

# Academic Calendar

## SUMMER 2008\*

Monday-Friday March 17-21	Advisement in departments
Monday-Friday March 24-April 4	Southern's Online Accessible Records (SOAR) Web Registration by registration window
Friday, May 9	Application deadline for new students - <b>Check <a href="http://www.usm.edu/graduatestudies">www.usm.edu/graduatestudies</a></b>
Friday, May 23	Final orientation and registration for new undergraduate students Open registration for all students not registered via SOAR
Monday, May 26	Memorial Day holiday; <b>night classes will meet.</b>
Tuesday, May 27	Classes begin.
Tuesday, June 24	Midpoint in semester examinations for first-half semester (5W1) classes
Friday, July 4	Independence Day holiday (observed)
Friday, July 11	Last day to file application for degree for fall 2008 commencement
Friday, July 25	Last day of regularly scheduled classes
Monday-Friday July 28- August 1	Examinations
Saturday, August 2	Residence halls close.

## FALL 2008\*

Monday-Friday, March 17-21	Advisement in departments
Monday-Friday April 7-25	Southern's Online Accessible Records (SOAR) Web Registration by registration window
Friday, August 1	Application deadline for new students - <b>Check <a href="http://www.usm.edu/graduatestudies">www.usm.edu/graduatestudies</a></b>
Tuesday, August 19	Open registration for all students not registered via SOAR
Wednesday, August 20	Classes begin.
Monday, September 1	Labor Day holiday; <b>day and night classes will not meet.</b>
Wednesday, October 8	Midpoint in semester examinations for first-half semester (8W1) classes
Thursday-Friday October 16-17	Fall break; <b>day and night classes will not meet.</b>
Friday, October 31	Last day to file application for degree for spring 2009 commencement
Wednesday, November 26 6 p.m.	Thanksgiving holidays begin; <b>day and night classes will not meet.</b>
Monday, December 1	Classes resume.
Thursday, December 4	Last day of regularly scheduled classes
Monday-Thursday December 8-11	Examinations
Friday, December 12	Commencement, Bernard Reed Green Coliseum

\*Graduate Student Special Deadlines - see [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies)

**SPRING 2009\***

Monday-Friday, October 6 - 10	Advisement in departments
Monday - Friday, October 13 - 31	Southern's Online Accessible Records (SOAR) Web Registration by registration window
Friday, December 5	Application deadline for new students-
Friday, January 9	<b>Check <a href="http://www.usm.edu/graduatestudies">www.usm.edu/graduatestudies</a></b>
Monday, January 12	Open registration for all students not registered via SOAR
Monday, January 19	Classes begin
Monday-Tuesday, February 23-24	Martin Luther King, Jr.'s Birthday (observed)
Friday, March 6	<b>day and night classes will not meet</b>
Monday-Friday, March 16-20	Mardi Gras Holiday
Monday, March 21	<b>day and night classes will not meet</b>
Thursday, March 23	Mid-point in semester examinations for first term (8W1) classes
Friday, April 10	Spring Holidays
Monday, April 13	Second term (8W2) classes begin
Friday, May 1	Last day to file application for degree for summer 2009
Monday-Friday, May 4-7	Good Friday Holiday
Friday, May 8	<b>day and night classes will not meet</b>
Saturday, May 9	Classes resume
	Last day of regularly scheduled classes
	Examinations
	Commencement, Bernard Reed Green Coliseum
	Residence halls close

**Calendar Notes**

\*Graduate Student Special Deadlines - see [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies)

# Introduction

The University of Southern Mississippi and its board of trustees were established by an act of the Legislature approved on March 30, 1910, by Gov. Edmund F. Noel. Its first name was the Mississippi Normal College, and its original purpose was to train teachers for the rural schools of Mississippi. On February 2, 1932, the Legislature established the Board of Trustees of State Institutions of Higher Learning and placed under its jurisdiction the five colleges and one university owned and operated by the state. On November 3, 1942, the people of the state voted to make the Board of Trustees of State Institutions of Higher Learning a constitutional board for all colleges and universities of the state. The University of Southern Mississippi is now operated under the jurisdiction of that constitutional board.

The act of March 30, 1910, did not provide any state money for the building of Mississippi Normal College, but did provide that localities in the state might bid for its location by offering land for a site and money for constructing buildings. On September 16, 1910, the Board of Trustees accepted the bid of Hattiesburg and Forrest County to supply \$250,000 and a free site. That site was west of the city in cut-over timberland with great pine stumps everywhere. Contracts were let to clear the land and to build buildings.

The five permanent buildings (College Hall, Forrest County Hall, Hattiesburg Hall, the Industrial Cottage [now the Honor House], and the President's Home [now the Alumni House]), a temporary wooden Dining Hall, and other necessary improvements were barely finished when the Mississippi Normal College opened on the rainy morning of September 18, 1912, with a president, a faculty of 18, and a student body of 200.

On October 17, 1911, Joseph Anderson Cook, superintendent of schools in Columbus, Mississippi, was elected president. The University of Southern Mississippi has had only nine presidents since its founding. The Board of Trustees elected Claude Bennett president, effective October 10, 1928. On April 23, 1933, the Board of Trustees elected Dr. Jennings Burton George as the third president, effective July 1, 1933. On June 13, 1945, the Board of Trustees elected Dr. Robert Cecil Cook as the fourth president and he officially assumed office on July 1, 1945. On October 21, 1954, President Cook submitted his resignation. He served until December 31, 1954, and Dr. Richard Aubrey McLemore became acting president on January 1, 1955. The Board of Trustees, on May 19, 1955, elected Dr. William David McCain as the fifth president. He officially assumed office on August 1, 1955, and retired June 30, 1975. Dr. Aubrey Keith Lucas became the sixth president of the university on July 1, 1975, and served until his retirement on December 31, 1996, with the longest tenure of any president. Dr. Horace Weldon Fleming, Jr., served as the seventh president from January 1, 1997, until August 30, 2001. Dr. Aubrey K. Lucas returned to the presidency on September 1, 2001, and served until April 30, 2002. On April 13, 2002, the Board of Trustees elected Dr. Shelby Freland Thames as the eighth president, effective May 1, 2002. Dr. Martha Dunagin Saunders became the ninth president of Southern Miss effective May 21, 2007, and serves as its first-ever female president.

As has been stated, The University of Southern Mississippi was founded on March 30, 1910, as the Mississippi Normal College. On March 7, 1924, the Legislature changed the name to State Teachers College. On February 8, 1940, the Legislature changed the name to Mississippi Southern College, and on February 27, 1962, the Legislature changed the name to The University of Southern Mississippi.

The Mississippi Normal College did not grant degrees in its early years but awarded certificates for the completion of certain specified courses of study. On April 8, 1922, the Legislature authorized the awarding of the bachelor of science degree. The bachelor of music degree was authorized by the Board of Trustees on June 19, 1934. The first bachelor of arts degree was awarded on August 20, 1940. On May 26, 1947, the Board of Trustees authorized the initiation of graduate work and the awarding of the master of arts degree. In the years since 1947, the university's graduate programs have developed logically to meet the needs for professional competence beyond the academic measure of the baccalaureate degree. Doctoral programs were first authorized by the Board of Trustees on May 20, 1959.

The administrative and academic organization of The University of Southern Mississippi is divided into the following areas: Office of the President; Office of the Provost; Office of the Chief Financial Officer; Office of the Vice President for Research and Economic Development; Office of the Vice President for Student Affairs; and Office of the Director of Intercollegiate Athletics. Academically, the university is organized into the College of Arts and Letters, College of Business, College of Education and Psychology, College of Health, College of Science and Technology, and Honors College.

# The University of Southern Mississippi

## Vision

The University of Southern Mississippi will be a leading university in engaging and empowering individuals to transform lives and communities.

## Mission

The University of Southern Mississippi is a comprehensive research extensive university. Our primary mission is to cultivate intellectual development and creativity through the generation, dissemination, application, and preservation of knowledge.

Our mission is supported by the values that have been formed through the history and traditions of our institution. These values are widely and deeply held beliefs of our faculty, staff, students, and administrators:

- Education provides opportunities to improve the quality of intellectual, social, economic, and personal well-being. These opportunities should be available to all who are willing and able to meet our standards of excellence.
- Our success is reflected by the degree to which our students become well-read, articulate, and creative and critical thinkers. It is measured by their display of specialized knowledge and abilities suitable to the pursuit of a career and life in our complex, ever-changing world.
- We cherish innovation in the creation and application of basic and applied research findings, creative and artistic expression, meaningful learning experiences, the scope of services provided to our students and the broader community that we sustain, and the continuing evolution of degree programs that both respond to and anticipate the evolving demands of our society, employers, and the labor market.
- Education encourages and advances the ideals of a pluralistic democratic society: civic responsibility, integrity, diversity, and ethical behavior.
- Academic freedom and shared governance are long-established and living principles at the university. We cherish the free exchange of ideas, diversity of thought, joint decision making, and individuals' assumption of responsibility.
- We make efficient use of our resources, for we are accountable to our university communities, the Board of Trustees, and taxpayers.

## Commitments

### Educating Our Students

The University of Southern Mississippi will maintain its leadership in pedagogy and instruction. The General Education Curriculum, First Year Experience, and Honors College programs, as well as innovative programs in international education and service-learning, underscore the institution's commitment to education.

### Educating the Whole Student

Recognizing that students learn outside the classroom as well as within, The University of Southern Mississippi will fulfill its commitment to developing the potential of its students. The university engages its students through abundant opportunities for community service, leadership, student activities, support services, access to state-of-the-art facilities, and programs. A caring, student-centered faculty and staff foster students' personal growth and development. Acknowledging the mutual benefit of maintaining close ties with graduates, the university is also committed to creating opportunities for alumni involvement in university activities.

## **Leading in Academic Excellence**

The University of Southern Mississippi is committed to quality in all academic areas. The university will maintain its leadership position in selected programs in science, technology, arts, humanities, health, education, psychology, and business and will continue to be innovative in the development of programs.

## **Conducting Innovative Research**

As a comprehensive research institution, The University of Southern Mississippi will pursue groundbreaking scholarship, creative activity, and research in science, technology, arts, humanities, education, health, psychology, and business. Distinguished faculty and staff will utilize research and scholarship opportunities to fortify the education of undergraduate and graduate students and implement service initiatives in the university, in the community, and in their academic disciplines as they push the boundaries of knowledge and discovery.

## **Creating Healthier Communities**

The University of Southern Mississippi will contribute to the health and well-being of individuals, families, organizations, and communities through continued innovation in applied research, community partnerships, and experiential learning.

## **Leading in Economic Development**

The University of Southern Mississippi will continue its initiatives in economic development and entrepreneurship. These initiatives include education and providing intellectual capital to augment economic opportunities.

## **Enriching the Cultural Environment**

The University of Southern Mississippi will provide opportunities for the community to experience a variety of cultural activities. Regular events, performances, exhibits, and presentations provide the campuses and surrounding regions with exposure to talented students, faculty, and renowned athletes, artists, and scholars. The university continues to serve as a primary provider of athletic, artistic, and cultural events and education.

## **Creating Global Communities**

The University of Southern Mississippi will continue to provide students with opportunities to live and learn abroad in preparation for leadership roles in an interdependent global society.

# General Information

## E-Mail Accounts

iTech offers electronic mail (e-mail) services. If you are eligible (see below), you are entitled to one e-mail account, which is kept active for the entire time you are enrolled or working at Southern Miss. In the event you leave Southern Miss due to graduation or employment elsewhere, there is a grace period before your account is removed.

The University of Southern Mississippi expects all students to have an active Southern Miss e-mail account. We can forward your Southern Miss mail to any e-mail account you may have already. Your e-mail account will be used by Southern Miss and classroom instructors to communicate important information. You should get in the habit of checking your e-mail account daily.

In order to activate your email account, you will need to log into SOAR. Please follow the directions located on the iTech website ([www.usm.edu/itech](http://www.usm.edu/itech)). You may also activate your account by calling the Help Desk or bringing your Southern Miss ID to the Help Desk located in McLemore Hall, room 112 during regular operating hours.

After you have established your account and password, you can reset a lost password by clicking on the "Forgot Password" link on the SOAR login page. This will allow you to reset your password without contacting the Help Desk.

All current Southern Miss students, faculty, and staff are eligible to receive e-mail accounts at no charge.

## EagleAir Wireless Internet Access

The University of Southern Mississippi offers students, staff, faculty, and guests access to wireless LAN services with high speed links to the Internet. Wireless Internet access is available to students from almost any building on the Hattiesburg campus. WebCT and other essential data services may be accessed from anywhere on campus. Qualified wireless users may sign up for the service from their SOAR accounts.

Students may register one PC or laptop plus one additional wireless device on the EagleAir network. Payment for wireless is made through the SOAR online billing process; there is no need for a separate method of payment. iTech strives to provide the highest quality of access to wireless services. Students who experience problems accessing EagleAir should contact the iTech Help Desk at 601-266-4357.

## Publications

The University of Southern Mississippi has three publications each year: the *Undergraduate Bulletin*, the *Graduate Bulletin*, and the *Regional Campus Publication*. To obtain information about the complete programs of the university, please check each publication.

## Family Educational Rights and Privacy Act of 1974 as amended (FERPA)

The Family Educational Rights and Privacy Act of 1974 as amended deals with one subject only: educational records. The purpose of the law is to define, more precisely than ever has been done, who may or may not see them. On the one hand, the law grants students guaranteed access; on the other hand, it takes from the universities the privilege of indiscriminate disclosure.

The FERPA sets forth these main requirements:

1. It allows a student access to each educational record that a university or college keeps on him or her;
2. It requires the institution to establish a policy on how students can go about seeing specific records;
3. It requires the institution to inform all students as to what rights they have under the amendment, how they can act on these rights according to school policy, and how they can see a copy of the policy; and
4. It requires the institution to seek student permission, in writing, before disclosing any personally identifiable record to individuals other than professional personnel employed in the university or college (and others who meet certain specified requirements).

The university has developed and put into writing a policy for handling requests from students and for disclosing personally identifiable information about students. Students are notified of their rights under the law by publishing the university policy in the *Student Handbook*.

## Oak Ridge Associated Universities

Since 1992, students and faculty of The University of Southern Mississippi have benefited from its membership in Oak Ridge Associated Universities (ORAU). ORAU is a consortium of 96 colleges and universities, and a contractor for the U.S. Department of Energy (DOE) located in Oak Ridge, Tennessee. ORAU works with its member institutions to help their students and faculty gain access to federal research facilities throughout the country; to keep its members informed about opportunities for fellowship, scholarship, and research appointments; and to organize research alliances among its members.

Through the Oak Ridge Institute for Science and Education (ORISE), the DOE facility that ORAU operates, undergraduates, graduates, postgraduates, as well as faculty enjoy access to a multitude of opportunities for study and research. Students can participate in programs covering a wide variety of disciplines including business, earth sciences, epidemiology, engineering, physics, geological sciences, pharmacology, ocean sciences, biomedical sciences, nuclear chemistry, and mathematics. Appointment and program length range from one month to four years. Many of these programs are especially designed to increase the numbers of underrepresented minority students pursuing degrees in science- and engineering-related disciplines. A comprehensive listing of these programs and other opportunities, their disciplines, and details on locations and benefits can be found in the *ORISE Catalog of Education and Training Programs*, which is available at <http://www.oraugov.orise/educ.htm>, or by calling either of the contacts below.

ORAU's Office of Partnership Development seeks opportunities for partnerships and alliances among ORAU's members, private industry, and major federal facilities. Activities include faculty development programs, such as the Ralph E. Powe Junior Faculty Enhancement Awards, the Visiting Industrial Scholars Program, consortium research funding initiatives, faculty research and support programs, as well as services to chief research officers.

For more information about ORAU and its programs, contact

Dr. Cecil D. Burge  
Vice President for Research  
and Economic Development  
ORAU Councilor for Southern Miss

Monnie E. Champion  
ORAU Corporate Secretary  
(865)576-3306

Visit the ORAU home page at <http://www.oraugov.org>.

## Retention of Students and Program Completion Information

The *University of Southern Mississippi Fact Book* includes information on retention and graduation and is located in the reserve material at the circulation desk in Joseph Anderson Cook Library and is available upon request.

## Sexual Harassment

To foster an environment of respect for the dignity and worth of all members of the university community, Southern Miss is committed to maintaining working and learning environments free of sexual harassment. It is the policy of the university that no member of its community shall sexually harass another. Any employee or student who violates this policy is subject to disciplinary action which may include termination. Sexual harassment is illegal under federal law.

## Rehabilitation Act of 1973 and the Americans with Disabilities Act

The University of Southern Mississippi complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. No otherwise qualified handicapped person, solely on the basis of handicap, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the administration of any educational program or activity, including admission or access thereto or in treatment or employment therein by The University of Southern Mississippi. All reasonable accommodations for students must be approved through the Office for Disability Accommodations (ODA); accommodations for faculty and staff must be approved through the Human Resources director. Students who need assistance in reasonably accommodating a disability in the classroom or on campus should contact the ODA director at (601) 266-5024 or (228) 214-3232; faculty/staff should contact the director of Human Resources at 266-4050. Individuals with hearing impairments can use *Mississippi Relay Service* at 1-800-582-2233 (TTY) to contact campus offices.

