

Graduate School

**Handbook of
the Graduate Faculty**

Fall 2011

MISSION STATEMENT

Lourdes University Mission Statement

Lourdes University, rooted in Catholic and Franciscan traditions, provides a values-centered education that enriches lives and advances academic excellence through the integration of the liberal art and professional studies.

Lourdes University Graduate School Mission Statement

The Graduate School of Lourdes University serves men and women by providing specialized learning opportunities that build upon the foundations laid by baccalaureate education. Graduate studies are designed to enhance both knowledge and expertise in specific academic disciplines and particular areas of professional practice.

LEARNING GOALS

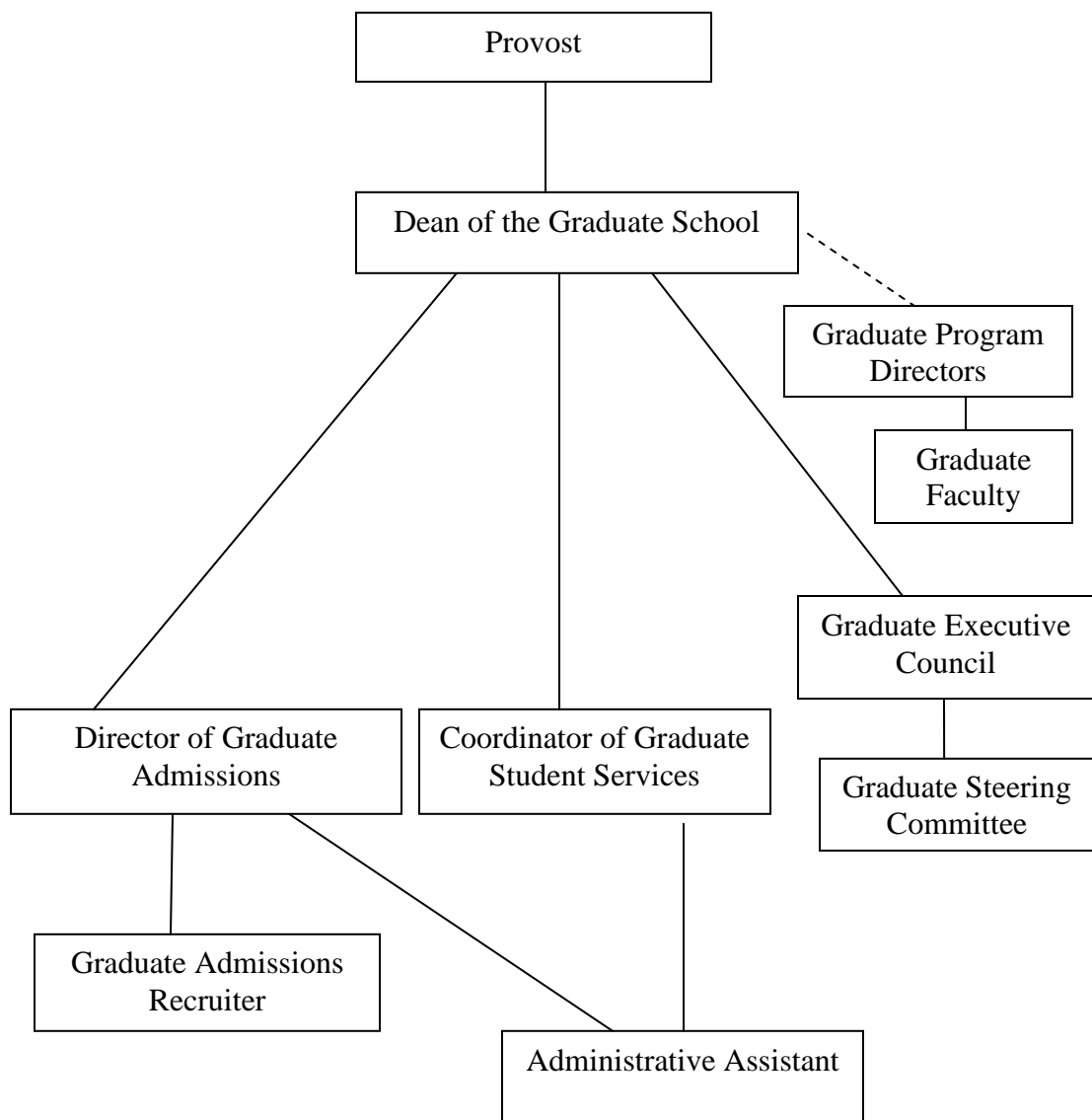
Graduate programs provide learning opportunities for students to

