

The Graduate School

Programs and Policies

2003 – 2004

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The University reserves the right to change its admission, registration, and graduation requirements as necessary. The course offerings and requirements of the University of Notre Dame are continually under examination and revisions are expected. This *Bulletin of Information* is not a contract; it merely presents the offerings and requirements in effect at the time of publication and in no way guarantees that the offerings and requirements will remain the same. Every effort will be made to provide advance information of any changes.

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Notice of Nondiscrimination

The University of Notre Dame does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, veteran status, or age in the administration of any of its educational programs, admissions policies, scholarship and loan programs, athletic and other school-administered programs, or in employment.

The Spirit of Inclusion at Notre Dame

“Strangers and sojourners no longer. . .”
(Ephesians 2:19)

The University of Notre Dame strives for a spirit of inclusion among the members of this community for distinct reasons articulated in our Christian tradition. We prize the uniqueness of all persons as God’s creatures. We welcome all people, regardless of color, gender, religion, ethnicity, sexual orientation, social or economic class, and nationality, for example, precisely because of Christ’s calling to treat others as we desire to be treated. We value gay and lesbian members of this community as we value all members of this community. We condemn harassment of any kind, and University policies proscribe it. We consciously create an environment of mutual respect, hospitality, and warmth in which none are strangers and all may flourish.

One of the essential tests of social justice within any Christian community is its abiding spirit of inclusion. Scriptural accounts of Jesus provide a constant witness of this inclusiveness. Jesus sought out and welcomed all people into the Kingdom of God—the gentile as well as the Jew, women as well as men, the poor as well as the wealthy, the slave as well as the free, the infirm as well as the healthy. The social teachings of the Catholic Church promote a society founded on justice and love, in

which all persons possess inherent dignity as children of God. The individual and collective experiences of Christians have also provided strong warrants for the inclusion of all persons of good will in their communal living. Christians have found their life together enriched by the different qualities of their many members, and they have sought to increase this richness by welcoming others who bring additional gifts, talents, and backgrounds to the community.

The spirit of inclusion at Notre Dame flows from our character as a community of scholarship, teaching, learning, and service founded upon Jesus Christ. As the Word through whom all things were made, Christ is the source of the order of all creation and of the moral law which is written in our hearts. As the incarnate Word, Christ taught the law of love of God and sent the Holy Spirit that we might live lives of love and receive the gift of eternal life. For Notre Dame, Christ is the law by which all other laws are to be judged. As a Catholic institution of higher learning, in the governance of our common life we look to the teaching of Christ, which is proclaimed in Sacred Scripture and tradition, authoritatively interpreted by church teaching, articulated in normative understandings of the human person, and continually deepened by the wisdom born of inquiry and experience. The rich heritage of the Catholic faith informs and transforms our search for truth and our understanding of contemporary challenges in higher education.

This statement was adopted by the officers of the University on August 27, 1997, in conjunction with an Open Letter to the Notre Dame Community.

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The Graduate School

As a Catholic research university, the University of Notre Dame offers first-rate academic training in an environment that addresses questions of value and meaning. We are committed to making quality the hallmark of the Graduate School. Our intent is to allow faculty to invest in the lives of gifted graduate students, equipping them to pass on a vision of inquiry, scholarship, teaching, and service.

Over the past two decades, Notre Dame has made dramatic advances in building a distinguished faculty. Ongoing investment in facilities also invigorates the University's graduate programs. For more than a decade major construction projects have added new campus buildings to provide classrooms, faculty offices, and research facilities in the sciences, engineering, humanities, and social sciences.

Notre Dame has a pivotal role to play as a Catholic center of learning, a place that welcomes the intellectual ferment of a university while encouraging its faculty—in a variety of disciplines and from diverse perspectives—to address ultimate questions, religious foundations, and ethical dilemmas.

History

Located north of the city of South Bend, Indiana, the University of Notre Dame, a Holy Cross institution, was founded in 1842 by the Rev. Edward F. Sorin, a priest of the Congregation of Holy Cross. In 1844 it was chartered by a special act of the legislature of the State of Indiana. Combining the style

of the French “college” and the seminary in which Father Sorin and his associates were educated, Notre Dame began as both a secondary school and a four-year college offering the baccalaureate degree in the liberal arts. It soon adapted to the style and structure of the typical 19th-century American university, introducing a science curriculum in 1865, the first American Catholic law school in 1869, an engineering college in 1873, a graduate program in 1918, and a college of business in 1921. The University was first accredited by the North Central Association in 1913.

Administration

From 1918 to the present, the University's Graduate School has developed into four divisions—humanities, social sciences, science, and engineering—and the School of Architecture, and includes 30 departments and programs offering master's and/or Ph.D. degrees in most of the major humanistic, scientific, and engineering disciplines.

Administered originally by a graduate committee of faculty members, the Graduate School was organized formally in 1944 with a graduate dean and graduate council. In 1971, the newly created position of vice president for advanced studies underlined the University's intense focus on building quality in the graduate programs. Since 1990, the Graduate School has been administered by a vice president for graduate studies and research, assisted by several associate and assistant deans and the graduate council.

The University's total student population of more than 10,000 includes nearly 1,700 graduate students and 1,000 professional students. Approximately 800 graduate and professional degrees are awarded annually.

Catholic Character

Father Edward Malloy, Notre Dame's president since 1987, has used these words to describe the University's Catholic character:

“From its founding in 1842 until the present Notre Dame has self-consciously and proudly proclaimed itself to be a Catholic university. In one sense, this distinguishes it from other colleges and universities which are secular or nondenominational in origin and/or present institutional identity. This reference to Catholicity builds on a historical connection to the Roman Catholic Church and its cultivation of the great transcendental values of truth, beauty, and goodness. It presupposes that a life given over to learning and scholarship can be a valid route to God.

“In another sense, Notre Dame's Catholic character is a call to be a welcoming place, a kind of extended family where individuals from all backgrounds and of every faith can both feel at home and be prized for the special contribution that they make. It is a call to cultivate a spirit of honest and open exchange, always in a valuing context.”