## The University Press of Mississippi

The University Press of Mississippi was founded in 1970 to encourage the dissemination of the fruits of research and study through the publication of scholarly works. Functioning as the scholarly publishing arm of the state-supported universities in Mississippi, The University Press is governed by a Board of Directors made up of one representative from each of the eight state universities, one representative from the Board of Trustees of State Institutions of Higher Learning, and the director of the press.

The University Press publishes more than 50 books each year. Primary areas of interest are Mississippi history and literature, but manuscripts in all areas of study are welcomed.

Administrative offices of The University Press are located in the Education and Research Center of Mississippi, 3825 Ridgewood Rd., Jackson, MS, 39211.

## The University of Southern Mississippi Alumni Association

The Alumni Association was established in 1917 as an organization mainly involved in functions relating to placement service. Since its rebirth in 1946, when the Executive Committee recognized the need for a working Alumni Association with organized alumni groups in the various counties of the state, the Association has operated in its present form, serving as a link between the university and its former students.

Southern Miss graduates and former students are encouraged to become active in the Alumni Association through its many geographic chapter and constituent societies. Of more than 115,000 graduates since the university's founding, the Alumni Association has enlisted in excess of 16,500 paid members for the past several years.

The Association provides a number of benefits to its members, including a subscription to the quarterly alumni magazine, *The Talon*, which helps graduates stay informed of campus developments and provides updates on former classmates. Other benefits include a waiver of out-of-state tuition for children of members who meet certain requirements, receipt of mailings on area alumni chapter meetings, library privileges, car decals, eligibility to join the USM Credit Union, and various other special events. The Association produces a biannual newsletter, *Southern Miss Connections*, which is sent to all Southern Miss graduates who have accurate addresses in the database. In addition, SouthernMissAlumni.com remains an important information source for all alumni of the institution, as well as an avenue to locate old friends and classmates for paid members of the Association.

The Association is very active in developing other programs to support all areas of the university. These include organizing joint district Eagle Club meetings in conjunction with the Athletic Department, athletic road game trips and educational excursions to such locations as Switzerland and England.

The Alumni Association also sponsored the drive to raise the funds necessary for the construction of the first R. C. Cook University Union building, helped establish The University of Southern Mississippi.

## University Libraries

Library facilities at The University of Southern Mississippi include the Joseph Anderson Cook Library and the William David McCain Library and Archives on the Hattiesburg campus, the Gulf Coast Library in Long Beach, the Gulf Coast Student Services Center Library in Gulfport, and the Gunter Library in Ocean Springs. An extensive Web site provides access to the libraries online holdings, including full text and bibliographic databases, electronic journals and books, and digitized exhibits from the libraries' Special Collections. The libraries Web site also provides access to services such as reference and research assistance, tutorials and other instructional services, and document delivery.

### The Joseph Anderson Cook Library

The Joseph Anderson Cook Library contains the principal collections of books, journals, microforms, music, media, and other materials which support the research and instructional programs of the university at all levels. Book stacks and reading areas are intermingled throughout the building in an open shelf arrangement. Access is provided to a variety of fulltext databases, bibliographic databases, and Internet resources on a wide range of subjects. The collections are arranged according to the Library of Congress Classification System. The library is currently acquiring approximately 20,000 new volumes annually and maintaining 4,000 print and over 30,000 electronic journal titles.

### The William David McCain Library and Archives

The William David McCain Library and Archives houses the special collections and archives of The University of Southern Mississippi. Resources are available for use by the public and the university community in the Cleanth Brooks Reading Room. Materials housed in this facility do not circulate outside the building. The online catalog and other descriptive finding aids serve as points of access to the collections. Among the notable holdings of McCain Library and Archives are the Mississippiana Collection; the de Grummond Children's Literature Collection; the papers of William M. Colmer, Theodore G. Bilbo, and Paul B. Johnson, Jr.; the Walen Collection of Confederate and Civil War History; and the Cleanth Brooks Collection of belles lettres.

### The Gulf Coast Library

The Gulf Coast Library houses print and nonprint materials to support the research and curriculum needs of the Long Beach campus. All university libraries' electronic holdings are accessible at the Gulf Coast campus and materials are available for campus-to-campus loan. Collections include 37,000 volumes of curriculum resource materials and 400 serial titles. In addition, the library houses a computer lab and the Gulf Coast Heritage Room.

### The Gulf Coast Student Services Center

The library at the Gulf Coast Student Services Center contains a small collection of materials that support programs at this site. Library staff provide reference, instruction, and document delivery services.

### The Gunter Library

The Gunter Library at the Gulf Coast Research Laboratory in Ocean Springs provides a collection of 7,000 books, 250 periodical titles, and over 21,000 reprints, reports, and gray literature, environmental impact statements; fishery management plans; and other materials supporting the research and teaching done by the Department of Coastal Sciences and GCRL scientific staff. An archival collection of GCRL publications, clippings, photographs, and other materials documenting the history of GCRL is also available.

## The University of Southern Mississippi Museum of Art

The University of Southern Mississippi Museum of Art was established in 1997 by the Board of Trustees. Located in the Fine Arts Building off Southern Drive, the museum is composed of three exhibition galleries: The C. W. Woods Art Gallery, the Lok Exhibition Gallery, and the Karnes-Sullivan Gallery. Over 20,000 people visit the museum annually. Admission to the museum is free.

Recent exhibitions have included *A View to the Past: Old Master Prints and Drawings* from the New Orleans Museum of Art, *Drawing on Katrina: Mississippi Children Respond to the Storm*, and *Concerning Development* by Matthew Moore; and *The Lily Valley*, a housing project by local architect James Polk. The museum also exhibits works by Southern Miss Department of Art and Design faculty and students as well as the works from the museum's permanent collection, which includes Pablo Picasso, Joan Miro, Henri de Toulouse Lautrec, Amedeo Modigliani, Georges Rouault, Marc Chagall and many well-known Mississippi artists such as Walter Anderson, Marie Hull, Dusti Bonge, and Richmond Barthe.

In 2007-2008, the museum presented three unique exhibitions feature prominent artists from all over America: in September 2007, the photo journalist *Clarence Williams, Images of a Native Son*; in January 2008, six sculptors in *Sculpting America*; and in February 2008, honoring the Black History Month, the photographer *Earlie Hudnall Jr.* The summer show will forward pieces from the permanent collection.

## Accrediting Agencies

The University of Southern Mississippi is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, specialist's, and doctoral degrees. Specific academic programs as noted in this *Bulletin* have been accredited by the following accreditation agencies:

- SACS - COMMISSION ON COLLEGES OF THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS (404-679-4501) [www.sacscoc.org](http://www.sacscoc.org)  
1866 Southern Lane  
Decatur, GA 30033-4097
- THE ASSOCIATION TO ADVANCE COLLEGIATE SCHOOLS OF BUSINESS (314-872-8481)  
600 Emerson Road, Suite 300  
St. Louis, MO 63141-6762
- AMERICAN LIBRARY ASSOCIATION (312-280-2432)  
50 East Huron Street  
Chicago, IL 60611
- AMERICAN PSYCHOLOGICAL ASSOCIATION (202-336-5500)  
750 First Street, NE  
Washington, DC 20002-4242
- AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION (301-897-5700)  
10801 Rockville Pike  
Rockville, MD 20852
- COMMISSION ON ACCREDITATION FOR DIETETICS EDUCATION OF THE AMERICAN DIETETIC ASSOCIATION (312-899-0040 Ext. 5400)  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995
- COMMISSION ON ACCREDITATION FOR MARRIAGE AND FAMILY THERAPY EDUCATION (202-452-0109)  
112 South Alfred Street  
Alexandria, VA 22314-3061
- COMMISSION ON COLLEGIATE NURSING EDUCATION (202-887-6791)  
One Dupont Circle NW, Suite 530  
Washington, DC 20036-1120
- COUNCIL FOR ACCREDITATION OF COUNSELING AND RELATED EDUCATION PROGRAMS (703-823-9800)  
5999 Stevenson Avenue  
Alexandria, VA 22304
- COUNCIL ON EDUCATION FOR PUBLIC HEALTH (202-789-1050)  
800 Eye Street, NW, Suite 202  
Washington, DC 20001-3710
- COUNCIL ON SOCIAL WORK EDUCATION (703-683-8080)  
1725 Duke Street, Suite 500  
Alexandria, VA 22314-3457
- NATIONAL ASSOCIATION FOR SPORT AND PHYSICAL EDUCATION (703-476-3400)  
1900 Association Drive  
Reston, VA 22090
- NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS (301-657-0270)  
4340 East West Highway, Suite 402  
Bethesda, MD 30814
- NATIONAL ASSOCIATION OF SCHOOLS OF ART AND DESIGN (703-437-0700)  
11250 Roger Bacon Drive, Suite 21  
Reston, VA 22090
- NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC (703-437-0700)  
11250 Roger Bacon Drive, Suite 21  
Reston, VA 22090
- NATIONAL ASSOCIATION OF SCHOOLS OF THEATRE (703-437-0700)  
11250 Roger Bacon Drive, Suite 21  
Reston, VA 22090

NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION (202-466-7496)  
2010 Massachusetts Avenue, NW, Suite 500  
Washington, DC 20036-1023

NATIONAL COUNCIL OF TEACHERS OF MATHEMATICS  
1906 Association Drive  
Reston, VA 20191-1502

NATIONAL SCIENCE TEACHERS ASSOCIATION  
1840 Wilson Boulevard  
Arlington, VA 22201

The Graduate Studies Office also maintains affiliation with the COUNCIL OF GRADUATE SCHOOLS,  
One DuPont Circle, N.W., Suite 430, Washington, DC 20036-1173, (202)223-3791.

# The Graduate Studies Office

Susan A. Siltanen, Ph.D., University Director  
 Professor, Speech Communication  
 Tammy Adams, Business Analyst  
 118 College Drive #5024  
 Hattiesburg, MS 39406-0001  
 (601) 266-4369 FAX (601) 266-5138  
 Email: [graduatestudies@usm.edu](mailto:graduatestudies@usm.edu)  
[www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies)

The University of Southern Mississippi's responsibilities as a center of higher learning and an academic environment in which advanced research and free inquiry could develop to the advantage of both the student and the State have increased and flourished. The Graduate Studies Office, which reports to the Provost, was established as the Graduate School in 1947 to recognize the university's increasing leadership role in graduate education. In the years since 1947, the university's graduate programs have developed logically on the growing points of strong undergraduate schools and departments to meet the needs for professional competence beyond the academic measure of the baccalaureate degree.

In 1972, responding to the need to offer graduate programs beyond the boundaries of the Hattiesburg campus, the Board of Trustees of the Institutions of Higher Learning authorized the university to grant graduate degrees on the campus of The University of Southern Mississippi, Gulf Coast. Graduate course work may be taken on the various Gulf Coast locations, as well as through the study-abroad programs, and online programs.

Because the university has emerged as a dynamic center of higher learning in which advanced research and graduate education flourish in symbiotic fashion, the Southern Regional Education Board and Carnegie Foundation bestow upon the university their highest rankings. The University of Southern Mississippi is an SREB Four-Year I institution, and is recognized by the Carnegie Foundation as a Comprehensive Doctoral institution.

## The Graduate Council

The Graduate Council determines policies pertaining to graduate education at the university. It includes elected members from the various degree-granting colleges. Permanent ex officio members are the president of the university and the university librarian. The council elects a chair from its regular members. The university registrar serves as recording secretary of the council. The council's bylaws and the "Index to Graduate Council Decisions" are available at [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies).

The responsibilities of the Graduate Council include:

1. Determining policies of admission to graduate study at Southern Miss.
2. Considering and approving graduate programs submitted to the council through curriculum committees of each college.
3. Electing members of the graduate faculty upon recommendation by the academic deans.
4. Approving new courses, modifying existing courses, and deleting courses for graduate credit including online courses.
5. Acting upon any other issues affecting graduate programs.

The graduate programs approved by the council are carried out through the graduate faculty in each degree-granting college of the university's academic organization.

## Graduate Admissions (U.S. citizens)

**Shonna Breland, Manager of Graduate Admissions**  
**The University of Southern Mississippi**  
 118 College Drive #10066  
 Hattiesburg, MS 39406-0001  
 (601) 266-5137

All U.S. citizens applying to graduate programs offered on all Southern Miss campuses should apply online or send their application form, transcripts from all universities attended, application fee, and test scores to Graduate Admissions. Letters of recommendation and all other required admission materials should be sent to the department or school to which the student is applying. Students applying to more than one department should send letters of recommendation and all other material to both departments.

## International Student Applications

**Barbara Whitt Jackson, Administrator, International Student and Scholar Services**  
**The University of Southern Mississippi**  
 118 College Drive #5151  
 Hattiesburg, MS 39406-0001  
 USA (601) 266-4841  
 fax (601) 266-5839  
 email: [iss@usm.edu](mailto:iss@usm.edu)

International Student and Scholar Services (ISSS) coordinates all facets of international admissions and student services. ISSS provides counseling on immigration regulations, personal matters, culture shock and adjustment, as well as some academic counseling in conjunction with the various departments. ISSS processes all international applications, evaluates foreign academic credentials, and issues the appropriate immigration documents for non-immigrant foreign students. Multi-cultural programming for international students and the community is also coordinated by the office.

All international students applying to graduate programs offered on all Southern Miss campuses should send their application form, transcripts from all universities attended, application fee, and test scores to International Student and Scholar Services (ISSS). In addition, please send all letters of recommendation and all other required admission materials to ISSS.

## Graduate Degree Requirement Processing, Auditing, and Tracking

**Sandra C. Carter, Senior Degree Auditor and Tracking Specialist**  
**Sue Fayard, Degree Auditor and Tracking Specialist**  
**Joyce Sanders, Graduate Reader**  
**The University of Southern Mississippi**  
 118 College Drive #5024  
 Hattiesburg, MS 39406-0001  
 (601) 266-4369

The degree auditors and tracking specialists maintain the plan of study, advising transcripts, process all milestone information (e.g., comprehensive exam results) and grade changes, and do the final degree audit before posting the degree. The graduate reader manages the processing of theses and dissertations from initial committee appointments to the final proofreading. The reader also sends copies of the theses and dissertations to the bindery. See [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies) for specific information on plan of study forms, deadlines, and dissertation/thesis guidelines.

## Graduate Student Associations

**Graduate Student Association**  
**Graduate Student Advisory Council**  
**The University of Southern Mississippi**  
 118 College Drive #5024  
 Hattiesburg, MS 39406-0001  
 (601) 266-4369

The Graduate Student Association invites all graduate students to join. The GSA sponsors a variety of activities including lectures and informal gatherings. It is affiliated with the National Association of Graduate and Professional Students. The Graduate Student Advisory Council is an appointed group that works with and advises the University Director of Graduate Studies on issues affecting graduate students.

## Degree Programs Offered\*

The University of Southern Mississippi offers graduate programs in nearly every recognized academic discipline. Even those departments that do not offer master's or doctoral degrees offer a graduate minor. In addition, some graduate degrees are offered at the Gulf Coast campus. For specific information about the graduate programs there, please see the Gulf Coast section in the *Bulletin*.

Master's degrees provide broad-based advanced knowledge, training, and an understanding of research, and/or creative or problem-solving activities in a discipline that will enable the recipients to contribute to their disciplines and professions.

Specialist degrees provide more advanced knowledge, problem-solving skills, and training needed to contribute to a discipline with greater emphasis on skill development and integration of applied research.

Doctoral degrees are research degrees that provide (a) specialized, advanced knowledge of a discipline, (b) an ability to integrate a specialized field of study into the larger areas of knowledge, and (c) the critical, analytical, and/or problem-solving tools needed to produce original, independent scholarly research or creative work in a discipline, thus contributing to the discipline's body of knowledge.

The degrees offered and their majors are listed below. Refer to each department for emphasis areas or [www.usm.edu/graduatestudies/planofstudy.php](http://www.usm.edu/graduatestudies/planofstudy.php).

\*Please note that degree offerings may change due to current program reviews. Those listed in this *Bulletin* are those granted as of the 2008-2009 academic year. Check [www.usm.edu/graduatestudies/planofstudy.php](http://www.usm.edu/graduatestudies/planofstudy.php) for current offerings.

