

Major Days of Religious Observance

2001-2002

University policy and Massachusetts state law require faculty to offer make-up assignments or exams to students who are absent for religious observance. As an aid to curriculum planning, the following list of major religious observances is made available by the Office of the Provost. Faculty, staff, and students are advised that the list is not exhaustive of observances of any religion. Please note that Jewish, Baha'i, and some Muslim religious observances begin at sundown of the previous day. Students planning to be absent from classes due to religious observance must notify their instructors at least one week in advance, and otherwise follow the policy stated earlier in this chapter.

Observance/Religion*

Fall 2001

Rosh Hashanah
(Jewish New Year)/J
September 18-19 (W, Th)

Yom Kippur
(Atonement)/J
September 27 (Th)

Sukkot
(Festival of Tabernacles)/J
October 2-3 (Tu, W)

Durga Puja
(Worship of Divine Mother)/H
October 6 (Sa)

Birth of Baha'u'llah/Ba
November 12 (M)

Ramadan Begins/M
November 16 (F)

Bodhi Day
(Enlightenment)/B
December 8 (Sa)

Idul Fitr (End of Ramadan)/M
December 16 (S)

Christmas
(Birth of Jesus)/C (legal holiday)
December 25 (Tu)

Spring 2002

Idul-Adha (Day of Sacrifice)/M
February 22 (F)

Maha Shiva Ratri (worship of Shiva)/H
March 11 (M)

Naw-Ruz (Baha'i New Year)/Ba
March 21 (Th)

First Days of Passover/J
March 28-29 (Th, F)

Muharram (Islamic New Year)/M
April 4 (Th)

Ramanavami (Birth of Rama)/H
April 21 (Su)

First Day of Ridvan
(Declaration of Baha'u'llah)/Ba
April 21 (Su)

Good Friday
(Crucifixion of Jesus)/C
March 29 (F)

Easter (Resurrection of Jesus)/C
March 31 (S)

Wesak (in celebration of the Buddha)/B
April 8 (M)

Hanamatsuri (Birth of Buddha)/B
April 8 (M)

Baisakhi (Brotherhood-Sisterhood)/S
April 13 (Sa)

Shavuoth (Festival of Weeks)/J
May 17-18 (F, Sa)

*

B=Buddhist;

Ba=Baha'i;

C=Christian;

H=Hindu;

J=Jewish;

M=Muslim;

S=Sikh

From an official publication of UMass Amherst

Graduate Opportunities at UMass Dartmouth

UMass Dartmouth's graduate programs offer small classes; close contact with faculty and undergraduates; excellent facilities for advanced study, research, and creative work, and individualized academic experiences - in a coastal community combining rural and urban environments.

Our programs emphasize professional and technical fields, with important links to the vitality of the region's economy. At UMass Dartmouth, research and teaching are complementary and mutually reinforcing, as talented teachers bring the excitement of their research, creative, and professional activities into the classroom. Joining the 5-campus University of Massachusetts system in 1992 has led to an expanded emphasis on graduate programs, shown most importantly in the addition in 1994-95 of our first doctoral degree, in Electrical Engineering.

At UMass Dartmouth, graduate instruction is intimately tied to regional resources, institutions, and economic activities. The region is rich in historical and cultural associations, and faculty and departments in many fields maintain close working relationships with area agencies and businesses, and industries through contracts, partnerships, and internship programs.

We view our region as a "natural lab" where each student participates directly in the economic development of the region, works in partnership with a community or industrial development program, studies aspects of the marine environment or coastal ecosystem, engineers innovative real-world systems, promotes new roles in health leadership, or works at the cutting edge in visual design and artistic creation.

Laboratories, Centers, and Institutes Special Research Opportunities

Centers and institutes at the university encourage and facilitate multidisciplinary and interdepartmental research and economic development activities. Listed below are examples of the variety of laboratories, centers, and institutes available for research, graduate education, and public service. Many specific resources and facilities are described later, in the program sections of this catalogue.

Interdisciplinary Laboratories and Facilities

The **School for Marine Science and Technology (SMAST)** is an academic unit of UMass Dartmouth, headed by Director Dr. Brian Rothschild. Dr. Rothschild sits with the Deans of UMass Dartmouth's colleges as an academic administrator. Responsible for interdisciplinary programs in the areas of marine science, engineering and technology, and policy, SMAST is not further divided into departments; its Program Chairperson is Dr. Wendell S. Brown, and its faculty may hold joint appointments in an academic department in one of UMass Dartmouth's colleges.

A separate chapter of this catalogue describes SMAST's developing academic program, which is a part of the new, nontraditional University of Massachusetts-wide Intercampus Graduate School of Marine Sciences and Technology.

In addition to teaching, SMAST is a major center for research and economic development for UMass Dartmouth and the University of Massachusetts, with faculty and staff engaged in basic and applied marine science and technology investigations. Continuing interdisciplinary research efforts are focused along cross-cutting themes: ocean predicting and monitoring systems; coastal zone systems; ocean communications, tracking and control; fisheries assessment management systems; and aquaculture systems development. A new area is research being conducted in collaboration with the Naval Undersea Warfare Center on unmanned underwater vehicles (UUVs). SMAST concentrates on the watersheds, embayments, and estuaries along the coastline of Massachusetts and the rest of New England, and on the waters of the adjacent U.S. Continental Shelf. This large area is an important natural laboratory because it is characterized by a great

diversity of natural and anthropogenic environmental variability.

SMAST is located on 2.6 acres of land in New Bedford along Clark's Cove, which empties into Buzzards Bay. The facility is approximately 32,000 gross square feet and features 14 research laboratories, including a free-standing acousto/optic tank, and incorporates a 300 gallon/minute flow-through sea water system which provides ambient Buzzards Bay sea water to all laboratories and a large sea water tank room. In addition, it contains the following facilities: a) space to store and maintain marine organisms for use in research and teaching; b) a radionuclide laboratory; c) greenhouse for the growth and long-term maintenance of aquatic photosynthetic organisms under natural light; d) three temperature control rooms for long-term behavioral and physiological experiments and acclimation of marine organisms for culture and reproduction; e) 50-foot coastal research vessel, the R/V Lucky Lady; and f) dock for temporary mooring and off-loading of research vessels. Some support areas for the facility include a machine shop, a computer room, a radionuclide laboratory, a conference room equipped with state-of-the-art visual display capabilities and distance learning hardware, and a library/chart room.

The proximity of SMAST to Buzzards Bay, the fishing fleet of New Bedford, and other marine-oriented commercial, research, and educational institutions offers unique resources and opportunities and facilitates the creation of links with industry, governmental agencies, and other research and academic institutions. Those interested may contact Dr. Rothschild or Dr. Joseph Deck, Deputy Director, at 508 999-8925 and are invited to visit SMAST's website at www.cmast.umassd.edu

The university has superior **visual and performing arts facilities** on both the main campus and in a new state-of-the-art downtown New Bedford campus. The artisanry, fine arts, and design programs offer students full access to contemporary media and computer laboratories. The textile design and weaving programs include CAD-CAM design interface, linking textiles-arts design to mechanical production. Every graduate student in artisanry and design receives an assigned studio space.

In many ways, the university supports **innovative computing and distance learning**. Computer clusters provide access in locations across campus. In addition, rapidly developing facilities support distance learning, and our campus boasts a special emphasis on innovative cyber-education through the World Wide Web. There are many opportunities for graduate students not only to use these facilities but to become involved in their development. Initial contacts are as follows: for computing and distance learning, Dr. Robert Green, Associate Provost for Computing and Information Services, 508 999-8260; and for the Internet, Gregory Stone, Director, Internet Development and Webmaster, 508 999-8077; gstone@umassd.edu

Centers and Institutes

The goal of the **Northeast Regional Aquaculture Center (NRAC)** is to support aquaculture research, development, demonstration, and extension education to enhance viable and profitable U.S. aquaculture, which will benefit consumers, producers, service industries, and the American economy. NRAC is one of five Regional Aquaculture Centers established by the U.S. Congress and funded by the U. S. Department of Agriculture, Cooperative State Research, Education, and Extension Service (CSREES). The Northeast Regional Aquaculture Center develops communications and networking among the many educational, commercial, and state and federal institutions involved in aquaculture, and hosts conferences and workshops. The major function of NRAC is funding multi-state projects in the 12 states of the northeastern U.S. The Executive Director may be reached at 508 999-8157/8536, and the Center's website address is www.umassd.edu/specialprograms/nrac

UMass Dartmouth has joined four different universities—the others located in the South—in membership in the **National Textile Center**. Our UMass Dartmouth Center receives over \$700,000 annually for textiles research. The grant funds research projects in the wide and expanding fields of textiles and fibers. Among its other purposes, the grant will provide opportunities for graduate student research assistantships.

The **Advanced Technology and Manufacturing Center (ATMC)** has been created to provide high technology research opportuni-

ties for students and faculty, to partner with industry to provide advanced technology solutions to current and future industry needs, and to enhance the educational opportunities of undergraduate and graduate students. The result of this partnership is to produce graduates who are prepared to contribute sooner in the workplace and innovations to enhance the technologic and economic growth of the region. One may contact the Center at 508 999-9116.

The ATMC offers Research and Partnering and Incubator facilities for new and emerging companies, conference space, and multi-tenant short-term rental space for technology companies who want to be near the University for various reasons. The ATMC building is located at the site of the former Kerr Mill in Fall River, near the intersection of Routes 24 and 195, approximately seven miles from the main campus. The building is expected to open in September 2001.

The Research and Partnering activity takes on projects and contracts funded by industry, government agencies and other academic institutions. The faculty and students provide the bulk of the technical expertise. Undergraduate and graduate students provide much of the labor, and the full time ATMC staff provides the coordination and business infrastructure to assure schedule, budget, and contract compliance. This structure provides jobs for students in a realistic technology business environment that is hard to simulate in the classroom. Qualified students may obtain jobs from 10-20 hours per week working on projects in areas such as acoustics, optics, telecommunications, textiles, materials, environmental engineering, manufacturing, intelligent transportation systems and health care technology. Individualized labs are being furnished with specialized equipment. There will also be core labs for computer software development and mechanical and electrical equipment prototyping.

Incubator facilities in the West Wing use an open format to provide flexible facilities for startup companies. The Commercial Ventures and Intellectual Properties organization of the University will provide business, management, and marketing advice for these companies as well as needed administrative support and infrastructure.

The Conference Center will feature a highly flexible conference space with moveable walls for meetings from 20 to 200 people. A

wide variety of presentation technologies, video and teleconference, and internet access are available.

At initial occupancy in September 2001, the university will occupy 60% of the ATMC building. Mass Development Finance will lease the remaining space to appropriate technology companies.

The **Family Business Center** offers support for family business owners through educational outreach, research, and information. Workshops, seminars, how-to books, and camps address issues from leadership succession to family teamwork. Contact the Director, John Bullard, at 508 999-8433.

The **Omer E. and Laurette M. Boivin Center for French Language and Culture** promotes and supports teaching of, research about, and the appreciation and preservation of the French language and culture. Among its many projects are a certificate program in International Business/French, a cultural series of speakers and entertainers, and the annual Boivin Center Scholarship. The Center is directed by Dr. Mel Yoken, Professor of French, who may be contacted at 508 999-8335.

The **Center for Jewish Culture** works to increase understanding and communication between Jewish and non-Jewish people of Southeastern Massachusetts through significant educational and cultural programs. It sponsors workshops, lectures, seminars, and institutes that explore aspects of Jewish culture, often in collaboration with other campus and community organizations. It works to expand the Judaica collection in the library, including an archive on the history of Jewish organizations and individuals in the southcoast area. The center contributes to the support of a campus chapter of Hillel, the international Jewish student organization. Co-Directors Dr. Janet Freedman, Professor of Education (508 999-8269), and Dr. Lewis Dars, Professor of Economics (508 999-8050), may be contacted for information.

The **Arnold M. Dubin Labor Education Center** was established in 1975 to meet the educational needs of workers as members and leaders in the labor movement and promote understanding and cooperation between labor and business, religious, environmental, and other civic and community organizations. The Center provides non-credit courses, seminars, and special programs; offers support and

consultation to the educational programs of labor organizations; provides workers and unions with technical and informational resources; serves as a liaison between the university and labor organizations on many levels including worker literacy, training, and economic development activity; and offers a Certificate in Labor Studies and job-related training through the Workplace Education Project. Contact José A. Soler, Director, at 508 999-8007; and for the Workplace Education Project, Lisa Jochim or Andrea Muller, Co-coordinators, at 508 999-4047.

The **Center for Policy Analysis** is a multidisciplinary research unit dedicated to the creation and dissemination of knowledge that facilitates economic, social and political development. The Center aims to enhance the economic and social well-being of citizens by providing research, information, and technical assistance to government, non-profit and educational agencies. The Center seeks to erode the walls between research and teaching by training students in the techniques of applied social science and by conducting University and community-based educational programs. The Director, Dr. Clyde W. Barrow, may be contacted at 508 999-8943.

