

# Master in Interdisciplinary Studies

**College of Arts and Sciences  
MIIS Graduate Student Handbook**

MIIS Office CS 209  
1250 Siskiyou Boulevard  
Ashland, Oregon 97520  
541-552-6260

[www.sou.edu/miis](http://www.sou.edu/miis)

**SOUTHERN  
OREGON  
UNIVERSITY**

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*\*Forms are available online at [www.sou.edu/miis](http://www.sou.edu/miis) or from the CAS Graduate Office Coordinator.*

# SOUTHERN OREGON UNIVERSITY

Spring, 2009

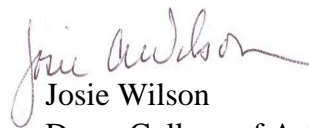
It is with great pleasure that I welcome you to Southern Oregon University and the Master in Interdisciplinary Studies Program. This is an exciting time for us as we launch our new program and work with you to build a learning community that will support your intellectual and professional growth. This is also an exciting time for you as you initiate this journey toward your master's degree.

During your first fall term in the MIIS program, you'll clarify your goals and identify a faculty team that will support your work. You'll begin to expand your learning skills and develop a plan to achieve your goals. Dr. Charles Lane (lane@sou.edu) will serve as your Graduate Coordinator and first advisor until your Graduate Committee is established. Ms. Debi Holcombe (holcombed@sou.edu) will oversee logistics, including everything from forms, to filing for graduation, to submitting a completed thesis or project.

Our faculty members value the opportunity to work with select graduate students in this very unique and personal program. You'll find mentors who will help you focus and implement your goals, challenge you to develop your skills and knowledge, and celebrate your successes along the way.

I look forward to meeting you and supporting your efforts, as well. Should you ever have a concern about the program, please feel free to contact me directly. And I especially look forward to celebrating your success at graduation.

Sincerely,



Josie Wilson  
Dean, College of Arts and Sciences  
Southern Oregon University  
Ashland, OR 97520  
541-552-8173  
jwilson@sou.edu

## **Overview of the Master in Interdisciplinary Studies**

The Master in Interdisciplinary Studies program is founded on the belief that many current and future issues of life, health, identity, relationship, technology, belief systems, political vision, environmental wealth, cultural complexity, and the nature and acquisition of knowledge are most fruitfully explored through interdisciplinary approaches. Our Mission is to serve graduate students who want to develop new perspectives on human values and questions of social importance, who want to develop new habits of thinking, and who want to advance their analytical and communication skills.

The objectives of the MIIS program are to:

- Provide individuals with a solid base of advanced understandings in select areas.
- Provide students with strong problem-solving, critical-thinking, and communication skills that meet standards for graduate student performance.
- Develop dispositions toward social practices by examining questions and cases relevant to specific academic disciplines and to their applications in interdisciplinary discourse.
- Provide students with the tools and knowledge needed to work on real-world problems, relationships, and opportunities that continue to shape the quality of life and the forms of culture in southwest Oregon, the state, the nation, and the world.

### **Whom to Talk with About Questions or Concerns**

If students have any concerns or questions about a procedure, a policy, a requirement, or any matter the students feel have not been clearly explained to their satisfaction, and they are not sure where to go for further information, they should start with their Graduate Advisors. If the students still have questions, they should feel free to consult any of the following people: the CAS Graduate Office Coordinator, CAS Graduate Coordinator, Department Chairperson of the major concentration area or the CAS Dean.

## Directory of Offices and Services

On-campus telephone prefix: 541-552-

### College of Arts and Sciences

Graduate Office Coordinator, Debi Holcombe .....	6260
Graduate Coordinator, Charles Lane .....	6479
Admissions, Britt Hall .....	6411
Bookstore, Stevenson Union.....	6178
Career Development Services, Stevenson Union 312 .....	6461
Commuter Recourse Center Stevenson Union .....	8238
Counseling, Health and Wellness Center.....	6136
Financial Aid, Enrollment Service Center Britt 230.....	6600
Housing Dorms, Siskiyou Center .....	6371
Family Housing.....	8230
International Programs, Stevenson Union 321 .....	6336
Multicultural Resource Center Stevenson Union 301 .....	8793
Parking-Campus/Safety and Security, 382 Wightman .....	6258
Registrar, Enrollment Service Center Britt 230.....	6600
Student Affairs, Stevenson Union 322.....	6221
Women’s Resource Center, Stevenson Union .....	6216