- Acquire and utilize specialized knowledge in their area of study.
- Gain intellectual and practical communication, analytic inquiry, and Information fluency skills appropriate to their area of study.
- Develop a personal and professional ethic consistent with the Franciscan values of community, learning, reverence and service.
- Demonstrate a commitment to social responsibility, diversity, and the standards of their professions/ disciplines.
- Exhibit the professional development, work practices, global perspectives, and dispositions of lifelong learners.
- Integrate knowledge by engaging in meaningful graduate-level scholarly activities appropriate for their area of study.

Organizational Structure

Organizational Overview

In order to ensure program viability and quality, student satisfaction, and operational efficiency, the following organizational structure has been developed for the Graduate School.



Graduate Steering Committee

- Membership:
 - The Dean of the Graduate School (serves as Chair)
 - Graduate Program Directors
 - Director of Graduate Admissions
 - Coordinator of Graduate Student Services
- Term:
N/A
- Duties & Responsibilities:
 - Sets agenda for Graduate Education Council
 - Advises the Graduate Dean on policies, course proposals, and any other issues related to the Graduate School and graduate programs
 - Coordinates activities among programs
- Reports to:
Dean of the Graduate School

Graduate Executive Council

- Membership
 - Voting members:
 - The Dean of the Graduate School (serves as Chair)
 - Academic Deans
 - Graduate Program Directors
 - One graduate faculty member from each degree program selected by the Program Director and the Academic Dean
 - One student representative from each graduate program appointed by each Graduate Program Director
 - Non-voting members:
 - The Provost
 - The Registrar and/or other university-wide department representatives (Director of Financial Aid, a member of Faculty Senate, Director of Graduate Admissions, Director of Library Services, Coordinator of Graduate Student Services) whose offices intersect and/or interact with the Graduate School
- Term:
Terms of service to this committee shall be set by the Graduate Executive Council

- Duties & Responsibilities:
The Graduate Executive Council is the decision making and approval body for Graduate School policies and curriculum. The Graduate Executive Council collaborates with the Faculty Senate, the governing body of faculty, related to faculty issues such as Rank and Promotion and Workload and Compensation concerns. The Graduate Executive Council areas of responsibility include:
 - Reviewing credentials and recommending graduate faculty appointments;
 - Reviewing and approving graduate programs and courses;
 - Establishing and reviewing Graduate School admission standards;
 - Administering graduate faculty professional development grants/program requests;
 - Establishing and reviewing Graduate School policies;
 - Collaborating with the department in program review.

- Reports to:
Dean of the Graduate School

Dean of the Graduate School

The Dean of the Graduate School is responsible for providing the leadership and direction for all Graduate Programs. The Graduate Dean reports directly to the Provost. The following are the duties and responsibilities of the Graduate Dean.

- Chairs the Graduate Steering Committee
- Chairs the Graduate Executive Council
- Develops and oversees policies and procedures for the Graduate School
- Assists the Academic Deans in hiring Program Directors
- Assists the Program Directors and the Academic Deans in hiring Graduate Faculty
- Oversees the process for approval of Graduate Faculty
- Assists in mentoring and supervising graduate faculty
- Participates in on-going program assessment
- Participates in program development, curriculum and course revisions
- Oversees the Graduate Orientation Program
- Hires the necessary staff for the Graduate School
- Supervises all Graduate School staff
- Oversees program budgeting and fiscal affairs of the Graduate School
- Oversees recruitment and admission for all graduate programs

