer eligible to pursue the accelerated program. Individual departments may have higher requirements and a failure to meet these requirements will make a student ineligible to participate in the accelerated program. A student who does not follow the approved Accelerated Degree requirements may become ineligible to participate in the accelerated program. A student who is ineligible to participate in (or withdraws from) the accelerated program, cannot double-count any courses for both Bachelor's and Master's degrees.

## CLASS LOAD

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

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

## 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 Students Affairs/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.

## RETENTION POLICIES

### Good Standing

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

### Probation and Dismissal

If at any point a graduate student's cumulative grade point average falls between 2.00 and 3.00, the student will be placed on 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 coursework in a given term; a part-time student on probation may take no more than four semester hours of coursework in a given term.

To return to good standing, a student must earn a minimum cumulative grade point average of 3.00 within the first nine credit hours attempted after being placed on probation. A student who does not meet the minimum cumulative grade point average in that time period will be dismissed from the Graduate College. 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. If at any point a student earns a cumulative grade point average below 2.00, the student will be dismissed from the Graduate College with no possibility of reinstatement.

### 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 study.**

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 proposal should be submitted to the Graduate College 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 220 Preston Hall, and 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 online at: [www.radford.edu/~gradcoll](http://www.radford.edu/~gradcoll) or from the Graduate College Office in Preston Hall 220.

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" or "IP" starting from the first semester in which the student registered for thesis credit. After two years this grade will revert to an F. All requirements for the degree must be completed within six academic years.

## **AWARDS**

Three graduate awards; one each for the outstanding research thesis, the outstanding creative project, and for exemplary performance, are given each year at the spring hooding ceremony 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 thesis or 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, 220 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.

## **AUDITING COURSES**

Students may audit classes on a space available basis with written permission of the 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.

## **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. Students may electronically access grades at the end of the semester.

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.

## **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 next to last semester (please see class schedule booklet for deadlines). Unless the necessary forms are filled out by the student before the stated deadline, graduation may be delayed.

## **COMMENCEMENT EXERCISES**

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

## **HOODING CEREMONY**

Earning an advanced degree is a distinctive achievement that deserves special recognition in addition to the customary commencement ceremony. The practice of hooding degree recipients grows out of the traditions of academic regalia. The academic cap, hood and gown originated in medieval universities in Europe around the 12th century.

Hoods are traditionally black on the outside, trimmed with the color representing the degree, and lined on the inside with the official colors of the university. Thus, you should be able to identify the institution from which the wearer received the degree, and the level of the degree, by looking at the hood. The presentation of the hood is a symbolic recognition of admission to a higher scholarly status within the academic community.

Awarding a graduate degree is not something to be taken lightly. The act of attaching your hood as part of your academic regalia carries with it some significant recognitions, including:

- acknowledgement of your achievements
- recognition of the University's expectations of your future leadership roles, and
- acknowledgement of the University's bond with you.

Those who receive a Graduate Degree, as well as the graduate faculty supporting the awarding of this degree, have formed a life-long partnership. The hood you receive will forever link you with Radford University and link the faculty of Radford University with you. The colors you are awarded are both Radford's colors and yours.

The hooding is done by a Radford University graduate faculty member, traditionally a professor under whom the candidate has studied. The hooding ceremony is held in Preston Auditorium prior to the University's commencement exercise.

## **PARTICIPATION IN COMMENCEMENT**

Radford University restricts participation in graduation exercises to those degree-seeking 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 prior to the expected term of graduation, 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 semester prior to the expected term of graduation. All applications must be approved by the Graduate Dean. Participation in commencement does not guarantee that the diploma will be awarded.

## **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 occasions, extraordinary circumstances may, however, justify minor departures from the catalog requirements. Graduate students who need to petition for an exception to academic policy must complete the Graduate Student Academic Petition form in consultation with his/her adviser, available online or in the Graduate College office and submit to the Graduate College.



*Nursing students at RU work directly with patients and receive valuable experience, which helps strengthen their career path.*

# Academic Colleges

Radford University is organized into seven colleges – the College of Graduate and Extended Education and six 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**  
**Judy Niehaus, Associate Dean**  
**Young 107, (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. 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 15 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.

## COLLEGE OF BUSINESS AND ECONOMICS

**William A. Dempsey, 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.

## 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

**Paul Sale, Dean**  
**Patricia Shoemaker, Assistant Dean**  
**Peters Hall A121, (540) 831-5439**

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 special education. 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, Exercise, Sport 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**

**Peters Hall A104, (540) 831-5424**

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

### **Field Experiences**

**Peters Hall A104, (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**

**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.

### **Center for Professional Development**

**Dr. Gary Ellerman**

**Peters Hall, A125**

**(540) 831-5249**

The Center for Professional Development was established in the College of Education and Human Development and reports directly to the dean of the college. Working with regional directors of professional development, the center serves school divisions by providing current, relevant staff development programs that enhance the professional growth of classroom teachers, school administrators and other school personnel. More information can be obtained as follows: e-mail:pdcenter@radford.edu web: www.radford.edu/~pdcenter

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

**Karma Castleberry, Interim Dean**

**Raymond Linville, Associate 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 Adult Clinical Nurse Specialist, Gerontology Clinical Nurse Specialist,

Family Nurse Practitioner and a post baccalaureate gerontology certificate; or family nurse practitioner; or a Master of Social Work degree.

Radford University offers a graduate certificate in Dietetics in the School of Allied Health, Foods and Nutrition Program within the Waldron College of Health and Human Services. It is currently granted Developmental Accreditation by the Commission on Accreditation for Dietetics Education of the American Dietetic Association with an emphasis in medical nutrition therapy and is designed to prepare dietitians to work in both interdisciplinary environments and in rural settings.

## **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.

## **COLLEGE OF INFORMATION SCIENCE AND TECHNOLOGY**

**Wilbur W. Stanton, Dean and Associate Vice President for Academic Administration**  
**127 Davis Hall, (540) 831-5958**

The College of Information Science and Technology at Radford University prepares students with skills and expertise essential to the Commonwealth and the nation as each moves from an industrial-based economy to an information-based economy. The College develops students' creative and critical thinking skills, teaches students to analyze problems, and provides students with the knowledge and skills required to effectively utilize information technology to meet a vast array of challenges in the arts and sciences, health and human services, education, and every aspect of business. Most important, the learning experiences, programs of study, and faculty mentoring are all designed to teach students to be comfortable with the dynamics of change. Faculty in this college have a strong commitment to continuous review, evaluation, and improvement of curricula in partnership with professionals in the IT industry in order to meet the emerging needs of society.