The **Center for Portuguese Studies** coordinates and develops academic programs in Portuguese language, literature, and area studies; and develops interdisciplinary programs and services for the campus and community. The Center has received grant support from the Portuguese government and the Commonwealth of Massachusetts, the Camões Institute, the Gulbenkian Foundation, the Luso-American Development Foundation, the local business community, and many friends of Portugal and of UMass Dartmouth. The Center is building a resource library and archive, and funds research, development, and educational projects. The Center hosts comprehensive summer institutes and a range of public and campus events through the academic year. Its Director, Dr. Frank Sousa, Professor in Portuguese, may be contacted at 508 999-8255.

The **Center for Teaching and Learning** promotes effective teaching in the K-12 schools of the region and at UMass Dartmouth. The Center builds partnerships among educators in area school districts and university faculty to work together to improve curriculum and programs and to offer professional development workshops, seminars, graduate courses and teacher and

administrator leadership training. The Center actively seeks to involve K-12 educators with university faculty in design and delivery of teacher pre-service and in-service programs. Through Project Impact, the Center helps schools to implement standards-based mathematics and science programs. To promote effective teaching on campus, the Center provides a program of faculty development that includes seminars, workshops, faculty partnerships, new faculty orientation, colloquia, and access to a library of resources on teaching and learning. The faculty development program seeks to promote active and collaborative learning, effective classroom interactions, classroom-based assessment to inform teaching practice, and effective use of instructional technology. Contact Dr. Marjorie Condon, Executive Director, at 999-9182.

The **Center for Rehabilitation Engineering** was established to improve the quality of life of disabled individuals by the creative application of engineering knowledge and technology. The Center develops innovative rehabilitation equipment, techniques, and services and makes these available to agencies and individuals with disabilities. The continuing success of this organization, which has received regional and nationwide recognition, is aided by the volunteer work contributed by students and staff. Professor Lester Cory of Engineering is the director; contact him at 508 999-8482.

The **Gerontology Center** is a multidisciplinary entity, without walls, dedicated to the development and maintenance of programs and courses in the field of gerontology. The Center strives to forge ties with the community at large, by conducting educational and research-based activities. The Gerontology Center works closely with the academic offerings in gerontology, a certificate and an academic minor described in the chapter of this catalogue on Interdisciplinary Programs. The Director of the Gerontology Center is Shaleen Barnes, who can be reached at 508 999-9299.

UMass Dartmouth's Charlton College of Business operates a **Small Business Development Center** that serves all of southeastern Massachusetts, including the islands. Funded jointly by the Small Business Administration and the Massachusetts Office of Business Development, the Center provides free one to one counseling to prospective and existing small businesses on such topics as business plan development, finance, cash flow management, human

resource issues, marketing, and international trade. Training programs are offered for a nominal fee on a wide variety of management issues. The Director can be contacted at 508 673-9783.

Robert F. Kennedy Assassination Archive

The Robert F. Kennedy Assassination Archive has achieved national recognition and usage as a unique and voluminous collection of police and FBI reports, audio and video tapes, transcripts, and private papers about the Robert Kennedy assassination. An enduring project of Political Science Professor Philip H. Melanson and the University Library, the Archive stands as a major tribute to fundamental rights to information. The Archive is located on the fourth floor of the University Library and can be reached at 508 999-8686.

Campus Resources

University Library

The University Library supports and supplements all programs of instruction and research at the university. By cooperating with the faculty in developing the resources which meet curriculum requirements and by remaining sensitive to the needs of students, faculty, and the general public, the library is constantly expanding and adapting its collection and services.

In addition to a book collection of over 385,000 volumes, the library subscribes to more than 2,000 periodicals and has over 15,000 non-print items. Over 16,000 titles are available electronically. All these materials are accessible through an on-line catalog available in the library and accessible from anywhere via the campus network and Internet. To help students use these and other resources, the library provides one-on-one instruction with student interns and individualized research assistance with professional librarians.

The university identification card (UMass Pass) with library barcode entitles students and faculty to use and borrow library materials from any public college or university in the state as well as a number of local libraries. In addition, a large interlibrary loan network and delivery system makes millions of volumes available to library users. UMass Dartmouth is also part of the Boston Library Consortium, an association of major college and research libraries in Massachusetts, and is a key participant in its virtual catalog

project. The Virtual Catalog will allow the UMass Dartmouth community to directly search and order books for borrowing from libraries throughout the state.

In conjunction with the other University of Massachusetts libraries, the University Library is active in the development of a digital library that will enhance electronic access to resources, extended reference, and digital access to unique resources.

The library is the largest building on campus, has seating for 1,200 people, and is open seven days a week during the academic year. By providing information and teaching the skills for identifying and evaluating information, the library contributes vitally to formal education and lifelong learning.

For more information about the library, visit its web site at <http://www.lib.umassd.edu>

Computing on Campus

Computing and information technology is integral to the curriculum at this university. Faculty members have developed creative and effective ways for students to learn by using computers utilizing smart classrooms and the Web.

At UMass Dartmouth, the many computing and information technology functions and services are administered through Computing and Information Technology Services (CITS), headed by Dr. Robert W. Green, Associate Provost for Computer and Information Technology. A team approach provides unified services in the areas of computing support, cluster/classroom operations and support, information systems, instructional development and support, web site development, microcomputer maintenance and repair, networking and systems, and operations and access. For questions or information, please call the CITS Customer Support Center 508 999-8790 or e-mail cscenter@umassd.edu

The backbone of institutional computing at UMass Dartmouth is the UMDNet that allows access to a number of campus computing activities. These include access to the Internet, e-mail, student information, the library system, the campus web site, CyberEd/UMass Online, and distance learning. These network services are accessible from every part of the campus including student housing (ResNet) via direct Ethernet communications. Every student receives an e-mail account

which can be accessed using POP or IMAP clients and by using WebMail at <https://webmail.umassd.edu/>

The ALPHA cluster, running an OpenVMS operating system has the following programming languages available: Basic, Fortran, Pascal, C++ and COBOL. Students also have access to student information such as courses, registration, grades, transcripts, and billing information via Web Student. UMDNet is a part of the Internet global network making possible communication with and access to off-campus locations.

Along with UMass Dartmouth Web page, CITS uses a listserv approach through UMDAnnounce, UMDNotify, and UMDAlert to provide campus announcements, important information, and emergency information, respectively. At the beginning of each semester all new students are subscribed; those wishing to unsubscribe from UMDAnnounce may do so.

Students living on campus have the opportunity to connect to the UMass Dartmouth Residential Network. Graduate students who will have research or office space on campus can access this service through network connections provided there. Students who wish to access the Internet from off-campus must establish with an Internet Service Provider (ISP) and have the necessary equipment required by the provider in order to access the service. A number of providers will connect your off campus computer to the Internet and UMass Dartmouth.

CITS provides access, user support, and training for students, faculty, and staff for the following:

- Help Desk. CITS provides walk-in help desk services through a student Help Desk located in the Library basement (phone 508 999-8884; e-mail citshelp@umassd.edu), or a student Residential Help Desk (phone 508 999-8040; e-mail resnet@umassd.edu) located in the residence halls, and a Faculty and Staff Help Desk (phone 508 999-8790; e-mail cscenter@umassd.edu) located in the Computing Support Center.
- Documentation. CITS provides free printed documentation in the public access computing facilities and distributes the *Student Guide to Computing and Getting Wired* widely.
- Training. CITS offers New User Sessions

teaching basic, intermediate and advance skills for supported hardware and supported software applications. For information on the sessions, call our Help Desk at 508 999-8884 or send e-mail to citshelp@umassd.edu

- CITS offers nearly 350 Macintosh and Windows microcomputers in public access computing labs and classrooms located in the Library, residential housing, and most academic buildings. CITS also has a number of campus partners to include the Colleges of Business and Engineering, the Computer and Information Sciences and English Departments, and the Library. Partnering offers prioritized access to the campus partner in specialized labs during designated class hours and public access to all students in all majors usually in the evenings and on weekends.

- Employment. CITS provides numerous student employment opportunities; hiring more than 100 students as Computing Assistants, Residential Assistants, and Graduate Assistants within the various teams.

Active distributed learning is evidenced by our campus' unique and nationally recognized CyberEd offerings, UMass-wide distance learning courses, and the Impulse programs. CITS currently supports three distance learning classrooms on the main campus and one at the School for Marine Science and Technology (SMAST) located about six miles southeast of the main campus. While the facilities are in various stages of development, there are a number of distance learning courses that are offered/received via our UMass sister campuses (Amherst, Boston, Lowell, Worcester) as well as Martha's Vineyard and Attleboro via the UMass Dartmouth Division of Continuing Education. This includes distance-learning courses taught by faculty from each of UMass Dartmouth's five colleges. Additionally, as faculty development and support programs are implemented, CITS expects to facilitate even more courses through this medium.

Through the CyberEd program, UMass Dartmouth has offered web-based courses to students from around the world since its pioneering efforts which began in 1995. Online classes in art history, music, writing, physics, history, chemistry, nursing, web design and others have been offered at the graduate, undergraduate or non-credit level. With the initiation of UMass Online this system is expected to grow dramatically with

the introduction of certificate and degree programs in the coming year. Some of the new programs and courses are "hybrids" - that is, some courses may be taken partially online, and partially in the traditional face-to-face classroom giving the best of both worlds. The new courses and programs are supported in part through the system wide effort known as UMass Online. As this better defined it is expected to offer students many more opportunities not only in terms of when and where they take a course, but in the variety of courses and programs available.

CourseBuilder, an in-house developed tool, assists faculty in incorporating the Web into course delivery. *CourseBuilder* provides for syllabi, assignments, links to outside resources, papers, lecture notes, and course discussion items, all posted through web browsers with no special skills required of faculty or student. The technology has been adopted for all English 101 classes, and more than one third of the total faculty have used it. As course offerings have expanded, CyberEd faculty, students and staff have the opportunity to experiment with a variety of teaching techniques and on-line technologies. This activity is expected to expand with the introduction of new, still more effective tools. Accompanying this will be a new training facility for faculty, staff, and K-12 teachers in the region, as well as a new instructional support center where faculty will find a variety of tools and expertise available to help them incorporate Web use in instruction.

Faculty and staff receive Web accounts through <https://ssl.umassd.edu/webaccount/> that are used to grant them access to *Course-Builder*, personal and departmental Web sites, the work order systems and other web-based activities.

For additional information about CITS, visit the university's web site at <http://www.umassd.edu/cits/>

Office of Grants and Contracts
The Office of Grants and Contracts supports an important element of the university's mission: to foster research, scholarship, creative productions, and other professional activities by faculty and staff. Grants and Contracts is located in the Foster Administration Building, room O11, and can be reached at 508 999-8953.

The Office provides three basic services:

- **Research and Information:** assisting in the identifying of funding opportunities, maintaining current information on sources most responsive to the university's needs, and providing administrative support services on faculty research projects;
- **Proposal Development and Submission:** assisting in all aspects of proposal development and submission;
- **Award Negotiation:** negotiating and administering award contracts on behalf of the university. All post-award management is handled by the Fiscal Affairs Division of the university.

Today, UMass Dartmouth receives over eight million dollars in federal, three million in state, and one million five hundred thousand in private grants and contracts. Expenditures specifically for research exceeded eight million dollars in fiscal year 2001. In the past five years, the level of funding received by the university has more than tripled. The increase in level of activity has resulted in many benefits to the university, including added support for graduate programs, expanded opportunities for faculty research, and greater selectivity in the projects the university seeks and thus an enhanced relationship between research activities and the goals and purposes of the institution.

Office of Institutional Research
Institutional Research (IR) designs and manages an on-going process for institutional self-study to facilitate the university's mission. IR produces research information and analyses, provides strategic planning with a specific focus on outcomes assessment, undertakes special studies and implements results, conceptualizes and manages IR data systems, undertakes analysis of and makes recommendations on program and policy issues, and advises concerning projections and models to guide planning and management of resources.

The Office oversees preparation of reports required by the UMass system, state legislature, federal government, and other public and private organizations. Data collection and systematization are coordinated to improve data usefulness and quality. IR also works with the academic community on the evaluation and implementation of courses of action which will enhance students' learning and overall experiences at the university.

The Office of Institutional Research is located in the Foster Administration Building (508-999-8486).

The Arts in Exhibit and Performance

Many programs and events contribute to the experiences the university offers to students, faculty, staff, and the greater community.

Musical Ensembles

Year-round the university sponsors musical offerings of a rich variety, featuring guest artists from around the world from a wide array of musical styles, from classical to world music.

A series of on-campus concerts features the African Drumming and Dance Ensemble, various jazz ensembles, Concert Band, and Chorus. Music Department faculty coordinate these concerts, and students from all colleges of the university participate.

The College of Visual and Performing Arts sponsors a Guest Artist Series each semester, which features instrumental and

voice performances and master classes from internationally-known artists.

Film Series

An international film series is organized each semester by Dr. Charles White of the English Department, and videos of the films shown then become a permanent part of the library collection.