## Degrees Offered

### Doctor of Audiology (AuD)

#### Doctor of Education (EdD)

Education: Adult Education  
Education: Curriculum and Instruction  
Education: Educational Administration  
Education: Special Education

Higher Education Administration

#### Doctor of Philosophy (PhD)

Administration of Justice  
Biological Sciences  
Chemistry  
Coastal Sciences  
Communication: Mass Communication  
Communication: Speech Communication  
Computational Science: Computer Science  
Computational Science: Mathematics  
Computational Science: Physics  
Education: Adult Education  
Education: Curriculum and Instruction  
Education: Educational Administration  
Education: Special Education  
English  
Geography

Higher Education Administration  
History  
Human Capital Development  
Human Performance  
International Development  
Marine Science  
Music Education  
Nursing  
Nutrition and Food Systems  
Polymer Science and Engineering  
Psychology  
Science Education  
Sports and High Performance  
Materials

### Doctor of Musical Arts (DMA)

#### Specialist in Education (EdS)

Adult Education  
Educational Curriculum and Instruction  
Educational Administration  
Educational Research

Higher Education Administration  
Special Education

**Specialist in Library and Information Science (SLIS)****Master of Art Education (MAEd)****Master of Arts (MA)**

Administration of Justice	History
Anthropology	Philosophy
Communication: Mass Communication	Political Science
Communication: Speech Communication	Psychology
English	Speech and Hearing Sciences

**Master of Arts in Teaching (MAT)****Master of Arts in Teaching of Language (MATL)****Master of Business Administration (MBA)****Master of Education (MEd)**

Adult Education	Educational Curriculum and Instruction
Counseling and Personnel Services	Special Education
Educational Administration	

**Master of Fine Arts (MFA)**

Theatre

**Master of Library and Information Science (MLIS)****Master of Music (MM)****Master of Music Education (MME)****Master of Professional Accountancy (MPA)****Master of Public Health (MPH)****Master of Science (MS)**

Administration of Justice	Instructional Technology
Biological Sciences	Marine Science
Chemistry	Marriage and Family Therapy
Child and Family Studies	Mathematics
Coastal Sciences	Medical Technology
Communication: Mass Communication	Nutrition and Food Systems
Communication: Speech Communication	Physics
Computer Science	Political Science
Counseling Psychology	Polymer Science and Engineering
Early Intervention	Psychology
Economic Development	Public Relations
Educational Curriculum and Instruction	Recreation and Leisure Management
Engineering Technology: Construction Management	Science Education
Engineering Technology: Architectural Construction Visualization	Special Education
Engineering Technology: Logistics Management Technology	Sport Coaching Education
Forensics	Sport and High Performance Materials
Geography	Speech and Hearing Sciences
Geology	Sport Management
History	Technology Education
Human Performance	Workforce Training and Development
Hydrographic Science	
Interscholastic Athletic Administration	

**Master of Science in Nursing (MSN)****Master of Social Work (MSW)**

# Admission Requirements and Procedures

Since students must always be admitted to a specific program, all applications are closely reviewed and must be approved by faculty and the chair of the department in which the student intends to study by the college dean, and the University Director of Graduate Studies. U.S. citizens should obtain admission forms and should submit them to Graduate Admissions. Students may apply online by going to [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies). International applicants should obtain admission forms from the Office of International Student and Scholar Services. (See the International Student Applications section of the *Bulletin* for specific details).

Most programs require that applicants submit Graduate Record Examination (GRE) general section scores (verbal, quantitative, and analytical writing). However, programs in the College of Business require that applicants take the Graduate Management Admission Test (GMAT). Some master's programs in the College of Education and Psychology accept the Miller Analogies Test (MAT); and in the College of Health, some programs accept GRE, the GMAT, and the MCAT. Prospective students should plan to take the appropriate examination early in their senior year of college, and they should request that a copy of their scores be sent to Graduate Admissions. The university's testing center offers all of the tests. For additional information, call 266-6123.

Admission decisions result from evaluation of quantitative and qualitative information submitted by the applicant or submitted at the applicant's request. In addition to test scores, applicants must provide a completed application form and official transcripts from all institutions attended. The applicant must provide letters of recommendation from persons qualified to assess the applicant's readiness for graduate study. Some programs require submission of a writing sample and/or a personal essay; others require that the applicant participate in interviews and/or auditions. All application materials are reviewed and contribute to admission decisions. A decision to accept an applicant into a graduate degree program is based upon the quality of his or her previous academic experience, as well as the applicant's purpose of study, the appropriateness of the applicant's purpose when weighed against the strengths of a program, and the recommendations of the faculty in the proposed field of study. In some programs, prior professional and employment activities are also considered.

The academic record, character, and conditions of the applicant must be in accordance with the rules and regulations of the Mississippi Board of Trustees of State Institutions of Higher Learning and with the laws of the state of Mississippi. The applicant must have excellent moral character in conformity with the generally accepted standards customarily in effect at the university.

The university reserves the right to cancel the admission or registration of an individual whose attendance at the university, in the opinion of the appropriate administrative officer and the president, would not be beneficial to the student and/or to the institution. **Students admitted to a graduate degree program may not pursue a second graduate degree concurrently unless the dual graduate degrees are approved and listed in the *Graduate Bulletin*. Students may not pursue a second undergraduate degree while pursuing a graduate degree.**

## Admission Review

Any student who is denied admission, whose admission is suspended, who questions the type of admission granted, or whose admission status is changed after matriculation, may have his or her case reviewed by the Graduate Appeals Committee. Any request for review must be made within one year of the date of the denial or suspension. Students should contact the University Director of Graduate Studies for specific procedures, 601-266-4369.

**It should be clearly understood that the admission requirements listed below represent the minimal standards set by the Graduate Council and that additional requirements and higher standards may well be stipulated by the various departments. Applicants should check for such requirements in the departmental section of the *Bulletin*.**

## Deadlines for Graduate Admission Application

*The admission application deadlines are posted on the Graduate Studies Office Web page ([www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies)).*

**All materials, including test scores and transcripts, must be received by Graduate Admissions by the deadline, 118 College Drive, Box 10066, Hattiesburg, MS 39406-0001.**

## Types of Admission to Master's Programs

Master's degree provide broad-based advanced knowledge, training, and an understanding of research, and/or creative or problem-solving activities in a discipline that will enable the recipients to contribute to their disciplines and professions.

An applicant may be granted regular or conditional admission to a masters program.

### I. Regular Admission

Minimum Standards for Regular Admission are as follows:

- A. The applicant must hold a baccalaureate degree from an institution approved by a recognized accrediting agency.
- B. The applicant must be eligible to re-enter in good standing the last college or university attended.
- C. The applicant must present evidence, by official transcript, of a grade point average equivalent to at least 2.75 (calculated on a 4.0 scale) for the last two years of undergraduate study, and a grade point average of at least 3.0 on undergraduate courses in the field of proposed graduate study.
- D. The applicant must have at least three (3) letters of recommendation from persons qualified to assess the applicant's readiness for graduate study sent to the department/school. If applying to more than one department, students must have letters sent to each department/school.
- E. Applicants must have standardized test scores (GRE, GMAT, or MAT or other approved graduate admission test) sent to Graduate Admissions. Consult specific departmental requirements for additional information.
- F. Applicants must submit other materials specified by departments, e.g., writing samples, statement of purpose, audition, licenses, and/or resumes. See specific departmental requirements for this information.
- G. The appropriate department chair, college dean, and the University Director of Graduate Studies must be satisfied that the applicant shows promise of satisfying master's degree requirements.
- H. International students must submit TOEFL scores, unless baccalaureate degree is from an accredited English speaking university.
- I. Applicant must pay an application fee for each application submitted.

### II. Conditional Admission

A student who fails to qualify for regular admission may be admitted on a conditional basis; provided, however, such a student possesses a grade point average of at least 2.50 (calculated on a 4.0 scale). Conditional admission can be given only upon the recommendation of the department chair, the college dean, and the University Director of Graduate Studies.

A masters student admitted conditionally must maintain a grade point average of at least 3.0 on the first nine (9) hours of coursework at or above the 500 level. If, prior to satisfying the requirements to have the conditional status removed, the student attempts more than 9 hours of coursework at or above the 500 level, he or she must achieve a 3.0 overall grade point average on all course work. Lower-level coursework (500) taken to remedy perceived deficiencies may not be counted toward the nine-hour requirement. All courses taken to remove conditional status must be taken on a campus of the The University of Southern Mississippi.

Additional requirements may be imposed by the department. The student should meet with the department chair to be clear about such requirements.

All requirements must be met or the student will not be allowed to continue to seek a master's degree. Upon the recommendation of the department chair and with the approval of the dean, the student will be reclassified as a regularly admitted student. A student not maintaining the required grade point average or otherwise failing to satisfy any additional requirements will be discontinued.

## Types of Admission to Specialist's Programs

Specialist degrees provide more advanced knowledge, problem-solving skills, and training needed to contribute to a discipline with greater emphasis on skill development and integration of applied research.

Advanced graduate programs leading to the specialist's degree are available to qualified students. An applicant may be granted regular or conditional admission to these programs.

### I. Regular Admission

Minimum standards for regular admission are as follows:

- A. The applicant must hold a master's degree from an institution approved by a recognized accrediting agency.
- B. The applicant must be eligible to re-enter in good standing the last college or university attended.
- C. The applicant must present evidence, by official transcript, of a grade point average of no lower than 3.25 (calculated on a 4.0 scale) on previous graduate work. Applicants must also submit official transcripts from all other institutions they attended.
- D. The applicant must have at least three letters of recommendation from persons qualified to assess the applicant's readiness for specialist work. If applying to more than one department, students must ask references to send letters to each department.
- E. Applicants must have results from the general test of the Graduate Record Examination (GRE) unless the department accepts the Miller Analogies Test (MAT) sent to Graduate Admissions. Consult specific departments for additional information.
- F. Applicants must submit other materials specified by departments, e.g., writing samples, statement of purpose, auditions, licenses, and/or resumes. See specific departmental requirements for this information.
- G. The appropriate department chair, college dean, and the University Director of Graduate Studies must be satisfied that the applicant shows promise of satisfying specialist's degree requirements.
- H. International students must submit TOEFL scores, unless baccalaureate or master's degree is from an accredited English speaking university.
- I. Applicant must pay an application fee for all applications submitted.

### II. Conditional Admission

A student who fails to qualify for regular admission may be admitted on a conditional basis; provided, however, such a student possesses a grade point average of at least 3.00 on previous graduate course work. Conditional admission can be given only upon the recommendation of the department chair, the college dean, and the University Director of Graduate Studies.

A specialist student admitted conditionally must maintain a grade point average of at least 3.25 on the first nine (9) hours of coursework at or above the 600 level. If, prior to satisfying the requirements to have the conditional status removed, the student attempts more than 9 hours of coursework at or above the 600 level, he or she must achieve a 3.25 overall grade point average on all course work. All courses taken to remove conditional status must be taken on a campus of the The University of Southern Mississippi.

Additional requirements may be imposed by the department. The student should meet with the department chair to be clear about such requirements.

All requirements must be met or the student will not be allowed to continue to seek a specialist's degree. Upon the recommendation of the department chair and with the approval of the dean, the student will be reclassified as a regularly admitted student. A student not maintaining the required grade point average or otherwise failing to satisfy any additional requirements, will be discontinued.

## Types of Admission to Doctoral Programs

Doctoral degrees are research degrees that provide (a) specialized, advanced knowledge of a discipline, (b) an ability to integrate a specialized field of study into the larger areas of knowledge, and (c) the critical, analytical, and/or problem-solving tools needed to produce original, independent scholarly research or creative work in a discipline, thus contributing to the discipline's body of knowledge.

Advanced graduate programs leading to the doctoral degree are available to qualified students. An applicant may be granted regular or conditional admission to these programs.

### II. Regular Admission

Minimum standards for regular admission are as follows:

- A. The applicant must hold a baccalaureate or master's degree from an institution approved by a recognized accrediting agency. The degree required for admission into a doctoral program varies by department.
- B. The applicant must be eligible to re-enter in good standing the last college or university attended.
- C. The applicant must present evidence, by official transcript, of a grade point average equivalent to at least 2.75 (calculated on a 4.0 scale) for the last two years of undergraduate study and a grade point average of at least 3.0 on undergraduate courses in the filed of proposed graduate study.
- D. Applicants who hold a master's degree must present evidence, by official transcript, of a grade point average of no lower than 3.50 (calculated on a 4.0 scale) on previous graduate course work.
- E. All applicants must submit official transcripts from all other institutions they attended.
- F. Applicants must submit other materials specified by departments, e.g., writing samples, statement of purpose, auditions, licenses, and/or resumes. See specific departmental requirements for additional information.
- G. The appropriate department chair, college dean, and the University Director of Graduate Studies must be satisfied that the applicant shows promise of satisfying doctoral degree requirements.
- H. International students must submit TOEFL scores.
- I. Applicant must pay an application fee for all applications submitted.
- J. The applicant must have at least three letters of recommendation from persons qualified to assess the applicant's readiness for specialist work. If applying to more than one department, students must ask references to send letters to each department.
- K. Applicants must have results from the general test of the Graduate Record Examination (GRE).

### II. Conditional Admission

A student who fails to qualify for regular admission may be admitted on a conditional basis; provided, however, such a student possesses a grade point average of at least a 3.25. Conditional admission can be given only upon the recommendation of the department chair, the college dean, and the University Director of Graduate Studies.

A doctoral student admitted conditionally must maintain a grade point average of at least 3.5 on the first nine (9) hours of coursework at or above the 600 level. If, prior to satisfying the requirements to have the conditional status removed, the student attempts more than 9 hours of coursework at or above the 600 level, he or she must achieve a 3.5 overall grade point average. All courses taken to remove conditional status must be taken on a campus of the The University of Southern Mississippi.

Additional requirements may be imposed by the department. The student should meet with the department chair to be clear about such requirements.

All requirements must be met or the student will not be allowed to continue to seek a doctoral degree. Upon the recommendation of the department chair and with the approval of the dean, the student will be reclassified as a regularly admitted student. A student not maintaining the required grade point average or otherwise failing to satisfy any additional requirements, will be discontinued.

## Regulations Governing Non-Degree Graduate Students

Students must apply for non-degree status by submitting the application form, proof of degree, and their application fee to Graduate Admissions.

Permission to take courses as a non-degree graduate student may be granted for any of the following reasons:

- A. The student did not meet requirements for conditional or regular admission before the deadline. These admission requirements must be met and the non-degree status changed to conditional or regular by the end of the first full semester after the student enrolls in graduate courses in order to continue course work. Permission from the department offering the course, the dean, and University Director of Graduate Studies must be secured in order to register for the course.
- B. The student may or may not be able to meet admission requirements but does not desire to work toward a graduate degree. For example, an individual may wish to take courses for licensure or to earn a certificate.
- C. The student is enrolled in another university and desires to obtain credit from The University of Southern Mississippi to be transferred to the university in which he or she is seeking a degree.
- D. Students who have been denied admission to a program, but who wish to take graduate courses, may request permission to take courses as a non-degree seeking graduate student. They **must** have the permission of the chair of the department offering the course, the dean, and University Director of Graduate Studies to register for any graduate course.

Even though a non-degree graduate student is allowed to take courses at the university, he or she has not been admitted to any department or to any degree program. Moreover, no credit earned beyond the master's degree while classified as a non-degree student may be applied toward the doctoral degree. Non-degree graduate students must have the permission of the chair of the department offering the course, the dean, and the University Director of Graduate Studies to register for any graduate course. Students should come to the Graduate Studies Office for processing.

A non-degree graduate student must hold a baccalaureate degree from an accredited institution. Non-degree graduate students are not eligible for financial aid.

To be allowed to continue as a non-degree graduate student, the student must consult with the department chair or academic adviser of the department in which he or she is taking courses during the first semester enrolled at the university regardless of whether or not the student plans to seek a degree.

No more than nine semester hours earned while classified as a non-degree graduate student will be accepted toward a master's degree at The University of Southern Mississippi. A student must, therefore, gain conditional or regular admission before completing more than nine semester hours of study.

An applicant for specialist's and doctoral degrees may take courses as a non-degree graduate student if the department chair, dean, and the University Director of Graduate Studies give their permission. However, no credit earned as a non-degree graduate student may be applied to doctoral degrees. All non-degree graduate students at the advanced level must have the permission of the chair of the department offering the course and the dean, and University Director of Graduate Studies to register for any graduate course.

## Graduate Certificate Programs

### Credit Hours

Graduate certificate programs require a minimum of 15 credit hours.

**Admission Requirements**

- 1) Applicants must complete the Application for Admission for Graduate Studies, indicating Non-Degree under Academic Status, and submit the application to the Graduate Studies Office, 118 College Drive #10066, Hattiesburg, MS 39406. Applicants must submit a letter of application to the academic unit in which the certificate program is housed or to the Graduate Studies Office if certificate program is University wide.
- 2) The applicant must hold a baccalaureate degree from an institution approved by a recognized accrediting agency. Some certificate programs require the application to hold a master's degree or to be currently enrolled in a graduate degree program.
- 3) The applicant must submit official transcripts from the institution awarding the baccalaureate degree, and the institution awarding the master's degree - if a masters is required.
- 4) The applicant must be able to re-enter in good standing the last college or university attended.
- 5) The appropriate department chair (or program director in the case of interdisciplinary certificate program) college dean, and the University Director of Graduate Studies must be satisfied that the applicant shows promise of satisfying the certificate program requirements.
- 6) The applicant must pay the application fee for each application submitted.

**Programs Requirements**

To complete the certificate program, students must

- 1) complete credit hour and course requirements with a 3.0 GPA
- 2) complete program requirements within four years

**Credit Hour Limitations**

No more than nine (9) semester hours of work from the certificate program may be used toward a master's degree. No more than twelve (12) semester hours of work from the certificate program may be used toward a doctoral degree.