### Table of Abbreviations

CAS: College of Arts and Sciences

MIIS: Master in Interdisciplinary Studies

# Current Available Areas of Study

## Major concentration areas:

- Biology
- Criminology and Criminal Justice
- English and Writing
- Health and Physical Education
- Social Sciences

## Minor concentration areas:

Anthropology	Foreign Language and Literature (Spanish, French)
Art and Art History	Geography
Biology	Health and Physical Education
Business	History
Communication	International Studies
Computer Science	Mathematics
Criminology and Criminal Justice	Music
Economics	Political Science
Education	Social Sciences
English and Writing	Sociology
Environmental Studies	Women's Studies

## Course Load and Course Information

The MIIS program can be completed in five terms for full-time students who are enrolled for 9–10 credits per term, although the majority of students take two years to complete. Students must be enrolled continually, except summer, to remain a current student. Students who wish to schedule an approved break from the MIIS program should complete a *Request for Academic Leave\** form. Students returning from an approved break must complete a *Reapplication for Graduate Admissions and Master Status in the College of Arts and Sciences\** form prior to registering. In order to graduate, students must complete all work within seven years or they will be required to update coursework. Students will work with an advisor in the major concentration area to schedule classes.

A *Degree Program Form\** will be completed when meeting with the student's Graduate Committee. The original form will be sent to the MIIS Office Coordinator to be kept in the student's permanent file. If the student needs to deviate from this plan a *Program Change Request Form\** must be completed, signed by the appropriate faculty, and sent to the CAS Graduate Office Coordinator.

*\*Forms are available online at [www.sou.edu/miis](http://www.sou.edu/miis) or from the CAS Graduate Office Coordinator.*

*Students MUST BE enrolled for at least 1 credit hour during the term they are planning to graduate.*

# Timeline

## **Before completing 12 credits**

- Student must establish a Graduate Committee (includes Graduate Advisor and two additional faculty usually from major/minor concentration areas).
- Student must also complete Degree Program Form approved by student's Graduate Committee.

## **Before completing 24 credits**

- Student must complete a Mid-Program Evaluation Review Form approved by the student's Graduate Committee.

*Students will not be allowed to register for additional coursework if mid-program evaluation is not complete.*

- Student will file a final project proposal approved by the Graduate Committee.

## **Upon approval of proposal**

- Student will arrange to complete a comprehensive exam followed by an oral exam. The Graduate Committee will administer and evaluate the written and oral comprehensive exam.

*The Oral Exam Committee will be student's Graduate Committee*

## **Final Project Completion: One month prior to graduation/final term**

- Student will confirm dates with Graduate Advisor and will notify Graduate Office Coordinator of date and time for the defense of final project.
- Student will submit Application for Graduation with Graduate Office Coordinator and pay appropriate fees with Enrollment Service Center. (Student must bring receipt of payment to the Graduate Office Coordinator.)
- Student will complete final project at the start of the final term. Revised, completed, and approved copies will be submitted to the MIIS Graduate Office Coordinator's office and the Hannon Library.

## Program Requirements

The MIIS program is a 48-credit program divided into graduate core, major area, and minor area(s). Of the 48 credits required to graduate from the program, 16–28 credits will be taken in the major concentration area and 12–16 credits will be taken in the concentration minor area.

In addition three graduate level seminars (total of 8 credits) are required as part of the initial core and are included in the total 48 credits.

### GRADUATE CORE

#### **CAS 520 Introduction to Interdisciplinary Graduate Studies (2 credits)**

Builds a foundation that supports the interdisciplinary program of study for students enrolled in the Master in Interdisciplinary Studies (MIIS). Introduces disciplinary and interdisciplinary research methods, theories, and philosophies to students in the year's cohort. Explores the ethics and practices of advanced inquiry. Required during the first year of coursework in the MIIS program and is available fall term only.