- Oversees the preparation of all materials and required reports by various agencies
- Oversees Catalog and Handbook revisions
- Serves as a liaison with various university committees and departments, as well as with the community

Program Directors

Graduate Program Directors are full-time faculty members of an appropriate Lourdes University Department with all the rights and responsibilities of a faculty appointment. The Directors are responsible for providing leadership in the areas of curriculum and program development, implementation, and evaluation of their degree programs. Additionally, the Directors are members of the graduate faculty and teach within the program. The following are the duties and responsibilities of the Program Directors:

Academic Program Leadership

- Oversees achievement of program goals and objectives
- Assures revision and development of the program curriculum
- Assures that program meets state and national standards for approval and accreditation
- Coordinates program assessment
- Supports and promotes the integration of the University mission within the program
- Ensures mentoring of students in the program
- Serves as a member of the Graduate Executive Council and Graduate Steering Committee
- Convenes and facilitates meetings with program faculty
- Conducts program faculty teaching evaluations

Administrative Responsibilities

- Collaborates to assure accurate information in University Catalog, course schedules, and other University publications
- Participates in student recruitment, advising, retention, and enrollment management processes
- Assigns workloads, mentors, and assesses faculty
- Provides ongoing communication with faculty, staff, students and administration
- Ensures that the program adheres to University academic policies, state, and professional policies and standards
- Assists in mediation and resolution of student and personnel issues to assure due diligence and fundamental fairness
- Represents the program to both internal and external constituencies
- Develops and implements the program's budget

- Assures the quality of instruction and proper credentialing of program faculty
- Submits recommendations to the Dean of the Graduate School regarding graduate faculty appointment
- Supports faculty in meeting the expectations of the Role of Faculty
- Manages program operations and tracking functions (e.g., course outlines, course syllabi, department mission, goals, textbook orders, library holdings, annual reports)
- Prepares the schedule of program classes and teaching assignments
- Assures the acquisition of library and other educational resources needed for the effective implementation of the program
- Submits Graduate Curriculum and Academic Policies (GCAP) proposals, as appropriate, to the Graduate Executive Council
- Works with the Director of Graduate Admissions to set and achieve enrollment goals

The Graduate Faculty

Introduction

The Graduate Faculty, the body primarily responsible for graduate study, is comprised of faculty members whose experience and record of scholarship qualify them to offer graduate-level instruction. The Graduate Faculty's purpose is to encourage and contribute to the advancement of knowledge and/or professional practice through instruction, supervision, and research of the highest quality. All Lourdes University faculty, depending on their level of membership, are expected to maintain a balance among the responsibilities of teaching, engaging in scholarly activities, and performing service.

In order to ensure the quality of graduate instruction and graduate experiences, as well as to provide an equitable and enriching culture for the graduate faculty, the following policies and guidelines have been adopted. The Graduate Executive Council will periodically review the policies and guidelines and make appropriate revisions. These policies and guidelines are supplemental to established policies and guidelines as set forth in Lourdes University's Faculty and Administrative Manual.

Graduate Faculty Duties and Responsibilities

All Lourdes University graduate faculty, depending on their level of membership, are expected to maintain a balance among the responsibilities of teaching, engaging in scholarly activities and performing service. Graduate faculty are also expected to assume various responsibilities and duties to assist graduate students, such as serving as academic advisors or mentors

and directing capstone projects. In addition, graduate faculty are expected to serve on various departmental and program committees and participate in departmental and program projects.

Graduate Faculty Membership

The Graduate School is committed to having graduate faculty members who are effective teachers and scholars in their respective fields, dedicated to the pursuit of academic excellence. The following criteria will guide the appointment of regular, associate, affiliate, and temporary graduate faculty. All graduate faculty appointments are contingent upon continued Lourdes University employment. Individual departments may propose additions or revisions to the criteria due to the uniqueness of their particular Master's degree program. In such cases, the Graduate Executive Committee (GEC) will review and approve such criteria.