Visual Arts Events

Visiting artists are invited each year to the campus, where they offer workshops and critiques to art students and present exhibitions and shows that are open to the university and community. Students are encouraged to experience the contemporary art world through bus trips each semester to museums and galleries in Boston, Providence, New York, and Hartford.

Theatre Company

The UMass Dartmouth Theatre Company offers presentations in which students may

be joined by university staff or faculty and by community people as actors and technicians.

Summer Events

UMass Dartmouth hosts a number of events in summers. The Fourth-of-July Celebration, complete with music, food, and fireworks, has become a popular annual event. The Art Education summer seminars and workshops have become a popular offering for students in the region and from around the nation.

UMass Dartmouth Art Gallery

The UMass Dartmouth Art Gallery located in the new Star Store facility in New Bedford offers contemporary exhibitions which are often supplemented by video series and gallery talks. Student and faculty shows occur annually. The Gallery thus serves as a valuable extension of the classroom and enriches the artistic environment of the university and surrounding community.

Admission to Graduate Study

The Office of Graduate Studies, Foster Administration building, room 121, handles the graduate admissions process. For general inquiries, call 508-999-8604; for information about the progress of an application, call 508-999-8026.

Admission to the graduate degree programs of the university is based on a variety of academic considerations. Admission decisions are made at the departmental and college levels, through a process of faculty review of individual applications and approval from the dean of the college. The Office of Graduate Studies processes the applications and obtains final approval from the Associate Vice Chancellor for Academic Affairs and Graduate Studies.

The Office of Graduate Studies answers many inquiries and refers some to other offices. The Office makes available program descriptions and application forms, collects completed applications and their supporting materials (test scores, transcripts, reference letters, and so forth), and sends complete application files to the departments and colleges for action. When a decision is made and approved, the Office corresponds with the applicant to convey the decision and give information to those accepted about the process of matriculation.

Qualifications for Admission

Applicants must hold a baccalaureate degree in an appropriate field from an accredited (if U.S.) institution of higher learning or be enrolled in such a baccalaureate degree program, with degree completion anticipated prior to graduate enrollment. Applicants who lack a bachelor's degree may be considered for admission, in some programs, if they can demonstrate convincingly that they have the equivalent of a baccalaureate degree in the discipline of their choice.

Other factors considered in the admissions decision are undergraduate course content, evidence of ability to pursue graduate study successfully, test scores, recommendations and, in some fields, employment history and/or professional qualifications.

If our faculty cannot offer a program of study appropriate to an applicant's interests, preparation, or long-term goals, he or she may be denied entrance regardless of academic achievements and abilities.

Admission to a Degree Program

Some programs state specific deadline dates. Refer to the specific program descriptions given later in this catalogue and the table in the application instructions booklet. Spaces in high-demand programs may be filled quickly, and candidates who delay completion of their applications may thus be denied entrance. In the absence of a stated deadline, we recommend the following application completion dates: by April 20 for September entrance; by November 15 for January entrance. International applicants should allow an extra two months if a non-resident student visa will be required.

The Office of Graduate Studies must receive a completed application form, the required fee, letters of recommendation, official transcripts of all undergraduate and graduate records, a personal statement, and reports of all required examinations before an application is complete and is sent to the department for consideration. Candidates are responsible for the completion of their applications.

Specific information on each of the application elements follows:

Application Fee

The Graduate School application fee for Massachusetts residents is \$25. The application fee for out-of-state and international applicants is \$45. (Check or money order should be made payable to UMass Dartmouth; do not send cash.) International applicants must pay in U. S. currency. Applications will not be processed until the appropriate application fee is received. The fee is neither waivable nor refundable.

Standardized Examinations

Many graduate programs require applicants to submit score reports from at least one standardized examination; refer to the specific program descriptions given later in this catalogue. We must receive an official copy of required test results, submitted by the Educational Testing Service, before the application can be considered complete and be processed. Standardized examinations should be taken at least six weeks prior to the program's application deadline to allow time for scores to be sent to us.

Application for taking the GRE, GMAT, or TOEFL may be made by writing directly to the appropriate branch of the Educational

Testing Service. Testing is available locally, including at Bridgewater State College. Application booklets and schedule information are available from Bridgewater's testing center; call 508 531-1780. Applicants should request that test results be sent to the Graduate Office, University of Massachusetts Dartmouth (Code #3786).

Graduate Record Examination. The Graduate Record Examination (GRE) General Test is required of applicants for admission to many, but not all, degree programs. In addition, some programs require the GRE Subject Test. Consult the specific program listings in this catalogue and the table in the application instructions booklet. Applicants must have taken the examination within five years of the anticipated date of admission. For information about this test, call 609 771-7670.

Test of English as a Foreign Language. Applicants from countries where English is not the national language and/or whose schooling has not been predominantly in English must take the Test of English as a Foreign Language (TOEFL). TOEFL is not required of applicants who have earned a college or university degree in the United States or any English-speaking country, or who will have completed an academic year of college or university study in the United States before beginning studies at UMass Dartmouth. The general minimum TOEFL score is 500 for admission and 550 for award of a teaching assistantship (scores of 173 and 213 on the computer-based test). Departments may exceed this minimum. For TOEFL information, call 609 771-7100.

Graduate Management Admissions Test. The Graduate Management Admissions Test (GMAT) is required of all applicants to the graduate program in Business Administration (MBA). Applicants must have taken the examination within five years of the anticipated date of admission. For GMAT information, call 609 771-7330.

Miller Analogies Test. This test is required of applicants for Professional Writing. For information, contact the Miller Analogies Test Coordinator at 210 921-8801 or 800 622-3231.

Letters of Recommendation

Each applicant must submit at least three letters of recommendation (two for MBA applicants) from individuals well qualified to evaluate the quality of their prior academic performance and scholastic potential or

appropriate work experience. Applicants should use the forms provided in the application package and photocopy additional copies if needed. Please follow the instructions in the application package on how to mail in your letters and maintain confidentiality.

Some departments have special instructions concerning the letters of recommendation; refer to the specific program descriptions given later in this catalogue.

Transcripts

Each applicant must have an official transcript submitted from all undergraduate and graduate institutions attended. Since all applicants must demonstrate that they have a baccalaureate degree or its equivalent prior to matriculation, applicants whose degree is pending must submit a final transcript indicating receipt of the degree prior to enrollment. Transcripts may be mailed directly by the issuing institution to the Office of Graduate Studies or can be mailed by the applicant along with other materials if sealed in official envelopes.

Official transcripts must display courses taken and their hours of credit. If the transcript of course record does not itself verify completion of the degree, a separate diploma or certificate that does should be provided.

Personal Statement

The application form asks for a statement of approximately 300 words. One important use of this essay will be to assess how well the applicant's academic interests and long-range goals fit the academic program of application. Some departments have special instructions concerning the personal statement; refer to the specific program descriptions given later in this catalogue.

Residency Statement

All applicants, including non-residents of the Commonwealth of Massachusetts, must submit a residency statement using the form that is one part of the application for admission. Applicants currently enrolled in a program at this university who have previously submitted a Residency Statement may return the form just with the notation "on file." One may address questions about terms of eligibility or the Residency Statement process to the Graduate Office. The section of this catalogue on Expenses explains the criteria by which we determine residency.

Admission to a Doctoral Program

Admission to doctoral study requires demonstrated scholastic competence and potential for independent research and scholarship. Admission can be offered either to those who have completed only the bachelor's degree (the "direct option") or to those who have completed both bachelor's and master's degrees. The faculty may admit students who apply for a direct doctoral option instead to the corresponding master's program.

Students admitted just to a master's option must submit a new application if they seek acceptance to the corresponding doctoral level. Upon request and with approval of the college dean and Office of Graduate Studies, students in the direct doctoral option may change to the master's option.

Admission to Joint PhD or MS Programs

Special admissions procedures may be required for admission to cooperative programs such as the joint UMass Dartmouth/UMass Lowell PhD in Chemistry. Generally, in such cross-campus programs students will meet the admissions requirements of both institutions. Refer to specific program descriptions for details.

International Applicants (those needing to receive non-immigrant student visas)

To the extent possible, international applicants should follow the instructions for general graduate admission, depending on their individual circumstances. In addition, they must meet additional requirements. *Please refer to the Information for International Graduate Students chapter in this catalogue for detailed information about admission of students needing to receive non-immigrant student visas.*

International applicants pay the out-of-state application fee; the fee will not be waived. The application fee must be submitted in U.S. currency.

Upon acceptance and for as long as they attend the university, students with non-resident visas must pay out-of-state tuition and fee charges.

Special Considerations

Mid-Year Admissions

Most, but not all, graduate programs admit new degree-seeking students to begin in January as well as September. Consult the specific program listings in this catalogue and the application instructions booklet.

Transfer of Credit

Students may transfer a maximum of 6 semester hours of credit (or the equivalent) from another institution, with approval of the department and dean, provided the courses have a B- or better grade. Course credits applied in the attainment of another degree from any institution, including UMass Dartmouth, cannot be used to fulfill any of the requirements of a Master's degree at UMass Dartmouth. Individual cases of hardship in the application of these regulations may be petitioned to the appropriate college dean.

Social Security Number

The university's data processing system uses nine-digit numbers to identify applicants and students. The university requests all applicants (except international students who lack one) to submit their social security numbers for this purpose. Those who do not wish to volunteer their numbers will receive the same consideration as those who do. They will be issued a special student identification number in lieu of the social security number. Applicants who do submit their numbers can be assured that the university will respect and protect their privacy.

Using Electronic Media

Applicants are welcome to communicate with the Graduate Office by means of FAXed or electronic mail messages and to use forms down-loaded from our web site. However, documents with a required official signature should be sent by mail; when appropriate, we may review such documents when FAXed but may not be able to take any final or official action until we receive the page(s) with the actual signature. Other official documents, such as immigration forms I-20 and IAP-66, can only be sent by mail.

Initial Matriculation at UMass Dartmouth

Admitted students are asked to confirm their intention to enroll. Alternatively, they may request either a one-semester or a one-year deferral of admission by writing to the Graduate Office, which will seek the approval of the appropriate graduate coordinator.

Students accepted for admission must provide a report of physical examination, to be made by a physician of the student's choice, on a form supplied by UMass Dartmouth. Applicants currently enrolled at UMass Dartmouth, who have previously submitted a physician's report, may return the form with the notation "on file."

Additional aspects of registration, advisement, course loads, and continuation of status are covered in the Registration and Academic Regulations chapter.

Enrollment Without Degree Intentions

Individuals with baccalaureate degrees may enroll in graduate courses as non-degree special students without applying for admission to the graduate program, when space in the course(s) is available and if the department allows. Those who wish to take courses as non-degree special students must have an advisor assigned by the appropriate

department, and they must have this advisor sign registration materials before they can be registered for courses. Individuals should determine, with the advisor's assistance, that they have sufficient background to be successful in the courses they have chosen.

If the non-degree student later is admitted to the graduate program, his or her UMass Dartmouth courses may be credited toward the graduate degree requirements, by making written application to the coordinator of the graduate program. Some programs have imposed limits on the number of such credits that may be counted toward a degree.

Non-degree special students may register after the conclusion of the registration period offered to regular students. That date falls on approximately December 1 for registration for classes for the upcoming Spring and May 15 for registration for classes for the upcoming Fall. Some programs restrict or do not allow enrollment of non-degree students, and some may limit their enrollment until after degree students have registered.

A number of certificate programs are available, allowing candidates to pursue teacher certification, various specialized certificates, and a program of individualized, non-degree study. For information, see the Interdisciplinary and Special Programs section of this catalogue.

Non-degree students may not receive university financial aid.

Post Baccalaureate Certificate Program

UMass Dartmouth offers those who already have a bachelor's degree the opportunity to meet new career demands or satisfy personal goals through an individualized program of study, comprising courses at the graduate level or combining graduate and undergraduate courses.

These students complete an individualized program leading to a certificate. Although they are not matriculated as degree-seeking students, they receive various benefits, including the opportunity to pre-register along with degree students.

See this catalogue's Interdisciplinary and Special Programs section for more information on this and other certificate programs.

Initial Teacher Certification

UMass Dartmouth offers those who already have a bachelor's degree the opportunity to pursue elementary or middle/secondary school certification through the teacher preparation program of the Department of Education in the College of Arts and Sciences. See the Education section in the UMass Dartmouth *General Catalogue*.

New England Regional Student Program

The university is a member of the New England Regional Student Program. Students from other New England states receive tuition benefits under this program if a similar graduate program is not available in their home state, paying tuition at a significantly reduced rate from that paid by other out-of-state students.

Eligible programs are shown (for 2001-02). Tuition charges are given in the chapter on Expenses and Financial Aid.

*Unless as MAT for those lacking certification—available at Rhode Island College.