**Limitations on University Faculty Members**

Members of the faculty of The University of Southern Mississippi above the rank of instructor cannot become candidates for a doctoral degree at the institution. They may, however, enroll for graduate courses as a non-degree student. Faculty members of the rank of instructor may become candidates for doctoral degrees at The University of Southern Mississippi on the same terms as any other advanced graduate student candidate.

**Permission for Undergraduate Seniors to Register for Graduate Credit**

Exceptionally well-qualified undergraduate students at The University of Southern Mississippi may apply to the Graduate Studies Office for permission to take course work for graduate credit if they are within nine semester hours of meeting bachelor's degree requirements as certified by the university registrar. If approved, the student may then register for graduate courses up to a maximum of six semester hours of graduate credit with a total course load not exceeding 12 semester hours. The student must complete requirements for the baccalaureate degree within the first semester/term in which he or she registers for graduate courses. The student's application for admission will not be given final approval until after he or she satisfies all requirements for the baccalaureate degree. Undergraduate students taking graduate courses must receive permission from the department chair and the University Director of Graduate Studies. They must complete a non-degree form for each graduate course they take. They must complete a graduate application and submit these materials to graduate admissions. The student must submit a non-degree application form and pay the application fee.

An undergraduate student from another institution desiring to take graduate courses as listed above should file a graduate application, have a transcript sent to graduate admissions, and receive permission from the department chair and University Director of Graduate Studies to take a graduate class.

## Graduate Students Taking Undergraduate Courses

Graduate students enrolled in undergraduate courses must complete the "Out of Career" permission form available in the Graduate Studies Office and receive permission from their department chair and the University Director of Graduate Studies. Graduate students taking undergraduate courses should be aware that such courses are considered "out of career" and *might not* count toward eligibility for financial assistance or the calculation of full-time status. Although graduate students taking undergraduate courses will receive a grade for the coursework, they will not receive quality points; the absence of quality points may negatively impact the ability of the student to count the course(s) for credit when seeking licensure or certification. It is the responsibility of the student to determine how the course will affect his/her status and future plans. Students should contact the Graduate Studies Office if they have questions. Students may not earn an undergraduate degree while earning a graduate degree.

### Procedures for Applying for Admission (U.S. citizens)

- A. Students must submit a new application for each program and/or degree sought: master's, specialist's, and doctoral.
- B. All credentials (application, an official transcript from each institution attended, and standardized test scores) must be submitted to Graduate Admissions by the deadline published in the University Calendar, or the departmental deadline. Letters of recommendation and other required materials should be sent directly to the department. If applying to more than one department, students should have letters sent to all departments.
- C. All applicants must pay a \$30 application fee for each application submitted. Send checks or money orders to the Graduate Studies Office or pay by credit card on the web page [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies).
- D. After all credentials are received, graduate admissions office will compute the applicant's grade point average for the last 60 hours of baccalaureate classwork and will forward the application and transcripts to the appropriate department chair. As soon as the application has been processed by the department chair, the college dean, and the University coordinator of Graduate Studies, the Office of Graduate Studies will notify the applicant of the university's decision on the request for admission. **The letter from the Graduate Studies Office is the official letter of admission.**
- E. An applicant's admission status is good for a maximum of one year. However, some departments require a new application if the student does not enroll the semester he/she is admitted. Once a student's admission window closes, all paperwork (transcripts, etc.) is shredded, and a student must again apply for admission (not readmission).
- F. Students whose native language is not English and have recently come to the United States are required to take the TOEFL exam to demonstrate English proficiency.
- G. If born after 1956, a Certificate of Compliance is required. International students may have additional requirements (contact International Student and Scholar Services).

## International Admissions

### International Student and Scholar Services

**Barbara Jackson, Administrator**

118 College Drive #5151

Hattiesburg, MS 39406-0001

U.S.A.

(601) 266-4841

fax (601) 266-4898

[www.usm.edu/iss](http://www.usm.edu/iss)

[iss@usm.edu](mailto:iss@usm.edu)

International Student and Scholar Services (ISSS) coordinates all facets of international admissions and student services. ISSS provides counseling on immigration regulations, personal matters, culture shock and adjustment, as well as some academic counseling in conjunction with the various departments. ISSS processes all international applications, evaluates foreign academic credentials, and issues the appropriate immigration documents for non-immigrant foreign students. Multi-cultural programming for international students and the community is also coordinated by the office.

ISSS disseminates Southern Miss information to foreign schools, U.S. embassies/consulates abroad, and non-profit international organizations (such as the Institute for International Education). This office also provides information to and immigration documents for research scholars invited by Southern Miss to participate in research opportunities. For further information, contact

The University of Southern Mississippi  
Barbara Whitt Jackson, Administrator  
International Student and Scholar Services  
118 College Drive #5151  
Hattiesburg, MS 39406-0001  
U.S.A.  
Tel. (601) 266-4841 FAX (601) 266-5839  
Internet: [www.usm.edu/iss](http://www.usm.edu/iss)  
e-mail: [iss@usm.edu](mailto:iss@usm.edu)

**English Language Proficiency:** Applicants whose native language is not English must present the results of the Test of English as a Foreign Language (TOEFL). Exceptions may be made if the applicant has earned a degree at an accredited U.S. college or university (or an accredited English speaking university). TOEFL requirements vary from program to program. See admission requirements for international students under the department listings for specific TOEFL requirements.

**English Instruction:** Applicants without English language proficiency can consider enrolling in the university's English Language Institute prior to academic enrollment. For more information, write The University of Southern Mississippi, English Language Institute, 118 College Drive #5065, Hattiesburg, MS 39406-0001, USA or email [eli@usm.edu](mailto:eli@usm.edu).

**Admission Materials:** Applicants must submit all application materials required by the departments to the ISSS Office. Graduate test scores (GRE or GMAT, depending on department) are also required. Official transcripts with degrees posted must be submitted for each school attended. These documents should be submitted in their native language with a certified English translation.

**Financial Resources:** In order to meet requirements for entry into the United States for study, applicants are required by federal law to demonstrate sufficient financial resources. Students must be prepared to provide proof that he/she has sufficient funds to cover the first year of study. In addition, students must demonstrate financial solvency for future years of study to establish that he/she will not become a public charge. Applicants must provide documented evidence of their financial resources for university study since the university has no special fund for financial assistance to international students.

#### Admission Procedure:

1. Write to The University of Southern Mississippi, International Student and Scholar Services, 118 College Drive #5151, Hattiesburg, MS 39406-0001 USA for information and application forms to the university's graduate programs.
2. Complete the forms properly and return them with the application fee to the address above. The application and supporting documents must be received by March 1 for summer admission, June 1 for fall admission and October 1 for spring admission.
3. Have all official transcripts and diplomas from all former institutions attended sent to International Student and Scholar Services. Please note: photocopies are NOT acceptable. Transcripts should be in native language with certified English translations.
4. Have all appropriate test scores sent to International Student and Scholar Services.
5. Have at least three letters of recommendation from persons qualified to assess the applicant's readiness for graduate study sent to International Student and Scholar Services.
6. After all application materials are received, the applicant's file will be sent to the appropriate department and college dean. The Graduate Studies Office will notify the applicants of the admission decision. The letter from the Graduate Studies Office is the official letter of admission.
7. Application materials submitted to the university will not be returned.

A Certificate of Eligibility for exchange Visitor Status (Form DS2019 for a J-1 visa) or a Certificate of Eligibility for Student Status (Form I-20 for an F-1 visa) is issued only to those applicants who have been officially admitted to the university.

## Immunization Requirements

All students (including transfers) entering the university for the first time and enrolling for academic credit must document proof of immunization for measles and rubella. Students enrolled in online degree programs or online courses only, should contact graduate admissions regarding these requirements.

1. Proof of immunization may be documented in the following manner:
  - a. Obtain a Certificate of Compliance with Immunization (Form No. 121-C) from your local Mississippi State Board of Health office, if you are a resident of the state of Mississippi. Two doses of measles vaccine are required. All international students must have a chest X-ray to screen for tuberculosis;
  - b. Documentation (month and year) of immunization that was received after the first birthday;
  - c. Positive measles and rubella serology titer with date;
  - d. Physician-documented history of having had measles with date of disease. History of rubella is not acceptable.
2. Temporary exceptions - one semester:
  - a. Pregnant women
  - b. Women suspecting pregnancy
  - c. Women anticipating pregnancy within three months
3. Permanent exceptions:
  - a. Medical disease that will cause a permanent contraindication to immunization
  - b. All persons born prior to 1957

If born after 1956, a Certificate of Compliance is required. International students may have additional requirements.

# General Degree Requirements

## Master's Degree Requirements

Master's degree provide advanced broad-based knowledge, training, and an understanding of research, and/or creative or problem-solving activities in a discipline that will enable the recipients to contribute to their disciplines and professions.

### I. Credit Hours

A minimum of thirty (30) semester hours credit is required for any master's degree. Many departments require more than the minimum. Consult specific departmental requirements for additional information. A 3.0 GPA in the master's program and no grade below a "C" are required for graduation. Some departments require a higher GPA and restrict the number of "C" grades for graduation.

### II. Plan Of Study Form

Students must submit a "plan of study" form to the Graduate Studies Office by their first semester of enrollment. See [www.usm.edu/graduatestudies/planofstudy](http://www.usm.edu/graduatestudies/planofstudy).

### III. Time Limitation

The student must complete the master's degree within six calendar years from the date of initial enrollment in a graduate program. Six years is the maximum age allowed for graduate credits toward a master's degree. The Graduate Studies Office, under extenuating circumstances, and special petition, may approve revalidation of over-age credit hours if the original credit was earned at The University of Southern Mississippi and if the department chair approves the revalidation. The revalidation is secured by the student's successfully passing a special examination on the course. However, any student who fails to complete the master's degree program within the six-year time period becomes subject to any changes in degree requirements made at any date six years prior to graduation. The fee charged for the special revalidation examination is to be paid before the revalidation examination is taken. Over-age extension and transfer courses cannot be revalidated. Revalidation forms are available in the Graduate Studies Office.

### IV. Credit Hours Limitations

- A. A minimum of eighteen (18) semester hours must be in courses numbered 600 or above.
- B. A total of no more than nine (9) semester hours of work earned as a non-degree student may be applied toward a master's degree. Please note D below.
- C. As many as six (6) semester hours of graduate credit from other accredited institutions may be transferred to the student's program with the approval of the appropriate department chair and dean provided that the course work transferred falls within the six-year period allowed for the degree. Such course work must carry a letter or numeric grade of "B" or better and not counted toward another graduate degree and cannot be a pass/fail course.
- D. A total sum of no more than nine (9) semester hours of transfer work and non-degree work may be applied toward a master's degree.

### V. The Master's Committee

The student's work toward the master's degree is either supervised by a departmental committee comprised of a chair and at least two members recommended by the department chair and appointed by the Graduate Studies Office or by an experienced faculty adviser. The committee appointment form should be sent to the Graduate Studies Office. The form is located on the Web at [www.usm.edu/gradautestudies](http://www.usm.edu/gradautestudies).

### VI. The Minor Field

If a minor field is required in the master's program, it shall consist of nine (9) semester hours of graduate course work and may consist of courses from a number of related areas. Some disciplines define their own minor and may require more than nine (9) semester hours to complete the minor. The minor department must be consulted to determine specific requirements.

### VII. Continuous Enrollment

Students are expected to enroll continuously after they have taken required course work until they complete their degree. They may enroll as stipulated below.

- A. Students must enroll for one (1) hour if they are using university services, e.g., library and/or technology services, consulting their thesis/project advisor.
- B. Students must register for three (3) hours of 698 or project hours during the semester/term they expect to defend and complete the thesis or project. All required course work must be completed before the semester in which the student defends the thesis. The thesis must be deposited in the Graduate Studies Office or the final project given to the major professor. See [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies) for deadlines.
- C. Students must register for one (1) hour of 697 or project hour the next semester/term if they have not deposited the thesis in the Graduate Studies Office or submitted final project to their department.

*Failure to enroll for the appropriate hours will result in the student's being discontinued from Southern Miss and will require that the student reapply for admission to the program.*

**D. Leave of Absence**

Under special circumstances such as illness, family hardship, or military service, a student may request a leave of absence. Leaves of absence will be granted for one semester or longer as circumstances warrant. Requests for a leave of absence should be submitted in writing to the department chair or director. The chair will then forward his or her recommendation to the Graduate Studies Office. The university director of Graduate Studies will notify the student and chair or director of the decision. Normally, requests should be submitted at least one semester before the leave of absence.

**VIII. The Master's Thesis**

- A. The master of arts degree entails the writing of a thesis (698. Thesis, 6 hrs. required). For the degrees of master of science and master of education, some programs offer a non-thesis option. Students intending to pursue a degree higher than the master's are encouraged to write a thesis.
- B. Thesis committee comprised of three graduate faculty members is recommended by the department chair and appointed by the University Director of Graduate Studies. The Committee Appointment form should be sent to the Graduate Studies Office. The thesis prospectus approval form should be sent to the graduate degree auditor when the student's thesis prospectus is approved.
- C. As appropriate, the Institutional Review Board and/or the Institutional Animal Care and Use Committee must approve the thesis methodology before the thesis is begun. The signed approval forms and approval letter must be included in an appendix. (See The Institutional Review Board in *Bulletin*.) [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies).
- D. Guidelines for the preparation of theses is available on the Web at [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies).
- E. Oral Defense of Thesis. After the thesis has been accepted and after all required course work has been completed, a final oral examination on the thesis will be conducted by the student's thesis committee and any other faculty members designated by the University director of Graduate Studies. The examination will be open to any member of the graduate faculty. The thesis committee chair should submit the results of the oral defense of the thesis form to the Graduate Studies Office immediately following the defense. A copy of the thesis title page should also be submitted to the Graduate Reader.
- F. Students are responsible for meeting the thesis deadlines that are listed on the thesis-dissertation deadline schedule at [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies). If a student fails to deposit the thesis in the Graduate Studies Office in accordance with the published schedule, the degree will be awarded in the next semester, and the student must enroll for 1 hour of 698 (thesis).

**IX. Foreign Language**

Some master's degree programs include a foreign language requirement. Students should refer to the section of the *Bulletin* describing individual departments and schools to determine whether specific requirements have been established for a program of interest. A student may demonstrate proficiency in a foreign language by any of several options; the particular option followed by the student must have the approval of the student's advisory committee and the University Director of Graduate Studies. The options are as follows:

- A. Completion of six (6) graduate semester hours with grades of C or better in one of the following language sequences: FRE 501-502, SPA 501-502, or GER 501-502. These courses are specifically designed to meet The University of Southern Mississippi foreign language requirements.
- B. Completion of nine (9) semester hours (undergraduate or graduate) with grades of C or better in an approved foreign language. The courses listed above in option A may not be included as part of these nine hours. The student may transfer these hours from an accredited institution upon admission, provided that the most advanced of the courses was taken within the last six (6) calendar years. After admission, courses taken to satisfy the foreign language requirement by this option must be taken at The University of Southern Mississippi or at another accredited institution if written approval to take the specific courses at the institution is obtained from the student's advisory committee, the chair of the Department of Foreign Languages and Literatures, and the Graduate Studies Office.
- C. Students may successfully complete the College-Level Examination Program (CLEP) test in French, Spanish, or German. The CLEP can be taken at many sites. Students must obtain a minimum score on the total test in one of the languages as follows: French 43; German 39; Spanish 48.
- D. Students whose first language is not English may use English to fulfill the proficiency requirement for one language by scoring in the 65th percentile (scaled score = 560 or higher) on the Test of English as a Foreign Language.
- E. Students fulfill the proficiency requirement for one language if they have completed an undergraduate major or a master's degree in a foreign language at any time.

- F. Use of another method for demonstrating proficiencies must be recommended and approved by the student's advisory committee and the University Director of Graduate Studies Office.
- X. **Comprehensive Exam**  
In addition to regular examinations, final comprehensive examinations are required for all master's degrees. The major department will determine whether the comprehensive examination will be written or oral or both. The written comprehensive, if required, will be prepared by the student's committee and will cover the area of the major field. If an oral examination is required, the chair of the student's committee will send written notices of the time and place of the examination. Comprehensive examinations, whether written or oral, will be administered no later than the last academic week of the semester in which the student expects to receive the degree and the comprehensive exam results form must be submitted by the department chair to the Graduate Studies Office no later than the last day of exam week. The examination may be administered earlier in the semester/term if the department so desires. A student who fails the comprehensive examination may not retake the examination until its next **regular** administration and may repeat the examination only once.
- XI. **Application for Degree and Audit**  
Students should submit to the graduate degree auditor a signed, completed application for degree by the specified deadline the semester before they wish to graduate. The graduate degree auditor will check the application and notify the student and his or her adviser of any problems. (See thesis-dissertation deadline schedule in the *Bulletin*.) See [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies) for specific directions. Students who do not graduate the semester for which they applied must contact the graduate degree auditor.