Regular Graduate Faculty (Lourdes Faculty)

- The faculty member will have an earned doctorate from an accredited institution and appropriate professional expertise in the specific field of study.
- The faculty member has the knowledge, skills, and dispositions to be an effective teacher.
- The faculty member has a record of scholarly and professional accomplishment.
- The faculty member is actively involved in professional activities appropriate to the field of expertise.
- The faculty member is actively engaged in community service.
- The faculty member is actively involved in recruitment of prospective students.
- The faculty member actively participates in the activities of his/her degree program.
- The faculty member may carry out the various responsibilities expected of graduate faculty such as advising, teaching, mentoring, directing student capstone projects, supervising field experiences, and serving on various committees.

Associate Graduate Faculty (Adjunct Faculty)

- The faculty member will have an earned doctorate from an accredited institution and appropriate professional expertise in the specific field of study.
- The faculty member has the knowledge, skills, and dispositions to be an effective teacher.

- The faculty member is actively involved in professional activities appropriate to the field of expertise.
- The faculty member may actively participate in the activities of his/her degree program.
- The faculty member may teach courses and may serve as a second member of students' capstone advisory committees. With the approval of the Program Director and the Graduate Dean, the faculty member may Chair a student's capstone committee. The faculty may also serve on various committees and may assist in department projects and assignments, as appropriate.

Affiliate Graduate Faculty (Lourdes and Adjunct Faculty)

- The faculty member must at least have a master's degree from an accredited institution and additional specialized expertise and professional experience that would provide enrichment in the specific field of study.
- The faculty member may actively participate in the activities of his/her degree program.
- The faculty may teach designated graduate courses, coordinate clinical courses, and/or may serve as a second member of a student's capstone advisory committee. With the approval of the Program Director and the Graduate Dean, an affiliate graduate faculty may Chair a student's capstone committee. The latter requires that a regular or associate member of the graduate faculty be a second member of the capstone committee.

Temporary Graduate Faculty (Lourdes and Adjunct Faculty)

- The faculty member generally will possess a doctoral degree from an accredited institution, but need not be a member of the Lourdes University faculty. However, faculty members holding specialist degrees and/or master's degrees having completed all requirements for the doctoral degree except the dissertation and individuals with master's degrees and special expertise may be considered.
- Faculty membership may be approved by the Dean of the Graduate School for up to one year. After that time has expired, the faculty member must reapply for Temporary Graduate Faculty Membership or one of faculty membership categories listed above. In either case the request will be sent to the GEC for approval.
- This status allows the faculty member to teach one 3-hour course or multiple sections of the same course during the year and to serve as a member, but not chair, students' capstone advisory committees.

Appointments and Reappointments to the Graduate Faculty

Initial appointment and reappointment to Graduate Faculty will be based on a credential review by the Graduate Executive Committee. Upon approval of the Graduate Executive Council, the Dean of the Graduate School will notify the faculty member of the appointment to the Graduate Faculty. Regular graduate faculty appointments are for 5 year renewable terms. Associate and affiliate faculty appointments are for 3 year renewable terms. Temporary faculty membership may be approved by the Dean of the Graduate School for up to one year. After that time has expired, the faculty member must reapply for Temporary Graduate Faculty Membership or one of faculty membership categories listed above. In either case, the request will be sent to the GEC for approval.

Graduate Faculty Teaching Workload Guidelines

Graduate faculty members are expected to actively engage in scholarly activities in their field. Regular Graduate Faculty members and Associate Graduate Faculty members who wish to be eligible to mentor Capstone Projects are required to submit a scholarship report to the graduate school annually. In addition, their graduate faculty membership is subject to review every five or three years respectively.

- A. Lourdes University faculty members who are not Program Directors and teach only graduate courses will have a teaching load of three, 3-credit courses and one 3-credit course equivalent assignment for scholarship each semester.
- B. Lourdes faculty members who primarily teach undergraduate courses, but occasionally teach a graduate course will be given 4 hours toward their teaching load for each 3 credit graduate course they teach.