Officers of Administration

In the University

Rev. Edward A. Malloy, C.S.C., Ph.D.
President of the University

Nathan O. Hatch, Ph.D.
Provost

Carol A. Mooney, J.D.
Vice President and Associate Provost

Rev. John I. Jenkins, C.S.C., D.Phil.
Vice President and Associate Provost

John F. Affleck-Graves, Ph.D.
Vice President and Associate Provost

Rev. Mark L. Poorman, C.S.C., Ph.D.
Vice President for Student Affairs

Jeffrey C. Kantor, Ph.D.
*Vice President for Graduate Studies
and Research*

Louis M. Nanni, M.A.
Vice President for University Relations

Carol Colby Kaesebier, J.D.
Vice President and General Counsel

James J. Lyphout, M.B.A.
Vice President for Business Operations

Scott C. Malpass, M.B.A.
*Vice President for Finance and Chief
Investment Officer*

In the Graduate School

Jeffrey C. Kantor, Ph.D.
*Vice President for Graduate Studies and
Research and Dean of the Graduate School*

Anthony K. Hyder, Ph.D.
*Associate Vice President for Graduate Studies
and Research*

Donald B. Pope-Davis, Ph.D.
*Associate Vice President for Graduate Studies
and Associate Dean of the Graduate School*

Howard T. Hanson, M.S.
*Assistant Vice President for Research and
Director, Office of Research*

Terrence J. Akai, Ph.D.
Associate Dean of the Graduate School

Andrew B. Deliyannides, Ph.D.
*Manager of Technical Support for the
Graduate School*

Peter Diffley, Ph.D.
Associate Dean of the Graduate School

Michael T. Edwards, M.S.A.
Associate Director for Research Development

Terri Hall, B.A.
*Assistant Director, Sponsored Programs,
Office of Research*

Richard A. Hilliard, Ph.D.
Director of Research Compliance

Pamela A. Krauser, M.B.A.
*Director, Electronic Research Administration,
Office of Research*

Karen M. Pace, B.S.
*Associate Director, Sponsored Programs,
Office of Research*

James H. Powell, Ph.D.
*Associate Dean of the Graduate School and
Director of the Summer Session*

Ellen D. Rogers, M.B.A.
*Director, Sponsored Programs,
Office of Research*

Barbara M. Turpin, Ph.D.
Associate Dean of the Graduate School

The Graduate Council

Following is the Graduate Council membership for the 2003-2004 academic year.

Ex Officio Members

Jeffrey C. Kantor, Ph.D.
*Vice President for Graduate Studies and
Research, Dean of the Graduate School*

Anthony K. Hyder, Ph.D.
*Associate Vice President for Graduate Studies
and Research*

Donald B. Pope-Davis, Ph.D.
*Associate Vice President for Graduate Studies
and Associate Dean of the Graduate School*

Frank P. Incropera, Ph.D.
*Matthew H. McCloskey Dean of Engineering
and H. Clifford and Evelyn A. Brosey
Professor of Engineering (Mechanical)*

Joseph Marino, Ph.D.
*William K. Warren Dean of the College of
Science and Professor of Chemistry*

Mark W. Roche, Ph.D.
*I. A. O'Shaughnessy Dean of the College of
Arts and Letters and the Rev. Edmund P.*

*Joyce, C.S.C., Professor of German
Language and Literature*

Carolyn Woo, Ph.D.
*Martin J. Gillen Dean of the Mendoza
College of Business and the Raymond
and Milann Siegfried Professor of
Entrepreneurial Studies*

Jennifer A. Younger, Ph.D.
Director of University Libraries

Peter Diffley, Ph.D.
Associate Dean of the Graduate School

James H. Powell, Ph.D.
*Associate Dean of the Graduate School
and Director of the Summer Session*

Barbara M. Turpin, Ph.D.
Associate Dean of the Graduate School

Elected Members

Ani Aprahamian, Ph.D.
Chair and Professor of Physics

Doris L. Bergen, Ph.D.
Associate Professor of History

Peter C. Burns, Ph.D.
*Chair and the Henry J. Massman Jr.
Associate Professor of Civil Engineering
and Geological Sciences*

Hope Hollocher, Ph.D.
*Clare Boothe Luce Associate Professor of
Biological Sciences*

Lionel Jensen, Ph.D.
*Chair and Associate Professor of East Asian
Languages and Literatures*

Edward J. Maginn, Ph.D.
*Associate Professor of Chemical and
Biomolecular Engineering*

Richard G. Sheehan, Ph.D.
Professor of Finance and Business Economics

Rabbi Michael A. Signer, Ph.D.
*Abrams Professor of Jewish Thought and
Culture, Department of Theology*

Joseph P. Wawrykow, Ph.D.
*Director of Graduate Studies and Associate
Professor of Theology*

Paul J. Weithman, Ph.D.
Chair and Professor of Philosophy

Appointed Members

Five appointed members will be announced.

Graduate Student Representatives

Martiqua Post (Aerospace and Mechanical Engineering)

President of the Graduate Student Union

Meg Garnett (History)

Co-Vice President of the Graduate Student Union

Graduate Student Government

Through a council of elected officers, chairs and secretaries, appointed officers, and representatives from the departments of its constituent colleges, the Graduate Student Union (GSU) provides a variety of services and represents its membership on various University councils and committees. In particular, it subsidizes graduate student travel to present original research, promotes excellence in graduate education, looks for the highest quality of life for graduate students, and maintains a liaison with the administration regarding health care issues. The GSU publishes the newsletter, provides listserv updates, conducts a graduate orientation program, and sponsors teaching and professionalization workshops, in addition to providing various social, cultural, and intellectual activities. The GSU is the graduate students' official liaison with the University administration and the Office of Student Activities.