#### **CAS 521 Applications in Interdisciplinary Graduate Studies (3 credits)**

Building on the concepts introduced in CAS 520, introduces cohort students to the practice necessary in selecting a research design for thesis option or assessment of project options. Explores the literature search and review practices necessary to develop sound scholarship. Covers the use of appropriate theory in research design and project assessment. Engages students in the practices necessary to develop a thesis or project proposal. Available winter term only.

#### **CAS 522: Research and Assessment in Interdisciplinary Graduate Studies (3 credits)**

Develops the foundations built in CAS 521. Explores the nature of research and assessment questions and hypotheses in an interdisciplinary context. Examines in-depth the practices used in quantitative, qualitative, and mixed-method research modalities. Available spring term only.

### **Degree Program Planning**

Students develop a planned program of study with their Graduate Advisor and Graduate Committee. A *Degree Program Form*\* must be approved before the student completes 12 credits. After obtaining all necessary signatures, this form will be submitted to the Graduate Office Coordinator who will keep it in the student's permanent academic file.

\*Forms are available online at [www.sou.edu/miis](http://www.sou.edu/miis) or from the CAS Graduate Office Coordinator.

### **Maximum Course Loads per Quarter**

The maximum course load for graduate students during fall, winter, or spring term is 16 quarter hours. During summer term, the maximum load for graduate students is 15 quarter hours. Any deviation from the course load restriction requires the filing of an Overload Petition. Overload Petitions (available at Enrollment Service Center) require the signatures of the Graduate Advisor, CAS Graduate Coordinator, and CAS Dean. The student and Enrollment Service Center receive a copy of the completed form. There is a surcharge for all credit hours in excess of the course load restriction.

### **Coursework in Residence**

Two-thirds of the master's program coursework must be taken at SOU. This would be at least 32 credits of a 48-credit program or 40 credits of a 60-credit program.

The last 9 credits of the master's program must be taken at SOU unless the CAS Graduate Coordinator approves a waiver. All waiver requests must be submitted in writing by the student and must clearly state the reason the request is being made. (See section on Prior Coursework and Transfer Coursework Limitations page 15).

### **Change in Planned Program of Studies**

To request the use of any course not included in the original approved planned program of studies (*Degree Program Form\**), a *Program Change Request Form\** must be submitted and approved by the Graduate Advisor and the Graduate Coordinator. Any courses approved in this manner are listed in the planned program of studies. Copies of the approved Change Request form and the revised program are forwarded to the student and those who signed the form. Students are notified if any courses requested in this manner are not accepted.

*\*Forms are available online at [www.sou.edu/miis](http://www.sou.edu/miis) or from the CAS Graduate Office Coordinator.*

### **Prior Coursework and Transfer Limitations**

Up to 16 quarter credits of approved graduate coursework taken prior to regular admission to a master's degree program at Southern Oregon University may be included in the planned program of studies. This limitation applies to coursework taken at Southern Oregon University and coursework transferred from other institutions. Such courses must be appropriate for the master's degree program to which students are admitted and must be approved by the Graduate Committee and the Graduate Coordinator.

### **Transfer Students**

A transfer student is an individual previously enrolled in a graduate program, other than the MIIS program, who has completed at least 12 graduate credits.

Transfer students must complete the formal application process including prerequisites.

An accepted transfer student may transfer a maximum of 16 credits from the previous uncompleted program. Syllabi and/or course descriptions will be used to determine which credits will be transferred. The student's Graduate Committee and Graduate Advisor will decide which courses are acceptable for transfer.

Depending on the courses transferred, the student may have a modified *Degree Program Form\** that reflects different course content. This will be determined by the student, the student's Graduate Committee, and the Graduate Coordinator.

No more than 6 quarter credits of prior or transfer credit may be from a completed master's degree. All transfer credit must be supported by official transcript sent directly from the school of origin to the Graduate Office Coordinator.