Scholarly Expectations of Graduate Faculty

Graduate faculty shall encourage and contribute to the advancement of knowledge and/or professional practice through research/scholarship of excellent quality. Since the mode of expression of scholarship is discipline specific, it is judged according to the prevailing norms of the discipline. The graduate faculty must be involved in an ongoing program of research/scholarship, minimally at the regional level, optimally at the national and international level. It is anticipated that graduate faculty will have tangible evidence for their research/scholarship in scholarly books, publications in appropriate professional journals, and other scholarly venues (see Table below). Graduate faculty approved for mentoring capstone projects are expected to generate and disseminate new knowledge that is judged to be valuable by their peers.

Evidence of ongoing research/scholarship shall be reported annually to the graduate school. If the faculty member's scholarship at the time of his/her graduate faculty renewal does not meet Graduate School scholarship/research expectations, the faculty member, the Program Director, and the graduate dean will develop a plan that they believe will result in the faculty member's meeting those expectations. This plan will include actions to be undertaken by the faculty member and the support provided by the University for the faculty member's successful and timely completion of those planned actions. Graduate faculty status during the development period will be determined by the Graduate Dean, based on the recommendations of the Program Director. The results of the plan will be a part of the faculty member's subsequent annual performance reviews.

Categories of Graduate Faculty Scholarship

Category 1 (Primary evidence)

Published a peer reviewed article

Published a book

Given a public performance, recital, or exhibition

Published an invited paper

Published a chapter in a book

Invited speaker at a conference

Edited a book or journal

Received a grant to support scholarship

Category 2 (Supporting evidence)

Presented at a conference (such as paper, poster, roundtable, or workshop)

Served as a referee or reviewer for a journal

Written a book review for a journal

Submitted a manuscript for peer review publication

Submitted a grant to support scholarship

Hosted or helped to plan a conference

Held an office for a scholarly society

Category 3 (Supporting evidence)

Reviewed or refereed submissions to professional conference

Served as an academic awards reviewer for professional organization

Attended a conference

Consulted

Conducted or facilitated a service learning project

Conducted, facilitated or attended a teaching workshop, here or elsewhere

Graduate Faculty Evaluation

The overall evaluation of individual graduate faculty performance will be within the academic department/college of the faculty member, with consultation with the Graduate Dean, and will follow the established practices at Lourdes University, as described in Section 4.5 of the *Policy Manual IV - Faculty Personnel Policies*. The Graduate School and the academic departments/colleges will develop formal evaluation criteria to evaluate graduate faculty on their teaching effectiveness, advisory/mentoring skills, scholarly activities and service.

Graduate Academic Policies

Regular Admission

Applicants seeking admission to the Graduate School must:

- Possess a bachelor's degree from a regionally accredited institution.
- Have a minimum 2.75 cumulative undergraduate G.P.A. (on a 4.0 scale) or GRE general test score of 35th percentile or higher that is less than 5 years old.
- Submit a completed graduate application for admission and a current résumé.
- Pay a \$25 non-refundable application fee good for one calendar year from the time of application.
- Write a statement of purpose about 250 words in length addressing the purpose for enrolling in graduate studies at Lourdes University, as illustrated by three major benefits the applicant hopes to gain from the experience.
- List the names, positions and phone numbers of three individuals who will be writing letters of recommendation on the applicant's behalf. If the applicant completed a baccalaureate degree within the past five years, one of these should be an academic reference who can focus on the potential for success in graduate level coursework.
- Request official transcripts from all colleges and universities previously attended.
- Meet all additional requirements of the program to which the applicant is applying.

Conditional Admission

Applicants not meeting the regular admission standards may be admitted conditionally with the approval of the appropriate program director. Conditional admission requires a student to earn a grade of B or

higher in each of the first two graduate courses taken. Students who do not obtain grades of B (3.0) or higher are subject to dismissal.

Visiting Non-Degree Admission

Individuals desiring to take a graduate-level course for professional development may apply for visiting non-degree status. A visiting non-degree student must first have the permission of the appropriate program director to take a graduate course. If permission is granted, the student will then be enrolled in the course at the current graduate tuition rate. If the student desires to take an additional course, permission must again be granted by the appropriate program director.