The Graduate Student Union finances its operations and Conference Presentation Grant (formerly known as the Robert Gordon Travel Grant) through a yearly, mandatory activity fee assessed on all graduate students through the Office of Student Accounts. The Graduate Student Union maintains offices in the LaFortune Student Center at the mezzanine location; send any e-mail inquiries to dfrahn@nd.edu. Telephone: (574) 631-6963 Web: <http://www.gsu.nd.edu>

Graduate Degrees Granted

Master of Architecture

Master of Architectural Design and Urbanism

Master of Arts in the following fields:

Art History, Design, and Studio Art
Early Christian Studies
Economics
English
French and Francophone Studies
German Language and Literature
History

History and Philosophy of Science
Iberian and Latin American Studies
Italian Studies
Literature
Music
Peace Studies
Philosophy
Political Science
Psychology
Sociology
Theology

Master of Divinity

Master of Education (only for students in the Alliance for Catholic Education program)

Master of Engineering (only with J.D.)

Master of Engineering in Mechanical Engineering

Master of Fine Arts in the following fields:

Creative Writing
Design
Studio Art

Master of Medieval Studies

Master of Music

Master of Science in Aerospace Engineering

Master of Science in Applied Mathematics

Master of Science in Bioengineering

Master of Science in Chemical Engineering

Master of Science in Civil Engineering

Master of Science in Computer Science and Engineering

Master of Science in Electrical Engineering

Master of Science in Environmental Engineering

Master of Science in Mechanical Engineering

Master of Science in the following fields:

Biochemistry
Biological Sciences
Biophysics
Chemistry
Geological Sciences
Mathematics
Physics

Master of Theological Studies

Doctor of Philosophy in the following fields:

Aerospace and Mechanical Engineering
Biochemistry
Biological Sciences
Biophysics
Chemical and Biomolecular Engineering
Chemistry
Civil Engineering and Geological Sciences
Computer Science and Engineering
Economics
Electrical Engineering
English
History
History and Philosophy of Science
Literature
Mathematics

Medieval Studies
Philosophy
Physics
Political Science
Psychology
Sociology
Theology

Areas and Fields of Study

The University of Notre Dame offers graduate programs leading to master's and/or doctoral degrees in the following areas and fields of study:

Aerospace and Mechanical Engineering

Aerospace Sciences
Advanced Aerospace Vehicle Concepts
Aeroacoustics
Aero-optics
Aerospace Structural Design
Aerospace Systems Design
Flow Physics and Control
High-Lift Aerodynamics
Low Reynolds-Number Aerodynamics
Low Speed Aerodynamics
Particle Dynamics
Transonic, Supersonic, Hypersonic Flows
Vortex Aerodynamics
Biomechanics and Biomaterials
Biocompatibility
Biological Material Characterization
Computational Modeling of Biomechanical Systems
Design and Manufacture of Next-Generation Orthopedic Devices
Design, Synthesis, and Characterization of Novel Biomaterials
Human Body Kinematics
Surgical Simulation
Tribology
Mechanical Systems and Design
Computer Aided Design and Manufacturing
Design for Manufacturing
Design Optimization
Dynamic and Control Systems
Mechanism and Machine Theory
Robotics
Tribology
Solid Mechanics and Materials
Composite Materials
Environmental Assisted Cracking
Fatigue
Fluid/Structure Interaction
Fracture Mechanics
Manufacturing Processes
Mechanics of Porous Media
Plasticity
Structural Stability

- Thermal and Fluid Sciences
 Boundary Layer Phenomena
 Chaos in Fluid Systems
 Computational Fluid Mechanics
 Detonation Theory
 Droplet Sprays
 Fire Research
 Fluid/Structure Interaction
 Flow Control
 Hydrodynamic Stability
 Hydraulics
 Industrial Energy Conservation
 Microfluidic Mechanics
 Molecular Dynamics
 Multiphase and Buoyant Flows
 Reacting Flows
 Solidification of Liquid Metals
 Turbulent Flows
- Architecture***
 Architectural Design
 Classical Theory in Architecture and Urbanism
 History and Theory
 Urban Theory and Design
- Art, Art History, and Design**
 Studio Art+
 Ceramics
 Painting
 Photography
 Printmaking
 Sculpture
 Art History*
 American
 Ancient
 Contemporary
 Medieval
 Modern European
 Renaissance and Baroque
 Design+
 Graphic Design
 Industrial Design
- Biological Sciences**
 Animal Behavior
 Aquatic Biology
 Biochemistry
 Biogeochemistry
 Biotechnology
 Cancer Biology
 Cell and Molecular Biology
 Developmental Biology
 Ecology
 Ecosystem Ecology
 Endocrinology
 Environmental Biology
 Environmental Microbiology
 Evolutionary Biology
 Genetics and Bioinformatics
 Genomics
 Medical Entomology and Vector Biology
 Microbial Pathogenesis
 Neurobiology
- Nutritional Sciences
 Parasitology and Infectious Diseases
 Physiology
 Plant Science
 Population Biology
- Chemical and Biomolecular Engineering**
 Applied Mathematics
 Biological Materials
 Bioseparations
 Catalysis and Surface Science
 Ceramic Materials
 Chemical Reaction Engineering
 Combustion Synthesis of Materials
 Drug Delivery Systems
 Ecological Modeling
 Environmentally Conscious Design
 Fuel Cells
 Gas-Liquid Flows
 Ionic Liquids
 Materials Science
 Microfluidic Devices
 Molecular Modeling and Simulation
 Molecular Theory of Transport
 Nanostructured Materials
 Parallel Computing
 Phase Equilibria
 Pollution Prevention
 Polymer Rheology
 Process Dynamics and Control
 Process Optimization and Design
 Process Simulation
 Statistical Mechanics
 Superconducting Materials
 Supercritical Fluids
 Suspension Rheology
 Transport in Porous Media
- Chemistry and Biochemistry**
 Biochemistry
 Bio-inorganic Chemistry
 Bio-organic Chemistry
 Inorganic Chemistry
 Materials Chemistry
 Molecular Biology
 Organic Chemistry
 Organometallic Chemistry
 Physical Chemistry and Radiation Sciences
 Theoretical and Computational Chemistry
- Civil Engineering and Geological Sciences**
 Aquatic Chemistry
 Bioengineering
 Biological Treatment of Hazardous Waste
 Dynamics of Offshore Structures
 Earthquake Engineering
 Environmental Engineering
 Environmental Mineralogy
 Finite Element Modeling
 Geotechnical Engineering
 Groundwater Hydrology
 High and Low Temperature Geochemistry
 Mantle Petrology
 Materials Characterization
- Multiphase Flows
 Natural and Man-made Hazard Reduction
 Paleontology
 Structural Mechanics and Design
 Structural Reliability
 Wind Engineering
- Classics**
 Early Christian Studies
 Latin Literature
 Greek Literature
- Computer Science and Engineering**
 Algorithms and Theory of Computations
 Artificial Intelligence and Behavior-based Robotics
 Computationally Demanding Applications
 Computer Architecture in Emergent Technologies
 Computer Systems Design
 Computer Vision and Pattern Recognition
 E-technologies
 Systems and Networks
- Economics**
 Development and International Economics
 Economic Theory, Economic Thought, and Methodology
 Institutions (labor, financial, industrial, and public)
- Electrical Engineering**
 Communication Systems
 Control Systems
 Nanoelectronics
 Optoelectronics
 Semiconductor Materials and Devices
 Signal and Image Processing
 Solid-State Integrated Circuits
- English**
 Old and Middle English
 Renaissance
 Restoration and 18th Century
 Romantic and Victorian
 Modern British
 Early American (to 1865)
 Middle American (from the Civil War to 1930)
 Post 1930 American Literature
 African American
 Latino/a Studies
 Irish Studies
 Drama
 Novel
 Poetry
 Prose Fiction
 Literary Theory
 Creative Writing++
- German Language and Literature***
(See Literature for Ph.D. program)
 The Medieval Period
 Reformation and Humanism
 German Classical Literature
 Goethe and His Age

