

BRANIFF GRADUATE SCHOOL OF LIBERAL ARTS

MASTER'S AND CERTIFICATE PROGRAMS

STUDENT HANDBOOK

2018–2019

TABLE OF CONTENTS

Forward	2
Mission	3
The Master’s and Certificate Programs	3
Program Requirements	3
Student Absences.....	3
Time Limit.....	3
Grade Point Average (GPA).....	3
Catholic Teacher Certificate and Certificate in Classical Learning.....	4
Master of American Studies.....	4
M.A. in Art.....	4
M.F.A.....	4
Master of Classics, English, Humanities, Politics, Theology.....	4
Master of Leadership.....	4
M.A. in Classics, English, Humanities, Philosophy, Politics, Theology.....	4
Master’s degrees in Psychology.....	5
Comprehensive Examinations.....	5
Language Requirement.....	5
M.A. Thesis.....	6
Scholarship	7
Other Policies	7
Incomplete Grades (I).....	7
Classification of Students.....	7
Change of Programs.....	7
Transfer of Graduate Credits.....	7
Candidacy.....	8
Leave of Absence.....	8
Non-Credit Matriculation (Reading Courses).....	8
Deadlines.....	8
Academic Honesty	8
Plagiarism.....	8
Cheating.....	9
University Unlawful Discrimination and Harassment Policy	9
Appendix – Checklist for Master’s Degree Application	12

FOREWORD

The University of Dallas is an equal opportunity, co-educational and Catholic institution of higher learning. It is open to students and faculty of all faiths, and does not discriminate in admissions or employment on the basis of race, color, sex, age, handicap, or national origin. Every effort has been made to include in this handbook information that, at the time of printing, most accurately and pertinently represents the Master's programs. However, the provisions of this handbook are subject to change by the University without notice and do not constitute a contract between any student and the University of Dallas.

As a private institution the University explicitly reserves the right to judge whether it is in the best interests of the institution that a student be allowed to continue affiliation and may, for reasons deemed sufficient by the University itself, discontinue affiliation. By registering, the student concedes to the University the right to require withdrawal whenever it deems withdrawal necessary.

Students are responsible for familiarizing themselves with all policies and for complying with all procedures in this *Handbook*, the current University *Bulletin*, and the current University of Dallas Student Handbook. The Student Handbook may be obtained from the Office of Student Life, Haggar Center.

MISSION

The Master's programs in the Braniff Graduate School of Liberal Arts are an expression of the University of Dallas's overarching mission. The motto, stated in the University's seal, *Veritatem, Justitiam Diligite* (Cherish Truth and Justice), is seen in part as a charge to recover and renew the Western heritage of liberal education and the Christian intellectual tradition. Towards this end, the University constitutes itself as an intellectual center where the principles of Western liberal learning and the habits of Christian reflection are examined and cultivated at their deepest level. Students, many of whom will take positions of leadership in their communities, are formed by their participation in their graduate liberal arts program.

Many of the school's graduates will seek careers as teachers and scholars at various levels of academic life. Others will bring the enlargement of mind acquired in their studies to bear on the issues taken up in their subsequent professional lives in fields as diverse as law, civil service, pastoral ministry, and artistic creation. Still others will taste the fruit of their education as they exercise their influence as citizens, friends, and members of their families through judgments that have been perfected in the habits of liberal learning.

THE MASTER'S AND CERTIFICATE PROGRAMS

The Braniff Graduate School of Liberal Arts currently supports 17 Master's programs. They include the Master of American Studies (MAS); the Master of Fine Arts in Art (MFA); the Master of Arts (MA) in Art, Classics, English, Humanities, Philosophy, Politics, Psychology, and Theology; the Master of Classics (MC), Master of English (ME), Master of Humanities (MHM), Master of Leadership (MLDR), Master of Politics (MP), Master of Psychology (MPS) and Master of Theology (MTH).

The graduate school also supports the Catholic Teacher Certificate (CTC) and the Certificate in Classical Learning (CCL).