## Specialist's Degree Requirements

Specialist degrees provide more advanced knowledge, problem-solving skills, and training needed to contribute to a discipline with greater emphasis on skill development and integration of applied research.

### I. Credit Hours

A minimum of thirty-three (33) semester hours credit beyond the master's degree is required for any specialist's degree. Some departments may require more hours. Students must also meet all degree requirements relating to the master's degree. A 3.0 GPA in the specialist program and no grade below a "C" are required for graduation. Some departments require a higher GPA and restrict the number of "C" grades for graduation.

### II. Plan Of Study Form

Students must submit a "plan of study" form to the Graduate Studies Office by their first semester of enrollment. See [www.usm.edu/graduatestudies/planofstudy](http://www.usm.edu/graduatestudies/planofstudy).

### III. Time Limitation

The student must complete the specialist's degree within six calendar years from the date of initial enrollment in a graduate program. Six years is the maximum age allowed for graduate credits toward a specialist's degree. The Graduate Studies Office, under extenuating circumstances, and special petition, may approve revalidation of over-age credit hours if the original credit was earned at The University of Southern Mississippi and if the department chair approves the revalidation. The revalidation is secured by the student's successfully passing a special examination on the course. However, any student who fails to complete the specialist's degree program within the six-year time period becomes subject to any changes in degree requirements made at any date six years prior to graduation. The fee charged for the special revalidation examination is to be paid before the revalidation examination is taken. Over-age extension courses cannot be revalidated. Revalidation forms are available in the Graduate Studies Office.

### IV. Credit Hours Limitations

- A. A total of no more than nine (9) semester hours of work earned as a non-degree student may be applied toward a specialist's degree. Please note C below.
- B. As many as six (6) semester hours of graduate credit from other accredited institutions may be transferred to the student's program with the approval of the appropriate department chair and the dean provided that the course work transferred falls within the six-year period allowed for the degree. This course work must carry a letter or numeric grade of "B" or better and not count toward another graduate degree and cannot be a pass/fail course.
- C. A total sum of no more than nine (9) semester hours of transfer work and non-degree work may be applied toward a specialist's degree.

### V. Residency

The purposes of academic residency are to provide specialist students with significant time for extensive involvement with faculty, professional colleagues, and peers and to provide a period of time for concentrated study and course work. It is structured as a full-time experience. The minimum residency requirements for the specialist's degree can be fulfilled by the completion of one full-time semester of nine (9) semester hours of graduate study on campus. (This is not residency for tuition purposes).

**VI. The Specialist's Committee**

The student's work toward the specialist's degree is supervised either by a departmental committee composed of a chair and at least two members recommended by the department chair and appointed by the Graduate Studies Office or by an experienced faculty adviser. Committee appointment forms should be sent to the Graduate Studies Office.

**VII. The Minor Field**

If a minor field is required in the specialist's program, it shall consist of nine (9) semester hours of graduate course work and may consist of courses from a number of related areas. Some disciplines define their own minor and may require more than nine (9) semester hours to complete the minor. The minor department must be consulted to determine specific requirements.

**VIII. Continuous Enrollment**

Students are expected to enroll continuously after they have taken required course work until they complete their degree. They may enroll as stipulated below.

- A. Students must enroll for one (1) hour in the summer term if they are using university services, e.g., library and/or technology services, or consulting their thesis/project advisor.
- B. Students must register for three (3) hours of 798 or project hours during the semester/term they expect to defend and complete the thesis or project. All required course work must be completed before the semester in which the student defends the thesis. The thesis must be deposited in the Graduate Studies Office or the final project given to the major professor.
- C. Students must register for one (1) hour of 797 or project hour the next semester/term if they have not deposited the thesis in the dean's office or submitted the final project to their department. *Failure to enroll for the appropriate hours will result in the student's being discontinued from Southern Miss and will require that the student reapply for admission to the program.*

**D. Leave of Absence**

Under special circumstances such as illness, family hardship, or military service a student may request a leave of absence. Leaves of absence will be granted for one semester or longer as circumstances warrant. Requests for a leave of absence should be submitted in writing to the department chair or director. The chair or director will then forward his or her recommendation to the Graduate Studies Office for consideration. The graduate studies office will notify the student and chair or director of the decision. Normally, requests should be submitted at least one semester before the leave of absence.

**IX. The Specialist's Thesis or Project**

- A. The specialist's degree entails the writing of a thesis (798. Thesis, 6 hrs. required) or completion of a field-based project.
- B. Thesis committee comprised of three graduate faculty members is recommended by the department chair and appointed by the director of Graduate Studies. The Committee Appointment form should be sent to the Graduate Studies Office. The thesis prospectus approval form should be sent to the graduate degree auditor when the student's prospectus is approved.
- C. As appropriate, the Institutional Review Board and/or the Institutional Animal Care and Use Committee must approve the thesis method before the thesis is begun. The signed approval forms and approval letter must be included in an appendix. (See The Institutional Review Board section of Research Policies in *Bulletin*.)
- D. A separate bulletin outlining university requirements concerning the preparation of theses is available in the Graduate Studies Office or on the Web at [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies).
- E. Oral Defense of Thesis. After the thesis has been accepted and after all required course work has been completed, a final oral examination on the thesis and related fields will be conducted by the student's thesis committee and any other faculty members designated by the dean. The examination will be open to any member of the graduate faculty. The committee chair should submit the results of the oral defense of thesis form to the Graduate Studies Office immediately following the defense. A copy of the thesis title page should also be submitted.
- F. Students are responsible for meeting the thesis deadlines that are listed on the thesis-dissertation deadline on the web: [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies). If a student fails to meet the final deposit deadline, his/her degree will be awarded the next semester. The thesis must be deposited in the Graduate Studies Office.

**X. Comprehensive Exam**

In addition to regular examinations, final comprehensive examinations are required for specialist's degrees. The major department will determine whether the comprehensive examination will be written or oral or both. The written comprehensive, if required, will be prepared by the student's committee and will cover the area of the major field. If an oral examination is required, the chair of the student's committee will send written notices of the time and place of the examination. Comprehensive examinations, whether written or oral, will be administered no later than the last academic week of the semester/term in which the student expects to receive the degree and the results form submitted by the department chair to the Graduate Studies Office no later than the last day of exam week. The examination may be administered earlier in the semester/term if the department so desires. A student who fails the comprehensive examination may not retake the examination until its next regular administration and may repeat the examination only once.

**XI. Application for Degree and Audit.**

Students should submit to the graduate degree auditor a signed, completed application for degree by the specified deadline the semester before they wish to graduate. The graduate degree auditor will check the application and notify the student and his/her adviser of any problems. See [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies) for specific directions. Students who do not graduate the semester they applied for must contact the graduate degree auditor.

## Doctoral Degree Requirements

Doctoral degrees are research degrees that provide (a) specialized, advanced knowledge of a discipline, (b) an ability to integrate a specialized field of study into the larger areas of knowledge, and (c) the critical, analytical, and/or problem-solving tools needed to produce original, independent scholarly research or creative work in a discipline, thus contributing to the discipline's body of knowledge.

**I. Credit Hours**

All doctoral degrees entail a minimum of fifty-four (54) semester hours of course work beyond the bachelor's degree. Individual departments may have additional requirements. A 3.0 GPA and no grade below a "C" are required for graduation. Some departments require a higher GPA and restrict the number of "C" grades for graduation.

**II. Plan Of Study Form**

Students must submit a "plan of study" form to the Graduate Studies Office by their second semester of enrollment. See [www.usm.edu/graduatestudies/planofstudy](http://www.usm.edu/graduatestudies/planofstudy).

**III. Time Limitations**

The student must complete the doctoral degree within eight (8) calendar years from the date of initial enrollment in a doctoral program. Six years is the maximum age allowed for course work and the comprehensive exam, other than dissertation and research hours toward a graduate degree. The Graduate Studies Office, under extenuating circumstances and special petition, may approve revalidation of over-age credit hours if the original credit was earned at The University of Southern Mississippi and if the department chair approves the revalidation. The revalidation is secured by the student's successfully passing a special examination on the course. However, any student who fails to complete the doctoral degree program within the eight-year time period becomes subject to any changes in degree requirements made at any date eight years prior to graduation. The fee charged for the special revalidation examination is to be paid before the revalidation examination is taken. Over-age extension courses cannot be revalidated. Revalidation forms are available in the Graduate Studies Office.

**IV. Credit Hour Limitations**

**A.** Transfer of credit for graduate work done at other institutions must be approved by the department chair, dean, and University Director of Graduate Studies. Final evaluation of and acceptance of transfer credit will not be made until the student has been in residence for one semester. Coursework accepted for transfer must carry with it a letter or numeric grade (B or better) and cannot have been graded pass/fail and may not have counted toward another graduate degree. Transfer of credit for doctoral degree programs is limited to not more than six (6) semester hours or nine (9) quarter hours beyond the master's degree. Exceptions to this restriction may be made only with the approval of the department chair and the University Director of Graduate Studies.

**B.** Credit earned as a non-degree graduate student cannot be applied toward a doctoral degree.

**V. Residency**

The purposes of academic residency are to provide doctoral students with significant time for extensive involvement with faculty, professional colleagues, and peers and to provide a period of time for concentrated study and course work. It is structured as a full-time experience. The following are options for satisfying the residency requirement: (a) two consecutive terms of 12 hours each, (b) two consecutive summer terms of 12 hours each with continuous enrollment during intervening terms, or (c) three consecutive terms of 9 hours each. Students must consult with individual departments regarding which of these options are approved and whether online or off-campus courses can be used to establish residency. This is not residency for tuition purposes.

**VI. The Doctoral Committee**

The student's work toward the doctoral degree is supervised by a departmental committee composed of a chair and at least four members recommended by the department chair and appointed by the university director of Graduate Studies. Qualified individuals from outside the university may serve if they have specialized knowledge needed by the student and are approved by the Graduate Council. The Committee Appointment form should be sent to the Graduate Studies Office by the student's second semester. The form is located on the Web at [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies).

**VII. The Minor Field**

If a minor field is required in the doctoral program, it shall consist of twelve (12) semester hours of graduate course work and may consist of courses from a number of related areas. Some disciplines define their own minor and may require more than twelve (12) semester hours to complete the minor. The minor department must be consulted to determine specific requirements.

**VIII. Qualifying Exam**

At or near the beginning of the student's work, the department or school may require a preliminary examination to determine the student's qualification to pursue a doctoral degree and to assist the student's advisory committee in planning the degree program. The details of the qualifying examination, including the time, date, and place of administration, will be determined by the particular department and are discussed in the department's graduate handbook. The results of the qualifying examination form should be submitted to the Graduate Studies Office.

**IX. Research Tools**

Each doctoral degree program has a research tool requirement that is determined by the department. Consult the department for the specific requirements. Verification of the research tools requirement occurs on the plan of study form.

**X. Comprehensive Exam**

At the completion of specified required course work and other examinations, the doctoral student is required to take a written and/or oral comprehensive examination in his or her major and minor field. A student who does unsatisfactory work on the comprehensive examination may be granted a second examination at the next regularly scheduled time or later. The student's doctoral committee will recommend the conditions to be met before the examination may be repeated. The comprehensive examinations may be retaken only once. The comprehensive examination should be successfully completed either before the first formal prospectus meeting or before substantial research is completed for the dissertation and within six years from initial enrollment. The student's committee chair should submit the comprehensive exam results form to the Graduate Studies Office.

**XI. Continuous Enrollment**

- A. Students must register for three (3) hours of coursework during the semester in which they take their comprehensive examinations, and/or have a prospectus approval meeting.
- B. After a doctoral student completes his or her comprehensive examination, continuous enrollment in at least one (1) semester hour must be maintained during each fall and spring semester until the student successfully defends the dissertation.
- C. A student may petition the Graduate Studies Office for an exemption from the continuous enrollment policy, provided that the student has the written endorsement of his or her advisory committee and the chair of the department. Students may petition the office only if they are in absentia from the University and not utilizing resources of the University. Exemptions will be granted if the student is absent from the University in order to conduct fieldwork, including work in archives and libraries, or who are absent to assume pre-doctoral fellowships; exemptions will not be granted to students who discontinue their enrollment to assume or to continue positions in business, industry, or education. Students who fail to enroll continuously must reapply for admission. Once readmitted they will be assessed a fee equal to two (2) semester hours of tuition for each semester they were not continuously enrolled. The rate of tuition shall be calculated in accordance with the schedule established for the semester or term in which the student reapplies for admission. The fee shall not be discounted; and all additional fees, including revalidation and application fees, will be assessed.
- D. Students must register for three (3) hours of 898 during the semester they defend the dissertation. All required coursework must be completed before the semester in which the dissertation is defended.
- E. If a student does not submit copies of his or her dissertation in a form acceptable to the Graduate Reader prior to the deadlines established in a given semester, or if the student's degree will not be awarded until the next term, then the student must register for one (1) hour of 898 (dissertation) during the semester or term in which the degree will be awarded.
- F. **Leave of Absence**  
Under special circumstances such as illness, family hardship, or military service a student may request a leave of absence. Leaves of absence will be granted for one semester or longer as circumstances warrant. Requests for a leave of absence should be submitted in writing to the department chair or director. The chair or director will then forward his or her recommendation to the dean for consideration. The dean will notify the graduate admissions, the student and chair or director of the decision. Normally, requests should be submitted at least one semester before the leave of absence.

**XII. Application for Degree and Audit**

Students should submit to the graduate degree auditors a signed, completed application for degree by the specified deadline the semester before they wish to graduate. The graduate degree auditors will check the application and notify the student and his or her adviser of any problems. See [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies) for specific directions.

**XIII. The Dissertation**

- A. The dissertation topic must be approved by the student's major professor and advisory committee and must be an original and significant contribution to knowledge in the chosen field. The dissertation approval form must be submitted at least one semester before the student graduates. As appropriate, the Institutional Review Board and/or the Institutional Animal Care and Use Committee must approve the method before the study is begun. The signed approval forms and the approval letter must be included in an appendix of the dissertation. (See Institutional Review Board section of Research Policies in *Bulletin* and at [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies).)
- B. The guidelines for the preparation of dissertations are available on the Web at [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies).
- C. The student must complete a total of twelve (12) hours of 898 - Dissertation and must register for three (3) dissertation hours the semester he/she defends the dissertation.
- D. The graduate reader ensures that dissertations meet the university requirements. Students should check the graduate studies web page for important deadlines and should make appointments with the graduate reader. They should allow ample time for revisions.
- E. Students are responsible for meeting the dissertation deadlines that are listed on the thesis-dissertation deadline schedule on the Web at [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies). If a student fails to meet the final deposit deadline, his or her degree will be awarded the next semester. The student must enroll for one (1) hour of 898 that semester. The three copies of the dissertation must be deposited in the Graduate Studies Office.
- F. **The Dissertation Oral Defense.** After the dissertation has been accepted and at least seven weeks before the candidate is scheduled to receive the degree, a final oral examination of the dissertation and related fields will be conducted by the student's doctoral committee and any other faculty members designated by the Graduate Studies Office. The examination will be open to any member of the graduate faculty. The results of the oral defense form should be submitted to the Graduate Studies Office immediately following the defense. After the doctoral committee members have been adequately consulted about the results of the student's research as well as the form and condition of the dissertation, the committee chair will schedule the defense with the Graduate Studies Office and other appropriate offices at least ten (10) working days in advance of the defense. The meeting will be open to any member of the faculty and, at the discretion of the chair, may be opened to the public. The committee chair, with advice from the committee, has complete authority for the conduct of the defense. The chair may recognize those wishing to ask questions about the candidate's research. Questions and resulting discussion should be appropriate. The committee chair may end the open part of the defense by restricting the meeting to the committee after an appropriate time. Discussion of the results of the defense must be limited to the committee members. A majority vote will determine the result of the defense and shall be reported to the Graduate Studies Office at the close of the meeting by the chair of the doctoral committee.

**XIV. Documents**

The doctoral student must have the documents listed below on file with the Graduate Studies Office. Students are advised to check their files in the graduate studies office for completeness of documentation. Students should check the "milestone" section of their advising transcript (GRDII) to verify these documents have been received by the Graduate Studies Office. See [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies) for list of forms and online versions of forms.

- A. **Plan Of Study Form.** Students must submit a "plan of study" form to the Graduate Studies Office by their second semester of enrollment. See [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies) for specific directions.
- B. **Qualifying Exam Results Form.** The department chair should submit the form to the graduate degree auditor indicating that the student has completed the qualifying exam if it is required.
- C. **Doctoral Committee Appointment Form.** The department chair should submit the form to the graduate studies office indicating who will serve on the student's committee. A letter of appointment will be sent to the committee members and adviser.
- D. **Comprehensive Exam Results Form.** The doctoral committee chair should submit the results of the comprehensive exam form to the graduate degree auditor.
- E. **Application for Degree.** The student should present two copies of the Application for Degree form, stamped by the Business Office to verify payment of fees during the semester preceding that of graduation. See [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies) for details. Students not graduating in the semester for which they applied must contact the graduate degree auditor.
- F. **Dissertation Prospectus Approval and Application for Candidacy Form.** After completing all the requirements for the doctoral degree other than the dissertation and after the dissertation prospectus has been approved at least one semester prior to graduation, the student must file two copies of the form with the graduate degree auditor and one copy with the adviser, before or at the time the application for degree is filed. Students are reminded to secure approval of the Human Subjects Review Committee or the Institutional Animal Care and Use Committee if necessary.