A visiting non-degree student may only enter a graduate degree program if accepted through the application process for regular admission. Courses taken as a non-degree student, when deemed appropriate for the program, may be applied to a degree upon regular admission.

Applicants seeking visiting non-degree admission to the Graduate School must:

- Possess a bachelor's degree from a regionally accredited institution.
- Submit a completed graduate application for admission.
- Pay a \$25 non-refundable application fee good for one calendar year from the time of application.

Cohort Policy

A cohort is comprised of individuals pursuing the same degree program as a group. Cohort members follow the same curriculum and schedule. If a student must withdraw from a cohort, he or she cannot proceed in the program until space is available in a future cohort.

Fixed Tuition

Tuition for each entering cohort is fixed for the duration of the program. Students dropping out of a cohort and re-entering at a later date will pay the current tuition at the time of re-entry.

The tuition for a graduate student going directly (next available opportunity) from a certificate program to a degree program or a student completing a degree program and going directly (next available opportunity) on to a certificate program will be at the rate fixed when entering the first program. The student has to be accepted into the second program through the usual admissions process.

Continuous Enrollment

Continuity of the cohort requires continuous enrollment of the students in all of their program's scheduled classes. The only exception to this is for a student on an approved Leave of Absence.

Orientation Program

All new graduate students are required to complete an orientation program. Its purpose is threefold:

- To introduce students to Lourdes College and its Franciscan traditions, while helping them to understand how these values and beliefs are integrated throughout the graduate program.
- To educate students with regard to the various support services and resources available on campus designed to assist them on their way to degree completion.
- To promote the formation of community and team building that will enhance their cohort experiences, as well as their professional lives.

Transfer Credit

The acceptance of transfer graduate credit is at the discretion of the department offering the degree. Up to six hours of graduate credit may be transferred from another regionally accredited institution if:

- The credits earned carry a grade of B (3.0) or higher.
- The credits have been earned within the last five years.
- The credits were not applied to another degree.
- The credits meet the requirements of the applicant's desired program.

No letter grade will appear on the student's transcript, nor will the grade be calculated in the student's grade point average.

Grading Policy

Graduate courses are designated as letter graded or as Satisfactory (S)/Unsatisfactory (U) graded. The grading procedure for graduate courses is established by the instructor of each course. It is the policy of the Graduate School that instructors notify students during the first class meeting of the procedure used for determining grades. At the end of the semester, instructors submit grades to indicate the quality of students' work in a course. Semester and cumulative grade point averages (G.P.A.) are computed at the end of each semester. Credits accepted from other institutions as part of the student's program are transferred to the student's permanent record without grades or quality points. Quality

points for each semester of credit are assigned according to the following system.

Grade	Quality	Points per Hour
A	Superior quality	4.00
B	High quality	3.00
C	Fair quality	2.00
D	Poor quality	1.00
F	Failing	0.00
FA	Failure due to lack of attendance	0.00
S	Satisfactory (credit but no effect on G.P.A.)	
U	Unsatisfactory (no credit earned, no effect on G.P.A.)	
SP	Satisfactory Progress	
UP	Unsatisfactory Progress	
NC	Non Credit	
I	Incomplete	
AU	Audit (no credit earned)	
W	Withdrawn (official withdrawal from course by student)	

Incomplete Grade

The grade of I (Incomplete) is given to students at the end of a semester after they have made arrangements with the instructor to complete the work of the course. The grade of I is given only when a substantial portion of the work in a course has been satisfactorily completed. No student has a right to this grade, and it is given only at the discretion of the instructor. An I grade that is not converted to another grade before the end of the next semester (summer session excluded) becomes an F (or U, if an S/U course). Students are not permitted to withdraw from any course for which an I grade has been issued. Under extenuating circumstances, the instructor or program director, before the end of the next semester, may request the Dean of the Graduate School extend the period of time allowed to complete the work. In the event the student does not complete the required course work by the end of the extended period of time, the grade becomes an F (or U, if an S/U course).