**By agreement with Rhode Island College and University of Rhode Island.

Degree Program	Eligible State Residents
Art Education	ME, RI*, VT
Artisanry	CT, ME, NH, RI, VT
Fine Arts	ME, NH, RI
Marine Biology	VT
Professional Writing	CT, ME, RI, VT
Psychology	NH, VT
Nursing, ANP track	RI**
Textile Chem, Tech	CT, ME, NH, RI, VT
Visual Design	ME, NH, RI, VT

Registration and Graduate Academic Regulations

All rules in this section and others are subject to change in accordance with existing and hereafter adopted university policies. Official changes will be clearly stated in university policy documents. Notations may indicate when specific regulations became or will become effective. If there is no notation, regulations are in effect as of the date of the catalogue.

Catalogue Commitments

The catalogue which is in effect when a student first enters the university (as a regularly admitted student) is generally the one that will govern that student's course and program requirements. However, circumstances may occur that require modification of this principle.

Changes may occur in the requirements for academic programs or regulations. When possible, such changes will be phased in, with the class affected and year when the changes first apply being stated. If a formerly required course or courses should no longer be offered, substitutions will be considered in individual program planning; the institution will attempt to respond flexibly in such cases.

For students who return after a period of withdrawal or dismissal (in other words, who do not maintain continuous registration or who leave without a granted leave of absence), the governing catalogue will become that which is in effect when they are re-admitted. Individual requests to be allowed to revert to the earlier catalogue will be reviewed by the dean of the student's college.

Students who entered under one governing catalogue may prefer the requirements in a subsequent catalogue. They may request permission to have that newer catalogue apply to them; in such cases, however, they shall then adopt all requirements from the newer catalogue.

Because each edition of this catalogue is prepared significantly in advance of its distribution and it may not be re-edited every year, changes may go into effect before the next edition is printed. Such changes will be clearly stated in university policy documents.

Issues concerning the catalogue that governs for individual students are resolved at the level of the college dean.

Registration

Registration is the process by which students enroll in courses each semester. Continuing students may register during the established registration periods, which occur during the previous semester. New students may register after being accepted as degree candidates and after receiving academic advisement and course approval. Some programs automatically register new students into initial courses.

Registration must be completed by the end of the Add-Drop period as shown on the academic calendar for the semester.

Only after the student meets all financial obligations to UMass Dartmouth will the registration be considered final and official.

Academic Advisement

The Graduate Director or Department Chairperson assigns each graduate degree candidate a faculty advisor. Newly admitted students should contact the department for information about the assignment of an advisor.

Advisors will inform their advisees about the program's course and progress requirements and any options that must be decided and will also discuss related educational and career concerns. Students should see their advisors in advance of registering and receive approval of their next semester's course schedule. However, the student, not the advisor, is ultimately responsible for seeing that his or her program fulfills any and all requirements for the degree.

The advisor can call a conference with the student at any time, with reasonable notice.

Add/Drop Period

Students may change their course schedules up to the end of the first week (five class days) of the semester, during an Add/Drop period, without record on the transcript and without financial obligation. In the case of courses that meet only once a week, the Add/Drop period shall be two weeks. Students present an add/drop form approved by the faculty member into whose course the student wishes to enter, at the Student Enrollment Services Center.

Withdrawal from a Class

Students who withdraw from a course after the Add/Drop period and up to the completion of the tenth week of the semester shall receive a W grade. A W grade

confers no academic credit and does not affect a student's GPA. After the completion of the tenth week of the semester, students may not withdraw from courses.

Course Credits and Levels

Courses numbered 500/600/700 are graduate courses. Courses numbered 300/400 are advanced and specialized undergraduate courses normally requiring prerequisites.

No more than 6 credits at the 400 level may be applied toward a graduate degree; 300-level courses may not be used. Only 400-level courses in which the student receives a grade of B (not B-) or better may be accepted toward degree requirements.

Credit Longevity

No credit is valid after six years for application toward a master's or MFA degree. In extenuating circumstances, a student may appeal to the college dean for relaxation of this requirement.

Course Load

A course load of 9 credits per semester is considered full-time in a graduate program. Students awarded full-time graduate assistantships may take no fewer than 6 and no more than 9 credits (including research and thesis or dissertation) per semester, unless approval is obtained in writing from the Graduate Director for the student's program.

A course load of at least 7 credits is required for 3/4 time status and of at least 4 1/2 credits for half-time status.

A department or college may impose additional restrictions on course loads.

In some cases, a student may actually be pursuing full-time studies without being enrolled formally in 9 credits of courses. This situation can occur in programs with heavy internship or assistantship duties or near the end of the program of studies when a student is completing a thesis or dissertation, or for other reasons. UMass Dartmouth offers a means whereby the academic department and college can verify a student's full-time status in such circumstances. Contact the academic department or the Office of the University Registrar for information about this process.

Continuation or Interruption of Registration

To maintain status as degree candidates,

graduate students must remain enrolled continuously (exclusive of summers) or receive an approved leave of absence.

Those who must interrupt progress toward their degrees should seek formal leave of absence. If a student neither requests a leave of absence nor registers for "Program Continuation" as described in the next paragraph, it is presumed that the student has abandoned pursuit of the degree; such a student must apply for readmission to resume work for the degree.

After completing their formal course requirements, graduate students who continue to work on a thesis or project must remain in "Program Continuation" enrollment status for every semester in which they work on it, until the thesis/project is completed, including the semester in which final approvals are given. These students register for Program Continuation at the Registrar's Office and pay in lieu of tuition and regular fees a relatively nominal fee for each semester that they are in that status.

Leave of Absence

A student may request of the Graduate Director a leave of absence for a period no longer than one calendar year, subject to specific limitations for that graduate program. A second year of leave may be granted in exceptional circumstances.

Students on leaves of absence who exceed their stipulated time on leave will be considered to have withdrawn and so will be subject to the re-admission procedures, described below. Likewise, students who discontinue studies without an approved leave of absence will be subject to applying again for admission (see (Re)Admission Procedures, below.)

Withdrawal from the University

A student who wishes to withdraw from UMass Dartmouth during any semester or term should file a Withdrawal Notice Form with the Registrar. If a student does not re-enter the University in the following semester but plans to at some later time, he or she should apply for a leave of absence, or be subject to the re-admission procedures, described below.

Students may withdraw from the university and receive "W" grades through the end of the final day of the official instructional period for that term or semester. If they withdraw after the final examination period has commenced, they are subject to standard grades for that term.

(Re)Admission Procedure

Former graduate students who withdrew without an approved leave of absence must apply again for admission. Students requesting re-admission will thus compete for entrance along with new applicants to the program. They may re-use materials from the former application that are still current, but must submit any new or updated information and will be required to submit another application form and pay again the appropriate application fee.

Financial Obligations

As noted earlier, a student is expected to meet his or her financial obligations to the university. Any student who has an outstanding financial obligation to the University will not be considered officially registered for courses and will have official transcripts and diploma held. The obligations include tuition, fees, housing charges, Campus Store balance, library fines, loan balances, parking fines, health forms, etc. Financial clearance must be obtained from the Bursar's Office.

Class Attendance

Individual faculty members establish rules and policies on class attendance, participation, and student performance. Students are responsible for adhering to class rules and policies and are subject to penalties for violations.

Repeating of courses

Whether or not a student may repeat an individual course is subject to regulations of the student's department or college. In the event that repetition of courses is allowed, students may repeat individual courses once, but only if space is available and with the consent of the department. Only the appropriate UMass Dartmouth course may be used; no course taken at another institution can replace a UMass Dartmouth course's grade. Only the repeat course grade (whether higher or lower) shall enter into calculation of the cumulative grade point average presented for satisfaction of degree requirements. However, all courses attempted by the student will be a part of the permanent record.

Grades and Grading System

Grades are determined and assigned by instructors according to the definitions indicated below. Each student's academic achievement and the eventual fulfillment of degree requirements are reflected in the

transcripts which are issued at the end of each semester.

UMass Dartmouth's grading system includes plus and minus grades which are used in computing grade point averages.

The grading system—as applicable for graduate study—includes the following letter grades and quality points:

A Excellent

Quality Points:

A+ 4.000
A 4.000
A- 3.700

B Good

Quality points:

B+ 3.300
B 3.000
B- 2.700

C Satisfactory

Quality Points:

C+ 2.300
C 2.000

C (not C-) is the lowest grade acceptable for graduate credit.

C-, D, F Unsatisfactory/Failure

Quality Points:

C- 1.700
D+ 1.300
D 1.000
D- 0.700
F 0

No credit awarded toward degree, but reflected in G.P.A.

F(I)

Quality Points: 0

An F assigned for failure to complete a course within a year after the assignment of an "I" notation.

W

Official withdrawal by the student from a course after the Add/Drop period, and up to the completion of tenth week of the semester. No credit awarded. W grades do not affect a student's G.P.A.

I

Work Incomplete. May be given only in exceptional circumstances at the instructor's discretion and at the student's request made no more than 48 hours after the final examination or last class. The student must be passing at the time of the request or must be sufficiently close to passing for the instructor to believe that upon completion

of the work the student will pass the course. If the work is not completed within a year of recording of the "I," the grade will become an F(I). "I" grades cannot be changed to W.

P/F or CR/NC

Passing/Failing or Credit Received/No Credit. Grades applied in a graduate course such as thesis, project, or dissertation that does not assign letter grades of A-F, and that is so identified in the course description. Indicates satisfactory completion of course requirements.

IP

In Progress. Notation used in certain courses to indicate that academic progress covers more than one term; e.g., that a grade will be assigned on the completion of the task involved. This grade is used when students continue their work on a graduate thesis, project, or dissertation beyond one semester. The "IP" notation is replaced upon receipt of the official grade. Until or unless replaced by an official grade, the notation "IP" will remain on the transcript.

NR

Grade not reported by instructor at time of grade processing - a temporary mark only.

AU

Audit. Registration and permission of Instructor are needed for auditing, submitted to the Registrar's Office no later than the end of the add-drop period. This notation is used when no examinations, evaluation, or credit are involved.

Scholastic Standing

A grade point average (G.P.A.) is determined for each student at the end of each term's program of courses. A G.P.A. is computed by multiplying the credit of each UMass Dartmouth course by the quality points of the grade received in that course; the sum is then divided by the total course credits. Grades such as P, CR, I, W, WP, WF, IP, AU are not included.

Which courses's grades are or are not calculated in the G.P.A. for graduate degree students is discussed in the chapter on Degree Requirements.

Change of Grade

Whether for a one- or two-semester course, the grade received at the end of each semester stands as the final grade for the semester. For certain special coursework (e.g., thesis, research, dissertation) in which it is extremely difficult to assess academic

progress on the basis of one term, the notation "IP" (In Progress) is acceptable on an interim basis. The "IP" notation is replaced upon receipt of the official grade.

Grade change/correction requests must occur within one year from the date that the grade was placed on the student's record. In extreme and exceptional cases, on request of the student, the instructor and the appropriate college dean may authorize changes in grades which are over one year.

Grade Appeal

Only final course grades may be appealed. For the purposes of appeal, a final grade may be alleged to be (1) unfair because of unequal application of grading standards within the course section, or (2) in error because of a clerical or computational error. An appeal may be pursued only if there is a valid basis and evidence for it, and the collection of evidence to support an allegation is the obligation of the student. Students will attempt to resolve differences first through informal and amicable discussions with the faculty member or through the assistance of the Grade Appeal Facilitator.

Grade appeals are pursued through a formal process, described in the university's Grade Appeal Policy. Copies of the full policy and an outline of procedures are available in the Graduate Studies Office and through the Grade Appeal Facilitator (see below).

Formal appeals, addressed in writing to the Grade Appeal Facilitator, must be initiated within the first 20 class days of the following semester, excluding summers, or within 25 working days from the date that the grade report is mailed out from the Registrar's Office, whichever is later.

A faculty member is identified to act as a Grade Appeal Facilitator, who will offer advice to both students and faculty about how to prepare for and conduct their respective roles in the process.

Academic Ethical Standards

All UMass Dartmouth students are expected to maintain high standards of academic integrity and scholarly practice. The University does not tolerate academic dishonesty of any variety, whether as a result of a failure to understand proper academic and scholarly procedure or as an act of intentional dishonesty.

A student found guilty of academic dishonesty is subject to severe disciplinary action which may include expulsion from the University. Refer to the Student Handbook and Student Judicial Code for due process.

A high standard of academic integrity promotes the pursuit of truth and learning and respect for the intellectual accomplishments of others. These are values that are fundamental to the mission of this University. Such values are undermined by academic dishonesty.

Academic dishonesty is defined as attempting to obtain academic credit for work that is not one's own. Examples include: (1) copying another student's answers on an examination; (2) obtaining, or attempting to obtain, the answers to an examination in advance; (3) submitting a paper that was written by someone else; (4) submitting a paper that includes phrases, sentences and paragraphs that were copied verbatim, or almost verbatim, from a work written by someone else, without making this clear without indicating that these words were someone else's through the use of quotation marks or other appropriate citation conventions; (5) collaborating on a homework assignment when this has been expressly forbidden by the professor; (6) using unauthorized materials in completing assignments or examinations; (7) submitting the same paper for more than one class without the express permission of the instructors involved. This list of examples should not be considered exhaustive.