PROGRAM REQUIREMENTS

Student Absences

Students are expected to attend all scheduled classes, and to satisfy all course requirements within the time limits established by their professors, unless prevented from doing so by extraordinary circumstances such as serious illness or unavoidable travel. A professor who deems that a student has been excessively absent during the first half of the semester may recommend that the student withdraw from the course. If a student has been excessively absent throughout the entire semester, the professor may withhold permission to take the final examination and, depending on the student's academic performance, assign a grade of F or FA (failure due to absence).

Time Limit

All Master's and M.A. requirements are to be satisfied within *six years* of the date the student begins course work in the program. Periods for which a Leave of Absence is requested and granted are not counted toward the limit. Any extensions to the limit must be formally requested of and granted by the Graduate Dean. Students who have not completed requirements within the time limit will be withdrawn from the program.

Grade Point Average (GPA)

No course for which a grade lower than C (2.00) is earned will satisfy program degree requirements.

A minimum cumulative grade point average of 3.00 is required for graduation from all Master's programs. (A minimum of 2.7 is required to earn the Catholic Teacher Certificate.) In courses in which a grade lower than C (2.00) is given, the grade will count for determining the grade point average, but will not satisfy course requirements. Only grades for required course work will be figured in determining the GPA graduation

requirement. However, all grades received in approved prerequisite course work will be figured in determining GPA levels for both scholarship continuance and eligibility to continue in a given program.

N.B., except for the description of the Psychology options on the next page, the following are *very* schematic. For more detailed information, please consult the online UD Bulletin for this academic year.

Catholic Teacher Certificate and Certificate in Classical Learning require:

18 hours of course work as specified in the individual programs.

The Master of American Studies requires:

1. 30 credit hours of course work.
2. A comprehensive examination.

The Master of Arts in Art requires:

1. 30 credit hours, ten of which must be so distributed as to include two consecutive semesters of M.A. Seminar, two graduate courses in the Modern/Contemporary Period in art history, and the M.A. Exhibition course.
2. Examination of the student's work and knowledge after the completion of 9-15 credit hours. Candidacy is granted after a successful examination. If failed, the examination can be repeated only once and within the period of one semester.
3. Thesis Exhibition, with proper documentation.
4. Oral Examination.

The Master of Fine Arts, which is the accepted terminal degree for studio artists, requires:

1. 30 credit hours beyond the Master of Arts in Art, so distributed as to include two consecutive semesters of MFA Seminar, two graduate courses in art history, and the MFA Exhibition course.
2. MFA Exhibition, with appropriate documentation.
3. Oral examination by the full graduate art faculty.

The Master of Classics, English, Humanities, Politics, and Theology requires:

1. 30 credit hours of course work distributed as specified in the individual programs, with the exception of Humanities, which requires 36 credit hours.
2. A comprehensive examination, as specified by the individual programs.

The Master of Leadership requires:

1. 27 credit hours of course work distributed as specified in the individual.
2. A 3-credit-hour capstone course.

The Master of Arts in Classics, English, Humanities, Philosophy, Politics, and Theology requires:

1. 24 credit hours of course work, distributed as specified in the individual programs, with the exception of Humanities, which requires 30 credit hours of course work.
2. Fulfillment of the foreign language requirement. Accepted languages are usually Latin, Greek, French or German.
3. Comprehensive examination, as specified by the individual programs.
4. Six credit hours of Thesis Research and completion of the thesis.

Master's degrees in Psychology

All master's degrees in psychology require a minimum of 30 credits. There are three degree options: the Master of Psychology (MPsy) with or without clinical concentration and the Master of Arts (MA). While compliance with the State Licensing Board's requirements is ultimately each student's responsibility, students seeking to qualify for LPC certification in Texas should pursue the MPsy with Clinical Concentration.