Capstone Course Grades

The grade of SP (Satisfactory Progress) or UP (Unsatisfactory Progress) is given for a Capstone Course which is not completed within the semester of original enrollment. Students who do not complete their

capstones during the original semester must enroll in their program's capstone continuation course (e.g., EDU 699, LS 699, NUR 699) for 0 credit hours and pay the Capstone Continuation Fee of \$150. Students may enroll in the Capstone Continuation course for up to three semesters. The capstone continuation courses will be graded Non Credit (NC). Upon successful completion of the capstone course, the SP or UP grade will be replaced with a Satisfactory (S) grade. For students who do not successfully complete the capstone course within three semesters, the SP or UP grade will be replaced with an Unsatisfactory (U) grade.

Student in Good Standing

To remain in good standing in a graduate program and to graduate, a student must maintain a grade point average of 3.0 (on a 4.0 scale). Only graduate courses with grades of C (2.0) or higher can be used to fulfill degree requirements. No more than two graduate course grades of C (2.0) can be used to fulfill degree requirements. Additional requirements for being a student in good standing are determined by the department offering the degree program.

Repeat Course Policy

Graduate students may repeat any graduate course in which a grade of less than B (3.0) is earned, including withdrawal (W) grades. They may not repeat any course more than once. No more than two graduate courses in a graduate degree program can be repeated. Students who repeat a course will receive only the credit and quality points from the most recent registration. The grade first earned will remain on the record.

Leave of Absence Policy

A student admitted into a graduate degree program is expected to remain in continuous enrollment. However, circumstances may arise that could justify an interruption in graduate study. Reasons may include health problems, financial hardship, family responsibilities, call to active military duty, and other compelling personal reasons.

A student wishing to apply for a Leave of Absence should

- Meet with his/her program director to inform him/her of the intent, the reasons for requesting a leave, and the expected duration. A student receiving financial aid should also consult with the Student Financial Aid Office.
- Complete a Leave of Absence Request Form available online or in the Graduate School.

A student requesting a Leave of Absence should be aware that

- A student returning from an approved Leave of Absence will continue to pay his/her initial tuition rate.
- If withdrawal is during a semester, and the student has earned a C or better at the time of withdrawal, a grade of W will be recorded. If the student's grade is below a C at withdrawal time, a grade of F or U will be recorded.
- An extension of up to 3 additional semesters may be granted at the student's request. Substantial justifications will be required to obtain an extension. A student cannot proceed in the program until space is available in an ongoing cohort.
- The time spent on a Leave of Absence does not extend the time to completion requirement of five years after matriculation.

Withdrawal from a Course or Program

To withdraw from a course/program, a student must submit notification in writing to the appropriate graduate program director and the Graduate School. Withdrawal from courses may be requested through the Monday two weeks prior to the end of the course session. Forms are available from the Graduate School. To receive a tuition refund, the withdrawal must be submitted to the Graduate School prior to the "freeze date."

Academic Probation and Dismissal for Grades

A student will be placed on academic probation for one semester (summer session excluded) if the cumulative grade point average falls below 3.0. Academic probation begins with notification from the Dean of the Graduate School. A student placed on academic probation must bring the G.P.A. up to the required 3.0 minimum during the probationary period. A student on academic probation should consult with the appropriate program advisor.

A student who has demonstrated improvement in academic standing during the probationary period but has not met the minimum requirement may, upon recommendation of the program advisor, request a probation extension for an additional semester. Forms are available from the Graduate School. Failure to achieve the minimum standards of academic progress at the end of two consecutive semesters, including summer, will result in dismissal.

Grade Grievance Policy

The grade filed with the Registrar is a part of the official records of Lourdes University. It is only subject to review when 1) a procedural error has been discovered in calculation or recording of a grade, or 2) there is a basis or need for an academic reevaluation. If the graduate

student believes the instructor has acted in a prejudicial or unethical manner, the student must file a Non-academic Grievance as described in the Lourdes College Student Handbook.