The expected time of degree completion is taken into consideration when evaluating prior and transfer coursework for inclusion in a *Degree Program Form\**. Generally, prior and transfer coursework are not accepted toward the program if it is five or more years old at the time students are admitted to the master's program.

Prior and transfer credits are not accepted toward program of studies until the *Degree Program Form\** (or the *Program Change Request Form\**) is signed by all appropriate officials.

Final acceptance of any transfer credit is the prerogative of the CAS Graduate Coordinator and Southern Oregon University. After admission to a master's program, it is the student's responsibility to make sure a course has been approved for the program *before* it is taken.

*\*Forms are available online at [www.sou.edu/miis](http://www.sou.edu/miis) or from the CAS Graduate Office Coordinator.*

### **MA, MS, or MIS Designation**

Each student and Graduate Committee will decide if the planned program meets the requirements for a Master of Arts in Interdisciplinary Studies (includes intermediate high proficiency in a foreign language), or a Master of Science in Interdisciplinary Studies (includes intermediate high proficiency in mathematical studies), or a Master in Interdisciplinary Studies (provides appropriate depth in non-foreign language or mathematical studies).

### **Open-number Courses**

All open-number courses used in the interdisciplinary graduate program may have either a CAS or a disciplinary prefix. Credits for each course are variable with limits established by the curriculum. The instructor and student propose credits and content for open-number courses with an *Irregular Registration Form* (provided by the instructor) for approval by the CAS Dean.

### **Practicum and Internship**

If students participate in a practicum or internship as part of an approved Plan of Studies, the Graduate Advisor will establish expectations and responsibilities with an on-site supervisor and the hosting agency. The Oregon Tort Claims Act (ORS 30.260-30.300) prohibits SOU from accepting liability for the acts, omissions, and conduct of students participating in practicum or internship assignments either on-campus or in off-campus agencies.

### **Mid-program Review**

Before a student completes 24 credits, the student's Graduate Committee assesses progress to date including the plan for the Comprehensive Examination and the student's Final Project proposal. They meet with the student and complete the *Mid-Program Evaluation Review Form\**.

### **Comprehensive Examination**

The Comprehensive Examination is a non-credit written assessment of completed graduate coursework. Typically, the Comprehensive Examination covers three to five questions written on a non-networked computer during a period of four hours. It is administered after the student completes most formal classes and at or near the beginning of the Final Project. The Graduate Committee will determine the scope and content of the Comprehensive Exam, in consultation with the student. They will write the questions and will evaluate the completed exam. The Graduate Office Coordinator will oversee the logistics of administering the exam.

Within two weeks of the completed written exam, the Graduate Committee will conduct the oral exam portion of the Comprehensive Exam. This will provide an opportunity for further clarification of the responses to the Comprehensive Exam. At the oral examination, a student will be graded Pass, Conditional Pass, or No Pass.

When a student earns a Pass, he/she is advanced to candidacy and may proceed to completing the Final Project and final project defense. A Conditional Pass will require further work by the student (e.g. a paper elaborating an issue not well explained on the exam) and further assessment by the Graduate Committee. If a student receives a No Pass, he or she will have to retake the Comprehensive Exam. A student may retake the Comprehensive Exam (with different questions) up to two additional times in order to achieve a Pass. If a student does not achieve a Pass, he or she will be withdrawn from the program.

## **Final Project and Oral Defense**

Each student is required to complete a Final Project that may be a thesis or a non-thesis format, to be determined in consultation with the Graduate Advisor and Graduate Committee. Content and form of the student's Final Project—including research, analysis, results, and conclusions for a thesis or the professional standards of a presentation, performance, or exhibition for a non-thesis project—are overseen and approved by the Graduate Advisor and Graduate Program Committee.

If the thesis involves research with humans or animals, the protocol must be reviewed prior to the start to ensure compliance with institutional policy and federal guidelines. The Institutional Review Board (IRB) oversees human subjects and the Institutional Animal Care and Use Committee (IACUC) monitors animal research. Examples of human subject research to review include surveys, interviews, and behavior observation. Animal research includes trap and release, behavior modification under stress, and species population identification.

