



# Graduate Student **Handbook**

June 2008

The Graduate School  
Valdosta State University



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# Foreword

This handbook is designed to bring together guidelines and policies that graduate students should follow to complete graduate programs at Valdosta State University. Guidelines in this handbook conform to University and Graduate School Policy.

Students and faculty are urged to make suggestions for appropriate handbook revisions to the dean of the Graduate School.

# The Graduate School

The Valdosta State University Graduate School is the coordinating body for all matters pertaining to graduate education. The staff members in the Graduate School are available and ready to answer questions and provide assistance to graduate students related to all aspects of graduate study. The Graduate School administers all graduate programs, screens and processes all applications, serves as the primary contact for new students, monitors academic standards, and ensures compliance with all appropriate regulations at Valdosta State University.

Karla Hall	Acting Dean of the Graduate School
Teresa Williams	Administrative Coordinator
Meg Giddings	Coordinator of Admissions
Rebecca Waters	Admissions Specialist
Betty Rowland	Admissions Specialist

The following sections describe many of the procedures related to successful enrollment and degree completion.



## Obtaining an Advisor

One of the **most important steps** in your program is the assignment of a faculty advisor. When you receive your notice of acceptance, you will be given the name and contact information for your advisor. The faculty advisor is responsible for helping you organize your program of study, signing many important documents and facilitating your registration every term you are at VSU. Get to know your advisor. You, however, are ultimately responsible for your program of study.

## Graduate Student Classifications

Valdosta State University offers several admission classifications to graduate students that are intended to facilitate enrollment and admission and accommodate a variety of situations. These apply to master's degree and/or post baccalaureate students only. They **do not apply** to Education Specialist, Doctor of Education, or Doctor of Public Administration programs. These degree programs (Ed. S., Ed.D., & D.P.A.) have separate admission conditions that are presented in the Graduate Catalog.

## Master's Degree Admission Options

**Regular Admission** – To be considered for admission as a “regular” graduate student, the applicant must have received a bachelor’s degree from an accredited or approved college or university with an undergraduate major in, or prerequisites for, the planned graduate field of study, where applicable. The applicant must have a cumulative undergraduate grade-point average of at least 2.5 on a 4.0 scale, calculated on all work attempted in which letter grades were awarded. Verification in the form of an official transcript is required. All master’s degree programs require an acceptable GRE, GMAT, or MAT score. Some programs have additional admission criteria; please refer to your department or the graduate catalog for specifics.

**Probationary Admission** – Applicants failing to meet one or more of the requirements for admission as a regular student may be considered for probationary admission under conditions specified at the time of admission by the appropriate department and approved by the Dean of the Graduate School. Students admitted as probationary are eligible for financial aid.

Students admitted on a probationary basis remain in this category for 9 semester hours of work. The grade-point average for these 9 semester hours must be 3.0 or higher, unless different conditions were specified at the time of admission. After completion of the probationary period, students may be reclassified as “regular” students, with the approval of the Dean of the Graduate School and the department concerned.

### Classifications

**Regular** - has met all entrance requirements for regular admission as outlined above.

**Irregular** - has not submitted all application requirements for admission to the Graduate School. Students in this category will not be admitted to a degree program until they have met all admission requirements. A maximum of 9 hours of course work may be applied toward a degree while the student is in this category. To be considered for Irregular admission, the applicant must have submitted an Irregular Status Waiver form (found on the

Graduate School’s web site), and all required transcripts must be received. Irregular status is not available for all majors. Please check with the Graduate School for specific program information.

**Probationary** - has met all entrance requirements for probationary admission as outlined above. There is no probationary admission for Master of Social Work, Education Specialist, Doctor of Education, or Doctor of Public Administration programs.

**Transient** - is currently enrolled as a graduate student in good standing at another college or university and desires to participate through the VSU Graduate School for the purpose of taking no more than 9 semester hours of graduate work.

**Non-Degree** - holds an undergraduate degree and wishes to take graduate or undergraduate courses for add-on certification, personal enrichment, or a post-master’s certificate without pursuing an advanced degree. A student who maintains a cumulative average of B or better in graduate courses taken may later be granted entry to a degree program upon proper application to the Graduate School. A maximum of 9 semester hours completed as a non-degree student may be considered by the appropriate department involved for transfer into a degree-granting program. NOD students enrolling in undergraduate classes will be assessed graduate level fees.

### Application Time Limit

Students who were previously enrolled but have not been in attendance within the last 3 semesters must apply to the Graduate School for readmission.

### Registering for Classes and Paying your Fees

During future semesters, you will be faced with the recurring requirement to register for an upcoming term. There are several aspects of registration that you should keep in mind to help the process go smoothly. Before you can register, you must be made eligible to do so by having all “flags” lifted from your records. In order for this to happen, you must consult with your advisor. Call or email your advisor prior to driving in to see him/her. In some cases, you can complete the advising process over the phone. Additionally, if you have any outstanding parking tickets, late fines at the library, or other

open items, clear these prior to attempting registration. Some will block your registration if not corrected.

Students can register on-line by using any computer lab or personal computer with Internet access. Go to the VSU homepage at: [www.valdosta.edu](http://www.valdosta.edu). Clicking on "Registration and Advising" will take you to Banner where you may register for classes. You will need to use your "870" ID number and create a PIN. The first time you log in your PIN is your Date of Birth. Also, your "870" number can be found at the bottom of your acceptance letter.

After registering, you must pay your fees by the stated deadline or you will be dropped from your classes. NOTE: No invoices will be issued. It is your responsibility to know how much to pay and to pay these fees. This information may be found in BANNER.

The following are acceptable payment methods: Cash, Check, Visa, MasterCard, or Financial Aid. Students may pay fees a number of ways:

- 24-hour Night drop box (located on the west side of the Bursary Building)
- Credit Card Payment by phone 229-333-5718 or 5719; or 1-800-618-1878, option 6
- Credit Card payment on-line
- University Bursary (8-5 pm Monday-Thursday, 8-2:30 pm Friday)
- Mail Address: Cashiers,  
Registration Fee Payment  
Valdosta State University  
1500 North Patterson Street  
Valdosta, GA 31698-0185

Students who receive financial aid to pay for classes and room and board will have their fees validated automatically by the cashier's office. If the Cashier's office does not have your financial aid credits accounted for, call Financial Aid immediately at (229) 333-5935.

You will also need to purchase a Student Parking Decal, which will enable you to park in any of the designated student parking lots on campus. The decal may be purchased in one of three ways: On-line (while registering via the World Wide Web), by phone, or at the Office of Parking & Transportation, located at 114 Georgia Avenue. Their telephone number is (229) 333-5961. If you add the permit to your fees during the registration process, stop by the parking office to pick up your parking permit afterwards.

**NOTE:** The information presented here is current at the time of publication. Please check

registration schedules and information on the World Wide Web for registration dates, fee due dates, etc.