19th-century Drama and Prose
 Contemporary German Prose
 Modern Lyric Poetry
 Aesthetics and Ethics
 Philosophy and Literature
 Drama and the Theory of Drama
 Intellectual History

History

Medieval History
 Modern European History
 United States History

History and Philosophy of Science

History of the Philosophy of Science
 Analytic Philosophy of Science and Epistemology
 History and Philosophy of Biology 1700 to 1980
 Philosophy of Contemporary Physics
 History of Astronomy and Physics
 Medieval Natural Philosophy and Medicine
 History and Philosophy of Economics
 Philosophy of Mind and Neuroscience
 Social History of Medicine and Technology
 History and Philosophy of Mathematics
 Intellectual History of Science 1600 to 1950
 Scientific Revolution Studies
 Science and Literature

Literature

Classics
 East Asian Studies
 French
 German
 Irish Studies
 Italian
 Spanish (Iberian and Latin American)
(Literatures can be studied in various combinations)

Mathematics

Algebra
 Algebraic Geometry
 Applied Mathematics
 Complex Analysis
 Differential Geometry
 Logic
 Partial Differential Equations
 Topology

Medieval Studies

Medieval Art
 Medieval History
 Medieval Literatures
 Medieval Music
 Medieval Philosophy
 Medieval Theology

Music*

Music Theory
 Musicology
 Performance and Literature

Peace Studies*

The Role of International Norms and Institutions in Peacemaking
 The Impact of Religious, Philosophical, and Cultural Influences on Peace
 The Dynamics of Inter-Group Conflict and Conflict Transformation
 The Promotion of Social, Economic, and Environmental Justice

Philosophy

Ancient Philosophy
 Contemporary European Philosophy
 Epistemology
 Ethics
 Logic
 Medieval Philosophy
 Metaphysics
 Modern Philosophy
 Philosophy of Language
 Philosophy of Mathematics
 Philosophy of Mind
 Philosophy of Religion
 Philosophy of Science
 Political Philosophy

Physics

Astrophysics
 Atomic Physics
 Condensed Matter Physics
 Elementary Particle Physics
 Nuclear Physics
 Statistical Physics/Biophysics
 Theoretical Physics

Political Science

American Government and Politics (including public law)
 Comparative Politics
 International Relations
 Political Theory

Psychology

Cognitive Psychology
 Counseling Psychology
 Developmental Psychology
 Quantitative Psychology

Romance Languages and Literatures*

(See Literature for Ph.D. program)
 Comparative Literatures
 French and Francophone Studies—Middle Ages, Renaissance, 17th-century Classical, 18th-century Enlightenment, 19th Century, 20th Century
 Italian Studies—Italian Literature: Medieval, Renaissance, Modern; Art History; Architectural History; Film Studies; Translation; History; Philosophy; Music
 Iberian and Latin American Studies—Medieval, Golden Age, Colonial Spanish-American, Modern Spanish Peninsular, Modern Spanish-American Periods; Gender Studies

Sociology

Comparative/Historical Sociology
 Cultural Sociology
 Development
 Education
 Family
 Political Sociology
 Quantitative Methodology
 Religion
 Social Psychology
 Social Stratification
 Theory

Theology

Biblical Studies*
 Christianity and Judaism in Antiquity—Hebrew Bible and Judaica, New Testament and Early Church
 Early Christian Studies*
 History of Christianity—Early Church, Medieval Studies, Reformation Studies, Modern Studies
 Liturgical Studies
 Moral Theology/Christian Ethics
 Systematic Theology
 Professional Studies*
 (Master of Divinity Program)
 Theological Studies*

** Master's programs only*

+ Master's program and M.F.A. in studio art and design

++ M.F.A. in creative writing

Academic Regulations

Please note:

The following information represents the minimum standards established by the Graduate School. Individual departments may require higher standards. Students are expected to be fully cognizant of their department's requirements.

No exceptions to the following policies and procedures will be valid without the formal written approval of the Graduate School.