If a graduate student wishes to have a grade reconsidered, the student must meet with the instructor and attempt to resolve the difference. In no case will a grade be revised in accordance with criteria other than those applied to all students in the class. If the instructor agrees that an error in the calculation or recording of the grade was made, or agrees to assign a different grade after reevaluation, this will be communicated to the Registrar's Office on a "Change of Grade" form.

In general, it is expected that differences will be resolved by the student and the instructor. However, if no resolution can be reached with the instructor, the student may initiate a formal grievance by completing an Academic Grievance Tracking form and having it signed by the instructor. The Academic Grievance Tracking form must be presented and signed at each of the subsequent selected appeal steps. The Academic Grievance Tracking form may require additional appeal steps according to the specific academic program. The grievance procedure must be initiated by the end of the seventh week of the spring semester for grades received during fall semester, and by the end of the seventh week of fall semester for grades received during the spring or summer semester. The student must appeal by duplicate submission in writing to the Program Director and the Graduate Dean stating the basis of the appeal. If the instructor is the Program Director, the student's written appeal must go directly to the Academic Dean. If the instructor is the Graduate Dean, the written appeal must go to the Program Director and the Academic Dean. The Program Director shall meet separately with the student and the instructor within 15 working days. The Program Director shall respond within 5 working days.

If the issue is not resolved to the satisfaction of the student, the student must within 10 working days after being notified in writing by Program Director, request in writing to meet with the student's Academic Dean stating the basis of the appeal. The Academic Dean shall meet separately with the student and the instructor within 15 working days. The Academic Dean shall respond within 5 working days.

If the issue is not resolved to the satisfaction of the student, the student must within 10 working days after being notified in writing by the Academic Dean, request in writing to meet with the Graduate Dean. If the Graduate Dean is the instructor, the student should request in writing to meet with the Vice President of Academic Affairs, who will act in place of the Graduate Dean. The Graduate Dean shall meet separately with the student and the instructor within 15 working days. The Graduate

Dean may choose to appoint a Grade Grievance Review Committee to meet separately with the student and the instructor. The Committee shall make a written recommendation to the Graduate Dean. The decision of the Graduate Dean shall be rendered in writing within 5 working days. The decision of the Graduate Dean shall be final.

If because of unforeseen circumstances the above timelines cannot be met by Lourdes University personnel, the student will be notified if there are any necessary delays. If because of unforeseen circumstances the above timelines cannot be met by the student, the student must contact the Graduate School to apply for an extension before the deadline. Once the student's deadline has lapsed at any step of the process without the student taking the next step, the appeal is considered officially withdrawn by the student.

Time to Degree

Students have five (5) years in which to complete their master's degree.

Graduation Policies

Lourdes University holds commencement once a year in May. Students completing all requirements in the fall, summer, or spring semesters may participate in the ceremony. Students receiving degrees are encouraged to participate in the commencement exercises. Each candidate is assessed a graduation fee for expenses, regardless of participation.

The completion of all academic and administrative requirements is the responsibility of the students. Only students who have met all requirements will be permitted to participate in graduation ceremonies. Degree requirements include:

- Completion of all required courses in the program curriculum with a minimum 3.00 G.P.A. Only courses with grades of C (2.0) or higher can be used to fulfill degree requirements. No more than two course grades of C (2.0) can be used to fulfill degree requirements.
- All financial obligations must be paid.
- Completion of graduate program evaluation form.
- The Application for Commencement form must be filed with the Registrar's Office.
- A paid graduation fee of \$145.

Conference Funds

The Graduate School encourages students to present their research at conferences and provides funding up to \$500 for two students from each

program per year to support conference attendance. Students who want funding need to complete an application available online.

To be considered for funding, applicants must

- Be registered as a Lourdes College graduate degree-seeking student
- Have completed a minimum of 12 semester hours toward their graduate degree
- Be in good academic standing

Applications are due **October 31** and **April 30**. Awards are made by **November 30** and **May 31**.