The Master of Psychology without clinical concentration (30 total credit hours) requires:

1. 12 credit hours of coursework comprising the 4 graduate psychology foundations courses (6311 Phenomenological Foundations of Psychology, 6333 Foundations of Qualitative Research, 5322 Lifespan Development, and 7311 Historical Foundations of Depth Psychology).
2. 18 credit hours of course work of graduate level offerings (5311 and above) in psychology.
3. A comprehensive examination.

The Master of Psychology with clinical concentration (60 total credit hours) requires:

1. 12 credit hours of coursework comprising the 4 graduate psychology foundations courses (6311 Phenomenological Foundations of Psychology, 6333 Foundations of Qualitative Research, 5322 Lifespan Development, and 7311 Historical Foundations of Depth Psychology).
2. 12 credit hours of coursework comprising the program's 'Pre-Practicum' sequence (5323 Professional Practice Ethics, 6321 Introduction to Counseling Techniques, 6355 Psychopathology, 6324 Theories of Counseling).
3. 24 additional credit hours of coursework in areas mandated by the State Licensing Board.
4. 5 elective credit hours required by the degree.
5. 7 credit hours of practicum comprising 300 supervised hours of clinical work and one credit of 6157 Group Consultation for Practicum, in accordance with the department's practicum placement policies.
6. A comprehensive examination including a clinical position paper.

The Master of Arts in Psychology (48 total credit hours) requires:

1. 12 credit hours of coursework comprising the 4 graduate psychology foundations courses (6311 Phenomenological Foundations of Psychology, 6333 Foundations of Qualitative Research, 5322 Lifespan Development, and 7311 Historical Foundations of Depth Psychology).
2. 30 credit hours of course work of graduate level offerings (5311 and above) in psychology.
3. Satisfaction of the Language requirement of the Braniff Graduate School.
4. A comprehensive examination.
5. Six credit hours of Thesis Research and completion of the thesis.

Comprehensive Examinations

Comprehensive Examinations cannot be administered before the student has completed all required course work with a cumulative grade point average of 3.00. The exam should be taken by the end of the semester following the satisfactory completion of all course requirements.

Language Requirement

Students must fulfill the language requirement in one of four ways:

- 1) By taking an upper level (3000+) course (other than the special reading courses) at the University of Dallas in the literature of the language in question and by passing with a grade of B (3.0) or better. Request for this option should be made prior to the registration for a course. Upon completion, request that the instructor submit a signed memo to the Braniff and Registrar's office. Students entering the Master's program with a bachelor's degree from the University of Dallas may fulfill the requirement with such a course taken at the University no more than three years prior to admission into the Master's program.

- 2) By taking and passing a written examination in a language. (This examination may be the final examination in the special language courses offered for graduate students.)
- 3) In the classical languages only, by passing a written examination on material from a primary text pertinent to the student's concentration and agreed upon by the Concentration Director and the Graduate Dean.
- 4) M.A. theology students may, with the approval of the Program Director, satisfy the requirement by both submitting an exact translation in fluent English of a 12–15 page excerpt from previously untranslated material pertinent to the student's work and passing an oral examination in the grammar and content of the translation.

In some cases, where the student's thesis requires proficiency in a language other than the normal four (for example, in dealing with Machiavelli or Cervantes or Kierkegaard), another modern language may be substituted for German or French. No one is allowed to do a thesis on a topic whose major texts are in a language in which the student has not attained reading proficiency.

Before undertaking any of the ways of fulfilling the language requirement, the student should obtain a language approval form from the Graduate Office and secure the approval of the Program Director, Graduate Dean and, outside of following the course option, of the language examiner.

All grades earned for foreign language courses at the 1000 to 3000 levels will be recorded on the transcript but will not be included in determining the grade point average. The only language courses that may be counted for course credit towards a graduate degree are courses that are at the 5000 level or above.

Master of Arts Thesis

The M.A. student must complete all course work (with a GPA of at least 3.0), the comprehensive examination, and fulfill the language requirement **before** enrolling in the six credit hour Thesis Research course.