- G. Dissertation Defense Results Form.** The doctoral committee chair should submit the results of the oral defense of the dissertation form to the graduate reader immediately following the defense. A copy of the dissertation title page should also be submitted. Final copies of the dissertation must be deposited in the Graduate Studies Office. (See deadlines)

## Transfer Credit Policy

**Master's Degree.** As many as six (6) semester hours of graduate credit from other accredited institutions may be transferred to a student's program based on review and approval of the appropriate department chair, dean, and the University director of Graduate Studies provided that the course work transferred falls within the six year period allowed for the degree. Such course work must carry a letter or numeric grade of "B" or better and cannot be a pass/fail course. The course work may not have counted toward another graduate degree.

**Specialist Degree.** As many as six (6) semester hours of graduate credit from other accredited institutions may be transferred to a student's program based on review and approval of the appropriate department chair, dean, and the University director of Graduate Studies provided that the course work transferred falls within the six year period allowed for the degree. Such course work must carry a letter or numeric grade and cannot be a pass/fail course. The course work may not have counted toward another graduate degree.

**Doctoral Degree.** As many as six (6) semester hours or nine (9) quarter hours of graduate credit from other accredited institutions may be transferred to a student's program based on review and approval of the appropriate department chair, dean, and the University Director of Graduate Studies provided that the course work transferred falls within the six year period allowed for the degree. Such course work must carry a letter or numeric grade and cannot be a pass/fail course. The course work may not have counted toward another graduate degree. Final evaluation of and acceptance of transfer credit will not be made until the student has been in academic residence for one semester.

Exceptions to these transfer credit policies made be made only with the approval of the department chair, dean, and the University Director of Graduate Studies. Transfer credit approval forms are available in departments and the Graduate Studies Office. The approval form and an original transcript from the university at which the courses were taken should be submitted at least **one semester** before the student plans to graduate.

## Dissertation and Thesis Deadline Schedule

The Graduate Studies Office maintains a schedule of deadlines for students writing theses and dissertations. The schedule is available at [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies) and in the Graduate Studies office. Generally, students should be aware that applications for degree must be submitted one semester in advance of the semester or term in which they plan to graduate.

# General Academic Information

## Registration

A graduate student is responsible for knowing the policies and regulations and the departmental requirements relevant to his or her individual degree program. Only the general academic regulations and requirements governing all graduate programs are given below. Specific requirements pertaining to individual degree programs are outlined within the department sections.

Students should pre-register each semester at the designated time using SOAR on the web. Specific directions are published in the *Class Schedule Guide*. By registering for classes, students are contracting to pay their tuition and fees. Students who pre-register must pay minimum payment (if applicable) by the due date or there will be an additional pre-registration fee of \$100 added to their accounts. Classes will be dropped at a later date for nonpayment.

Registration will continue after the close of the scheduled registration period (see calendar) for five class days.

A late registration fee will be charged to all students registering after the scheduled registration period. The fee is \$50.

## Add/Drop/Withdrawal

A student is permitted to drop a course without academic penalty up to the date published in the *Class Schedule Guide*. After the deadline, a student may drop a course only in the event of extenuating circumstances and with permission of the instructor, department chair, and dean of the college offering the course, at which time the student will receive a grade of “WP” or “WF.” Non degree students should go to the Graduate Studies Office after the chair signs form.

A student is permitted to add a course after the fifth class day with the permission of the instructor, department chair, and dean of the college offering the course. However, a student will not be allowed to add a course after the last day to drop without academic penalty as published in the *Class Schedule Guide*. Adding classes after the 100 percent refund period could result in additional tuition charges.

A student withdrawing from the university prior to the deadline for dropping classes will not receive any grades. His or her record will show the date of withdrawal only. A student withdrawing after the deadline for dropping courses will receive a grade of “WP” or “WF.”

## Withdrawal Procedures

A student finding it necessary to withdraw from the university must begin the process with the dean of his or her college who shall complete the withdrawal and refund authorization form. A non-degree student must begin the process in the Graduate Studies Office. The Web may not be utilized to withdraw.

## Refund Policy

The withdrawal deadline for receipt of a grade has nothing to do with the refund schedule for fees. A student who officially withdraws after enrollment may obtain a refund in accordance with the refund policy. Upon notification to the registrar and business services offices, a review will be made on a case-by-case basis for withdrawals that did not follow official withdrawal policy.

Appeals for refunds due to extenuating circumstances may be made in writing to

The University of Southern Mississippi  
Business Services  
118 College Drive #5133  
Hattiesburg, MS 39406-0001

## Course Work

Courses open to graduate students for graduate credit are those numbered 500 or above. Graduate course levels are: 500-599 (Master's Level Graduate); 600-699 (Upper-level Master's Graduate); 700-799 (Specialist and Doctoral-level Graduate); and 800-899 (Doctoral-level Graduate). All graduate course work, including 500-level courses, shall have a research component that is included in the final grade.

Many courses have certain prerequisites. A student who wishes to register for a particular course must satisfy the department concerned that he or she has had preparation adequate for admission to the course.

The general regulation that degree work must be completed within a six-year period applies to **all** course work. A grade-point average of “B” or better must be maintained to be in good standing. Students whose grade point average falls below a 3.0 will be placed on probation (see Probation section of the *Bulletin*). The use of the pass/fail option at the graduate level for any course must be approved by the Graduate Council. On the recommendation of the student’s committee or major professor, a student may retake one graduate level course in order to improve his/her grade point average.

## Academic Honesty

When cheating is discovered, the faculty member may give the student an F on the work involved or in the course. If further disciplinary action is deemed appropriate, the undergraduate student should be reported to the dean of students and the graduate student should be reported to the director of the graduate studies office.

In addition to being a violation of academic honesty, cheating violates the code of student conduct and may be grounds for probation, suspension, expulsion, or all three. Students on disciplinary suspension may not enroll in any courses offered by The University of Southern Mississippi.

## Plagiarism\*

- A. Plagiarism is scholarly theft, and it is defined as the unacknowledged use of secondary sources. More specifically, any written or oral presentation in which the writer or speaker does not distinguish clearly between original and borrowed material constitutes plagiarism.
- B. Because students, as scholars, must make frequent use of the concepts and the facts developed by other scholars, plagiarism is not the mere use of another’s facts and ideas. However, it is plagiarism when students present the work of other scholars as if it were their own work.
  1. Referring to commonly known facts is not plagiarism.
  2. Students may refer in their own words to generally known and widely accepted ideas or theories without fear of plagiarism as long as they do not copy the plan or organizational scheme used by another scholar.
- C. Plagiarism is committed in a number of ways including the following:
  1. Reproducing another author’s writing as if it were one’s own;
  2. Paraphrasing another author’s work without citing the original;
  3. Borrowing from another author’s ideas, even though those ideas are reworded, without giving credit; and
  4. Copying another author’s organization without giving credit.
- D. Plagiarism is avoided when students give credit (footnotes or another documentation forms) to the source in the following instances:
  1. When quoting directly from someone else’s writing (a direct quotation must always be enclosed in quotation marks):
  2. When paraphrasing someone else’s writing (to paraphrase means to restate a passage from someone else’s writing in one’s own words): or
  3. When following the outline or structure of another author’s argument, explanation, or theory, even though the material is summarized in one’s own words.
- E. When in doubt about how widely known ideas are, observe these steps:
  1. Ask your instructor.
  2. Document the source.
- F. Plagiarism is a serious offense. An act of plagiarism may lead to a failing grade on the work involved and in the course, as well as sanctions that may be imposed by the department and graduate studies office.

## Final Examinations

Examinations will be held as published in the *Class Schedule Guide*. No final examinations are permitted prior to the scheduled examination period (see calendar). A student who is absent from the final examination without valid reason approved by the Office of the Provost forfeits credit for the semester.

## Course Loads

- I. Although the maximum load of a full-time graduate student for the fall and spring semesters is sixteen (16) semester hours with permission of the Graduate Studies Office, the normal load for a full-time graduate student is generally considered to be twelve (12) semester hours.
- II. The minimum load for a full-time graduate student is nine (9) semester hours for students living in Pine Haven, using the services of the clinic, using the services of veteran's affairs, or using other similar services of the university (spring and/or fall).
- III. The minimum load for graduate assistant is twelve (12) hours. The student should receive a tuition waiver in the fall or spring semester. The maximum load for a graduate assistant is thirteen (13) hours.
- IV. The courses numbered 697 and 797—Independent Study and Research—may be taken for any amount of credit (up to a maximum of sixteen (16) hours in any one semester). Students who are not in residence but who are actively working on a thesis, project, research problem, or dissertation, and consulting with the major professor or making use of the library or other University facilities must enroll for at least one (1) hour each semester (see Continuous Enrollment sections).
- V. In no case may the total hours involved in a student's program, including both the course work and the assistantship assignment, exceed eighteen (18) hours.
- VI. The maximum load for any graduate student in the summer session is twelve (12) hours. In the summer term, the minimum load for a student who receives a tuition waiver is nine (9) hours.
- VII. Students enrolling only for 698, 798, or 898 or courses entitled "Internship," should enroll for a minimum of three hours, or PSY 796 for a minimum of four hours.
- VIII. Students enrolling only for 691, 791, or 891 (or other courses titled "Research in...") should enroll for a minimum of three hours.

## Grading System

- A — indicates excellent work and carries 4.0 quality points per semester hour.
- A- — indicates excellent work and carries 3.7 quality points per semester hour.
- B+ — indicates good work and carries 3.3 quality points per semester hour.
- B — indicates good work and carries 3.0 quality points per semester hour.
- B- — indicates good work and carries 2.7 quality points per semester hour.
- C+ — indicates average work and carries 2.3 quality points per semester hour.
- C — indicates average work and carries 2.0 quality points per semester hour.
- C- — indicates average work and carries 1.7 quality points per semester hour.
- D+ — indicates inferior work and carries 1.3 quality points per semester hour.
- D — indicates inferior work and carries 1.0 quality point per semester hour.
- E — indicates a course in progress. Not included in the grade point average, a grade of E shall be awarded for graduate thesis, recital, project, and dissertation courses and for such self-paced or skill courses as the Graduate Council may designate. An E shall be changed to a P only in the case of credit for thesis and dissertation and then only for the last recorded credit for these courses. Otherwise, the E remains on the record indicating that to receive credit the student must re-register for the course, repeating it on a regular basis until completing it. Upon completion, the appropriate grade, whether P or valuatve, shall be assigned.
- F — indicates failure and carries no quality points.
- NA — indicates the instructor reported the student as not attending. The grade is considered as attempted, but no quality points are earned. The grade is calculated as an "F" in the student's grade point average.

I —indicates that a student was unable to complete course requirements by the end of the term because of extraordinary circumstances beyond his or her control. Poor performance or unexplained absences are not justification for the assignment of an I. If an I has not been removed by the end of the next semester (excluding summer term), it automatically becomes an F. Students are prohibited from enrolling in any course for which the current grade is I. The I grade is not used for thesis or dissertation hours.

AW—indicates administrative withdrawal.

WP—indicates withdrawal from a course passing after the deadline for dropping courses.

WF—indicates withdrawal from a course failing after the deadline for dropping courses. (This grade is computed in the GPA as F.)

P —indicates a passing grade in courses taken on a pass-fail basis (does not count in computing GPA).

## Probation

A student whose cumulative graduate grade point average (GPA) or whose program grade point average falls below 3.0 will be placed on probation. That student must attain a cumulative 3.0 GPA by the end of the following (probationary) semester including summer, if the student is enrolled summer term. A student who fails to achieve a 3.0 at the end of the probationary semester can be reclassified as a discontinued student. Departments may set more stringent probationary conditions. A new application is required for consideration to reenter the program.

Students may request an appeal of reclassification by writing to the chair of department and the University Director of Graduate Studies requesting an appeals hearing. Contact Graduate Studies Office for specific procedures.

## Grade Review Policy

The instructor (defined as one who has the responsibility for a course) has the authority in his or her class over all matters affecting the conduct of the class, including the assignment of grades. Student performance should be evaluated according to academic criteria made available to all students within the first two weeks of each semester. Grades should not be determined in an arbitrary or capricious manner.

When a student disagrees with the final grade given by an instructor, fair play requires the opportunity for an orderly appellate procedure. A student must initiate the appeal procedure within 30 school days (excluding Saturday, Sunday, and official student holidays) of the beginning of the semester subsequent to the one in which the grade was awarded, or 120 calendar days after the issuance of Spring semester grades, should the student not be enrolled during the summer term. The procedure assures due process for both the instructor and student. For policies and procedures governing grade review, contact the Office of the Provost.

## Grievance Procedures

A student who wishes to file a grievance should follow the steps outlined in the *Student Handbook* and at [www.usm.edu/gradautestudies](http://www.usm.edu/gradautestudies). Academic grievances should be addressed to the department chair to be resolved. If not resolved, the grievance should be addressed to the dean, then to the University Director of Graduate Studies.

## Administrative Withdrawal

A university transcript is a legal document that provides a true and accurate account of academic performance. Any alteration of the history of academic performance as reported by a university transcript should be done only if there is an obvious rationale for doing so.

On rare occasions, academic performance is severely affected by some emotional or personal disaster beyond the control of the student. If a timely withdrawal was impossible or overlooked, a procedure known as administrative withdrawal may offer a remedy.

A student who wishes to petition for an administrative withdrawal should be aware of the following criteria in considering the request:

- A. The student's academic record under review indicates a clear and consistent pattern of good academic performance prior to and subsequent to the semester in question if he or she is currently enrolled.
- B. The problem encountered by the student was debilitating and beyond his or her control.
- C. The student is able to document the nature and extent of the problem

The following guidelines pertain to a petition for administrative withdrawal:

- A. A petition for administrative withdrawal will be considered only if it is filed prior to graduation.
- B. Relief by administrative withdrawal will be limited to one semester.
- C. The grade of administrative withdrawal (“AW”) will be assigned to all courses taken during the semester in question.
- D. Administrative withdrawal must be approved by the dean of the college in which the student was enrolled during the semester in question and by the provost. A student may request administrative withdrawal only once during his or her academic career, and that request must be limited to one particular semester.

A petition for administrative withdrawal must contain the following:

- A. A concise but thorough statement of the circumstances responsible for the poor academic performance;
- B. Evidence (e.g., a medical diagnosis) supporting claims made in the statement; and
- C. A complete set of official transcripts exhibiting all college-level course work.

Petitions for administrative withdrawal will be acted on within five working days after receipt by the dean of the college.

## Transcripts

An official transcript is the reproduction of a complete, unabridged permanent academic record validated with the university seal, facsimile signature of the registrar, and date of issue. A *Key to Transcript* is included, which contains a full statement of pertinent definitions. Currently enrolled as well as former undergraduate and graduate students may obtain an official transcript by writing The University of Southern Mississippi, Office of the University Registrar, 118 College Drive #5006, Hattiesburg, Mississippi 39406-0001. Transcripts are not released when there is an indebtedness to the university.

# Research Policies

## Institutional Review Board

The University of Southern Mississippi and the U.S. Department of Health and Human Services have established standards and guidelines to protect individuals from risks associated with participating in research studies. The university's Institutional Review Board (IRB) is responsible for ensuring that adequate safeguards are in place to minimize the risk to individuals involved in such studies. The IRB, through an appointed chairperson, reports directly to the vice president for research and economic development. The IRB acts as a monitor to ensure that the university's research using people as participants is in compliance with the U.S. DHHS policies and other procedures.

All investigations, experiments, surveys, or demonstrations involving human subjects, regardless of funding or the source of the funds, must be reviewed and approved by the Institutional Review Board before the activity is begun. This includes activities in which a faculty member is supervising research activities, including class projects, master's theses, specialist's theses and projects, and doctoral dissertations.

Application forms for submission of protocols for review by the Institutional Review Board are available from each college's representative and in the Office of Graduate Studies. Prior to submitting the required copies of an application for approval by the IRB, students should do the following: (1) have the application approved by their thesis, project, or dissertation director or professor teaching a course, (2) secure the appropriate signatures, and (3) have the application reviewed by their college representative to the Institutional Review Board (IRB). The current IRB chair is Dr. Lawrence Hosman, Department of Speech Communication, (601-266-4271).

The signed and approved IRB application forms and approval letter should be included in an appendix of the thesis, project, and/or dissertation. The names of the college representatives to the IRB may be obtained from the college dean's office and the Graduate Studies Office (See [www.usm.edu/graduatestudies/institutionalreviewboard.php](http://www.usm.edu/graduatestudies/institutionalreviewboard.php)).

## Institutional Animal Care and Use Committee

The Institutional Animal Care and Use Committee (IACUC) is a standing committee of the university. The IACUC is qualified through the experience and expertise of its members to oversee the university's animal program, facilities, and procedures. The IACUC consists of eight members (six regular and two ex officio) and its membership meets the compositional requirements set forth in the Public Health Service Policy. The IACUC, through an appointed chairperson, reports directly to the vice president for research and economic development. The IACUC acts as a monitor to ensure the university's facilities are operated in compliance with the Public Health Service Policy and other federal policies.