## Academic Standards and Regulations

Throughout your program, your performance must be acceptable on a continuing basis. You must maintain an overall grade-point average of not less than 2.5 at all times. No grade below C will be credited toward a graduate degree. Any student acquiring any combination of two grades D, F, WF, or U will be dismissed from the Graduate School. Some programs assign deficiency points to grades C and below. Consult the catalog for your program's information.

All grades received for graduate courses taken at Valdosta State University, after the student is admitted to the Graduate School, will be used in the calculation of the graduate cumulative grade-point average. Courses may be re-taken, if desired or required, but all graduate grades received will affect this average.

Cumulative grade-point averages are calculated at the close of every semester in which course work is taken. A student may review his/her grade record and grade point average by requesting an unofficial transcript from the Registrar's Office. You may also view an unofficial transcript on the World Wide Web. Go to the VSU homepage at: [www.valdosta.edu](http://www.valdosta.edu). Clicking on "Registration and Advising" will lead you to the Banner system where you can view your transcript. Matters requiring interpretation of a graduate record should normally be referred to the student's advisor or the Graduate School. Undergraduate grades will not be calculated as part of the graduate student's semester or cumulative average.

Students may calculate their graduate grade-point average by dividing the number of graduate semester credit hours taken into the total number of quality points earned.

The following letters denote grades which are included in the computation of the grade-point average, with their equivalent quality points:

- A – Excellent: four quality points per hour
- B – Good: three quality points per hour
- C – Satisfactory: two quality points per hour
- D – Passing: one quality point per hour
- F – Failure: zero quality points
- WF – Withdrew failing: zero quality points

The following letters denote grades which are not included in the computation of the grade-point average:

I	–	Incomplete
IP	–	In Progress
K	–	Credit by examination
S	–	Satisfactory
U	–	Unsatisfactory
V	–	Audit
W	–	Withdrew, without penalty

A grade of I indicates that a student was doing satisfactory work, but for non-academic reasons beyond his or her control, was unable to meet full requirements of the course. If an I is not changed to a letter grade within one calendar year, it will be changed to the grade F - or U.

A grade of IP indicates that credit has not been given in courses that require a continuation of work beyond the semester for which the students signed up for the course. The use of the symbol is approved for dissertation and thesis hours and project courses. It cannot be substituted for an I.

Students dropping a course within the time limit noted in the University Calendar, while performing satisfactorily, will receive a grade of W (withdrawal from a course, having completed work to that point satisfactorily); otherwise they will be given a grade of WF (withdrawal, having not done satisfactory work). The computation of the overall grade-point average treats WF and F grades identically; grades of W do not affect the computation.

Students who have just cause to appeal the assignment of a grade must first discuss the problem with their professor. Formal appeals must be initiated within thirty days of the posting of grades. Further appeals are then directed, in order, to their professor's Department Head, College Dean, Dean of the Graduate School, Vice President of Academic Affairs, and President of the University. (See Appendix B for full appeals procedures.)

### **Withdrawal from Courses Policy**

Students may withdraw from courses following the drop/add period until mid-term by visiting [www.valdosta.edu](http://www.valdosta.edu) and clicking on "Registration & Advising." They may also drop classes by obtaining the instructor's signature on the withdrawal form available from the Office of the Registrar. The instructor may assign a W at the time of withdrawal. A withdrawal is not official until received and processed by the

Office of the Registrar.

Before mid-term, instructors may assign a W on the proof roll or by memorandum to the Office of the Registrar for students not attending class. It is ultimately the student's responsibility to withdraw from courses.

In compliance with Board of Regents' policy, students will not be allowed to withdraw after the mid-term point of the semester. Students may petition for an exception to the withdrawal deadline for cases of hardship by completing a Petition for Withdrawal form available in the Office of the Registrar. The petition will become a permanent part of the student's file. Any student who discontinues class attendance after mid-term and does not officially withdraw may be assigned a grade of F.

Students officially withdrawing from Valdosta State University after paying fees for the term will be issued a 100% refund for tuition, mandatory fees, campus housing and meal plans provided the official withdrawal occurs no later than the official drop/add day for refunds. Students officially withdrawing from ALL classes AFTER the official drop/add day will receive a refund based upon the Board of Regents policy, which is described, on page 19.

### **Auditing Classes**

Students may be permitted to audit selected courses, provided regular enrollment in the course permits, and provided such arrangement is completely agreeable to the instructor concerned. Fees for auditing are the same as for regular registration. Students are not permitted to change from audit to credit or from credit to audit after the last day for course changes as specified in the official calendar.

### **Graduate Course Numbering**

At Valdosta State University, courses numbered 1000-4999 are for undergraduate students only. Some courses numbered 3000-3999 are open to graduate students; such courses carry dual numbers, with the graduate version of the course numbered between 5000 and 5999. Similarly, courses numbered 4000-4999 carry graduate credit when dual numbered 6000-6999. Courses numbered 7000-8999 are open to graduate students only. Courses numbered 9000-9999 are open to doctoral students only.

Graduate students should be sure that they are registered for graduate courses. This information appears on the official class roll and on the student's schedule. While a graduate student may be permitted to take an



undergraduate course, such a course will not be counted as fulfilling requirements for a graduate degree. Only courses numbered 5000 or above are graduate level courses.

## **Maximum Course Loads and Other Restrictions**

The normal full load for a graduate student is 9-15 hours of graduate-level work per semester. The maximum course load for a student employed full-time is 9 semester hours per semester. Course loads in excess of these limits may be allowed by permission of the major professor or the department head and the Dean of the Graduate School. Graduate assistants must register for a minimum of 6 hours per semester. The normal full load for a student with a graduate assistantship is 9 semester hours at the graduate level; however, in special circumstances, with the approval of the major professor and the department head, a graduate assistant may be permitted to take 12 hours.

Graduate students may earn no more than 6 hours credit in Directed Study and/or Independent Study courses to meet the requirements of a degree-granting program. Undergraduate courses will not be calculated when determining a graduate student's full or part-time status. However, these hours will be included in determining a student's maximum load, as stated above.

## **Cross-disciplinary Courses**

Certain courses, because of their scope and focus, are identified by different designations, that is, cross-listed, such as MFTH 5700/SOCI 5700. Students may decide which designation they wish to register for, depending on their needs, but such a dual-listed or cross-listed course can count only once and cannot be taken a second time for credit under a different designation. Cross-disciplinary courses are clearly identified in the "Courses of Instruction" section as "[Also offered as ...]."

## **General Requirements for Graduate Degrees**

Specific requirements for each graduate program offered by the University are presented in the departmental listings contained in the Graduate Catalog. Students should refer to these listings to determine the terms for degree completion and graduation.

### **Seven-year Limit**

Courses taken more than seven years prior to the semester of degree completion cannot be

used to meet graduate degree requirements. Under extenuating circumstances, however, students, with the approval of their advisor, may appeal in writing for a one-time extension of this limitation. A committee, approved by the dean of the appropriate college, will consider the appeal and may recommend to the dean of the Graduate School that the student be granted an extension of the seven-year limitation. The maximum extension for completion of the program cannot exceed one additional calendar year.