The Boards are coordinated through the Grants and Sponsored Programs office with additional information on their website at [http://www.sou.edu/grants/irb\\_review\\_process.html](http://www.sou.edu/grants/irb_review_process.html). You may also contact the IRB and IACUC administrator, Deborah Hofer, at 541-552-8662. The Graduate Committee will assist in securing needed review and approval.

Whether thesis or non-thesis, all Final Projects will be evaluated during an Oral Defense. The Oral Defense will be administered by the Graduate Committee with the participation of a Graduate Faculty member from outside the major or minor areas of concentration. This additional faculty member serves as a representative of the Graduate Council to provide an assurance of both objectivity and rigor during the Oral Defense. He or she evaluates the oral examination, using the Oral Exam Committee questionnaire (provided by the Graduate Office Coordinator). The student's Graduate Advisor provides final documentation (i.e. a copy of the thesis, final project research paper, or a description or reproduction of a material model) and a copy of the student's completed Degree Program Form.

All arrangements for the Oral Defense of the final project are coordinated by the student with the Graduate Advisor and the Graduate Committee, usually completed in the last term before Graduation.

All recommended substantive and stylistic changes in the final project, including professional, rhetorical, or bibliographical style guidelines, are submitted to and their execution is verified by the Graduate Advisor and the student's Graduate Committee. The completed thesis, paper, or model (or its effects) must adhere to format and records guidelines set by the University [see style guideline\*]. Once approved by the student's Graduate Committee, the graduate student submits the Final Project to the CAS Graduate Coordinator for final approval, who verifies adherence to SOU guidelines.

Approved students produce three printed copies plus one copy on disk. Student pays for binding and submits to the Graduate Office Coordinator. One copy of the completed project in its final approved format is delivered to the University Hannon Library for cataloging and archiving. One copy is archived with the CAS Dean and one copy archived in the office of the major concentration area. Students may submit additional printed copies to be bound for their own use at additional expense. During work on the Final Project, students enroll in 6 to 12 credits of open-numbered courses (e.g. CAS 503 Thesis, CAS 504 Project). Each student must be continually enrolled for at least 1 credit/term during work on the Final Project.

*\*Forms are available online at [www.sou.edu/miis](http://www.sou.edu/miis) or from the CAS Graduate Office Coordinator.*

*Students MUST BE enrolled for at least 1 credit hour during the term they plan to graduate.*

### **Basic Information About Degree Completion**

Degrees are awarded at the end of the quarter in which *all* requirements are completed. Summer, fall, and winter degree recipients receive diplomas from the Enrollment Service Center approximately eight weeks following the end of the quarter.

### **Application For Completion of Master's Degree**

To apply for graduation, students must complete and submit the forms to the Graduate Office Coordinator no later than the first week of the term in which they plan to graduate. The forms consist of the "Application for a Master's Degree" (an orange card that becomes part of the student's permanent record) and a white form titled "Application for Completion of Master's Degree," both available from the Graduate Office Coordinator. There is a \$70 fee for each degree application (paid to Enrollment Service Center). A receipt showing the payment must be returned to the Graduate Office Coordinator.

After the forms are submitted, the CAS Graduate Office Coordinator completes a program audit and contacts students confirming or denying qualification for degree completion during that particular quarter. Students are informed of any program deficiencies. All deficiencies must be cleared before students graduate.

### **Commencement and Diplomas**

During the middle of April, the Enrollment Service Center places commencement information on the SOU web page. Students who have completed their degrees during the previous fall or winter, and those who have been cleared by the CAS Graduate Office to complete requirements during spring, may participate in commencement. Students scheduled to complete their degree during the post-commencement summer or fall terms, may participate in the commencement ceremony if they have written verification of completion date from their Graduate Advisor and the Graduate Coordinator.

Students who complete all requirements during spring quarter receive diplomas after grades have been posted at the end of the quarter.

**Ordering official transcripts** Students can order official transcripts through the Enrollment Service Center. Students should request that the transcripts be sent *after the master's degree has been posted*. Transcripts are \$4 a set. (They can be sent to more than one address).