Admission to the Graduate School

Admission to the Graduate School is highly competitive. An applicant for admission to the Graduate School must hold a bachelor's degree or its equivalent from an accredited American college or university or from a foreign institution of acceptable standing. Applicants are admitted on the presumption that they will hold the bachelor's degree by the time of graduate matriculation. If at that time they do not hold a bachelor's degree, the Graduate School admission is void. The applicant should have earned at least a B average

in his or her undergraduate major courses and should meet the level of academic achievement that implies a developed ability for advanced study and independent scholarship.

An applicant may seek admission in either degree or nondegree status. A degree applicant may seek admission to either a master's or doctoral program. Only degree students may be candidates for a degree at Notre Dame.

It should be understood that admission to a graduate degree program is not equivalent to admission to candidacy for the degree. (See "Admission to Candidacy," under master's and Ph.D. degree requirements.)

It should also be understood that admission to the master's program does not automatically mean admission to the doctoral program upon completion of the master's program. A separate decision is required for continuation in the doctoral program.

Application Requirements

An applicant for admission to a degree program is required to submit:

1. one completed "Application for Admission and Financial Aid" form or an online application
2. one completed "Statistical Information and Application Fee" form (paper application) or Signature Page (online application)
3. the application fee
4. two (2) copies of the Statement of Intent
5. three (3) letters of recommendation and a second copy of each
6. a waiver of access form for each letter of recommendation with original signatures in ink
7. two (2) official transcripts from each postsecondary institution attended. International applicants must send both an original language and an official (i.e. notarized) English translation of each transcript.
8. official Graduate Record examination (GRE) General Test scores (students may temporarily submit two (2) unofficial photocopies)
9. official GRE Subject Test scores if required by the department (students may temporarily submit two (2) unofficial photocopies)
10. official scores of the Test of English as a Foreign Language (TOEFL) from all nonnative speakers of English (students may temporarily submit two (2) unofficial photocopies)

11. two (2) copies of a curriculum vitae/ resumé (recommended)

Students seeking admission to more than one department, but who plan to enroll in only one, must submit separate applications for each department. Only one application fee is necessary.

Beyond these Graduate School admission requirements for all graduate departments and programs, particular programs may require personal interviews and/or submission of special materials such as writing samples or portfolios. Consult the specific department in this regard and submit one (1) copy of each required item.

The Graduate Record Examination (GRE) is offered several times each year at sites in the United States and abroad. The annual schedules and other information about the GRE can be obtained online at <http://www.gre.org> or from Educational Testing Service (ETS), Graduate Record Examination, Box 6000, Princeton NJ 08541-6000, USA. If you need to call about the GRE, telephone the Educational Testing Service at (609) 771-7670.

The Test of English as a Foreign Language (TOEFL) is offered several times each year at sites in the United States and abroad. Foreign students, except those noted above, must submit TOEFL scores as part of their application to demonstrate a sufficient command of English to meet the requirements of their field. If not available locally, the annual schedules and other information about the TOEFL can be obtained online at <http://www.toefl.org> or from Educational Testing Service (ETS), TOEFL, Box 6151, Princeton NJ 08541-6151, USA. If you need to call about the TOEFL, telephone the Educational Testing Service at (609) 771-7100.

Admission to Multiple Degree Programs

An applicant who seeks admission to more than one master's degree program in the Graduate School in order to earn two degrees, or an applicant who seeks admission to a degree program in the Graduate School concurrently with a degree program in another school in the University (i.e., Law School or Mendoza College of Business) must submit a separate and complete application for each program. The applicant must also be accepted by each of the cooperating departments. The Graduate School will consider only applicants whose past academic performance indicates the potential for success in each of the programs. In consultation with the appropriate

advisers from each unit, the applicant will select a plan of study acceptable to all units. The Graduate School must approve the written plan of study before the student may begin the program. No more than nine credit hours of classes may be counted toward both degrees.

Admission to Joint Degree Programs

It is possible for a student to pursue a program of study combining two programs and leading to a joint degree. An applicant who seeks to earn a joint degree, either master's or Ph.D., must submit a separate and complete application to each program and be accepted by both. The relevant departments must agree upon a plan of study defining what will constitute the joint degree program, and the approved written plan must be on file with the Graduate School before the student may begin the program.

The application fee must accompany the application. This fee is nonrefundable. The fee is \$50 for all applications submitted after December 1 for admission to the following fall semester. For applications submitted by December 1 for admission to the following fall semester, the application fee is \$35. Fees must be paid by check or money order.

Unless otherwise specified, the application deadline is February 1 for admission and financial aid for the fall semester, and November 1 for the spring semester, though some departments have earlier deadlines. Only a few departments offer spring admission; therefore, applicants who wish to begin in the spring are advised to consult the department.

Nondegree Applicants

An applicant for admission to a nondegree program is required to submit one completed Graduate School application and two official transcripts from each postsecondary institution attended. (When possible, transcripts should be sent directly to the Graduate School by the institution.) Particular departments may require personal statements detailing the applicant's graduate plans and expectations.

A nondegree applicant may seek admission as a departmental nondegree student or as an unclassified, visiting, or auditing student in the Graduate School.

A departmental nondegree student is one who has been admitted to a department but does not seek an advanced degree from the University. An applicant with degree intent who

lacks one or more admission requirements may be admitted temporarily to nondegree status at the discretion of the department and with the approval of the associate dean for graduate admissions. The student may register for one to 12 credit hours in any graduate courses for which he or she meets the course prerequisites. However, no student initially admitted to nondegree status will be admitted to degree status until all admission requirements have been satisfied. No more than 12 credit hours earned by a student while in a nondegree status may be counted toward a degree program. Admission as a departmental nondegree student does not guarantee later admission as a degree-seeking student.

An unclassified student is one who is admitted to the Graduate School in a nondegree status, but who is not a member of a particular department. Such a student may, with the approval of the Graduate School, take courses in any graduate department, subject to approval by the department. This category is usually open to nondegree students who wish to take courses in more than one department or students who have completed their degree programs, but wish to continue in the University in graduate student status. No more than 12 credit hours earned by a student while in a nondegree status may be counted toward a degree program. Admission as an unclassified nondegree student does not guarantee later admission as a degree-seeking student.