### **Transfer Credit**

No more than six semester hours of graduate course work may be accepted by transfer from another institution to Valdosta State University. Credit to a degree program for transferred course work may be obtained by application to the dean of the Graduate School through the major professor. Courses older than 7 years will not be considered.

### **Comprehensive Exam**

All graduate programs require a Comprehensive Examination, or an acceptable substitute. Successful completion of this exam indicates that students have nearly completed their work toward the degree. The Comprehensive Examination may not be taken until all required course work has been completed, or is in the process of being completed, and the language requirements fulfilled (if applicable). The dean of the Graduate School shall be notified upon the student's successful completion of this requirement.

In masters' programs with thesis requirements, a minimum of 30 semester hours of academic course work is required. Of these 30 semester hours, at least 9 semester hours must be in courses numbered 7000 or above with a minimum of 6 hours of thesis. In programs without thesis requirements, a minimum of 30 semester hours of academic course work is required. Of these 30 semester hours, at least 15 semester hours must be in courses numbered 7000 or above. The remainder must be completed in courses numbered 5000 or above.

### **Thesis and Dissertation Requirements**

All theses and dissertations written for masters' degrees, education specialist degrees, and doctoral degrees need to adhere to prescribed guidelines of style and format. In addition, the VSU Graduate School

has a number of procedures that students need to be aware of in order to complete all requirements in a timely manner. The approved draft of the document should be submitted to the members of the Supervisory Committee no later than midterm of the semester in which the student expects to graduate. The Supervisory Committee shall certify to the dean of the Graduate School that the student has successfully defended the thesis or dissertation. One copy of the approved thesis or dissertation along with all the signature pages must be submitted to the Graduate School no less than two weeks prior to the scheduled graduation date for that semester. Upon approval by the dean of the Graduate school, two copies of the thesis need to be submitted to the library not less than five days before the scheduled date of graduation. One of these must be an original produced on acid-free paper; 20 pound weight paper is acceptable.

All students must register for thesis or dissertation credit each semester in which they are actively working on their research and during the semester in which they intend to graduate. The total number of thesis credit hours required for masters' degrees have been determined by the individual departments and are presented in detail in the VSU Graduate Catalog. A minimum of nine semester hours of dissertation credit is required for the doctoral degree; required thesis hours vary. All thesis and dissertation courses are graded on a satisfactory/unsatisfactory basis.

General thesis and dissertation regulations are described in the Thesis and Dissertation Guide, available on-line at [www.valdosta.edu/gradschool](http://www.valdosta.edu/gradschool) - click on "For Current Students" on the left side of the web page. Students are urged to become familiar with these requirements in order to avoid delays in final acceptance by the Graduate School. Students should also work carefully with the style manual (APA, MLA, Chicago, etc.) required by their department and reference this resource.

A student's graduate degree is not completed until:

- a. The thesis/dissertation is signed by the dean of the Graduate School.
- b. Thesis/dissertation is submitted to the library for binding (the library will provide a receipt to the student). Follow departmental guidelines to determine number of copies required. Each bound copy should have an original signature page.

- c. A copy of the library receipt is presented to the Graduate School.
- d. The Graduate Dean will notify the Registrar of completion of the thesis/dissertation requirement.

### **Second Master's Degree**

Students seeking a second master's degree must submit a Program of Study that is approved by the program and faculty advisor, department head, and Dean of the Graduate School. The Program of Study should list all courses to be taken for the second graduate degree. Transfer courses not from a completed graduate degree are limited to 6 semester hours and cannot be older than 7 years at the time of the second degree's completion. Courses may be drawn from a previously completed graduate degree upon the approval of the program and faculty advisor, department head, and Dean of the Graduate School. No graduate course in either category may be used in which the grade was below a "B". No more than 9 semester hours from a previous graduate degree may be used.

### **Graduation Requirements**

Students must apply for graduation two semesters in advance. Students planning to attend graduation should make arrangements with the VSU Bookstore for purchase of cap, gown, and hood. The Registrar's Office should be consulted early in the program (at least two semesters before graduation) for procedures and deadlines. A \$25 graduation fee must be paid at the Bursary prior to final evaluation. This fee is valid for one year beyond the initial term selected for completing degree requirements.

A 3.0 cumulative GPA on all graduate courses completed at VSU after acceptance to the Graduate School is required for graduation.

### **Student Identification Card**

All VSU faculty, staff, AND students must have a picture identification card. These are available at the VSU One Card Office located at 1204 N. Patterson Street, next to the Bursary. The ID cards allow you to check out materials at the library, provide admission to certain events, and access to a number of special VSU services. The ID card should be in your possession at all times and must be presented to university officials upon request.

# Library Resources

**Odum Library** contains the general and research library collections of the University. The building was dedicated in 1972 and named in 1990 for the late Gertrude Gilmer Odum, Professor Emerita of English. The library is designed to facilitate research and study with open stacks and continuously available assistance from reference librarians. The collection contains over 453,757 bound volumes and over 1,014,000 volumes in microforms, as well as current issues of more than 3,000 magazines, journals, and newspapers. In addition to printed materials, the library has extensive collections of audio-visual, graphic, and machine-readable materials. The Library is a Selective Depository of U.S. Government documents and a

full depository of Georgia State documents. It also maintains the Archives of Contemporary South Georgia History and a Southern History Collection. In addition, it maintains the Fine Arts Materials Center in the Fine Arts building and the Instructional Materials Center in the Education Center. The Media Center in Odum Library maintains and services a wide variety of audio-visual equipment.

In 2004, two new additions opened, doubling the size of the library and adding an Internet Cafe, an auditorium, additional computer labs, classrooms, and a new archives section.

Odum Library is connected to GALILEO, which stands for Georgia Library Learning Online, a project sponsored by the Board of Regents of the University System

of Georgia. A World Wide Web-based virtual library, GALILEO provides access to multiple information resources, including secured access to licensed products. Participating institutions may access over 100 databases indexing thousands of periodicals and scholarly journals. Over 2000 journal titles are provided in full-text. Other resources include encyclopedias, business directories, and government publications.

GIL@Valdosta is the online catalog used to find materials (books, periodical titles, videos, audio cassettes) located in Odum Library. If you are looking for journal, magazine or newspaper articles, please consult the library webpage for an explanation of the various databases available through the library's webpage.



# Financial Information & Assistance



## Financial Aid for Graduate Students

The purpose of the student aid program is to help make higher education a reality for persons who would be unable to attend without financial assistance. Financial aid is awarded only to eligible students who have been admitted to the University. Transient and non-degree seeking students are not eligible for financial aid. The financial aid application and financial statement may be submitted at any time after the applicant has applied for admission. Financial aid applications are accepted as long as resources permit, and priority is given to those submitted by May 1.