Federal law requires that any university activity (whether research or instructional in nature) involving the use of vertebrate animals be reviewed by the IACUC and approved by that body before the activity may proceed. The original completed form, signed by the project director (a faculty member, not a student), the appropriate departmental chair and dean, and nine (9) copies should be forwarded to the chair of the IACUC for processing. Review of applications requires approximately two to six weeks. The approved IACUC protocol application form should be included in an appendix of the thesis, project, and/or dissertation. IACUC protocol forms and instructions may be obtained from the IACUC website at [www.usm.edu/iacuc](http://www.usm.edu/iacuc) or by emailing [iacuc@usm.edu](mailto:iacuc@usm.edu). Dr. Robert Bateman, Department of Chemistry and Biochemistry, 118 College Drive # 5025, Hattiesburg, MS 39406-0001, (601) 266-6820) is the current chair.

# Student Expenses and Financial Aid

The University of Southern Mississippi is supported chiefly by legislative appropriations. Increases in student fees are put into effect only when public support funds are inadequate and no other recourse is available. Increases are made only for support of the institution or improvement of the activity program of the students; therefore, the university must reserve the right to increase or modify fees and expenses without prior notice but with approval of the Board of Trustees of State Institutions of Higher Learning.

Fees and expenses are in the form of general tuition, room and board, and special fees.

## General Tuition

This fee, together with the allocation from the legislative appropriation, is used for general support of the university. Athletic activities and University Activity Council (UAC) programs are not included for part-time students.

Full-time students for purposes of assessing fees are those who take nine (9) or more semester hours during fall and spring semesters and seven (7) semester hours during summer term. Graduate students enrolled for more than thirteen (13) semester hours during fall and spring semesters and for more than twelve (12) semester hours during the summer term will be assessed the applicable fee for each additional semester hour.

Clinical and hospital services covered by the health service charge included in the general tuition fee are limited to cases of ordinary illness. Services are provided within the limits of the professional, technical, and physical resources of the clinic. The university does not assume responsibility in cases of extended illness or for treatment of chronic diseases. Cases requiring surgery must be handled by a physician and hospital of the student's choice and at the student's expense.

## Board

Board fees are assessed to all students living in the residence halls and fraternity houses. Board is available to all other students on an optional basis. Resident students may choose from a variety of Resident Dining Memberships but will automatically be assigned to the Golden Eagle Pass Membership. Students have until first two weeks of the semester to change their Dining Membership to a plan that better suits their lifestyle. Each membership comes with a designated number of meals per week that can be redeemed at The Fresh Food Company, Hillcrest, or Elam Arms. Each membership also comes with a designated amount of "Bonus Bucks" which can be used to purchase items at any campus dining location or convenience store. A complete listing of resident and commuter student dining memberships and dining locations can be found at [eagledining.com](http://eagledining.com).

## Telephone Service

Telephone service in residence halls and family student housing is provided through *i*Tech. The cost of local telephone service, voicemail and call waiting are included as a part of housing fees.

Caller ID can be purchased from *i*Tech on a per semester basis. For more information, contact the Help Desk at 601-266-HELP (4357).

## Post Office Box

The post office box rental fee is assessed to all students living in university-controlled housing. Fees are assessed on an academic year basis and are calculated on time remaining in the academic year. The fee covers box rental for the remainder of the academic year provided the student remains enrolled. Those students living off campus may rent a post office box if they so desire.

## Student ID Cards

The ID card is a PERMANENT card for each student. The same card must be kept and used even when returning from a previous year or semester. Do not destroy, lose, bend or tamper with an ID card. Only one card will be issued at no charge during a five (5)-year period. A fee of \$15 will be charged at the time a replacement card is made.

## Department of Residence Life

The Department of Residence Life feels very strongly that the educational benefits for residence hall students extend far beyond the classroom experience. Every effort is made to offer on-campus students the opportunity to take part in cultural, scholastic, athletic, and social programs developed by the residence hall staff. In addition, residence hall students experience cross-cultural living experiences which help promote open-mindedness, tolerance, and leadership—a philosophical goal of Residence Life.

All residence halls are fully air conditioned with the capacity of offering diversified housing options to an on-campus population of 3,488 students. Each room in McCarty Men and McCarty Women has its own bathroom. Hillcrest and Mississippi for women, and Elam, Hattiesburg, and Vann for men are arranged in suite fashion with 4-6 students sharing a bath. Bolton, Pulley, Scott, and Wilber for women, and Bond, Jones, Roberts and Hickman for men are arranged with baths conveniently located on each floor.

The Village houses upperclass Greek women. The 60-bed scholarship residence hall houses upperclass scholarship women.

Application for campus housing should be made at the time of application to the university. The priority deadline for residence hall space is February 1. There is a non-refundable processing fee. Applications received after February 1 will be processed based on space availability. Assignment of a student to a residence hall is contingent upon receiving prepayment and a signed housing contract at the time of application to housing. Although preferences are honored when possible, the application is for accommodation in a residence hall and not for a specific roommate or specific hall. Upperclass assignments are made based on date of application. Freshmen are assigned randomly into freshman residence halls.

Students signing a housing contract are obligated to both fall and spring semesters. Cancellation of the housing contract can be made in cases of marriage, graduation, withdrawal, co-oping, student teaching, or interning. Notification of cancellation must be made in writing by the designated deadlines. Cancellations received after the deadlines will result in forfeiture of the entire prepayment amount for students not enrolling in the University. Students who have not cancelled by their designated deadline and are planning to enroll at the university with paid prepayment and signed contracts will be held to the terms and conditions of the academic year housing contract.

Applications for campus housing should be mailed to

The University of Southern Mississippi  
Department of Residence Life  
118 College Drive #5064  
Hattiesburg, MS 39406-0001

The Department of Residence Life accepts applications for housing assignments regardless of age, race, creed, color, or national origin. In compliance with the Civil Rights Act of 1964 and University policy, housing assignments will not be made on a segregated basis.

## Family Housing

**Pine Haven Apartments**, consisting of 168 one-, two-, and three-bedroom unfurnished units, are available for married students, single graduate students, and single students with custody of children. Apartment assignments is based on the date of application.

The rent is due and payable at registration. Students obligate themselves to the full fee for each semester's rent when they move in, unless they withdraw from the university. A deposit of \$75 is required at the time of application. Refund of rent due to withdrawal from the university is followed

according to the university refund schedule. Cancellation of the lease contract must be made forty-five (45) days prior to the semester of cancellation. Notification of cancellation after the deadline obligates students to payment of rent for the following semester if enrolled, or forfeiture of deposit if not enrolled. Applications and brochures may be secured at the Pine Haven Office or by writing the Department of Residence Life.

## Dining Services

Eagle Dining is committed to providing excellent food in a clean and appealing environment. All students living in a residence hall or a fraternity house are required to purchase a Resident Dining Membership. There are five memberships to choose from:

- Go Gold upgrade + \$225 Bonus Bucks
- Golden Eagle Pass + \$75 Bonus Bucks
- Rollover 10 Meal Membership + \$150 Bonus Bucks
- Rollover 7 Meal Membership + \$200 Bonus Bucks

\*unlimited meals per week, up to one per hour      \*\*meals per week

(Note: all resident students will be assigned the Golden Eagle Pass upon registration. Your membership may be changed the first two weeks of classes by visiting the Eagle Dining Office or the dining Website at [www.eagledining.com](http://www.eagledining.com).)

Each Resident Dining Membership includes a certain number of meals per week (Monday-Sunday) that may be redeemed at the Fresh Food Company in the Thad Cochran Center, Elam Arms Diner, and RFoC at Hillcrest. The Golden Eagle Pass provides for an unlimited number of meals per week at these locations during regular restaurant hours. Resident Dining Memberships are non-transferable and may not be taken within one hour of the last meal redeemed.

A designated amount of Bonus Bucks is included with each Resident Dining Membership. Bonus Bucks are good for the current semester and may be used at any Eagle Dining location. For a complete and up to date listing of these locations, please visit our web site at [eagledining.com](http://eagledining.com). Chick-fil-A, Quiznos, and Starbucks are just a few of the retail locations where Bonus Bucks and Dining Dollars may be used to purchase food or convenience items.

Dining Dollars are like Bonus Bucks, but a carry over on your account from semester to semester if not used. Dining Dollars are great to add on to your account when Bonus Bucks are running low.

Commuter students are welcomed to purchase a Resident Dining Membership or may choose from one of our Commuter Dining Memberships listed below:

Fresh Food 100 (100 meals)* save \$100 off lunch door price	\$550
Fresh Food 50 (50 meals)* save \$25 off lunch door price	\$300
Any Eagle Membership - Deposit as many or as few Dining Dollars as you like	

\*meal never expire

Dining memberships may be purchased with any major credit card on-line or at the Eagle Dining office located in the Thad Cochran Center.

### Dining Memberships Exemptions

Dining membership exemptions are allowed only for those students with modified diets that cannot be prepared by the University Dining Services and for those students with internships which conflict with cafeteria serving hours. Those students who may qualify for an exemption should make arrangements for an evaluation **PRIOR TO REGISTRATION**. However, those not arranging for an evaluation prior to registration should go to the Eagle Dining Office in the Thad Cochran Center after registering for classes. Those students who have not completed the requirements for a dining membership exemption prior to registration will be charged for a membership during the registration process. Because the extensive serving hours in the Fresh Food Company, work-related exemptions will not be permitted.

### Medical Exemptions

Those students with a medical problem requiring a modified diet who feel their needs cannot be met by the Eagle Dining should make arrangements to have their diet evaluated by the registered dietitian before registration. Documentation required for this evaluation includes a prescription signed by a physician which specifies the student's modified diet and a copy of the modified diet.

## Academic Related Exemptions

### Requirements:

A student must miss a minimum of 50 percent of meals served per week. The meals missed must be due to an internship.

### Documentation Required:

1. A statement, on letterhead stationery, signed by the student's adviser, giving the student's hours, on a daily basis, Monday through Friday.
2. A copy of the student's advisement and registration appointment form which shows the student's class schedule.

### Work-Related Exemptions

University policy does not allow for dining membership exemptions for students holding part-time or full-time employment.

## Other Financial Information

### Payment of Fees

One-half of a student's total fees are due and payable at time of registration. Students with university loans, grants, or scholarships may use those funds as payment for the first half of total fees. Loans, grants, scholarships and checks made payable to the university must be applied to fees in full before a refund or change can be given. These loans, grants, and scholarships may not be used to pay prior semester outstanding balances. Fees deferred past the last day to register each term will be billed monthly. A monthly service charge of 1.5 percent will be applied to the unpaid balance. All changes for a term must be paid by the end of that term to avoid a \$100 late payment fee. Classes will be dropped at a later date for nonpayment.

The university accepts payment by check, money order, cash, and all major credit cards. Students may pay with a credit card via SOAR. Log in to your SOAR account and navigate to SA Self Service>Learner Services>Finances>Make a Payment. The university reserves the right to refuse payment by check where an individual has previously given a check that has been returned.

The university reserves the right to withhold readmission of a student until all delinquent accounts have been paid. In fact, all past due accounts will be included on registration fee invoices and monthly bills. Transcripts of credits will not be issued for students whose accounts are delinquent. All fees must be paid before a degree will be awarded. Payments by personal check on delinquent accounts will be sent for collection before transcripts or degrees will be released. To avoid any delay in receiving these documents, payments can be made by cash, cashier's check, or money order.

Fines accumulated as a result of failure to adhere to the established procedures of the university, such as library and public safety regulations, or any other policy establishing regulations for the protection of university property, shall become collectable by the Business Office, and, if not collected, shall constitute a delinquent account. If further action is warranted, you may be responsible for all collection costs and legal fees.

### Late Registration

A fee of \$50 will be assessed students who register during the late registration period.

Students whose checks for registration fees are returned will be assessed the late registration fee of \$50 in addition to the \$30 returned check handling fee. Returned checks not promptly paid may result in dismissal from the university.

Courses requiring special fees and music fees are shown in the Special Fee listing and are indicated by a plus sign in the Course Description Section of the *Bulletin*.

## Financial Assistance for Graduate Students

At present, the university has available about 900 university assistantships in all areas as well as fellowships provided by federal and private agencies. Amounts of assistantships vary from department to department. Contact the specific department for information regarding stipend levels available. Assistantships entail one half time of teaching or research assignment. To maintain an assistantship a student must have an average of "B" or better each semester. General tuition and the non-resident fee are waived for graduate assistantship holders. To qualify for this waiver, students on assistantships must be registered for courses totaling twelve (12) hours each semester (nine hours during Summer term). Courses taken as audit do not count toward these hours. The university also currently waives out-of-state fee for students on sabbatical leave with pay from schools and colleges. Contact the University Director of Graduate Studies for information.

Inquiries regarding assistantships should be directed to the chair of the department to which the student is applying. Applications for assistantships must be filed by the department's deadline. Check with the department chair for the deadline.

The Perkins Loan Program (formerly NDSL) and the Federal Work-Study Program are also available to graduate students. Applicants for Perkins Loans and Federal Work-Study Program should apply by March 15 (priority date) for loans and work to begin the fall term. Applications for the Perkins Loan Program, and the Federal Work-Study Program may be secured by writing the Office of Financial Aid.

Students receiving financial aid must complete a minimum number of credits each semester or term. Graduate students must attempt at least four (4) graduate hours each semester in order to receive financial aid. Graduate students enrolled during a summer term must attempt at least three (3) graduate hours. Passing grades include A, A-, B+, B, B-, C+, C, C-, D+, D, E, and P. Grades of I, F, Audit, and W will not be accepted as passing grades. Students failing to meet this quantitative measure of academic progress after the summer and fall semester will receive a warning letter. Students failing to complete the minimum number of hours after the spring semester will be placed on financial aid suspension and will be ineligible for federal financial assistance.

Graduate students will be deemed in good standing and eligible to receive federal financial assistance until they have attempted twice the number of hours normally required to complete their program of study leading to a master's or doctoral degree. Attempted hours will include all courses on the academic transcript including grades of A, A-, B+, B, B-, C+, C, C-, D+, D, E, F, P, W, and I.

Graduate students pursuing an additional master's degree will be limited to a maximum of 120 graduate hours. This total includes all graduate hours accumulated. Once a student earns a specialist's degree, he or she will be eligible for additional financial assistance only at the doctoral level; once a student earns a doctoral degree, he or she will be ineligible for additional federal financial assistance.

## Schedule of Fees

(All fees are subject to change without notice.)

### FIXED FEES

Housing rent: Housing rates are approved in June. Please refer to our website for updates:

<http://www.usm.edu/reslife>

### Historical Rates for 2006-2007

	FALL, SPRING	SUMMER
<b>FULL-TIME STUDENTS (Per Semester)</b>		
General Tuition .....	\$2,457	\$2,457
Housing Rent:	<b>Double</b>	<b>Private</b>
Hillcrest, Elam Arms, Mississippi, Hattiesburg, and Vann . . .	\$1,509	\$2,641 \$900
Roberts, Scott, Jones, Pulley, Bolton, Wilber, and Hickman . .	\$1,413	\$2,473 \$840
Bond .....	No Double	\$2,473 \$1,265
Oseola McCarty North Hall .....	\$1,784	\$3,122 \$1,075
Oseola McCarty South Hall .....	\$1,784	\$3,122 \$1,075
The Village .....	\$1,950	\$3,900 \$1,300
Scholarship Hall .....	\$1,850	\$3,700 \$1,250
There are very few single rooms in the residence halls. A single room is designed specifically for one resident. A private room is designed for two residents, but is occupied by one.		
	<b>Single</b>	
Mississippi, Hattiesburg, and Vann .....	\$1,962	
Pulley, Wilber, and Bond .....	\$1,837	
Hickman .....	\$2,120	
Pine Haven Apartments		
1-bedroom .....	\$1,590	\$1,590
2-bedroom .....	\$1,708	\$1,780
3-bedroom .....	\$1,827	\$1,827

Board:

Go Gold upgrade* + \$225 Bonus Bucks .....	
Golden Eagle Pass* + \$75 Bonus Bucks .....	
Rollover10** Meal Membership + \$150 Bonus Bucks .....	
Rollover7** Meal Membership + \$200 Bonus Bucks .....	

\* unlimited meals per week, up to one per hour    \*\* meals per week

**Other Fees When Applicable**

Non-Resident Fee (This fee is in addition to the tuition fee above.).....	\$3,389	
Post office box rental fees are non-refundable and are assessed as follows:		
Rented beginning fall semester.....	\$50	
Rented beginning spring semester .....	\$30	
Rented beginning summer semester.....		\$10
<i>Optional at same rates to students living off campus.</i>		

**PART-TIME STUDENTS—Each semester hour**

General Tuition—graduate student .....	\$273	\$273
Non-resident fee (In addition to general tuition):		
Graduate student .....	\$377	\$377

**General tuition, room, board, and post office, if applicable, are payable each semester/session.**

## Special Fees and Expenses

Some colleges and departments have additional fees for selected graduate courses and for special services offered to students. Those fees are listed on the Southern Miss Web page [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies). Master's, specialist's, doctoral, revalidation, and graduation deferral fees are also listed on the Graduate Studies Web page, [www.usm.edu/graduatestudies](http://www.usm.edu/graduatestudies). Students may call 601-266-4369 if they have any questions.