A visiting student is normally a degree student in another university who enrolls for credit in selected courses at Notre Dame. Unless otherwise arranged by the home university and Notre Dame, the visiting student is considered a nondegree student at Notre Dame and follows the same application and enrollment procedures as a nondegree student.

An auditor is a nondegree student who meets the course prerequisites but receives no academic credit. With the permission of the instructor and the department chair, a degree student also may audit courses. Audited courses may be recorded on a student's permanent record only if the student requests the instructor to record it at the beginning of the semester and if he or she attends the course throughout the entire semester. A recorded audit is graded V. Incomplete audits are not recorded. The audit grade of V cannot be changed to a credit grade.

In the academic year, full-time graduate students may audit courses without charge. Part-

time graduate students who audit courses will be charged the normal audit fee of one-half the current credit hour fee.

In the summer session, there is no free audited course. Any course taken or audited in the summer session will be charged the full price.

Acceptance

Official acceptance to the Graduate School in the academic year is granted only by the associate dean. Applicants will be informed officially of the results of their application by a letter from the associate dean for graduate admissions. Applicants who intend to accept offers of admission are required to confirm their acceptance by returning the appropriately completed form that is supplied with an offer of admission.

A student whose degree program begins or continues in the summer must complete a summer session course selection form.

Enrollment/Registration in the University

Once admitted, all degree and nondegree graduate students must Web enroll each semester at the times announced by the University Registrar.

Any admitted student who fails to enroll for one semester or more must apply for readmission upon return. (See "Continuous Enrollment," below.)

Full-time and Part-time Status

A full-time student is one who is working full time toward his or her degree objective. The student's department is responsible for determining who is a full-time student, and who is otherwise a part-time student.

A nondegree student, however, must register for at least nine credit hours per semester, or six in the summer session, to claim full-time status.

All degree-seeking students are expected to maintain full-time status and to devote full time to graduate study. No degree student may hold a job, on or off campus, without the express permission of his or her department and the Graduate School.

Academic Good Standing

Continuation in a graduate degree program or in nondegree status, admission to degree candidacy, and graduation require maintenance of at least a 3.0 (B) cumulative grade point average (G.P.A.). A student may be dismissed from the department or program if

the G.P.A. in any one semester is below 2.5 or if the G.P.A. is below 3.0 for two consecutive semesters. Some departments require higher averages for enrollment and support continuance.

An adequate G.P.A. is only one factor taken into consideration in determining a student's qualifications for an advanced degree. Degree students should be aware of their department's performance criteria. The department and the Graduate School annually evaluate each graduate student's overall performance on the basis of these criteria.

A student must be in academic good standing to be eligible for new or continued financial support.

Continuous Enrollment

All students must enroll each semester in the academic year and register for at least one credit hour per semester to maintain student status. Continuous enrollment is met normally by both enrollment in the University and registration in a graduate-level course relevant to the student's program. A student who is concurrently pursuing degrees in the Graduate School and in another school in the University meets the continuous enrollment requirement by registering for a course in either program. Any exception to this rule, including a leave of absence, must be approved by the Graduate School. (See "Leave of Absence," below.) Degree students who have completed the course work requirement for their degree must register for at least one credit hour per semester, including the final semester or summer session in which they receive their degree. These students may be considered full-time students whether or not they are in residence. Students not in residence and taking one credit hour pursuant to continuous enrollment requirements are charged a special registration fee.

A student who fails to enroll and register for one semester or more must apply for readmission upon return.

Continuing students (i.e., degree-seeking students who are eligible to continue their studies in the fall semester) may have access to University facilities and services from May through August without enrolling and registering for academic credit in the summer session.

Leave of Absence

For exceptional reasons and on the recommendation of the department, a student in good academic standing may request a leave

of absence for a maximum of two consecutive semesters. A request for a leave of absence must be made before the semester in which the leave is taken, and all leaves of absence must be approved by the Graduate School. If, for some urgent reason, a student is allowed to leave the University after the beginning of the semester, the withdrawal procedure below must be followed. If at the end of the leave of absence period the student does not return, the student is considered terminated. Application for readmission is required if the student wishes to return.

Withdrawal from the Program

To withdraw from the University before the end of the semester, a student must inform the department and the Graduate School as well as complete the notice of withdrawal in the Office of the Registrar, 105 Main Building. For information on refunds, refer to "Tuition and Expenses."

Upon approval of the withdrawal, the University enters a grade of W for each course in which the student was registered. If a student drops out of the University without following the procedure described above, a grade of F is recorded for each course.

The credit for any course or examination will be forfeited if the student interrupts his or her program of study for five years or more.

The University reserves the right to require the withdrawal of any student when academic performance, health status, or general conduct may be judged clearly detrimental to the best interests of either the student or the University community.

In the case of a medical leave of absence, clearance from the University Health Center is required prior to readmission.

Registration and Courses

Maximal Registration

During each semester of the academic year, a graduate student should not register for more than 12 credit hours of graduate courses, i.e., the 500-, 600- and 700-level courses. In the summer session, a graduate student should not register for more than 10 credit hours.

Course Numbers

Courses numbered 500 through 599 are first-level graduate courses into which qualified advanced undergraduates may be admitted with the permission of the instructor and the approval of the chair. Courses numbered 600 and above are advanced graduate courses

open only to those who have completed the undergraduate and graduate prerequisites.

The advanced undergraduate courses numbered 400 through 499 may, with the approval of the department chair and the Graduate School, be taken to satisfy up to 10 hours of graduate credit requirements. Departments may place additional constraints on the use of 400-level courses to meet their degree requirements.

No graduate credit is allowed for courses below the 400 level.

Changes in Student Class Schedule

A student may add courses only during the first seven class days of the semester. A student may add courses after this time only on recommendation of the department and with approval of the Graduate School.