## Grants

### Vocational Rehabilitation Assistance.

Vocational Rehabilitation provides assistance to students with physical limitations. Usually, fees are paid for eligible students, but in cases of substantial need, students may

be considered for the Appleby Scholarship. Apply through your local office of Vocational Rehabilitation, a division of the Department of Human Resources.

## Other Federal Programs

### Veterans Financial Aid Services.

The Veterans' Affairs Office, a part of the Office of Financial Aid, is located in the University Center. A full-time counselor assists all veterans in completing applications for benefits, making adjustments in payments, providing tutorial assistance, updating enrollment certifications, and with other services to assist veterans with their education.

### Veterans Administration Assistance.

Veterans, service personnel, and eligible dependents may qualify to receive benefits through the Veterans Administration. Applications may be made through the VSU Office of Veterans Affairs in the University Center.

### **Montgomery GI Bill (Active Duty).**

This program of education benefits is for students who enter active duty for the first time after June 30, 1985. The student must, with certain exceptions, serve continuously on active duty for three years of a 3-year enlistment or, for a lesser benefit, two years of an initial active duty obligation of less than three years. A student also may qualify for benefits by initially serving two continuous years on active duty, followed by four years of Selected Reserve service.

### **Montgomery GI Bill (Selected Reserve).**

This program of education benefits is for Reservists of the armed forces as well as the Army National Guard and the Air National Guard. To be eligible for this program, a reservist must have a 6-year obligation to serve in the Selected Reserve, complete Initial Active Duty for Training, have a high school diploma or its equivalent, and remain in good standing in a drilling Selected Reserve Unit. If a student has a parent who is a military veteran, the student may qualify for help from the U.S. Department of Veterans Affairs. Benefits may be awarded for pursuit of associate, bachelor, or graduate degrees at colleges and universities. Details are available in the Office of Veterans Affairs of Valdosta State.

## **Loans**

### **The Federal Direct Stafford/Ford Loan.**

This loan allows students enrolled at least half-time to borrow money at low interest for educational expenses. There are two types of Federal Direct Stafford/Ford Loans: (1) Federal Direct Stafford/Ford Loans and (2) Federal Direct Unsubsidized Stafford/Ford Loans. The Federal Direct Stafford/Ford Loans is need based, and the Federal Government subsidizes and pays the interest on this loan while the student is in school and during the six-month grace period. The unsubsidized loan is not need-based. This loan was created for borrowers who do not qualify for federal interest subsidies. The student either pays the interest while in school and during the six-month grace period or it is added to the balance of the loan.

### **VSU Short-Term Loans.**

Short-term emergency loans are available from the Office of Financial Services each semester. Apply to the VSU office of Student Accounts in the Bursary.

## **Employment Opportunities**

### **Federal Work-Study Program (FWSP).**

The University participates in the Federal Work-Study Program. Eligible students may work part-time during the academic year. To be placed on FWSP, the student must complete and submit all required financial aid documents to the VSU Office of Financial Aid. Priority is given to those students who have completed financial aid applications by May 1.

### **Graduate Assistantships.**

The University provides a limited number of graduate assistantships. Interested applicants should apply to the Graduate School. Visit [www.valdosta.edu/gradschool/](http://www.valdosta.edu/gradschool/) for information.

### **Student Assistant Program.**

On-campus jobs, financed by the University, are also available. Each department has its own funds for this program. Inquiries should be made to the Student Employment Services Office, located in Langdale Hall.

### **Other Employment.**

The Job Location and Development Program, administered through the Office of Student Employment Services, Langdale Hall, assists students in obtaining part-time employment off-campus.

## **Scholarships**

### **HOPE Teacher Scholarship.**

Funded by the Georgia Lottery for Education and is a component of the HOPE Scholarship Program. This scholarship provides financial assistance to teachers, counselors, and individuals seeking advanced degrees in critical fields of study in education. Scholarship recipients agree to teach in a Georgia public school at the preschool, elementary, or secondary level after graduation. If a recipient fails to meet this obligation, the scholarship becomes a loan, which must be repaid in cash, with interest. Applications should be available late Spring Semester. To apply, contact the Georgia Student Financial Commission at 1-800-546-HOPE, or the Valdosta State University HOPE Coordinator in the College of Education at 229-333-5925, request a HOPE Teacher Scholarship Application. For the complete HOPE Scholarship Regulations, visit the Georgia Student Finance Commission web site address at [www.gsfc.org/gsfa/scl/dsp\\_teacher\\_overview.cfm](http://www.gsfc.org/gsfa/scl/dsp_teacher_overview.cfm)

**Gail Aberson Scholarship.**

This endowed scholarship was created to honor the memory of Gail Aberson, to assist teachers at the graduate level in their professional development/certification as Teacher Support Specialists (mentors) and science teachers K-12. The award will provide assistance to teachers from member school systems in the Okefenokee RESA. Qualified recipients may contact the College of Education for application information.

**Louise S. Chastain Scholarship.**

This fund was established by Mrs. Chastain for students pursuing a Master's in Social Work. Preference is given to residents of Thomas County, Georgia. Apply to the Office of Financial Aid by completing a VSU General Scholarship Application.

**Vicky Lynne Foshee Scholarship.**

This endowed scholarship was created to honor the memory of Vicky Lynne Foshee, daughter of Dr. and Mrs. Donald P. Foshee. The scholarship is to be awarded to a graduate student enrolled in the Industrial/Organizational Psychology Program. It may be renewed by completing at least 9 hours per semester with a B or better grade point average. Apply to the Office of Financial Aid by completing a VSU General Scholarship Application.

**Air Force ROTC.**

Scholarships are available to students enrolled in ROTC at Valdosta State University and are based on performance, academic achievement and leadership potential. For further information contact the Air Force ROTC, Valdosta State University.

**A. B. "Sonny" Martin Scholarship.**

This scholarship is awarded based on recommendations by the College of Education Scholarship Committee. Students must be pursuing a Master's of Education Degree. Based on ability and promise. Apply to the Office of Financial Aid by completing a VSU General Scholarship Application.

**Dorothy Smith Salter Scholarship.**

This scholarship is awarded to a graduate of VSU who has been admitted to the Medical College of Georgia Doctor of Medicine degree program and who plans to practice in Georgia.

The scholarship covers the full cost of tuition and fees and is renewable for up to three years, provided the student is making satisfactory progress toward the degree. The scholarship is awarded by the Scholarship Committee of the VSU Alumni Association in consultation with the Pre-Medicine faculty advisor at VSU. Contact the VSU Alumni Office for application information.

**VSU Alumni Association Scholarship.**

This scholarship was created to recognize and support graduate students who have demonstrated a significant amount of academic achievement. The scholarship will be awarded at the beginning of each academic year in the form of a grant. The amount of the scholarship is equivalent to one year of in-state tuition, or two consecutive semesters. Application materials are available from the Graduate School's web site.

**Speech and Hearing Scholarship.**

The members of the Valdosta Junior Service League have established this scholarship for a student majoring in Speech and Hearing, who have completed 50 semester hours, has a minimum 2.5 grade point average, has demonstrated financial need (must have a FAFSA application on file with the Office of Financial Aid). Contact the Speech and Hearing Department for application information.