This definition of academic dishonesty applies to information submitted in other forms besides paper. Submitting a project of a musical or artistic nature where all or part of the project is someone else's work, without acknowledging this fact, constitutes academic dishonesty. Submitting computer files that do not represent one's own work is also considered to be academic dishonesty; examples of computer-based academic dishonesty would include submitting a computer program or text file created by someone else as one's own, or submitting the output of a computer program written by someone else, and claiming to have written the program that generated the output.

For all forms of academic dishonesty, students who knowingly allow other students to use their work are themselves considered to be academically dishonest. Examples would include students who knowingly allow other students to copy their exam answers,

and students who give papers that they have written to other students so that the other students can submit them for credit.

A faculty member is appointed by the Faculty Senate to act as an Academic Ethical Matters Facilitator. This individual will offer advice to both students and faculty about the issues involved in penalizing academic dishonesty, and the process of appealing such penalties.

Penalties assessed by faculty members for academic dishonesty generally consist of a reprimand, a requirement to resubmit the work in a more acceptable form, a lowering of a grade, failure in the course in which the alleged infraction took place, or a combination of these.

Instead of (or in addition to) assessing such penalties, a faculty member may refer the matter to the UMass Dartmouth Student Judiciary. Decisions made by the Student Judiciary may be appealed to the University Appellate Board.

Maintenance of University Records

The Office of the University Registrar maintains the official educational records of all students and conducts registration, arranges schedules, enforces certain academic regulations, and issues official transcripts from the university. The Registrar also certifies enrollment to the Social Security Administration, the Veterans Administration, insurance companies, banks, guaranteed student loan agencies, and other agencies including higher education loan agencies.

The Office of the University Registrar maintains the official educational records of all graduate and undergraduate students.

The Registrar's Office also conducts registration, arranges schedules, enforces certain academic regulations, and issues official transcripts from the university. Petitions to receive credit toward one's university degree for courses which have been taken elsewhere must be filed with the Registrar. The Registrar also certifies enrollment to the Social Security Administration, the Veterans Administration, insurance companies, banks, guaranteed student loan agencies, and other agencies including higher education loan agencies.

Confidentiality of Records

The university policy on the confidentiality of records is consistent with the requirements of the Family Education Rights and Privacy Act of 1975 (FERPA).

The policy is designed

- to protect the privacy of educational records,
- to establish the right of students to inspect and review their educational records, and
- to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington, DC 20202-4605 concerning alleged failures by the university to comply with the Act.

The university is allowed to disclose certain basic information about students without their assent, and is in fact required to do so by state statutes. Such disclosable information is called "Directory Information."

The university has designated the following categories of student information as public information: student's name, local and permanent addresses and phone numbers, most-recently attended previous school or college, major field of study, dates of attendance, home town where applicable, membership in university curricular and extra-curricular organizations, weight/height of members of athletic teams, and degrees and awards received. Currently enrolled students may withhold disclosure of the above categories of information by submitting written requests to the Student Enrollment Services Center. Once a non-disclosure request has been filed, it will remain in effect until further notification from the student. The university assumes that absence of a student's request to withhold public information indicates individual approval of disclosure.

UMass Dartmouth publishes a directory listing its current students, issuing a new directory each fall semester. The directory will list names, local and permanent addresses, campus electronic mail addresses, major field of study, and dates of attendance or class year. This directory will be sold at a reasonable cost in the Campus Store. It will thus be available not only to students but to members of the general public, including political groups, public or private agencies, and advertisers. As stated above, students may request non-disclosure at the Student Enrollment Services Center.

FERPA restricts significantly the right of others to view a student's educational records. The following are some categories of individuals who *may* view or receive a student's educational records, by federal law

and by the procedures established for the university.

1. The student him or her self (except materials to which the student has waived the right of access, such as confidential letters of recommendation, and records that are not "educational records").
2. Persons whom the student authorizes by name in a written, signed statement that specifies the purpose of the disclosure and names the records to be released. This rule covers special requests and also all requests to send transcript copies to employers or other educational institutions. Such disclosure may be incorporated within signed agreements to participate in an activity or program—for example, receiving a scholarship.
3. Officials of the campus and university who have a "legitimate educational interest" in the information. At UMass Dartmouth, "officials" includes ...
 - Persons employed by UMass Dartmouth in an administrative, supervisory, academic or research, or support staff position;
 - Officers of the UMass central administration; *or*
 - Persons, including students, serving on committees where legitimate "need to know" exists (examples are persons serving on a committee that recommends award of scholarships or persons serving on the board of an honor society).

Such officials have a "legitimate educational interest" or "need to know" if performing a task that ...

- Falls within the context of assigned institutional duties or responsibilities;
 - Relates to the functioning of the office, position, or committee involved;
 - Relates to the education or the disciplining of the student; *and*
 - Is consistent with the purposes for which the information is kept.
4. Persons or organizations providing financial aid to students or determining those aid awards, as necessary to determine eligibility, amounts, or conditions of an award or to enforce its terms and conditions.
 5. Persons in compliance with a judicial order or lawful subpoena. The university

will make a reasonable attempt to notify the student in advance of such release of information.

- Appropriate parties in an emergency if the knowledge or information is necessary to protect the health or safety of the student or others.

Persons authorized to view or retain a student's educational records, as above, may in no case transmit, share, or disclose the information to any third party. All third-party requests for information should be addressed to the Office of the University Registrar.

The complete UMass Dartmouth FERPA policy statement gives additional details and categories. It also defines what records are deemed to be "educational records" in this context. It is available for inspection at the Office of the University Registrar and is distributed in print each year to our active students.

Student ID Card

At fall registration, each new student is issued a photo ID card, called the UMass Pass, and each continuing student's ID card is revalidated. At any time during the year, lost or damaged ID cards may be replaced, for a fee. The UMass Pass can also serve as a debit card used to make transactions otherwise requiring cash. Students may deposit money in their account by depositing a check, to take advantage of the following services: all cash food operations, Campus Store, Convenience Corner, vending machines, laundry services, and University Box Office.

Students must carry their ID cards at all times and must present them to any university official upon request. Student ID cards serve many purposes, such as obtaining library services, participating in athletic or social events, and validating checks in the campus store.

Student ID Number

The university requests all students (except international students who lack them) to submit their social security numbers for use as their student ID number. However, those who do not wish to volunteer their social security numbers will be issued a special nine-digit number for this purpose, upon formal request to the Office of the Registrar. Students who do submit their social security numbers can be assured that the university will respect and protect their privacy.

Change of Student Information

Students should notify the Office of the University Registrar of any change in their student record. A form is made available to report changes in personal information, such as a change of name or address. The student's University Registrar's Office file is the official repository of individual information such as personal data, degree programs and status, and academic transcript.

Degree Conferral and Commencement

Completion of degree requirements is certified at three different times during the year. Diplomas and transcripts show the date of degree conferral as in the table below.

To give an example, students who completed final required courses in December 2000 had the degree conferred on January 31, 2001, as did students completing a final required course in the January 1998 Intersession. Students completing final required courses in spring 2001 had the degree conferred on June 3, when commencement was held that year. Students completing requirements in July and August will receive the September 1 completion date.

Candidates for graduation must declare their intention to graduate formally at the Registrar's Office. The deadlines for that filing are shown in the table. At about the same time that they declare intention to graduate, students should review their academic records with their graduate program director to ensure that all requirements will have been met properly.

Course grades are recorded for the term in which the student registered for the course. In the case of incompletes, the actual work will be completed after that date. If a student cannot graduate at the end of his or her last term because one or more courses

required for graduation have incomplete grades, the student will not receive the diploma or the final transcript until after the incomplete work is made up and the professor has assigned the appropriate new grade. In other words, diplomas and final transcripts are given out after all work required for the degree is completed, but the date on the diploma corresponds to the term in which the final grade is registered.

Graduate students have an exception to this rule for a thesis, project, or dissertation that is not completed by the time that all coursework for the degree is completed. These students register in a special "continuation" status for each term needed to complete their work, and the date of the degree conferral is that for the end of the term in which that work is completed and approved for graduation.

Once a student graduates, the transcript is closed to subsequent changes (with the exception of correction of errors), to preserve the accuracy of the certification.

A graduate student having a thesis or dissertation requirement may participate in the June commencement ceremonies only if the student has completed all course requirements prior to commencement and has the reasonable possibility of finishing the thesis or dissertation by the end of the fall semester following commencement. In the MFA programs, the visual thesis must also have been completed prior to commencement. Graduate students with a non-thesis option may participate in the graduation ceremonies only if they have completed all course requirements and are expected to complete other requirements (e.g., project report), by the end of the fall semester following commencement. Students in the MBA program, which has no thesis or project, must have been certified as having all requirements completed to participate in the June commencement ceremonies.

<i>Completion occurring</i>	<i>Date on diploma</i>	<i>Deadline to declare intention to graduate</i>
In July/August	September 1	July 1
In December/January	January 31	November 1
By commencement	The day of commencement	March 15

Degree Requirements

Graduate students must take the courses required in the specific program of study for their field and degree, as stated in the program sections of this catalogue and as approved by their academic advisors and the department and college.

Course Credits and Enrollment Limitations, all degree levels

Course Levels

The required minimum semester hours of credit must be completed from courses at the 400, 500, 600, or 700 levels. Courses at levels below 400 may not be credited toward a graduate degree.

Undergraduate Credits

No more than 6 credits at the 400 level may be applied toward a graduate degree. Only 400-level courses in which the student receives a grade of B (not B-) or better may be accepted toward graduate degree requirements.

Transfer of Credit

A maximum of 6 semester hours of credit (or the equivalent) may be transferred from another institution, with approval of the department and dean, provided the courses have a B- or better grade. Course credits applied in the attainment of another degree from any institution, including UMass Dartmouth, cannot be used to fulfill any of the requirements of a Master's degree at UMass Dartmouth. Individual cases of hardship in the application of these regulations may be petitioned to the appropriate college dean.

Repeating of Courses

Whether or not a student may repeat an individual course is subject to regulations of the student's department or college. In the event that repetition of courses is allowed, students may repeat individual courses once, but only if space is available and with the consent of the department. Only the appropriate UMass Dartmouth course may be used; no course taken at another institution can replace a UMass Dartmouth course's grade. Only the repeat course grade (whether higher or lower) shall enter into calculation of the cumulative grade point average presented for satisfaction of degree requirements. However, all courses attempted by the student will be a part of the permanent record.

Qualitative Requirements, all degree levels

Graduate students are expected to make satisfactory progress toward completion of their degrees. No set standards for academic probation warnings are established at the university level, but we draw students' attention to the dismissal conditions stated below. The individual graduate programs may establish formal check-points and minimum performance levels, and they are encouraged to monitor the progress of their graduate students.

Requirements for Progression

Each graduate program may impose requirements for progression, which may include (but are not limited to) the following: maintenance of a minimum G.P.A.; satisfaction of requirements for progress in completing initial or core courses; the passing of one or more mid-point reviews; the meeting of stated requirements for professional practice.

Grade Average

To receive a graduate degree a student must have at least an academic average of B (G.P.A. = 3.0) in all formal course work that counts toward the degree. Excluded from this calculation are courses that are not applicable toward the student's degree, for example, an undergraduate course taken for personal interest or to make up deficiencies. Only courses in which the student receives a grade of C (not C-) or better may be accepted toward fulfilling degree requirements. However, grades below C will be averaged into the student's record.

Academic Dismissal

Students are expected to make appropriate progress toward completion of their degrees, and those who do not are subject to review for possible dismissal. A student will be subject to dismissal if the student's grade point average falls below a B (G.P.A. = 3.0) after completion of 15 or more semester hours of course work, or 50% of the course work required for the program, whichever is greater. A student who receives three grades below B- in coursework taken toward the degree will be subject to dismissal. Where a comprehensive examination is required, failure of the comprehensive examination, after a second trial, shall be grounds for dismissal. Where a thesis/dissertation is required, a thesis/dissertation which is graded F shall be grounds for dismissal.

The decision for dismissal of a student from the graduate program shall be made by the dean of the college after a review of the recommendation of the student's major department.

Research on Human Subjects

The university has a comprehensive policy on the Protection of Human Subjects, as required by responsible, ethical practice and federal law. Students as well as faculty whose research involves human subjects should become familiar with the university's policy and receive appropriate, required approvals from their department, college, or the university's Institutional Review Board for the Protection of Human Subjects (IRB). The chairperson of the IRB is Dr. Barry Haimson of the Psychology Department. One may obtain forms and instructions from the Office of Grants and Contracts, at 508 999-8953.

Master's and MFA Degree Requirements

Basic Degree Requirements

The following are minimal requirements for a candidate to obtain a master's degree at UMass Dartmouth. Specific departments and colleges may establish more stringent requirements. In addition to these, all department requirements as outlined in the program section must be met.