A student may drop courses during the first seven class days of the semester. To drop a course after this period and up to the midsemester point (see the Graduate School calendar for the exact date), a student must have the approval of the chair of the department offering the course, of his or her adviser, and of the Graduate School; however, no tuition adjustment will be made after the seventh class day of the semester. A course may be dropped after the midsemester point only in cases of serious physical or mental illness. Courses dropped after this date will be posted on the student's permanent record with the grade of W.

A course taken for credit can be changed to an audit course after the midsemester point only in cases of serious physical or mental illness.

Graduate Grades

Listed below are graduate grades and the corresponding number of quality points per credit hour.

A	4
A-	3.667
B+	3.333
B	3
B-	2.667
C+	2.333
C	2
F	0
I	0 (Until Incomplete is removed)
NR	Not reported
S	0 Satisfactory
U	0 Unsatisfactory
V	0 Auditor (graduate students only)
W	0 Discontinued with permission

Quality point values are used to compute the student's G.P.A. The G.P.A. is the ratio of accumulated earned quality points to the accumulated earned semester credit hours. G.P.A. computation takes into account only those grades earned in Notre Dame graduate courses by students with graduate status at Notre Dame. For courses taken in a department or college in the University but outside the Graduate School, or taken outside the University, the grade will not be included in the G.P.A. computation.

The grades of C- and D are not awarded in the Graduate School.

A student receives the temporary grade of I when, for acceptable reasons, he or she has not completed the requirements for a 500- or higher-level graduate course within the semester or summer session. No grade of I can be given for courses below the 500 level or to graduating students in the final semester or final summer session of a terminal degree program.

The student then must complete the course work for a grade prior to the beginning of the final examination period of the next semester in which the student is enrolled. If a student receives an I for a summer session course, he or she must complete the course work for a grade before the final examination period begins for the next semester or summer session (whichever comes first) in which the student is enrolled.

The University temporarily computes this grade as the equivalent of an F in calculating the G.P.A. When the student fulfills the above requirements, the I is replaced by the new grade. Should the student not complete the course work as required, the I remains on the academic record and is computed in the G.P.A. as equivalent to an F.

The department and the Graduate School will review a student who receives more than one I in a semester or an I in two or more consecutive semesters, to determine his or her eligibility for continued support and enrollment.

The grades of S and U are used in courses without semester credit hours, as well as in research courses, departmental seminars, colloquia, workshops, directed studies, field education, and skills courses. These courses, if given the grade of S, do figure in a student's earned semester credit-hour total but do not figure in the computation of the G.P.A. A

grade of U will not count toward the student's earned semester credit-hour total, nor will it figure in the computation of the G.P.A.

The grade of V has neither quality-point nor credit-hour value. It is the only grade available to the registered auditor who requests at the beginning of the semester that it be made part of his or her permanent record and who attends the course throughout the entire semester. The grade of V cannot be changed to a credit-earning grade.

The grade of W is given for a course that a student is allowed to drop after the midsemester point.

Examinations

Unexcused absence from a scheduled final examination results in an F. An absence excused in advance results in an I (incomplete).

Grade Reports

Beginning with final grades for the fall 2003 semester, the Office of the Registrar will no longer mail a paper copy of grades unless a copy is requested. Grade information is available to students on IrishLink (a secure Web-based service). The Printed Grade Report Request form is available from the Office of the Registrar Web site at <http://www.nd.edu/~ndreg>.

Transfer Credits

A department may accept course work completed at another accredited university toward meeting its degree requirements. A student may transfer credits earned at another accredited university only if: (1) the student is in degree status at Notre Dame; (2) the courses taken are graduate courses appropriate to the Notre Dame graduate program and the student had graduate student status when he or she took these courses; (3) the courses were completed within a five-year period prior to admission to a graduate degree program at Notre Dame or while enrolled in a graduate degree program at Notre Dame; (4) grades of B (3.0 on 4.0 scale) or better were achieved; and (5) the transfer is recommended by the department chair and approved by the Graduate School.

These five requirements also apply to the transfer of credits earned in another program at Notre Dame.

The University considers a request for credit transfer only after a student has completed one semester in a Notre Dame graduate program and before the semester in

which the graduate degree is conferred. The university of origin must submit two transcripts directly to the Notre Dame Graduate School. Credits not earned on the semester system, such as trimester and quarter-hour credits, will be transferred on a pro rata basis.

A student transferring from an unfinished master's program may not transfer more than six semester credit hours into either a Notre Dame master's or Ph.D. program.

If the student has completed a master's or Ph.D. program, he or she may transfer up to nine semester credit hours to a Notre Dame master's program and up to 24 semester-credit hours to a Notre Dame Ph.D. program.

Occasionally, a student may need to do dissertation research at another institution. Normally, the student would register for the appropriate number of credit hours of research at Notre Dame. If the student does not enroll at Notre Dame and expects to count research hours earned elsewhere toward the Notre Dame degree, the student must have the approval of the department and the Graduate School in advance. The University requires similar prior approval for formal courses taken elsewhere and applied to the degree program. Twenty-four credit hours, including research credit hours, is the maximum acceptable for transfer into a Notre Dame doctoral program.

No grades of transferred courses are included in the student's G.P.A.

Academic Integrity

Integrity in scholarship and research is an essential characteristic of our academic life and social structure in the University. Any activity that compromises the pursuit of truth and the advancement of knowledge besmirches the intellectual effort and may undermine confidence in the academic enterprise. A commitment to honesty is expected in all academic endeavors, and this should be continuously emphasized to students, research assistants, associates, and colleagues by mentors and academic leaders.

The procedures for ensuring academic integrity in the Graduate School are distinct from those in the Undergraduate Code of Honor.

Violations of academic integrity may occur in classroom work and related academic functions or in research/scholarship endeavors. Classroom-type misconduct includes the

use of information obtained from another student's paper during an examination, plagiarism, submission of work written by someone else, falsification of data, etc. Violation of integrity in research/scholarship is deliberate fabrication, falsification, or plagiarism in proposing, performing, or reporting research or other deliberate misrepresentation in proposing, conducting, reporting, or reviewing research. Misconduct does not include errors of judgment, errors in recording, selection, or analysis of data, differences in opinions involving interpretation, or conduct unrelated to the research process. Misconduct includes practices that materially and adversely affect the integrity of scholarship and research.