Before registering for the Thesis Research course, submit a Master's Thesis Proposal Approval form (available in the Graduate Office) along with the recommendation of the Program Director to the Graduate Dean. The Proposal cannot be given final approval nor can readers be assigned until the student has passed the Comprehensive Exam.

Submit a thesis that meets the approval of the student's thesis committee, which will have been appointed by the Graduate Dean upon approval of the Thesis Proposal.

Adhere to the style sheet governing the final copies of M.A. theses.

Present to the Graduate Office the two final copies of the thesis. (If you would like to have a copy(s) to keep or give as gift, also submit those.)

SCHOLARSHIP

Scholarships are awarded on the basis of academic achievement for a period of one academic year and are renewable annually.

Scholarship support can be applied toward tuition for (a) required course work and (b) up to twelve credit hours of undergraduate prerequisites where this is established as part of the student's degree program under the recommendation of the Program Director and approved by the Graduate Dean. Scholarship cannot be applied toward retakes of or substitutions for courses in which the grade of permanent I or a grade lower than a C (2.0) was earned.

N.B. Retakes and substitutions are not a right; they *may* be granted under extraordinary circumstances.

A cumulative grade point average of 3.3 is required for continuance of scholarship support in the master's program in Classics, English, Philosophy, Politics, Psychology, and Theology. A 3.0 GPA is required for continuance of scholarship support in the master's program in American Studies, Art, Humanities, and Leadership.

OTHER POLICIES

Incomplete (I) Grades

The "I" (incomplete) grade should be used sparingly. All incomplete grades now require a contract between the student and the faculty member teaching the course, using the Form 120, available through the Registrar's Office webpage. That contract establishes due dates and specifies the work required to complete the course.

When work is submitted by the due date specified on the contract, the "I" is only slashed over. If work is not completed on time, the "I" grade will either become permanent (I*) or will be changed to some other grade, at the teacher's discretion, to reflect work completed.

Braniff Graduate School scholarships will **not** cover the re-taking of courses in which a permanent incomplete (I*) was earned.

Classification of Students

Full time students - students enrolled for a minimum of 9 credit hours per semester.

Part-time students - students enrolled for fewer than 9 credit hours per semester. (N.B., The federal government treats 6 credit hours as full-time.)

Non-Degree Seeking -- students accepted into the Braniff Graduate School of Liberal Arts for the purpose of enrolling in courses but not admitted into a degree-granting program. If at any time Special Students wish to become candidates for a graduate degree, they should submit an application for regular admission into one of the programs. If subsequently accepted, only nine hours earned as a Non-Degree Seeking Student may be transferred toward the degree.

Change of Program

Students accepted into one program cannot transfer into another program without submitting **a new** application. Should they be admitted into another program in Braniff, the privileges they enjoyed (e.g., grants, scholarship, and the like) in the previous program will not necessarily be continued.

Transfer of Graduate Credits

Transfer of graduate credits earned at other institutions is subject to specific conditions. Courses for which transferred credit is accepted must be comparable to UD course offerings and must directly pertain to the student's current program of studies. They are accepted only from accredited universities. No more than **six** hours may be transferred into a Master's program. Courses must have been taken within the six years prior to entering the UD program and must have a grade of **B or better**. Requests for transfer credit should be submitted to the Program Director and must be approved by the Program Director and Graduate Dean. Pass/fail courses may not be transferred.

Students who have already entered a Master's program at the University of Dallas must get prior approval from the Graduate Dean before taking courses at another institution for transfer of credits. In making this request, students must submit to the Program Director a syllabus or official course descriptions for each course they wish

transferred along with a copy of their official transcript, which is on file in the Graduate Office. Petition for transfer credit may be made any time after one full time semester or after nine credit hours, whichever comes first. All students must take a minimum of **15** credit hours of course work on campus, with the exception of Master of Humanities students who must take at least **18** credit hours.