At UMass Dartmouth, for the MA, MAE, MAT, MBA, and MS degrees, a program must contain at least 30 semester hours of course credit, exclusive of credits taken to make up deficiencies, with levels and types of courses as stipulated. These degrees also require a capstone experience, in the form of a thesis or formally submitted original work, a project, or a comprehensive examination.

The UMass Dartmouth MFA degree requires 60 credits, exclusive of credits taken to make up deficiencies, with levels and types of courses as stipulated below. This degree culminates in a visual thesis, exhibited or presented, and an accompanying written thesis.

Individual students' substitution of courses, credit for courses taken at other institutions or programs, or other modifications to the course requirements stated must be formally approved by the department and college dean, with major departures also approved by the Office of Graduate Studies. Credits that have been applied toward any other earned degree, either at UMass Dartmouth or elsewhere, may not be used.

Thesis/Independent Credits

No more than 12 credits of individual study, including independent study, graduate research, and graduate project or thesis, may apply as credit toward a master's or MFA degree.

Credit Longevity

No credit is valid after six years for application toward a master's or MFA degree. In extenuating circumstances, a student may appeal to the college dean for relaxation of this requirement.

Thesis or Project

A master's or MFA thesis must be supervised by a thesis committee, composed of at least three members, one of whom is the thesis advisor. A well-qualified outside person (that is, from outside UMass Dartmouth) may sit on a thesis committee with approval of the dean of the college, but at least two committee members must be UMass Dartmouth faculty members, one of whom undertakes principal responsibility as the thesis advisor.

Three distinct phases occur in the preparation of a thesis: the preliminary investigations that lead to a formal thesis proposal; research and writing, with the appropriate involvement of the thesis advisor and committee members; and an oral thesis defense or other capstone experience associated with the thesis, leading to final preparation and approval.

The thesis committee is to be assigned by the time the thesis proposal is approved. The final date for presentation of the thesis in acceptable form for an oral defense is May first (for a proposed June graduation posting) and November 30 (for a proposed January graduation posting). The same deadlines apply for programs that have a comprehensive oral or written examination without a thesis or project. The dean of the college must be notified two weeks in advance of all oral or comprehensive examinations.

Master's programs with a formal project in lieu of a thesis will use a committee process similar to that for the thesis. At the department's discretion, however, the process may be somewhat simplified.

Programs that do not require a thesis or a formally-presented project require a comprehensive written or oral examination or some formal capstone experience. An option that allows on-going practice in the professional field may satisfy this condition.

A student must be currently enrolled in the university in order to defend the thesis and present it for acceptance in final form. Graduate students who continue to work on a thesis or project after completing their formal course requirements must remain in "program continuation" enrollment status for every semester in which they work on it, until the thesis/project is completed, including the semester in which final approvals are given for library submission

and graduation. Those who must interrupt progress toward their degrees should seek formal leave of absence. If a student neither requests a leave of absence nor registers for "program continuation," we presume that the student has abandoned pursuit of the degree; such a student must apply for re-admission to resume work for the degree.

As explained, in the section on Course Load (Academic Regulations chapter), students may request verification of being in half-time, 3/4-time or full-time status while they are registered for "continuation" and pursuing their thesis work.

A Thesis/Dissertation Guide prepared by the Graduate Studies Office gives full instructions on the process and requirements for a thesis. It is available at nominal cost in the bookstore.

After the thesis committee gives approval to begin the final preparation stage, the candidate will prepare two sets of signatory pages that show the signatures of at least the following: the thesis committee members, the department chairperson—or, in the instance of college-wide programs, the college representative for graduate programs (as determined by the dean)—the Dean of the College, and the Associate Vice Chancellor for Academic Affairs and Graduate Studies (delegated by the Provost/Vice Chancellor for Academic Affairs). Two copies of the final, approved thesis will be housed in the UMass Dartmouth library collection, bound for the permanent collection at the student's expense. (The library does not house copies of Project reports.) MFA theses have a shortened approval process.

The thesis will receive grades of IP (in progress) until its completion and final approval by the major department. If the thesis or project is never completed, IP remains the grade of record. Upon approval, a permanent grade will be given (according to the approved grading system for that program) and the title of the thesis clearly stated on the student's transcript. If desired by the major department and approved by the dean of the college, the thesis may be designated as "distinguished" and so noted on the student's transcript. The posting of graduation and awarding of the degree occur after completion and approval of the thesis or project.

Doctoral Degree Requirements

This section presents general degree requirements for doctoral level study at UMass Dartmouth. These requirements may receive greater specificity as additional doctoral programs are added to the university's offerings. These requirements may be interpreted flexibly to accommodate doctoral programs that are offered jointly with another campus of the university.

In all cases the student is responsible for meeting the degree requirements, including the filing of appropriate forms, the scheduling of examinations and defenses, the preparation of the dissertation, and meeting of registration and fee requirements. All appeals of procedure and policies must be made in writing with supporting documentation to the appointed official of the doctoral program. The final authority in appeals is the Provost/Vice Chancellor for Academic Affairs.

To satisfy requirements for a doctoral degree at UMass Dartmouth, the candidate shall:

1. Successfully complete an approved program of study, by criteria stated for the degree program.

Modifications to the course requirements stated for each academic program must be approved by the department and college dean, with major departures also approved by the Office of Graduate Studies.

In the first semester in residence, each doctoral student is assigned a major advisor, who is familiar with the student's area of emphasis and may later serve as the dissertation advisor. At least before the end of the first semester or the completion of six credits, and in consultation with the major advisor, the student will submit a program of study to the director of the graduate program.

2. Qualify for candidacy.

Upon completing between 24 and 36 course credits—not including any deficiency courses—students must satisfy their program's requirement for qualifying for candidacy. For students entering the program with a master's degree in the field, the qualifying step would normally occur in the first year after admission. Each program shall establish its own means of determining candidacy. Students entering the program with deficiencies shall address them before attempting to qualify for candidacy.

3. Pass the PhD comprehensive examination.

This step occurs near or at the end of a candidate's formal course work and indicates readiness to undertake the research and scholarship for the dissertation. As a prerequisite for scheduling the PhD comprehensive examination, the student will have submitted to the appointed official of the doctoral program the names of proposed dissertation committee members and a formal dissertation proposal.

The comprehensive examination may be conducted by an approved or tentative PhD dissertation committee or by a different committee. It may be an oral examination, a written examination, or a combination.

4. Select a dissertation committee and receive approval of a dissertation topic.

4.1. The PhD dissertation committee includes the dissertation advisor and no fewer than two additional committee members. The dissertation committee may include faculty members from another university or qualified non-university professionals, with approval of the dean of the college. The majority of committee members and the dissertation advisor will be permanent members of the UMass Dartmouth faculty. By consenting to serve on the committee, the members agree to guide the candidate's dissertation research and writing. The student consults with the committee and apprises them of the research progress at regular intervals.

4.2. The research proposal defines the work to be accomplished in the dissertation. The research proposal is prepared by the student in consultation with the dissertation advisor at or near the completion of course work. The proposal must be approved by the dissertation committee. The institutional Review Board for the Protection of Human Subjects must review and approve all research involving human or animal subjects; see the Graduate Life chapter, section on Grants and Contracts.

5. Successfully complete a dissertation, present a satisfactory oral defense of the dissertation, and achieve library acceptance of the final document. The dissertation is a separate and mandatory requirement for the doctoral degree.

The oral defense is chaired by the dissertation advisor and is open to the university community. Students who do not success-

fully defend a dissertation are allowed one additional defense.

A Thesis/Dissertation Guide prepared by the Graduate Studies Office gives full instructions on the process and requirements for a dissertation and is available at a nominal cost in the bookstore.

After the dissertation committee gives approval to begin the final preparation stage, the candidate will prepare two sets of signatory pages that show the signatures of at least the following: the thesis committee members, the department chairperson—or, in the instance of college-wide programs, the college representative for graduate programs (as determined by the dean)—the Dean of the College, and the Associate Vice Chancellor for Academic Affairs and Graduate Studies (delegated by the Provost/Vice Chancellor for Academic Affairs).

Two copies of the final, approved thesis will be housed in the UMass Dartmouth library collection, bound for the permanent collection at the student's expense.

The dissertation will receive grades of IP (in progress) until its completion and final approval by the major department. If never completed, IP remains the grade of record. Upon approval, a permanent grade will be given (according to the approved grading system for that program) and the title of the dissertation clearly stated on the student's transcript. If desired by the major department and approved by the dean of the college, the thesis may be designated as "distinguished" and so noted on the student's transcript. The posting of graduation and awarding of the degree occur after completion and approval of the dissertation.

Students are expected to submit dissertations for microfilming by University Microfilms International and for abstracting in Dissertation Abstracts International. Students will complete agreement forms for microfilming as one step in the final dissertation approval process in the Office of Graduate Studies.

6. Fulfill the full-time residency requirement, satisfactory progress requirements, and any other requirements set for the specific doctoral program. Students not meeting these requirements may have assistantships reduced or taken away or may be dismissed from the program.

6.1. Residency requirement. All PhD students must complete two consecutive semesters as full-time students. Full-time student status is usually defined as taking a minimum of 9 credits of course work or dissertation per semester. Students with research or teaching assignments in two consecutive semesters automatically qualify, independent of course load.

6.2. Satisfactory Academic Progress. As must all graduate students at UMass Dartmouth, doctoral students must maintain satisfactory academic standing. Doctoral students must also complete program requirements at the appropriate point - such as filing the program of study, taking the qualifying examination, filing a research proposal, scheduling the comprehensive examination, scheduling the dissertation defense, or producing final copies of the dissertation.

6.3. Credit longevity. Doctoral students must complete all requirements for the degree within seven years of being accepted to the program. In extenuating circumstances, a student may appeal to the college dean for relaxation of this requirement.

6.4 A student must be currently enrolled in the university in order to defend the dissertation and to present it for acceptance in final form. Graduate students who continue to work on a dissertation after completing their formal course requirements must remain in "continuation" enrollment status for every semester in which they work on it, until it is completed, including the semester in which final approvals are given for library submission and graduation. These students register for Program Continuation at the registrar's office and pay in lieu of tuition and regular fees a relatively nominal fee for each semester that they are in that status. Those who must interrupt progress toward their degrees should seek formal leave of absence. If a student neither requests a leave of absence nor registers for "continuation," it is presumed that the student has abandoned pursuit of the degree; such a student must apply for re-admission to resume work for the degree (see Admissions chapter).

Expenses

This section gives information about the structure of charges which graduate students may be expected to pay at the university.

Disclaimer: Currency of Information

The tables display charges that were current at the date of publication. In preparing this Catalogue, we have made every effort to give the most accurate and up-to-date information possible. However, changes in tuition and fees may occur after printing. A schedule of all current charges is available from the Office of the Bursar, Foster Administration building, second floor-phone 508-999-8090.

All expenses are subject to change at the discretion of the Commonwealth, the Board of Higher Education, or the University. Similarly subject to change may be various policies associated with charges or the structure of charges.

Payment Policy

Students may pay all tuition, fee, room, and board payments by mail, or at the University Enrollment Services Center in the lobby of the Foster Administration building, open weekdays from 8:00 am to 7:00 pm (5:00 pm on Fridays). Credit cards are accepted.

All charges are due and payable at a date set by UMass Dartmouth (usually August 15 and January 5). Payments received after the due date indicated will be charged a late fee. The Bursar's Office mails bills to the student's permanent address; students must take care that they list an appropriate permanent address, for this reason.

Students are expected to keep their accounts current and to pay their financial obligations to the university. Students may not attend classes until all charges have been paid, or vouched for. In appropriate circumstances, the Bursar's Office may impose various restrictions in order to enforce payment of an obligation. The Vice Chancellor for Fiscal Affairs or designee hears appeals of difficult cases.

Policies Affecting Charges

As a state-supported institution, UMass Dartmouth's programs and facilities are available at reasonable tuition rates to

residents of the Commonwealth of Massachusetts.

A table at the end of this chapter shows tuition and fee charges for the 2001-2002 academic year.

Residency: Massachusetts state residents pay a considerably reduced tuition and curriculum fee charge over that paid by out-of-state residents. Under the New England Board of Higher Education's Regional Student Program, residents of other states in New England are eligible for reduced out-of-state tuition for some academic programs not available in their own state. Later in this section we give additional information about the tuition/fee residency policies.

Prorating by credit load: Students pay the full amount for tuition and mandatory fees if taking twelve or more credits. Charges for those taking fewer than twelve credits are prorated evenly by the number of course credits. A table at the end of this chapter shows the per-credit/per-semester charges in effect for the 2001-2002 academic year.

Charges by type of study: Degree students, non-degree students, and students auditing a course or courses pay the same academic charges.

The Division of Continuing Education offers courses under a different structure of charges from that presented in this catalogue.

Tuition and Mandatory Fees

Tuition

Tuition charges are established annually by the Board of Higher Education.

Mandatory Fees

In addition to **tuition**, all students pay the following mandatory fees:

All students are assessed a **curriculum support fee**, which is calculated by a different rate depending on state residency. This fee supports the full program of academic and student services of the university.