**Athletic Scholarships.**

For scholarship information regarding a particular sport, contact the VSU Athletic Office.

**Financial Aid Academic Requirements**

In accordance with the Higher Education Act of 1965, as amended, students must be making satisfactory academic progress, both in quality and quantity, to qualify for and continue to receive Title IV federal financial aid. The satisfactory academic progress standards for federal financial aid recipients at Valdosta State University are as follows:

**Standards for Graduate Students****Qualitative.**

All students are expected to maintain the academic standards outlined in the official Graduate Catalog of Valdosta State University. Students who fail to meet these standards will



be placed on academic suspension. Students receiving financial aid who are placed on academic suspension will have their financial aid terminated. Financial aid applicants placed on academic suspension at the end of their last semester of attendance are not eligible for financial aid.

### **Quantitative.**

In addition to maintaining the specified grade point average, students receiving financial aid must complete their degree in accordance with certain criteria and successfully complete a minimum percentage of credit hours each academic year.

1. At Valdosta State University, the maximum number of hours allowed is 150% of the number of semester hours required to earn the degree. Examples: Graduate students pursuing a degree which requires 30 semester hours may not receive financial aid after they have attempted 45 hours. If the degree requires 36 semester hours, students will be expected to have earned the degree after having attempted no more than 53 hours.

2. Students must successfully complete 67% of the courses for which they register in any academic year. The grades of A, B, C, D, IP, and S count as the successful completion of a course. The grades of F, W, WF, I, U, NR, and V do not count as the successful completion of a course. At the end of each Spring Semester, those students who have not successfully completed 67% of the courses in which they have enrolled will have their financial aid terminated effective the next Fall Semester.
3. Graduate students must maintain a cumulative grade point average of not less than 2.5 in order to be eligible for financial aid.

### **Monitoring of Satisfactory Progress**

Qualitative academic requirements will be checked at the end of each semester at the time the student applies for financial aid. The limitation of total hours attempted and the 67% completion requirements will be checked at the end of the spring semester. The grade point average of students who apply during the academic year will be checked as of the last semester attended; the limitation on the total hours attempted and the 67% completion requirement will be checked at the end of the previous spring semester.

### **Summer Session**

Courses taken during the summer are counted exactly the same as courses taken any other semester.

### **Repeated Courses, Remedial Courses, Withdrawal, and Incompletes**

Students should be careful in repeating courses, as all attempts at a course are counted in the maximum hours allowed to obtain a degree. Students are also reminded that withdrawing from a course does not count as successful completion and does not count in the required 67% completion rate each academic year. Incompletes also do not count as the successful completion of a course, and excessive incompletes can result in the termination of financial aid. Graduate students are not eligible to receive financial aid for any remedial or other courses at the undergraduate level.

### **Reinstatement of Aid**

Reinstatement of Financial Aid depends upon availability of financial aid funds at the time of the application for reinstatement and other factors: Graduate students terminated from aid because of academic suspension may apply for reinstatement of aid any time their cumulative GPA reaches 2.5. Students terminated for failure to complete 67% of their courses may apply for reinstatement after completing 9 hours at their own expense.

### **Appeals**

Students wishing to appeal may do so by filling out a Satisfactory Progress Petition and presenting it to the Financial Aid Office, along with any supporting documentation. The Financial Aid Office staff may take into consideration illness, death in the immediate family, or any other extenuating circumstances. Students will be notified, in writing, of the decision.

Students wishing to appeal the decision of the Financial Aid Office may do so, by writing to the Student Financial Aid Committee.

### **Veterans Financial Aid Services**

The Office of Veterans Office, a part of the Office of Financial Aid, is located in the University Center. A full-time counselor assists all veterans in completing applications for benefits, making adjustments in payments, providing tutorial assistance, updating

enrollment certifications, and with other services to assist veterans with their education. Veterans enrolled in physical education courses can be certified to the Veterans Administration for VA benefits when the courses will be credited toward the completion of their approved educational program. It must be documented that credit cannot be granted for the courses based upon prior military training or experience. Veterans should refer any problems they are having to the Veterans Office for assistance. (333-5935)

### **Financial Aid For International Students**

Outstanding students may qualify for a waiver of the non-resident tuition fees; such a waiver greatly reduces the cost of study at Valdosta State. Interested international applicants should include with their applications a formal statement requesting consideration for a waiver of non-resident tuition fees. In addition to the tuition waivers, a limited number of graduate assistantships are available each year. Recipients work a specified number of hours in an academic department or with a faculty member and receive a partial waiver of tuition plus a small amount of money to help them with their living expenses. Students interested in information about graduate assistantships should write directly to: The Graduate School, Valdosta State University, Valdosta, GA 31698 USA.





## Rules Governing the Classification of Students as Residents and Non-residents

1. (A) A person is 18 years of age or older, he or she may register as a resident student only upon showing that he or she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.  
(b) No emancipated minor or person 18 years of age or older shall be deemed to have gained or acquired in-state residence status for fee purposes while attending any educational institution in this state, in the absence of a clear demonstration that he or she has in fact established legal residence in this state.
2. If a person is under 18 years of age, he or she may register as a resident student only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least twelve months immediately preceding date of registration.
3. A full-time employee of the University System and his or her spouse and dependent children may register on the payment of resident fees even though he or she has not been a legal resident of Georgia for the preceding twelve months.
4. Non-resident graduate students who hold teaching or research assistantships requiring at least one-third time service may register as students in the institution in which they are employed on payment of resident fees.
5. Full-time teachers in the public schools of Georgia and their dependent children may enroll as students in the University System institutions on payment of resident fees.
6. All aliens shall be classified as non-resident students, provided that an alien who is living in this country under a visa permitting permanent residence shall have the same privilege of qualifying for resident status for fee purposes as a citizen of the United States.
7. The president or his authorized representative may waive out-of-state tuition for

international students, provided, however, that the number of such waivers in effect at any time does not exceed one percent of the equivalent full-time students enrolled at the institution in the Fall Semester immediately preceding the semester for which the out-of-state tuition is to be waived. Such waivers are granted for one year only and must be renewed annually.

8. If the parents or legal guardian of a minor changes legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months on a payment of resident fees. After the expiration of the twelve-month period, the student may continue his or her registration only upon the payment of fees at the non-resident rate.
9. In the event that a legal resident of Georgia is appointed as a guardian of a non-resident minor, such minors will not be permitted to register as a resident student until the expiration of one year from the date of court appointment, and then only upon proper showing that such an appointment was not made to avoid payment of the non-resident fees.
10. Military personnel on active duty and stationed in the state of Georgia, as well as their dependents, shall be assessed tuition at the same rates as legal residents of the state. Persons severing military service shall be considered non-residents, unless they otherwise qualify for resident status.
11. Permanent legal residents of the Florida counties of Hamilton, Madison, and Nassau, and their dependents shall be assessed tuition at the same rate as a legal resident of the State of Georgia upon the presentation of proof of domicile satisfactory to the institution.