Candidacy

In all the Master of Arts Programs (except Art) the students become degree candidates after successfully passing the comprehensive examinations. In Art, students apply for candidacy and formal acceptance into the program after successful completion of nine to fifteen credit hours. For other Master's programs consult the *Bulletin*.

Leave of Absence

Students who need to interrupt their course of studies from one semester to the next must seek a leave of absence. Request for a leave must be made at least two weeks prior to the first day of classes and addressed to the Graduate Dean who will grant or deny the leave. Leaves will be granted for a fixed period and only where there is a good reason for the absence and a good prospect of the student's returning to the program. Leaves of absence will not be counted in the time limit for completion of the degree. Students who interrupt their course of studies without a leave of absence are considered to have resigned from the program and must reapply for admission if they should desire to return.

Non-Credit Matriculation (Reading Courses)

Master's and M.A. students who need extra time to prepare for examinations or do research for the thesis or major projects may register for non-credit Graduate Reading (6V99). Registration for this course indicates that the student is involved in full time studies necessary for the completion of degree requirements.

Deadlines

Please check the UD web page, "Braniff Student Resources" (<https://udallas.edu/braniff/student-resources/index.php>) for a listing of the deadlines for completion of degree requirements. The student is responsible for knowing and meeting these deadlines.

Academic Honesty

The University is a community dedicated to learning and research, both of which include the transmission of knowledge. In striving to learn, we are often dependent on what others have achieved and thus become indebted to them. Courtesy, gratitude and justice require that we make public our reliance on and use of the ideas and writings of others. At the time of matriculation at UD, all students are informed of the honor code as described below and asked to sign a card indicating their understanding of it.

Plagiarism

An attempt to claim ideas or writings that originate with others as one's own is a serious offense against the academic community. Plagiarism is not mitigated by a paraphrase or even by an extensive rewriting of another's work. Whenever ideas or words are borrowed, the student must give credit by citing the source. The same principle of honesty applies to the use of modern technologies like the computer—sources of information must be accurately credited.

A student who submits plagiarized work is subject to disciplinary action. An instructor who discovers that plagiarized work has been submitted in fulfillment of course requirements shall immediately inform the student, allowing him or her the chance to explain the circumstances. If after conferring

with the student, the instructor still considers the student's work to be plagiarized, then the instructor will compile the materials of the case, including the piece of work that may have been plagiarized, any sources from which the student plagiarized and a report of the instructor's conversation with the student. He will submit these materials to the Braniff Graduate Dean.

If the student acknowledges in writing that he or she plagiarized, the case does not go to an Academic Disciplinary Committee. Instead, the instructor assigns a grade on the work and a grade in the course, up to and including failure in the course. The Graduate Dean reviews the case and decides on a penalty beyond the grade, according to the procedure described below.

If the student does not acknowledge the plagiarism, the Graduate Dean will submit the case, with all relevant materials, to the Braniff Academic Discipline Committee. That committee will conduct its own investigation and will hold a hearing at which the student, without counsel, will be invited to present his or her case and to respond to the committee's questions. The committee will decide solely on whether the student did plagiarize, and will base its decision only on the evidence, not on mitigating or extenuating circumstances.

If the committee finds that plagiarism did occur, it will convey its findings to the instructor and to the Graduate Dean. The instructor will assign a grade to the material in question and a grade for the course, up to and including failure in the course, and shall report these grades to the Graduate Dean. The dean shall hold a show-cause hearing with the student on why he or she should not be dismissed from the University, and shall decide on any penalties beyond the grade, up to and including dismissal from the University.

If the Braniff Academic Discipline Committee decides that the work is not plagiarized, the committee will inform the instructor of its decision. The instructor shall then compute a grade for the piece of work and the course without regard to plagiarism, but solely on the basis of his judgment of the quality of the student's work. The case against the student is then dropped.

Adequate procedures for dealing with instances of plagiarism in off-campus programs will be determined by the Graduate Dean in consultation with the director of that program.