## Admission Classifications and Graduate Assistantships

Financial aid awards are affected by admission classifications. Students should be sure to confer with the Financial Aid Office to determine the financial aid for the classification to which they are admitted.

**Graduate (GR)** A student who is fully admitted to a specific master's program. Graduate fees are charged. Students with this classification are eligible to apply for graduate assistantships\*.

**Non-admitted Graduate (NG)** A student who has not been admitted to a specific graduate program following receipt of the baccalaureate degree. This student is restricted to taking no more than eight (8) credits per quarter during fall, winter, or spring. These credits can be undergraduate level, graduate level, or a combination. Students in the NG classification are charged tuition and fees based on the level of the courses for which they are registered. There is no guarantee that courses taken in the NG category are applicable toward a future planned program of study. Non-admitted graduate students are generally interested in taking coursework for their own interest and do not intend to pursue a master's program. Students who want to take more than eight credits per quarter or who wish to enter a degree program must apply for formal admission to the Institution. The Application for Graduate Admission form and other information must be submitted to the Admissions Office.

**Post baccalaureate Non-graduate (PN)** A student with a baccalaureate degree who is taking additional coursework at the *undergraduate level only*. This student qualifies to pay undergraduate fees. A student may apply for this status if he or she has undergraduate prerequisites to complete prior to entering a master's program.\*

**Post baccalaureate (PB)** A student who is taking additional coursework at the graduate level or a mix of graduate and undergraduate courses. Graduate fees are charged. There is no guarantee that graduate coursework taken as a post baccalaureate student will apply to a future master's program.\*

*\*Students with a classification of PN, PB, or GR who would like to change from this classification to another must file a Petition for Change of Status. This form is available from the Admission's office.*

### Graduate Assistantships

Graduate Assistantships are available on campus. A typical GA position will require students to work a specified number of hours per week during the regular term. Students will receive a stipend for the hours worked and will also have a portion of the base tuition fee waived for each term they are employed. Students must be fully admitted to a master's program to qualify for a GA position. GA positions are located in various departments across campus. For more details, visit the Financial Aid office.

# Academic Standards

## Grading

Letter grades are required for all courses in the Master in Interdisciplinary Studies with the exception of courses listed as P/NP only, including transfer credits. Courses assigned a grade lower than B- are not acceptable. If students should get a grade lower than a B- they must retake the course if it is to be used on the Degree Program Form; it can be removed from the program or replaced by another course with the approval of the Graduate Committee and completion of a *Program Change Request Form\**.

## Academic Probation

Graduate students must maintain at least a 3.0 cumulative GPA overall in the master's degree program. Any time a student's GPA fails to meet this standard, the student is placed on academic probation and notified by the Graduate Office Coordinator. A student placed on academic probation must petition the CAS dean, with the support of the Graduate Advisor and Graduate Coordinator, for permission to continue work toward the degree. If permission is granted, the student must correct the deficiency within the next 12 credits of graduate coursework or be dropped from the program.

A student who has a grievance arising from a graduate regulation should consult the Graduate Coordinator for advice. If the grievance cannot be resolved at this point, the student may undertake formal grievance procedures as outlined in the Academic Standards and Grading Grievance Policy at <http://www.sou.edu/studentaffairs/sapoliciesconduct.html>.

## Right of Appeal

If the student elects to make an appeal, the Appeals Committee shall include: (1) the student's Graduate Advisor, (2) the Major Department Chair, (3) the Graduate Coordinator, and (4) the chair of the Graduate Council.

## Degree Program Planning

Students develop a planned program of study with their Graduate Advisor and Graduate Committee. A *Degree Program Form\** must be approved before the student completes 12 credits. After obtaining all necessary signatures this form will be submitted to the Graduate Office Coordinator who will keep it in the student's permanent academic file.

## Satisfactory Progress

Once admitted to the MIIS program, students are expected to progress toward the degree in a timely manner. During spring term of each academic year, the Graduate Office Coordinator sends a form to each admitted graduate student who has not been in attendance during that academic year requesting that the student formally withdraw from the program or specify the quarter for resuming coursework toward the degree. If the form is not returned or if the student does not return during the quarter he or she specified, the student will be administratively withdrawn from the master's program.