**Please Note:** In order to avoid delay and inconvenience upon arrival for registration, any question concerning residence status should be clarified immediately upon receipt of acceptance of admission, or not later than one month prior to the registration date. Questions for clarification should be addressed to Residence Committee, Registrar's Office, Valdosta State University, Valdosta, Georgia 31698.

## Student Responsibilities

### A. Students' Responsibility to Register Under Proper Classification

The responsibility of registering under the proper residence classification is that of the students. If there is any question of their right to classification as a legal resident of Georgia, it is their obligation, prior to or at the time of their registration, to raise the question with the administrative officials of the institution in which they are registering and have it officially determined. The burden always rests with the students to submit information and documents necessary to support their contention that they qualify for in-state residence under Regents' regulation.

### B. Notification Upon Becoming a Non-Resident

Students who are classified as a resident must notify the proper administrative officials of their institution immediately of any change in their residency status.

### Reclassification of Non-Resident Students

Those non-resident (out-of-state) students who believe they have met the resident requirements as previously set forth may complete a Petition for Residence Status, which is available in the Registrar's Office in the University Center, and must be completed and supported by the required documentation before an initial review of status can be conducted.

The initial review is conducted by a member of the Registrar's Office, who will rule on the basis of oral evidence and other documentation supporting the petition for in-state resident status. The results of the initial review, if unfavorable, may be appealed to the Residence Status Review Committee and ultimately to the president, if such action is required.

Such petitions and appeals must be completed no later than 60 days following registration for the academic term for which residence status is to be effected. If the petition is granted, reclassification will not be retroactive to prior terms. Should it be determined that the student has misrepresented or omitted material facts which results in classification or re-classification as a resident student, retroactive charges for out-of-state tuition will be made and must be paid prior to the close of the academic term in which they are levied.

## Matriculation Fee Schedule for Graduate Students

Each year Valdosta State University offers two terms of instruction: fall and spring, which are collectively called the academic year. Another term is offered in the summer. Charges are in accordance with the regulations and schedules set forth below, the basis of which is the number of hours scheduled. These fees are due and payable as an integral part of the registration process, and students should not commence registration without having money sufficient to pay all fees. For a student to be considered in "financial good standing" at this institution all tuition, fees, library, parking, food service, or other fees must be paid in full. The University reserves and intends to exercise the right to withhold copies of education records, cancel the enrollment of students who owe the University money, or pursue collection for unpaid balances.

The University reserves the right to change without previous notice its fees, charges, rules, and regulations at the beginning of any term. This right will be exercised judiciously.

**Graduate assistantships** are granted by the Graduate office. Graduate assistants receive a waiver of a portion of matriculation fees only. Athletic, activity, health, technology, and transportation fees are not waived or reduced. Graduate assistants also receive regular payments for their work through the Payroll system. Graduate assistants may not receive extra compensation for performing other work during the period of their assistantship.

Qualified expenses for graduate school paid after June 30, 1998 may be eligible for the nonrefundable **Federal Lifetime Learning Credit** up to \$1000. Please consult your tax advisor for further information. Information is also available from the IRS website: [www.irs.ustreas.gov](http://www.irs.ustreas.gov).

### Graduate Fee Schedule

Graduate fees are subject to change. The most current fee information is available at the Valdosta State University web site. If additional information is needed, please contact the Bursary or the Graduate School office.

### Payment of Fees At Registration

Tuition and fees are due and payable as an integral part of the registration process and must be paid on or before the date of registration. The amount owed is based on the courses for which students are registered,

living accommodations on campus, and meal plan selected and is detailed on the registration schedule. Payment is accepted by check, Master Card or Visa, on-line, via the mail, or 24-hour drop box at the University Bursary. Complete payment for tuition, dorm, apartment, meal plan, "Holds," vehicle registration, etc. must be made to validate registration. The only way registration for classes, campus housing, and meal plan can be activated is by payment of fees by the designated day. Otherwise, cancellation of registration is automatic. The University is not permitted to have accounts receivable for student fees. It is the students' responsibility to determine the balance due on their account and render payment by the fee payment deadlines. The telephone system and website is available 24 hours per day for this purpose. VSU only mails invoices to students whose financial aid does not cover all fees and account charges. However, fee invoices can also be mailed or picked up at the Bursary by request.

Students who have anticipated financial aid should verify their aid is adequate to cover all charges. If aid is adequate, all classes will be automatically validated. The student is responsible for dropping any classes to avoid unsatisfactory grades and financial liability.

**\*No partial payments can be accepted.**

The entire fee payment instructions with deadline dates are included in the various websites for each term. It is absolutely essential that each student read and adhere to the instructions and dates as stated in each term's fee payment instructions. The Valdosta State University Homepage at <<http://www.valdosta.edu>> is a primary resource for updated information.

All registration fees, including dormitory and cafeteria, are due upon registration.

## **Refund of Fees Following Withdrawal**

Students officially withdrawing from Valdosta State University after paying fees for the term will be issued a 100% refund for tuition, mandatory fees, campus housing and meal plans, provided the official withdrawal occurs NO LATER THAN the official drop/add day for refunds. Students officially withdrawing from ALL classes AFTER the official drop/add day will receive a refund based upon the following Board of Regents Refund policy:

The refund amount shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total of calendar days in a semester includes weekends but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the time that the amount earned equals 60%.

Students who withdraw when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.

A refund of all non-resident fees, matriculation fees, and other mandatory fees shall be made in the event of the death of a student at any time during the academic session.

Housing fees, post office box fees, and music fees are non-refundable fees. Refunds of elective charges upon withdrawing from the institution during a term will be made on a prorated basis determined by the date of withdrawal. Flex charges are only refundable to the extent they are unspent

It is the student's responsibility to withdraw officially in accordance with University regulations, which are set out in the Catalog. Students receiving funds and financial aid monies will have their refunds restored to the following programs in this precise order: outstanding balances on subsidized loans, non-subsidized loans, PLUS loans, Pell, SEOG, other Title IV student assistant programs, HOPE, private scholarships, and finally to the student.

No refunds for reduction in academic loads or student services are allowed unless such reductions are necessitated by schedule changes initiated by the University. Students suspended or expelled for disciplinary reasons are not entitled to a refund of any deposits or fees paid. Students who are asked to vacate their residence hall rooms as a result of disciplinary actions (but who are allowed to continue attending classes) are not eligible for a refund of that term's room rent.

# Parking

## Parking Reminders

### Open Parking

“Open Parking” means that employees and students with a valid permit can park in the “visitors,” “reserved,” “staff,” “student,” and “timed” spaces until 4 AM the next day. It is in effect when regular business hours are over at 5:30PM. However, please be aware that “Open Parking” does not apply to the reserved spaces next to Nevins Hall and Martin Hall until 9PM. Moreover, “Open Parking” does not apply at all to 24-hour reserved spaces, tow-away zones, curbs, timed spaces in the circle at Langdale Hall, loading docks, service truck spaces, and handicapped spaces.