The **athletics fees** supports the men's and women's athletic programs. The **student fees** supports student publications, the student radio station, and various other student related activities. These fees are determined by the students themselves,

through the student governance process. (Note that these two fees represent a division of the previous single fee called the "general fee.")

The **campus center fee** is used to support the programming activities and general administrative expenses of the Campus Center. A Board of Governors, composed of 13 students, one alumnus, and two administrators, oversees the operation.

The **health fee** supports on-campus Health Services, available to all students.

The **MassPIRG fee**, imposed by student vote, is charged each semester. It supports the activities of the Massachusetts Public Interest Research Group, and is waivable upon request.

The **program continuation fee** allows graduate students who require a semester or more to complete a project, thesis, or dissertation but who have completed course requirements to register, for a charge well below that for a three-credit course. This fee can also be used to bridge across a semester or more of absence from course registration when a graduate student remains active as a candidate for the degree.

Health Insurance

Students enrolled in a 3/4 time load or higher (7 credits for graduate students) are required by state law to be covered by appropriate health insurance. The university provides this insurance and charges a health insurance fee to students, unless they are already covered by an appropriate insurance program. This fee is waived if the student presents proof of appropriate insurance coverage, to the Bursar's Office or University Enrollment Service Center.

The fee covers the cost of enrollment in a program for group health insurance coverage that has been negotiated by the university. Students enrolling in this plan receive full disclosure of the benefits they will receive. Detailed information is available at the Student Health Office. Students enrolled in less than a 3/4-time load are not eligible for this insurance.

Certain classes of international students may be required to have insurance coverage different from or additional to that of the regular health insurance plan. The university makes available to students plans providing this coverage. Again, you may consult the Student Health Office for details.

Tuition and Fee Waivers for Special Groups

Those in certain classifications may receive waivers of tuition or fees, some of which are listed here. If you believe you are a member of a group eligible for a waiver, please consult the University Enrollment Services Center or the Office of the Bursar.

Students **sixty years of age or over** are exempt from tuition and mandatory fee charges. Applications for tuition and fee exemption may be obtained from the University Enrollment Services Center or the Bursar's Office.

Some categories of **state workers** may receive waivers of tuition charges, but not of fees.

Graduate assistants (half-time or more) receive tuition waivers, and out-of-state graduate assistants pay the in-state curriculum fee amount.

Program-Specific fees

Specific fee amounts are shown in an accompanying table. (Note that a proposal has been submitted to modify some of these charges for the 2001-2002 year and beyond, but that approvals have not occurred by the time of printing this catalogue.)

Studio/Lab Fees ("S/LA Fees")

Students registered in certain courses are required to pay Studio/Lab Fees, which range from \$11 to \$60 but are higher for a few courses. These fees cover costs associated with the delivery of instruction, and the fees thus directly benefit the students in the class for which they have paid a fee. These fees, for example, provide supplies and equipment for scientific laboratories and supplies for the art studios.

Students registered in **clinical nursing** courses must have liability insurance.

Engineering Equipment Fee

Students in the College of Engineering will be charged a special fee each semester, to assist with the costs of laboratory equipment.

Nursing Instructional Fee

Students in the College of Nursing will be charged a special instructional fee each semester.

Business Administration Fee

Students in the College of Business will be charged a special fee each semester, to assist with the costs of equipment.

One-Time Fees

Specific fee amounts are shown in an accompanying table.

Application Fee

Applicants are charged a non-refundable, non-waivable application fee. Massachusetts and Non-Massachusetts residents pay different application amounts.

Graduation fee

Students pay this fee in their last semester prior to receiving a degree. Most of this fee helps defray costs associated with graduation and commencement. An additional portion provides a one-year membership in the Alumni Association. A refund of the Alumni Association membership fee portion may be obtained by those not wishing to participate, if application is made to the Bursar or the University Enrollment Services Center.

Thesis Binding Fee

At a standard charge per copy, two copies of each thesis/dissertation are bound for placement in the permanent library collection. The student may purchase additional bound copies at the same per-copy rate.

Payment Financing

The university makes available the services of a private financing program to assist those students who wish to spread their tuition and fee payments out rather than paying the entire amount at the beginning of the term. Information and application forms are available from the Bursar or the University Enrollment Services Center.

Residency Requirements for Tuition and the Curriculum Support Fee

Massachusetts "resident students" pay the in-state tuition and fee charges. Others pay out-of-state charges. Certain non-Massachusetts students—those in certain specified programs only and residents of specified New England states—receive a substantial reduction of the non-resident tuition charge through the New England Regional Student Program.

The full regulations on determining residency are included at the end of this chapter and with the application for admission; what follows here is a brief overview.

To be deemed a Massachusetts resident, one must have had a legal domicile in the state for at least one year before the commencement of the academic semester, residing in the state for purposes other than attending an educational institution (or one's parents, if one is financially dependent on them). Those who do not meet the conditions are considered out-of-state or non-resident students. A student at a certain degree level, e.g., graduate, may retain in-state residency classification during continuous attendance at the institution, until attainment of the degree for which enrolled.

Students whose status changes may request a determination of in-state residency by filing the residency reclassification form and submitting appropriate documentation. A similar process is used to contest an initial residency determination. Appeals are heard by a campus Residency Appeal Committee, which makes the final residency determination.

Questions on residency policies may be directed to the Office of Graduate Studies. Requests for reconsideration and the appeals process are handled by Chris Kaylor, Office of University Records, phone 508 999-8620.

Any student who undertakes graduate study under a non-resident temporary student visa (having been issued a form I-20 or IAP-66 by us) must pay the out-of-state rate for application fee and tuition charges. This remains in force for the duration of the student's attendance at the University of Massachusetts Dartmouth for as long as the individual remains an international student on a non-resident visa.

Refund Schedule

Percentage and type of refund, upon Official Withdrawal from UMass Dartmouth

Prior to first day and through to end of publicized drop/add period each semester	100% tuition and all fees
During second week (next 5 class days)	90% tuition and curriculum support fee
During third week (next 5 class days)	70% tuition and curriculum support fee
During fourth week (next 5 class days)	50% tuition and curriculum support fee
After fourth week	No refund of charges

“Official Withdrawal from the University” is defined in the chapter on Academic Regulations and Procedures, applying to the regular courses of the university.

The Division of Continuing Education has a separate fee schedule, billing process, and refund schedule.

One-time fees, such as the application or orientation fees, are not refunded.

Refund of charges for on-campus meals and housing is governed by the terms of the housing contract.

New England Regional Student Program (RSP)

The university is a member of the New England Regional Student Program, which allows students from other New England states to receive tuition benefits if a similar graduate program is not available in their home state.

Eligible programs for 2001-2002 are given in the chapter on Admission. The charges that RSP students pay are shown in the expenses table in this chapter.

For more information, contact the UMass Dartmouth Office of Graduate Studies or the Office of the Regional Student Program, New England Board of Higher Education, 45 Temple Place, Boston, MA 02111; phone 617 357-9620.

Summary of Expenses for Graduate Study (2001 - 2002)

Many graduate students take fewer than 12 credits in a semester. Nine credits per semester is a typical load in many programs. The New England Regional Student Program offers reduced rates to out-of-state students in certain programs only. Annual charges are shown to the nearest dollar. Charges are subject to change, and may do so before the next version of this catalogue can be printed.

Annual Graduate Expenses—Tuition and Mandatory Fees		Per Credit per Semester	
Annual, taking 9 credits in both semesters, 18 credits total (excluding individual and personal expenses)	Annual, taking 12 or more credits in both semesters, 24 or more total (excluding individual and personal expenses)	Per-Credit Graduate Expenses, Per Semester	
<i>Massachusetts Residents</i>		<i>Massachusetts Residents</i>	
Tuition	\$1,553	Tuition	\$86.29
Curriculum Support Fee	1,985	Curriculum Support Fee	110.25
Athletics Fee	139	Athletics Fee	7.71
Student Fee	94	Student Fee	5.21
Campus Center Fee	75	Campus Center Fee	4.17
Health Fee	24	Health Fee	1.33
	\$3,870		\$214.96
<i>Non-Massachusetts Residents</i>		<i>Non-Massachusetts Residents</i>	
Tuition	\$6,074	Tuition	\$337.46
Curriculum Support Fee	2,807	Curriculum Support Fee	155.92
Athletics Fee	139	Athletics Fee	7.71
Student Fee	94	Student Fee	5.21
Campus Center Fee	75	Campus Center Fee	4.17
Health Fee	24	Health Fee	1.33
	\$9,213		\$511.80
<i>Regional Student Program Non-Residents</i>		<i>Regional Student Program Non-Residents</i>	
Tuition	\$2,330	Tuition	\$129.44
Curriculum Support Fee	2,395	Curriculum Support Fee	133.08
Athletics Fee	139	Athletics Fee	7.71
Student Fee	94	Student Fee	5.21
Campus Center Fee	75	Campus Center Fee	4.17
Health Fee	24	Health Fee	1.33
	\$5,057		\$280.94

Table of One-Time and Individual Fees (2001-2002)

Application Fee	
Massachusetts residents	\$25
Non-Massachusetts residents	\$45
Course-specific Fees ("S/LA Fees")	
variable, some courses — per 3-credit course	\$11 - \$60 or more
Engineering Equipment Fee	\$165 /semester
Nursing Instructional Fee	\$176 /semester
Business Administration Fee	\$33 /semester
Program Continuation Fee	\$72 /semester
Graduation Fee	
For graduation costs	\$100
Alumni Association one-year membership (refundable)	\$20
Health Insurance Plan	\$836 /year

Massachusetts Residency for Tuition Purposes

These rules and regulations, approved by the University's Board of Trustees, are current as of publication. They apply to the classification of students at the University of Massachusetts as Massachusetts or non-Massachusetts students for tuition and fee purposes.

Part 1. Definitions

1.1 "Academic period" shall mean a term or semester in an academic year or a summer session, as prescribed by the Board of Trustees or under their authority.

1.2 "Continuous attendance" shall mean enrollment at the University for the normal academic year in each calendar year, or the appropriate portion or portions of such academic year as prescribed by the Board of Trustees or under their authority.

1.3 "Emancipated person," for the purposes of residency classification for tuition, shall mean a person who has attained the age of 18 years and is financially independent of his or her parents, or if under 18 years of age (a) whose parents have entirely surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such person; or (b) a person who is legally married, or (c) a person who has no parent. If none of the aforesaid definitions apply, said person shall be deemed an "unemancipated person."

1.4 "Parent" shall mean

- a) the person's father and mother, jointly;
 - b) if the person's father is deceased the person's mother; if the person's mother is deceased, the person's father;
 - c) if a legal guardian has been appointed by a court having jurisdiction, the legal guardian;
 - d) if neither the father nor mother is living and no legal guardian has been appointed, the person who then stands *in loco parentis* to the person;
 - e) if the father and mother are divorced, separated or unmarried, the parent who has been awarded legal custody of the person; or if legal custody has not been awarded, the parent with whom the person lives. With respect to any adopted student, the word "adoptive" should be inserted before the words "father" and "mother" wherever used.
- 1.5 "Reside," "residency," or "resident"** shall mean "domicile," i.e., a person's true, fixed and permanent home or place of habitation, where he or she intends to remain permanently.

Part II. Classification

2.1 For the purpose of assessing tuition and fees, each student shall be classified as a "Massachusetts resident" or a "non-Massachusetts resident." A person shall be classified as a Massachusetts resident if he or she (or the parent of an unemancipated student) shall have resided in the Commonwealth of Massachusetts for purposes other than attending an educational institution for twelve months immediately preceding the student's entry or reentry as a student.

Physical presence for this entire twelve-month period need not be required as long as the conduct of an individual, taken in total, manifests an intention to make Massachusetts his or her permanent dwelling place.

Part III. Determination of Residency

3.1 Proof of Residency

- a) Each case will be decided on the basis of all facts

submitted with qualitative rather than quantitative emphasis. A number of factors is required for residency to determine the intention of the person to maintain permanent residence in Massachusetts. No single index is decisive. The burden of proof rests on the student seeking classification as a Massachusetts resident.

b) The following shall be primary indicia of residency:

- 1) For an unemancipated person, the residency of parents, having custody, within Massachusetts;
- 2) Certified copies of federal and state income tax returns;
- 3) Permanent employment in a position not normally filled by a student;
- 4) Reliance on Massachusetts sources for financial support;
- 5) Former residency in Massachusetts and maintenance of significant connections there while absent.

c) The following shall be secondary indicia of residence, to be considered of less weight than the indicia listed above in subsection b):

- 1) Continuous physical presence in Massachusetts during periods when not an enrolled student;
- 2) Military home of record;
- 3) All other material of whatever kind or source which may have a bearing on determining residency.