# Refund Policy

Students who find it necessary to withdraw from the university must submit written requests to the deans, who will initiate the Withdrawal and Refund Form.

Refunds are based on the following (applies to withdrawals and dropped classes):

**Withdrawal prior to the first day of classes of any term** . . . . . 100 percent less a \$30 withdrawal fee

**Fall and Spring Semesters**

The first through the 10th working day . . . . . 100 percent less a \$30 withdrawal fee

After the 10th working day . . . . . None

**8W1 and 8W2 Fall and Spring Semesters**

The first through the fifth working day . . . . . 100 percent less a \$30 withdrawal fee

After the fifth working day . . . . . None

**Summer Term**

The first through the 10th working day . . . . . 100 percent less a \$30 withdrawal fee

After the 10th working day . . . . . None

**5W1 and 5W2 Summer Term**

The first through the fifth working day . . . . . 100 percent less a \$30 withdrawal fee

After the fifth working day . . . . . None

**Mini-Session Classes**

The first and second working day . . . . . 100 percent less a \$30 withdrawal fee

After the second working day . . . . . None

*These schedule dates are posted in the Business Office, and on the Business Office website at [www.usm.edu/bizserv](http://www.usm.edu/bizserv).*

Refunds are based on the assessment, not upon the amount paid by the student.

Appeals for refunds due to extenuating circumstances may be made in writing to The University of Southern Mississippi, Business Services, 118 College Drive #5133, Hattiesburg, MS 39406-0001. Appeals must be received prior to the end of the academic year.

Refunds/returns of Title IV funds for students who participate in SFA (Student Financial Assistance) programs are calculated based on federal regulations. The processing steps for determining refunds/returns are available in Business Services, Forrest County Hall, Room 101.

## Residency Regulations

**Petitions for Change of Residency:** Petitions for change of residency must be made on or before the last day of late registration. Forms are available in the Office of the University Registrar.

**Legal Residence of Students:** The definitions and conditions stated here are as required by state law in the classification of students as residents or nonresidents for the assessment of fees. Requests for a review of residency classification should be submitted to the university registrar; forms for this purpose are available from the Office of the University Registrar.

**A Minor:** The residence of a person less than 21 years of age is that of the father. After the death of the father, the residence of the minor is that of the mother. If the parents are divorced, the residence of the minor is that of the parent who was granted custody by the court; or, if custody was not granted, the residence continues to be that of the father. If both parents are dead, the residence of the minor is that of the last surviving parent at the time of that parent's death, unless the minor lives with a legal guardian of his or her person duly appointed by a proper court of Mississippi, in which case his or her residence becomes that of the guardian.

**An Adult:** The residence of an adult is that place where he or she is domiciled; that is, the place where he or she actually physically resides with the intention of remaining there indefinitely or of returning there permanently when temporarily absent. Adult students who are residing outside of the state of Mississippi, but whose parents have moved to this state and have become residents, must establish residence in their own right. In determining residence for tuition purposes of persons who return to Mississippi after temporary departures such as school attendance, work elsewhere, or military service, cognizance is taken for evidence showing continuity of state residence and demonstrated intent to return to the state.

**Removal of Parents from Mississippi:** If the parents of a minor who is enrolled as a student in an institution of higher learning move their legal residence from the state of Mississippi, the minor is immediately classified as a nonresident student.

**Required 12 Months of Residence:** No student may be admitted to the university as a resident of Mississippi unless his/her residence, as defined herein above, has been in the state of Mississippi for a continuous period of at least 12 months immediately preceding his or her admission.

A student who has lived within the state for 12 months following his or her 21st birthday may establish residence in his or her own right by showing that he or she is living in the state with the intention of abandoning his or her former domicile and remaining in the state of Mississippi permanently or for an indefinite length of time. Intent may be demonstrated or disproved by factors including, but not limited to, filing of Mississippi income tax returns, eligibility to vote in Mississippi, motor vehicle registration in Mississippi, possession of a Mississippi operator's license, place of employment, and self support.

**Residence Status of a Married Person:** A married person may claim the residence of his or her spouse. (Foreign students refer to Legal Residence of a Foreign Student.)

**Children of Parents Who Are Employed by the University:** Children of parents who are members of the faculty or staff of the university may be classified as residents without regard to the residence requirement of 12 months.

**Military Personnel Assigned on Active Duty Stationed in Mississippi:** Members of the armed forces on extended active duty and stationed within the state of Mississippi may be classified as residents, without regard to the residence requirement of 12 months, for the purpose of attendance at the university. Resident status of such military personnel who are not legal residents of Mississippi, as defined above under legal residence of an adult, shall terminate upon their reassignment for duty in the continental United States outside the state of Mississippi.

**Children of Military Personnel:** Resident status of children of members of the armed forces on extended active duty shall be that of the military parent for the purpose of attending the university during the time that their military parents are stationed within the state of Mississippi and shall be continued through the time that military parents are stationed in an overseas area with last duty assignment within the state of Mississippi, excepting temporary training assignments en route from Mississippi. Resident status of minor children shall terminate upon reassignment under permanent change of station orders of their military parents for duty in the continental United States outside the state of Mississippi, excepting temporary training assignments en route from Mississippi.

**Certification of Residence of Military Personnel:** A military person on active duty stationed in Mississippi who wishes to avail himself or herself or his or her dependents of the provisions of the paragraph titled “Military Personnel Assigned on Active Duty Stationed in Mississippi” must submit a certificate from his or her military organization showing the name of the military member, the name of the dependent (if for a dependent) the name of the organization of assignment and its address (may be in the letterhead), that the military member will be on active duty stationed in Mississippi on the date of registration at the university; that the military member is not on transfer orders; and the signature of the commanding officer, the adjutant, or the personnel officer of the unit of assignment with signer’s rank and title. A military certificate must be presented to the registrar of the university each semester at (or within 10 days prior to) registration for the provisions of the paragraph “Military Personnel Assigned on Active Duty Stationed in Mississippi”, named above, to be effective.

**Legal Residence of a Foreign Student:** Students with permanent immigrant status or refugee status can establish residence in the state by meeting the provisions of the Mississippi Statute.

# University Facilities and Student Services

## Automobiles on Campus

Faculty/staff, employees, and students, full time or part time, who operate a vehicle on university-controlled property, will be required to purchase a parking permit from the Department of Parking Management. Parking permits in the form of hang tags, decals, and temporary permits are available from the Department of Parking Management in McLemore Hall, Room 152. The department offers a brochure detailing parking zones and other traffic regulations. Penalties are assessed for regulation violations. For addition information, contact

The University of Southern Mississippi  
Parking Management  
118 College Drive #10061  
Hattiesburg, MS 39406-0001  
(601) 266-4943  
[www.usm.edu/parking](http://www.usm.edu/parking)

## Career Services

Career Services, located on the first floor of McLemore Hall, offers the student three types of employment assistance while attending the university: part-time employment, cooperative education employment, and career employment upon graduation.

The **Student Employment Division** offers the student an opportunity to obtain part-time employment while enrolled as a regular student at Southern Miss. This comprehensive service includes jobs for work-study as well as non-work-study, both on and off campus.

The **Career Center** in McLemore Hall, Room 125, is Southern Miss' professionally staffed resource center specializing in career and job search advising. A variety of services to assist students in pursuing a career include individual counseling appointments; on-campus interviews; the Career Resource Center; credential services; job search consultations; employment listings on the Career Services Web site ([www.usm.edu/cs](http://www.usm.edu/cs)), and resume referrals to job openings. Students are encouraged to register with this office at least three semesters prior to their anticipated graduation date. Services are available for all Southern Miss students and alumni. Comprehensive information describing services is located on the Career Services Web site.

The **Cooperative Education Program** affords the student the opportunity to gain a complete education with periods of work related to the student's major. The Cooperative Education Office assists in finding meaningful jobs that will give the student practical work experience and financial support to aid in his or her education. The basic qualifications for the graduate co-op programs are as follows:

1. admission to a graduate program;
2. the maintenance of at least a 3.00 overall GPA; and
3. the student must attend Southern Miss at least one semester prior to placement.

Students are eligible to enter the program at any time during their career at Southern Miss after the first semester. Salaries of co-op students vary depending on the type of degree they are pursuing and the amount of co-op experience they have. The Office of Cooperative Education will determine the eligibility of the student to participate in the program. Once an active participant, each student's record of performance will be periodically reviewed, and a student may be placed on probation or removed from the program if not meeting minimum requirements.

### For additional information, contact

The University of Southern Mississippi  
Career Services  
McLemore Hall, Room 125  
118 College Drive #5014  
Hattiesburg, MS 39406-0001  
(601) 266-4153

## Health Services

The Southern Miss Student Health Services (clinic) can provide the students, faculty, and staff with the same services available at a family doctor's office. The Student Health Services provides a wide range of services, including laboratory testing, x-ray, pharmacy, and educational services. The Student Health Services is staffed by several competent physicians and nurse practitioners. The Student Health Services is located on the west side of Kennard-Washington Hall. During the fall and spring semesters, the Student Health Services hours are 8 a.m. to 5 p.m., Monday through Wednesday, 9:00 a.m. - 5:00 p.m. on Thursday and 8:00 a.m. - 4:30 p.m. on Friday. There is a \$5.00 charge for every visit for students. They can pay with cash, credit card, or charge this to their student ID. The staff and faculty pay at the time of visit a \$38.00 office visit, cash or credit card.

The Southern Miss Student Health Services is accredited by the Accreditation Association for Ambulatory Health Care, Inc. (AAAHC) and is a member of the American College Health Association. For more information, please call (601) 266-5390, or visit our Web site at [www.usm.edu/healthservice](http://www.usm.edu/healthservice).

## Office for Disability Accommodations (ODA)

In accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act (1990), The University of Southern Mississippi provides reasonable accommodations for students with disabilities through the Office for Disability Accommodations (ODA). ODA verifies eligibility for accommodations and works with eligible students to develop and coordinate plans for the provision of accommodations. Eligible students include those who are enrolled in degree and nondegree programs offered by The University of Southern Mississippi, are considered qualified to meet all university program requirements despite a disability, and meet the definition of disability as defined by the Rehabilitation Act of 1973 and the ADA. To receive accommodations, students must self-identify with the ODA.

Accommodations may include exam modifications, assistive technology, accessible housing, document conversion, interpreters, note-takers, and readers. In order to receive appropriate and timely accommodations, eligible students should contact the ODA before the semester begins to file an application and submit documentation of the disability for review. The ODA is committed to creating a positive campus environment where students with disabilities are encouraged to pursue careers on the basis of personal interest and ability.

For an application and guidelines for documentation of disability, contact The University of Southern Mississippi, Office for Disability Accommodations, 118 College Drive #8586, Hattiesburg, MS 39406-0001; call (601) 266-5024 or (228) 214-3232; or visit the Website [www.usm.edu/oda](http://www.usm.edu/oda). Individuals with hearing impairments can use *Mississippi Relay Service* at 1-800-582-2233 (TTY) to contact campus offices.

## Union Complex (Thad Cochran Center, R.C. Cook University Union, Hub)

The Union Complex (Thad Cochran Center, R.C. Cook University Union and Hub) is the center of student activities at Southern Miss. The R.C. Cook University Union and Hub house the Union and Programs department's administrative offices, student organization offices, post office, Seymour's food court, game room and more.

The Thad Cochran Center, a four level, 237,000 square-foot addition to the R.C. Cook University Union and Hub, houses Barnes & Noble @ Southern Miss including retail and textbooks, the Fresh Food Company (major dining facility), a monumental mural, grand ballroom, meeting rooms, etc. The facility is the largest construction project ever undertaken on the Hattiesburg campus of The University of Southern Mississippi.

Students use the Union Complex for dining services, recreation, social, religious and organizational activities. The union is a member of the Association of College Unions International.

## Recreational Sports

Through recreation, sports competition, special programs, and wellness activities, Recreational Sports provides a safe environment while enhancing sportsmanship, leadership, and quality of life for a diverse university community. Housed in the Payne Center, Recreational Sports provides an opportunity for the campus to take advantage of a variety of services and programs which include personal fitness instruction, intramural sports, aquatics, fitness classes, sports clubs, and informal recreation activities.

The Payne Center offers indoor recreational facilities which include four basketball/volleyball courts, six badminton courts, four championship racquetball courts, an international size squash court, a six-lane indoor pool (**M.C. Johnson Natatorium**), a one-eighth mile indoor exercise track, sauna, free weight, circuit training, cardiovascular workout room, and is fully accessible to the disabled. Activities and programs available include more than 40 intramural sports events from flag football to dodgeball, and more than 12 sport clubs from ballroom dancing to rugby. The Fitness Assessment Center provides services which include fitness assessment and exercise prescription for the university community at a nominal fee.

Recreational Sports offers outdoor facilities such as the Rails to Trails Gateway at Southern Miss, the Intramural Fields, the Bruce and Virginia Wilgus Fitness Trail, and outdoor volleyball courts. All indoor and outdoor facilities, activities, and programs are supervised by First Aid/CPRO-trained personnel to promote a safe recreational environment for participation. For more information regarding Recreational Sports programs and services, call (601) 266-5405.

## Student Counseling Services

The primary mission of the USMSCS is to provide quality services to USM students by promoting sound mental health and the coping skills necessary for successful pursuit of their educational and life goals. As mental health professionals, we work in a spirit of collaboration within the division of student affairs to support individual responsibility, personal growth, and wellness of all members of the student body.

USMSCS works in conjunction with USM Student Health Services to provide comprehensive mental health care. USMSCS services include individual, group and couples therapy. Referral for psychiatric services at USMSHS is also available if needed. Students seek our services for a wide variety of reasons, including difficulty adjusting to university life, anxiety, depression, eating disorders, substance abuse, and relationship problems.

Professional staff at the USMSCS include one doctoral psychologist and five masters level counselors. All services are confidential, and are currently provided free of charge. Up to four psychology practicum students provide services under the supervision of a licensed doctoral psychologist.

USMSCS is located in Kennard-Washington Hall, on the second floor. Hours of operation are between 8 a.m.-5 p.m., Monday to Friday. Walk-in hours are available daily, call 601-266-4829 for specific times. Crisis service is available by phone outside normal business hours, by calling the University Police Department, (601) 266-4986, or by calling the counselor on call at (601) 818-6352.

### University Testing Center

The Counseling Center is also responsible for the administration of the University Testing Center. The Testing Center is located in 213 Walker Science Building and is responsible for coordinating the following paper pencil-based standardized tests: the ACT, the GRE Subject Tests, the LSAT, the MCAT, and the PRAXIS I and II. The Testing Center also provides computer-based testing services for the following tests: the TOEFL, the PRAXIS I, the GMAT, and the GRE General Test. To register for any of the aforementioned tests, contact the Testing Center at (601) 266-6123.

## Veterans Affairs

Veterans Affairs are administered through the Office of the University Registrar. Assistance is given to veterans and dependents of eligible veterans to enable them to derive the maximum benefit from their veterans' educational entitlement.

## Distance Education

The University of Southern Mississippi offers several types of distance education coursework that students may choose from for credit towards degree programs: online courses, and IVN courses. There is no designation on student transcripts between courses taken in a traditional face-to-face setting and those taken through Distance Education. Workloads for distance courses will be similar to those courses taken in traditional on-campus format; students should not expect distance courses to be “easier”, “less demanding” or “less challenging” than traditionally delivered courses. In fact, some students may find the fact that they are not meeting with their instructor “in person” is a barrier and they may find it difficult to manage their assignments and time wisely. If you are interested in Distance Education, please feel free to visit the website for more information: <http://www.usm.edu/lec/des>

**Online Courses:** Fully online courses are those whose traditional meeting times are replaced by online resources 50% or more. Online courses are available to any student who has access to a computer, printer, and internet service provider. Components in online courses will vary, depending on the tools and services the individual instructors wish to use and provide. There is no set template that faculty are required to use in developing the online courses, so students may see a great variance between individual courses. Faculty will choose how to administer student evaluation; tests may be online, given face-to-face in a group setting as arranged by the instructor, or given in a proctored environment as arranged by the student. These are issues that will be addressed in the course syllabus. For a list of online courses, please refer to <http://www.usm.edu/lec/des> for the appropriate semester list.

**IVN courses:** The Interactive Video Network (IVN) is a real-time, instructor-led course that is broadcast to several sites simultaneously. The instructor can be teaching at any designated site, with or without a student “audience” with students at several other sites. Students are required to interact with the faculty and other students at all sites, just as they would interact in a traditional classroom. Testing may be done in several ways, just as with online courses. Again, the testing issue will be covered in the course syllabus and students can request clarification from the instructor as needed.

For more information about IVN courses, please visit the Web site at <http://www.usm.edu/lec/ivn>.