A VSU permit must be displayed at all times.

### Visitor Parking

“Visitor parking” spaces are provided for persons not affiliated with the university. Visitors must obtain a visitor’s permit from the Parking and Transportation Office located on 114 Georgia Avenue or at the barracks on main campus. Faculty, staff, and students may not utilize visitor spaces during the hours that parking regulations are in effect.

### Escort Service

Escort Service is provided by VSU’s Department of Public Safety. If you find that you need to be escorted from your residence

hall classroom building to your vehicle, please call Public Safety at 333-7816. You may do so by using any one of 14 emergency telephones located throughout the campus at no charge. There is an emergency telephone at the entrance to each residence hall, at the Oak Street Parking Lot, in the Continuing Ed Parking Lot, in the University Center Parking Lot, immediately behind Ashley Hall, in the Student Rec Center Parking Lot and in the Pound Hall Parking Lot. To use these telephones, just push the button located on the front of the box. You may, of course, use any regular home or business phone or any public pay station.

# Computing & Data Networking Facilities



The university operates a variety of sophisticated, state-of-the art computing and networking facilities to support its academic, research, and administrative activities. The facilities include several powerful UNIX-based

central servers, many distributed file servers running Novell Netware, 2,800 microcomputers, 55 high-end workstations, and 35-40 distributed file servers, all interconnected via a high-speed data network.

VSU’s Odum Library operates two student computer labs with 40 PC’s, 35 Galileo workstations and makes heavy use of computers of various sizes to support its activities. The Library implemented a new web catalog from the Endeavor Co. in January 2001, called GIL (Galileo Interconnected Libraries), which is now used by all University System schools. GIL provides not only a web-interfaced catalog, but also the Georgia State Union Catalog (formerly PALS), making it possible to place electronic requests for books held by other USG libraries. Specific information on the above can be obtained at the Information Technology division offices located in Ashley Hall, Second Floor South, or at its HELP-Desk in Odum Library at the Circulation Desk.

# **Appendix A**

**Appeals Procedure  
& Grade Appeal Form**



# The Graduate School

## Procedures Governing Appeals By Graduate Students On Academic Matters

### **Appellate Procedures**

Student appeals on academic matters are governed by policies established by the Board of Regents of the University System of Georgia. Valdosta State University has established appellate procedures consistent with Board policy. This document clarifies those procedures as they apply to graduate students. Nothing in this document may supplant current or future Board of Regents policy.

Appeals made by graduate students must follow the procedures established in the Department and in the College involved. The Graduate School will not hear an appeal by a student unless that student has exhausted the appellate procedure in the relevant Department and College and has been unable to reach a satisfactory resolution of the problem. The concept of a statute of limitations applies to all appeals. Grade appeals must be initiated within thirty days of receiving the disputed grade. All other appeals have a statute of limitations of six months, unless circumstances can be shown by the student as to why that statute of limitations should be extended. In general, a student must appeal decisions in the following order:

1. Department
2. College
3. Dean of the Graduate School
4. Vice President for Academic Affairs, and
5. President of the University

Appeals made to the Dean of the Graduate School must be in writing and must include written documentation from each stage of the appellate process. Upon receipt of a written appeal, the Dean of the Graduate School will first determine if the appeal is an appropriate one for the Graduate School to hear. If the appeal is appropriate for the Graduate School to hear, the Dean may choose to discuss the issue with the parties involved in an attempt to reach a satisfactory resolution of the problem, or the Dean may appoint a committee to hear the appeal. If the Dean chooses to discuss the issue with the parties involved, and no satisfactory resolution of the problem is reached, the Dean must appoint an ad hoc Appeal Committee to hear the appeal. The ad hoc Appeal Committee will consist of three

members selected from the Graduate Executive Committee and one of whom will be appointed by the Dean to serve as chair. Two members of the committee must come from outside the College involved in the appeal.

The written appeal with all supporting documentation must be provided to each member of the committee at least one week prior to the date of a hearing. The committee chair is responsible for providing all interested parties with a notice of the date, time, and location of the hearing.

The student initiating the appeal and all other parties with a salient interest in the appeal have a right to appear before the committee. The student may bring one additional person to provide advice and counsel.

Upon completion of the hearing, the ad hoc Appeal Committee must submit its recommendations, in writing, to the Dean of the Graduate School within one week after the hearing. The Dean of the Graduate School will make a decision on the appeal and then notify all parties of the disposition of the appeal, in writing, within one week. Copies of all decisions, recommendations, and other materials involved in the appeal will be forwarded to the Vice President for Academic Affairs.

If no satisfactory resolution of the appeal has been reached at the level of the Graduate School, the appellant has the right to carry the appeal to the Vice President for Academic Affairs. Such an appeal must be provided in writing to the Office of the Vice President for Academic Affairs no later than thirty (30) calendar days after the student has received the decision of the ad hoc Appeal Committee.

### **Hearing Procedures**

Students who petition the Graduate School on an academic matter will have the petition considered by the ad hoc Appeal Committee of the Graduate Executive Committee, appointed by the Dean as provided for above. A student who wishes to address the appeals body orally must make the request in the written appeal and the ad hoc Appeal Committee will recommend positively or negatively on the request in writing. The purpose of an oral presentation is to provide an opportunity for an individual

who may communicate more effectively orally than in writing to supplement his or her written appeal. The university unit or individual against which the appeal is directed will be afforded the opportunity to attend the hearing if the student's request for an oral hearing is granted. The petition should state the decision desired by the student and the reasons(s) the student believes that decision is justified. The student making the appeal must sign the petition.

When a hearing is to occur on the case, the following rules will apply:

1. The student will be notified in writing of the date, time, and place of the hearing.
2. Prior to the hearing, the student may review the written material in the file which will be provided to the ad hoc Appeal Committee hearing the case. The material must be available to the student at least 48 hours prior to the hearing.
3. The appeal will be heard by members of the ad hoc Appeal Committee whose membership and formulation is described above. Any party to the appeal may place any documentation and/or have any statement placed in the official records of the hearing.
4. Faculty members designated as members of the ad hoc Appeal Committee will be excused from service on a particular case under the following circumstances:
  - If they have a personal or professional relationship with any party to the case which would preclude them from rendering an objective judgment in the case.
  - If the case involves a faculty member in the same department or division as a member of the ad hoc Appeal Committee.
  - If the case involves an appeal from a department, college, or school committee in which the faculty member has participated.
5. Hearings shall be closed and attended only by essential parties and persons called by essential parties during those persons' testimonies.
6. The student making the appeal shall appear first in the hearing; other parties, including faculty or other university personnel who

are respondents, shall appear after the student. At the committee's discretion, parties other than the student shall be invited to participate by meeting with the subcommittee; if they prefer, they may respond in writing to the ad hoc Appeal Committee's request for information.