3.2 Proof of Emancipation. A student asserting that he or she is an emancipated person shall furnish evidence to support such assertion. Such evidence may include:

- a) Birth certificate or any other legal document that shows place and date of birth;
- b) Legal guardianship papers — court appointment and termination must be submitted;
- c) Statements of the person, his or her parent(s), guardian(s), or others certifying no financial support;
- d) Certified copies of federal and state income tax returns filed by the person and his or her parent(s);
- e) Where none of the foregoing can be provided an affidavit of the emancipated person in explanation thereof and stating fully the grounds supporting the claim of emancipation.

3.3 Presumptions, etc.

- a) Residency is not acquired by mere physical presence in Massachusetts while the person is enrolled in an institution of higher education. (See Section 2.1)
- b) A person having his or her residency elsewhere than in Massachusetts shall not be eligible for classification as a Massachusetts resident for tuition purposes except as herein provided.
 - 1) Any person who is registered at the University as a Massachusetts resident shall be eligible for continued classification as a Massachusetts resident for tuition purposes (until attainment of the degree for which he or she is enrolled) during continuous attendance at the institution.
 - 2) The spouse of any person who is classified or is eligible for classification as "Massachusetts resident" is likewise eligible for classification as a "Massachusetts resident." This provision will not apply in the case of a spouse in the United States on a non-immigrant visa.
 - 3) A person who is an immigrant/permanent

resident of the United States (or has applied for such status) is eligible to be considered for Massachusetts residency for tuition purposes provided that he/she meets the same requirements for establishing residency in Massachusetts as are required of a United States citizen. Non-citizens who are in (or who have applied for) refugee/ asylum status are likewise eligible to be considered for Massachusetts residency for tuition purposes provided that he/she meets the same requirements for establishing residency in Massachusetts as are required of a United States citizen. All non-citizens must provide appropriate documentation to verify their status with the United States Immigration and Naturalization Service.

4) Those students whose higher educational pursuits are funded by the Department of Welfare, the Massachusetts Rehabilitation Department, or any of the other Commonwealth of Massachusetts public assistance programs.

c) A person does not gain or lose in-state status solely by reason of his or her presence in any state or country while a member of the Armed Forces of the United States.

d) For the purposes of this policy the following persons shall be presumed to be Massachusetts residents:

- 1) A member of the Armed Forces of the United States who is stationed in Massachusetts on active duty pursuant to military orders, his or her spouse and dependent students.
- 2) Full-time faculty, professional staff, and classified staff employees of the university of Massachusetts system and their spouses and dependent students.

Part IV. Appeals

4.1 Any student or applicant who is unwilling to accept the initial ruling relative to his or her residency classification, or who wishes to seek reclassification, may file a "Residency Reclassification Form."

4.2 Any student or applicant who is unwilling to accept the ruling relative to his or her residency reclassification may submit an appeal through the appeal process established by the campus at which that student or applicant seeks reclassification. The decision on appeal is final and may not be appealed further.

4.3 In any case where the Admissions Office is unable to make an initial determination based on the evidence submitted, the applicant may be required to submit a "Residency Reclassification Form" to the admission office for their review before being finally classified as a resident or a nonresident.

Part V. Penalties

Misrepresentation in or omission from any evidence submitted with respect to any fact, which if correctly or completely stated would be grounds to deny classification as a Massachusetts resident, shall be cause for exclusion or expulsion from or other disciplinary action by the University.

Financial Assistance

The University of Massachusetts Dartmouth has several financial programs to assist graduate students with the cost of advanced studies. These programs apply to degree-seeking, matriculated students only. Non-degree students who have not received formal admission to the university, often called "Special Students" at UMass Dartmouth, are generally not eligible to receive financial aid.

Some funds are awarded on the basis of academic merit, in the form of **graduate assistantships** (see below).

The majority of financial aid for graduate students is in the form of loans. The William D. Ford Federal Direct Loan programs provide loan funds to eligible students. Students who demonstrate financial need are considered for the subsidized direct loan. Students who do not qualify for the need based loan will be considered for the Unsubsidized direct loan. Very needy graduate students are also considered for the University Scholarship, comprising a waiver of the curriculum fee. Federal Work Study funds are limited and only on-time applicants are considered. Application for all aid programs is by completing the Free Application for Federal Student Aid (FAFSA). Graduate students are not eligible for federal or state grant programs.

Early application is strongly encouraged. The priority filing date is for FAFSA materials to be received at the Federal processor by March 1st of each year with UMass Dartmouth included in the list of schools. The UMass Dartmouth Title IV school code is 002210

Students must be admitted to a degree program before eligibility can be determined for financial aid. *However, in spring those who are still prospective graduate students are encouraged to submit the FAFSA even before the admissions decision is received.* We recommend mailing your FAFSA by February 15th to ensure priority consideration. Students will need to reapply for financial aid each year.

In order to maintain eligibility for financial aid, students must be enrolled at least half-time, be in good academic standing with the university, and be making satisfactory progress toward their degree (the specific standard is stated in the chapter on Academic Regulations).

Students who wish to apply to receive aid while on Program Continuation status must complete the appropriate forms, which can be obtained at the University Student Enrollment Center or at Financial Aid Services.

Graduate Assistantships

Graduate assistantships come in a variety of forms—teaching, research, or general graduate assistantships—depending on the student's abilities and the resources and needs of the academic departments. They are awarded with respect to the student's field of study and are competitive, given to applicants with stronger records who will best meet the department's needs. All awards are recommended by the department and college and made through the Office of Graduate Studies. Continuation of assistantships will be determined by the department and college and will be contingent upon the student maintaining an acceptable grade record and making satisfactory progress toward the degree. Performance in the assistantship and the availability of funds are also criteria for continuation.

Applicants request consideration for an assistantship on the graduate application for admission form. Because the graduate program faculty and department recommend assistantship appointments, students who want further information about eligibility and the types of assistantships should contact the academic department concerned.

Often, admission acceptance must precede an offer of an assistantship. In some cases, funding may be late to develop; in other cases, one may have been placed on a waiting list for an assistantship. If you find yourself in this situation, we recommend that you apply for need-based or non-need-based loans or work-study in a timely fashion, before waiting to learn for sure about the assistantship award.

The stipends offered vary widely depending on qualifications and the student's academic program. Academic year assistantship stipends at the masters' level in 1999-2000 ranged from \$5,000 to \$9,000 (full-time rate, academic year). Some students, especially doctoral students, may also receive summer assistantships. UMass Dartmouth's graduate assistantships that extend from half-time to full-time are accompanied by a *full waiver of tuition*, whether it be at the in-state or out-of-state rates. Graduate assistants pay the

same fees that others pay, with the exception that out-of-state graduate assistants pay only the *in-state curriculum support fee rate*.

A full-time graduate assistant (RA or TA) is required to work 20 hours per week for the assistantship; part-time assistantships are prorated from this amount.

Financial Assistance for International Students (on temporary student visas)

With the exception of research and teaching assistantships, opportunities for support from the university or from university-related sources are essentially non-existent. The state and federal aid programs are not available to international students. The university also has no special scholarship or financial assistance programs for international students. International students should not expect that they will gain substantial income through part-time work. Opportunities to receive on-campus work are very limited.

International students must demonstrate that they have access to sufficient fiscal resources before the university will issue the immigration forms that authorize them to receive their student visas. For those awarded assistantships, we will apply the stipend and tuition/fee waivers toward their expenses on the I-20 form.

Need-Based Financial Aid

Students requesting need-based financial assistance must complete and mail the Free Application for Federal Student Aid (FAFSA). This form is available in local libraries and high schools, also the Financial Aid Services Office, Foster Administration Building (phone 508 999-8632), where the members of the staff are happy to answer questions and offer other forms of help. Some applicants for aid are selected for verification; those selected will be required to submit documentation in support of their application and/or aid award. Please note that outside resources including tuition exemptions can affect other aid, including loans.

Early application for financial aid is *definitely* encouraged. The FAFSA should be mailed by February 15 for the fall semester and September 15 for spring semester entry. The Financial Aid Office will process applications throughout the school year for any available funds; however, qualified students who mail the FAFSA by the recommended dates will

receive priority consideration. Students need to reapply for financial aid each year.

To qualify for assistance, a graduate student must be enrolled at least half-time in a degree program. Awards are calculated according to the student's course load, whether half-time or full-time, by criteria established in the graduate academic regulations. Students receiving financial assistance will need to notify Financial Aid Services of any changes in their registration or enrollment status, and are advised to consult the Financial Aid Services promptly about any anticipated changes that might affect their aid eligibility. *Only students who have received formal, degree-seeking admission to the university are eligible to receive university financial aid.*

Students who withdraw from the university before 60% of the semester is completed will have their Federal financial aid eligibility recalculated in direct proportion to the length of the enrollment. The percentage of time the student remained enrolled is that student's percentage of dispersible aid for the semester. A student who remains enrolled beyond the 60% point earns all aid for the period. Withdrawal is recorded by the Office of the University Registrar in accordance with UMass Dartmouth withdrawal policies. More complete information is available from the Financial Aid office or web site.

To qualify for federally funded programs (Federal Work-Study, Perkins Loan, Subsidized and Unsubsidized Direct Loan), students must be citizens, or permanent residents, of the United States; have a valid social security number; be registered with selective service if required, and sign a statement of educational purpose.

Please note that financial aid funds are not disbursed to one's account until after the drop/add period. If you are expecting a refund, you will not receive a check until late September for the fall semester and late February for the spring semester. Please plan accordingly.

Reasonable Academic Progress for Financial Aid Eligibility

In order to maintain eligibility for financial aid, students must be in good academic standing with the University and be making satisfactory academic progress; students should consult the graduate academic regulations of the institution. The following

minimum schedule of academic credits must be completed for a graduate student to maintain eligibility for university financial aid:

Academic years completed	Number credits successfully completed
1	9
2	18
3	27
4	36

Satisfactory financial aid progress standards may be waived for students who can demonstrate mitigating circumstances, such as extraordinary physical, psychological, or medical problems. Each case will be reviewed, as appropriate, by the Director of Financial Aid.

Federal Perkins Loan (formerly National Direct Student Loan)

The Perkins Loan is available to qualified students in any class at the University of Massachusetts Dartmouth. Graduate students who clearly need financial aid for meeting educational expenses may be eligible for loans under the Perkins Loan program.

An eligible graduate student may borrow to a maximum of \$5,000 per academic year or \$30,000 in total, including any previous Perkins Loans. Payment of principal and interest on these loans is deferred until after withdrawal or graduation from the university. The loan carries a low fixed interest rate of 5%.

Direct Stafford Loans

These student loans are government insured loans, which are either subsidized or unsubsidized. Subsidized loans are issued based on need, with no interest charged while the student is enrolled. Repayment starts after graduation or when a student drops below half-time at the university. Unsubsidized loans carry interest from the time of disbursement.

Generally, an eligible graduate student may borrow a maximum of \$8,500 per academic year in subsidized Stafford loans, up to \$65,500 in total including graduate and undergraduate subsidized loans. Amounts can be increased by the addition of unsubsidized loans. There are limits to the total debt you may have outstanding from all Stafford loans, undergraduate and graduate.

To be considered for Direct and FFEL Stafford Loans, students need to file the FAFSA.

Student Employment

On-campus part-time work opportunities are available in the various departments, offices, and agencies of the university. Some forms of employment are awarded based on demonstrated need, but others are available to any qualified student. In addition, the university can assist students in locating part-time work off campus. Although some work assignments are funded through moneys provided by financial assistance, the student work program is administered through the Student Employment Office (phone 508-999-8655).

Need-based student employment is available through the university's participation in the Federal Work-Study program administered by the U. S. Department of Education. To be eligible for the Work-Study program, a student must be accepted for admission or be in good standing if currently enrolled. A student must have demonstrated need by submitting the FAFSA application, through the Office of Financial Aid. Approved students are guaranteed a certain level of work-study support but must still have the required personal qualifications and skills for the specific work-study assignment to be undertaken. The Student Employment Office handles the process of application and appointment to work-study jobs.

Non-need-based employment opportunities are provided through a variety of departmental part-time positions. These are positions offered by the academic or non-academic departments of the University to students who desire to work and meet the qualifications for the position but do not meet federal work-study financial need requirements. Information about departmental positions is available in the various departments and through the Student Employment Office, which handles the details of application and appointment.

Part-time employment may also be available in private businesses or homes, corporations, and industries in the area. The Student Employment Office maintains a listing and referral service for such positions.

Other Sources of Support

Special fellowships and scholarships of various sorts may be available through individual departments or through external sources. Departments have scholarship funds that graduate students may receive. Some fellowships and scholarships are available from governmental or private institutions and organizations, often for special purposes such as supporting research or enabling graduate students to study abroad.

Interested applicants and students should first explore opportunities that might be available in their academic department through faculty and administrators involved

in research or service activities that might have opportunities for compensated graduate student participation. Then, it is advisable to spend time in the reference room of the university library, where standard information references can be found about external scholarship and fellowship sources. Finally, for certain types of programs, such as federally-funded programs, the University's Office of Grants and Contracts can help provide information and assistance with practical details in the application process (Foster Administration Building, room 317; phone 508 999-8042).