

less than C will be required in programs arranged by the Committee on Academic Standing. The director of the Advising and Learning Assistance Center will state requirements to the students in writing.

Degree candidates must be registered during the semester in which they intend to graduate and must file a degree application with the registrar by the dates specified in the academic calendar. Students who previously applied for graduation but did not complete all their requirements on time must submit a new application specifying the new date of graduation.

Double Degrees

A student may become a candidate for a second baccalaureate degree when he or she has completed: (1) the equivalent of at least two terms (30 credit hours) of additional work beyond the requirements of a single degree, and (2) the courses in the department in which the student is registered and such other courses as are required for the second degree.

Dual Majors

Undergraduate students who fulfill all the degree requirements for two curricula and who have met the conditions below will have completed a dual major. They will receive one diploma noting both majors. (1) The student must designate a first-named and second-named major in writing at least one semester prior to graduation, and have the appropriate department(s) approve this designation prior to filing the dual major form with the registrar. (2) Each student will be assigned an adviser in each department who will monitor progress towards degrees in that department. (3) The degree clearance officer in the department will certify that the student has met the degree requirements in that department. (4) The 24 credit hour mathematics/science requirement and the 24 credit hour humanities and social sciences requirement will satisfy the Institute requirements for both majors.

Minors

Within the distributional requirements described, the student may elect any courses that meet his or her personal or professional needs. Courses can be chosen to form a minor—that is, a set of courses coherent based on subject, methodology, or other factors. Many departments offer one or more such minors; several of the minors are interdisciplinary. A student wishing to complete a minor should consult with the adviser for that minor before completing the second course in it (departmental secretaries have this information). Minors vary in their requirements from 15 to 21 credit hours. Courses for the minor may not be taken on a Pass/No Credit basis.

Graduate Curricula and Courses of Instruction

Individual curricula are given under the heading of departments in which they are offered. Course requirements and credit hours usually are tabulated term by term, with specific courses listed by number and title.

Curriculum Changes

Because life and growth are synonymous with change, the university continuously reevaluates its educational programs and procedures. This means that no curriculum is static, and the listings in this catalog are subject to modification. The entering student, therefore, is advised to keep abreast of his or her curricular requirements. Announcements of changes, if any, are available from the departmental offices.

A graduate student who wishes to change from one curriculum or department to another must file a Graduate Change of Status form, available at the Registrar's Office. This change requires approval of the chairpersons involved and of the Office of Graduate Education. When further information is needed before a change can be approved, the student may be requested to follow graduate admission application procedures.

Courses and Grade Requirements

Courses offered for graduate credit bear the suffix numbers 4000-9990. However, those designated by 4000-4990 are open for credit to both graduates and advanced undergraduates, and there are limitations on the number of such courses that may be applied to a graduate degree. Undergraduate courses below the 4000 level may not be used for credit toward graduate degrees. Also, graduate students are not permitted to take courses on a Pass/No Credit basis.

The minimum average of all grades used for credit toward an advanced degree must be B. If a student's grades fall below a B average, the Office of Graduate Education may request that the department conduct a formal review to determine whether continuation is warranted. The student's adviser, committee, or department may recommend to the Office of Graduate Education that the student whose performance is unsatisfactory be dropped from the graduate program. A student who has accumulated two failing grades will be dropped from the graduate program.

Satisfactory Performance

Continuation in the graduate program requires satisfactory performance on the part of the student. Satisfactory performance is not limited to the academic record, but includes other appraisals of the student's record and ability.

Substitutions for Required Courses

Substitutions for required courses are permitted only with the approval of the heads of the departments concerned and the Office of Graduate Education. Where substitutions are granted, written notice must be filed with the registrar.

Plan of Study

The graduate program is flexible and affords each student an opportunity to plan a course of study suited to his or her own objectives. To assure a coherent program in accord with the student's maturing capacities and aims, each student is to maintain, with the adviser's assistance, a Plan of Study for the degree for which he or she is studying.

The Plan of Study should be submitted during the student's second full-time semester. To be considered valid, the Plan of Study requires the approval of the adviser and the designated departmental person. The Plan of Study is to be prepared on the forms provided by the Office of Graduate Education. Upon approval by the adviser and the designated departmental person, the department will transmit the original to the registrar, with copies going to the Office of Graduate Education, the student, and the adviser. The student should also keep a copy for himself or herself.

Each student who has filed a Plan of Study should register in the usual manner and in accordance with the plan. If there are any significant changes, a revised Plan of Study must be submitted promptly following the same procedure outlined above.

Master's Degree

A student is admitted to study for the master's degree when the student's record indicates ability to do advanced work in that field. When a student decides to do graduate work in a field different from the