7. The student and any respondent in the hearing may each invite one other person to assist or support him or her during the hearing. The role of any such person shall be limited to advising the party meeting with the ad hoc Appeal Committee and shall not include addressing the committee, registering objections or in any fashion participating in the proceeding. Hearings conducted pursuant to the Family Educational Rights and Privacy Act shall be conducted in accordance with university policy. This policy will be furnished to any student filing under a petition under that act. Any student or respondent intending to bring an attorney to a hearing must notify the Chair of the committee at least one week in advance of the hearing.
8. If an oral hearing is to be held, the ad hoc Appeal Committee will choose the option that the student and respondent appear (a) separately or (b) together. Parties will not be permitted to cross-examine each other during the hearing. Formal legal rules of evidence do not apply in hearings on academic matters.
9. When the ad hoc Appeal Committee has received the information it deems necessary to reach a recommendation in a case, it shall determine its recommendation by majority vote of the committee. Only committee members may vote. The committee must submit its recommendation in writing to the Dean of the Graduate School within one week after the hearing.
10. No appeal will be considered at any time other than during the fall and spring academic semesters, defined as the first day of class through the last day of class. All times listed in the procedures refer to working days during the semester in which the appeal is made. Holidays and weekends are not counted as part of the time line. If the appeal is filed late in a semester, all times will carry into the following semester.



# **Appendix B**

## **VSU Final Course Grade Appeal Form**



# VSU Final Course Grade Appeal Form

## Policy (also see VSU catalog):

The evaluation of academic work is the prerogative of the instructor and the rules for determining final course grades should be established by the instructor and given to the students in a course syllabus at the beginning of the semester. A student who believes grounds exist for an appeal of a final course grade must first discuss the appeal with the instructor responsible for the grade assigned. If the matter is not resolved, the appeal shall be directed in the following order:

1. Instructor's Department Head (who may request a joint meeting with the faculty member).
2. Dean of the College or Director of Division in which the course was taught.
3. Dean of the Graduate School (for graduate courses).
4. Office of the Vice President for Academic Affairs.

**Instructions:** The student must first appeal a grade to the instructor who awarded it. This process must begin within 30 working days after the registrar's office has posted final grades. Once the appeal process is initiated, the burden of proof is on the student.

Student will complete this part of the appeal form and return it with copies of all materials relevant to the appeal to the instructor.

**The instructor will require time to review the material before rendering a decision on the appeal. Student may request a meeting to present material and discuss the appeal informally. If the appeal is not resolved at this level, the next level is the department head.**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
ID#

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zipcode

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone (Permanent Address)

\_\_\_\_\_  
Local Phone

\_\_\_\_\_  
CourseTitle

\_\_\_\_\_  
CRN#

\_\_\_\_\_  
Section

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Semester&Year Taken

\_\_\_\_\_  
Final Grade

\_\_\_\_\_  
Today's Date



## II. Instructor's Section.

This section is to be completed by the instructor within 14 days after receiving this form. If the appeal is approved, a grade change form will be completed and forwarded to the department head. If the grade is sustained and the student elects to formally appeal, complete this section, have the student sign, and then forward to the department head together with the materials provided by the student. A copy should also be given to the student and placed in the advising file.

Date form received by Instructor: \_\_\_\_\_

I recommend a change of original grade from \_\_\_\_\_ to a grade of \_\_\_\_\_ and have attached a completed grade change form.

**OR**

The original grade of \_\_\_\_\_ is sustained. This form and materials submitted by the student will be forwarded to my department head if the student decides to continue with a formal appeal procedure.

Instructor's Comments:

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---

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date met with student

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Course prefix & number

\_\_\_\_\_  
Section

\_\_\_\_\_  
Semester/year course taken

## III. Department Head's Section to be completed within 10 days from receipt

Date received by Department Head: \_\_\_\_\_

Original grade of \_\_\_\_\_ is sustained. Student who appeals this decision signs below and all pertinent materials are forwarded to the appropriate Dean.

**OR**

Original grade has been changed and grade change form will be processed after consultation with appropriate faculty.

Dept. Head's Comments:

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\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's signature

## V. Dean's Section

**to be completed within 10 days of receipt**

Date received by the Dean: \_\_\_\_\_

Original grade of \_\_\_\_\_ is sustained. If student appeals this decision, student signs below and all pertinent materials are forwarded to the Vice – President of Academic Affairs.

**OR**

Original grade has been changed and the grade change form will be processed after consultation with appropriate faculty and the department head.

Dean's Comments:

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---

\_\_\_\_\_  
Dean's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's signature

## For Graduate Students Only

### VI. Graduate Dean's Section

**to be completed within 10 days of receipt; for appeals in the summer, please consult with the Graduate Dean**

The Graduate Dean should review the materials submitted by the student, the instructor, the department head, and the dean, meeting with the instructor, department head, and dean as needed and with the student.

Date received by the Dean: \_\_\_\_\_

The instructor has opted to change the original grade from \_\_\_\_\_ to \_\_\_\_\_, and the grade change form will be processed.

OR

Original grade of \_\_\_\_\_ is sustained. If student appeals this decision, student signs below and all pertinent materials are forwarded to the Vice President for Academic Affairs.

Graduate Dean's Comments (attach additional sheets if needed):

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\_\_\_\_\_  
Graduate Dean's Signature

\_\_\_\_\_  
Date of Meeting with Student

## VII. Vice President for Academic Affairs Section

Date received \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Vice President Date

Notice of decision sent to student: Date \_\_\_\_\_

Notified by: \_\_\_\_\_ Email  
\_\_\_\_\_ Mailed Notification to Permanent Address  
\_\_\_\_\_ Faxed Notice

If requested by student, date of meeting \_\_\_\_\_





# **Appendix C**

## **Important Phone Numbers**

## Important Phone Numbers (Area Code 229)

The Graduate School.....	333-5694
Access Office for Students with Disabilities .....	245-2498
Bookstore.....	333-5666
Bursary.....	333-5725
Financial Aid.....	333-5935
Library (Reference Desk) .....	245-3752
Registrar’s Office.....	333-5727
Testing Office.....	245-3878
Undergraduate Admissions .....	333-5791
Dean’s Offices	
College of Arts.....	333-2150
College of Arts & Sciences.....	333-5699
College of Business Administration .....	333-5991
College of Education.....	333-5925
College of Nursing .....	333-5959
Division of Social Work.....	249-4864
Other Campus Numbers	
Academic Affairs.....	333-5950
Alumni Relations.....	333-5797
Athletics .....	333-5890
Campus Recreation.....	333-5898
Career Planning.....	333-5942
Counseling Center .....	333-5940
Financial Services .....	333-5708
Health Services.....	333-5886
HELP Desk (IT) .....	245-4357
Human Resources.....	333-5709
International Programs.....	333-7410
Minority Affairs.....	333-5463
Veteran’s Services.....	333-5935
Emergency .....	259-5555
Public Safety.....	333-7816

# Appendix D

## Campus Map