## **Student Responsibility**

Graduate students are expected to know the requirements for the program they undertake. While the institution will assist each student as much as possible, the responsibility for any error in enrollment or misinterpretation of policies and regulations rests with the student.

### **Student Conduct Code**

The student is responsible for conduct that helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the university community are respected. Please refer to the “Code of Student Conduct” at <http://www.sou.edu/studentaffairs/sapoliciesconduct.html> for additional information.

### **Professional Ethics**

Graduate students are expected to honor those standards of ethical practice appropriate to academic life. Candidacy for the graduate degree may be denied, suspended, or revoked should it be established that an individual is a discredit to his or her peers by dishonoring the profession through any flagrant violation of the ethics of scholarship and higher learning. The student may exercise his or her right of appeal to such a decision by procedures outlined in the “Academic Standards and Grading Grievance Policy” at <http://www.sou.edu/studentaffairs/sapoliciesconduct.html>.

In matters regarding student responsibility and ethics, the Graduate Council considers the following to be examples of flagrant violations: cheating, plagiarism, forgery, physical abuse (or threat of physical abuse) against members of the university, theft of university property, and unauthorized entry to and/or use of university controlled property.

# Conditions for Admission and Retention

The Master in Interdisciplinary Studies has developed the following Conditions for Admission and Retention.

## Professional Standards

A situation that involves a significant ethical violation as determined by the faculty of the program may result in immediate dismissal from the program.

Students who are identified as having deficiencies in one or more of the areas evaluated are provided the following assistance in order to improve their performance:

### 1. Problem Identification Meeting

The Graduate Advisor meets with the student and gives specific examples of the difficulties that have been identified by the faculty, supervisors, recipients of services, or relevant member of the University community. The student and the Graduate Advisor then discuss change expectations and procedures. Explanation is made at this time as to the seriousness of the problem. Steps for resolution are recommended and both parties agree upon a timeframe for change. The Graduate Advisor, student, and Graduate Coordinator sign an agreement about steps for resolution and a copy is submitted to the CAS Graduate Office Coordinator.

### 2. Recurring or Critical Problems

If the situation is a continuing one, or is critical, the student's Graduate Committee or a team of faculty members may be appointed by the Graduate Coordinator to meet with the student. The concerns are delineated in writing and given to the student at least one week prior to this meeting unless ethical concerns require more urgent action. During this meeting, the student is given specific information about the particular problem, the steps needed for resolution, and the timeframe allowed prior to determining if further action must be considered. The student, the involved faculty members, and the program coordinator sign a written contract stating the areas that need to be improved and the methods and timeframe needed for improvement. A copy of this agreement is given to the student and the original is placed in the student's permanent CAS file.

### 3. Insufficient Progress, Dismissal

If a student does not make expeditious progress toward resolution of the identified problem(s), and if the faculty members agree that the student is unlikely to successfully achieve the academic, skills, or professional behavior objectives needed to be successful in the program, then dismissal of the student from the program will be considered. The Graduate Coordinator will appoint a committee of faculty who were not directly involved in the specific complaints or problems involving the student. This committee will investigate the history of progress toward resolution and report this to the Graduate Coordinator and the student's Graduate Committee. The decision whether to dismiss a student is then made by the student's faculty committee in a closed meeting. The Graduate Coordinator will notify the student of the decision in a certified letter.

**4. Due Process Procedures**

A student who wishes to challenge a decision of the student's Graduate Committee regarding dismissal from the program has the right to an appeal using relevant appeals procedures established by Faculty Senate of Southern Oregon University and as outlined in the "Academic Standards and Grading Grievance Policy" at <http://www.sou.edu/studentaffairs/sapoliciesconduct.html>.

**5. Confidentiality**

All proceedings involving disciplinary actions will be held in confidence within the University's College of Arts and Sciences Dean's Office unless to do so would violate legal or ethical guidelines or prevents due process.