When an instance of plagiarism is discovered in a thesis or dissertation, work toward the degree shall be terminated. If the degree has already been granted at the time the plagiarism becomes evident, regardless of the length of time ensuing, the degree shall be revoked.

Cheating

The integrity of examinations is essential to the academic process. A student who cheats on an examination or other work submitted in fulfillment of course requirements is subject to disciplinary action. When cheating is discovered during the examination itself, the instructor or proctor is to take up the examination and dismiss the student from the examination for a later appearance before the instructor. The review of all cheating cases, and the imposition of penalties will follow the procedure explained under "Plagiarism."

University Unlawful Discrimination and Harassment Policy

As a recipient of federal education funds, the University is subject to Title IX of the 1972 Education Amendments. As an employer, it is subject to Title VII of the 1964 Civil Rights Act and the Texas Commission on Human Rights Act. In compliance with these and other laws, the University condemns in the strongest terms discrimination against any student under any educational program of the University, and against any applicant or employee with respect to his or her recruitment, application of

employment, hiring, compensation, terms, conditions or privileges of employment, and termination, when such discrimination occurs because of the person's race, color, sex, age, disability, national origin, citizenship or, to the extent prescribed by law, religion. Unlawful discrimination includes sexual harassment and discriminatory harassment based on any of these factors. Violation of this policy constitutes cause for disciplinary action, up to and including dismissal.

Harassment

Harassment is a form of discrimination and violates this policy. Prohibited sexual harassment, for example, is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Violations of this policy, regardless of whether or not an actual law has been violated, will not be tolerated. The University will promptly and thoroughly investigate every issue that is brought to its attention in this area and will take appropriate disciplinary action, up to and including termination of employment.

Discriminatory harassment is conduct directly addressed to a specific individual or group of individuals that is intended to intimidate, ridicule, insult or annoy them because of their race, color, religion, gender, disability, national origin or citizenship; or conduct based on these factors which unreasonably interferes with a student's or employee's work performance or which creates an intimidating, hostile or offensive work (or learning) environment.

Sexual harassment is defined by the EEOC as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to the conduct is made either as an explicit or implicit condition of employment or academic standing; submission or rejection of the conduct is used as a basis for an employment or academic decision; or that conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment; or in the case of students, the conduct unreasonably interferes with a student's work, or creates an intimidating, hostile or offensive learning environment.

The University does not discriminate on the basis of sex in its programs and activities. The University of Dallas has designated a Title IX Coordinator to oversee the University's response to Title IX reports and complaints and to address any patterns or systematic problems revealed by such reports and complaints. The Title IX Coordinator has specific knowledge of the requirements of Title IX, of the University policies and procedures related to sexual harassment and sexual and relationship violence and of all complaints raising Title IX issues at the University. Any person alleged to have been discriminated against in violation of Title IX may present a complaint to the Title IX Coordinator. The Coordinator assists in informal resolutions of complaints or guides the Reporting Party to the appropriate University official or process for resolving the complaint. Questions regarding Title IX may be directed to the designated University of Dallas Title IX Coordinator, Dr. Sherry Dellinger or Title IX Deputy Coordinator, Dr. Heather Kissack.

Dr. Sherry Dellinger, Asst. Provost for Student Affairs
1845 E. Northgate Drive Irving, TX 75062
(972) 721-5382

Dr. Heather Kissack, Director of Human Resources
1845 E. Northgate Drive Irving, TX 75062
(972) 721-5094

Students with Disabilities: Any student who, because of a disability may require special arrangements in order to meet the course requirements should register with the Coordinator of Disability Services in order to obtain appropriate verification. Upon receiving the letter of accommodation, the student should contact the instructor as soon as possible to make any necessary arrangements. Please note instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Coordinator of Disability Services has been provided. For additional information, you may contact the Coordinator of Disability Services in Braniff 132A or 972-721-5385.

Students who complain of any alleged violations of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, may present their complaint to the Coordinator of Disability Services, Dr. Sherry Delinger (972-721-5382). The Coordinator assists in an informal resolution of the complaint or guides the complainant to the appropriate individual or process for resolving the complaint.

Retaliatory conduct: Because unlawful discrimination is extremely serious, this policy also prohibits retaliatory conduct against those who bring charges or allegations of discrimination, or who participate in such charges or allegations. Retaliation is subject to disciplinary action up to and including dismissal.

Malicious or false charges: Because accusations of unlawful discrimination are extremely serious and can lead to the loss of employment, destruction of a person's career or termination of his or her education, malicious or intentionally false statements are also subject to disciplinary action, up to and including dismissal.

Romantic relations between employees and students: The proper relationship between employees and students or subordinates must not be jeopardized by possible doubt of intent or of fairness of professional judgment, or by the appearance to others of favoritism. Romantic relationships between supervisors and subordinates and between faculty and students are prohibited.

Complaint procedure: Violations should be reported to the appropriate university official, as indicated below. A complaint must be made within 180 days of the action that is the subject of the complaint. The University encourages individuals to work together to resolve any complaints when possible. Any person who believes that he or she is a victim of sexual harassment should explicitly reject unwelcome conduct of a sexual nature or clearly indicate through another person that such conduct is unwelcome.

Faculty conduct in violation of this policy should be reported to the Provost or to the Interim University President. The Provost or his designee shall promptly investigate the complaint and advise the President whether or not to initiate the procedure through which the Disciplinary Action provisions of the faculty handbook shall be followed. The Provost shall inform the complainant of the action taken with respect to the complaint.

Staff conduct in violation of this policy should be reported to the Director of Human Resources. The Director shall conduct an investigation of the complaint and work with the supervisor of the person charged to resolve the matter or to initiate disciplinary action if warranted. The Human Resources Director shall notify the complainant of the action taken with respect to the complaint.

Student conduct in violation of this policy should be reported to the Assistant Provost for Student Affairs. The Assistant Provost, or her designee, shall investigate the complaint, resolve the matter informally, or, if it appears that discipline is called for, refer to the Committee on Student Discipline in accordance with the provisions of the Student Handbook. The Dean shall inform the complainant of the action taken with respect to the complaint.

The complaint and subsequent proceedings shall be kept as confidential as possible as allowed by law and consistent with a thorough investigation. The President shall designate a different official to participate in or conduct the investigation if the person normally responsible for such participation or investigation is the subject of the complaint.

Appendix - **Check List for Master's Degree Application**

All forms are available in the Graduate Office.

- a. Apply for the degree early in the semester in which you intend to graduate. (The form is obtained from the Graduate Office and returned to the same. The fee will be added to your student account.)
- b. Pass the Comprehensive Exam in your particular department. Notification should be sent in writing by the Program Director to the Graduate Dean for initialing and forwarding to the Graduate Office, which is responsible for having the results posted on the transcript.
- c. If you are completing the Master of Arts:
 1. Have a language examination proposal approved by both the Program Director and the Graduate Dean prior to completing the language requirement. Have examiner send notification of exam results to Graduate Dean.
 2. Register for Thesis Research (6 credit hours).
 3. Have Thesis Proposal approved by both Program Director and Graduate Dean prior to writing thesis.
 4. Before writing thesis, obtain a copy of "M.A. Thesis Procedures" from the Graduate Office.
 5. Have readers sign M.A. Thesis Final Draft Approval form when all revisions have been made; have readers sign title page of clean copy of thesis and turn in thesis and approval form to Graduate Dean; First Reader must turn in grade change for Thesis Research.
 6. Turn in the original thesis (with signed title page) plus two copies to the Graduate Office. Pay for the binding of two copies plus binding costs for any extra copies that the student may want bound.
- d. Notify the Registrar's office of plans to participate in May graduation ceremonies. There are no ceremonies for December or August graduations; however, December or August graduates may participate in the May ceremonies.
- e. Notify alumni office of future plans.