Any person who has reason to believe that a violation of this policy has occurred shall discuss it on a confidential basis with the department chair or director of the appropriate institute. If a perceived conflict of interest exists between the chair/director and the accused, the next highest academic officer shall be notified of the charge. The chair/director shall evaluate the allegation promptly. If it is determined that there is no substantial basis for the charge, then the matter may be dismissed with the fact of dismissal being made known to the complainant and to the accused if he or she is aware of the accusation. A written summary of charges, findings, and actions shall be forwarded to the vice president for graduate studies and research as a matter of documentation. Otherwise, the chair will select an impartial panel consisting of three members, one of whom may be a graduate student, to investigate the matter. The chair will inform the accused of the charges. The panel will determine initially whether to proceed directly to a hearing to further investigate the case, or to dismiss the charges. If the panel decides to proceed directly to a hearing, the hearing will be held within 10 days of the original notification. If the panel decides that further investigation is necessary, it shall immediately notify the chair. If it decides that a hearing is not warranted, all information gathered for this investigation will be destroyed. The utmost care will be taken to minimize any negative consequence to the accused.

The accused party must be given the opportunity to respond to any and all allegations and supporting evidence at the hearing. The response will be made to the appointed panel. The panel will make a final judgment, recommend appropriate disciplinary action, and report to the chair in writing. The report will include all of the pertinent documenta-

tion and will be presented within 30 days after meeting with the accused. Copies of the report are to be made available to the accused, the chair, and the vice president. If a violation is judged to have occurred, this might be grounds for dismissal from the University; research/scholarship violations might be reported to the sponsor of the research effort (e.g., NSF, NIH, Lilly Foundation, etc.), if appropriate.

If the student chooses to appeal, he or she must address the appeal in writing to the vice president for graduate studies and research within 10 days. The student has the right to appear before the vice president or his or her delegate. The vice president may decide to appoint an ad hoc committee to handle this appeal, if deemed necessary.

Violations of academic integrity by individuals who are not students are governed by different rules; students who are working on externally sponsored programs may also be covered by sponsor-mandated rules. Contact Dr. Richard A. Hilliard, director of research compliance, (574) 631-5386, for further information.

Academic Counselor

The vice president for graduate studies and research has appointed an academic counselor in the Graduate School to be available to graduate students who want to confidentially discuss problems they are having in their programs. The counselor can help a student decide how to resolve the problem. The Graduate School's academic counselor is Dr. Barbara M. Turpin, associate dean.

Grievance and Appeal Procedures

Students follow the grievance and appeal procedures of the department in which they are studying. Where department procedures are not clear, students contact the department chair and/or the director of graduate studies. Appeals beyond the department are made directly to the vice president for graduate studies and research/dean of the Graduate School. Students may seek advice from the associate dean of the Graduate School who serves as academic counselor before beginning a formal process within the department or an appeal to the vice president/dean.

Requirements for the Master's Degree

In addition to the following Graduate School requirements, individual departments may have higher standards. Students are expected to know their departmental requirements.

Credit Hours

The number of semester credit hours of course work for the master's degree is specified by the student's department. Students in a research program must also complete the research requirements of the department. (See also "Transfer Credits," above.)

Residency

The minimum residency requirement for the master's degree is registration in full-time status for one semester during the academic year or for one summer session.

Foreign Language Requirement

The Graduate School does not require foreign language reading proficiency for the master's degree. However, some departments do have this requirement. Students should consult their departments concerning this requirement.

Degree Eligibility

Failure to complete all requirements for the master's degree within five years results in forfeiture of degree eligibility.

A master's program that is pursued during the summer and the academic year must also be completed within five years.

A student attending summer session only must complete all requirements within seven years.

Thesis Directors

Each student is assigned an adviser from the time of enrollment. This may initially be the director of graduate studies, but an individual adviser or thesis director will be chosen as soon as practicable, following the department's policies.

Advisers and thesis directors are normally chosen from the teaching and research faculty of the student's department. There also may be one codirector chosen from the faculty outside (or within) the student's department. In exceptional cases, a department may choose a thesis director from the Notre Dame teaching and research faculty outside the student's department. Arrangements for extra-

departmental directors or codirectors must be consistent with departmental policies and must be approved by the Graduate School.

Master's Examination

By the end of the term following completion of the course work required by the department, the degree candidate must have taken an oral and/or written master's examination demonstrating mastery in his or her field. Failure in either one or both parts of the examination results in automatic forfeiture of degree eligibility, unless the department recommends a retake. If a retake is recommended, it must be completed by the end of the following semester. The Graduate School allows only one retake of the master's examination.

Some departments have an equivalent requirement in lieu of the master's examination. Students are advised to be cognizant of their respective departmental requirements with regard to the master's examination or its substitute.

A doctoral student may receive the master's degree without taking the master's examination on the recommendation of the department and completion of (a) the course work required by the department for the master's degree and (b) all written parts of the doctoral candidacy or Ph.D. qualifying examination. Departments may have additional criteria or may choose not to offer a master's degree in this manner; students should consult the departmental guidelines.

Admission to Candidacy

To qualify for admission to candidacy, a student must be in a master's degree program. He or she must have been enrolled in the program without interruption and must maintain a minimum cumulative G.P.A. of 3.0 in approved course work. A student who seeks admission to candidacy in a research master's program must also demonstrate research capability and receive departmental approval of his or her thesis proposal.

Admission to candidacy is a prerequisite to receiving any graduate degree. *It is the student's responsibility to apply for admission by submitting the appropriate form to the Graduate School office through the department chair. The applicable deadline is published in the Graduate School calendar.*

Thesis Requirement

The thesis is the distinctive requirement of the research master's program. With the approval of his or her adviser, the student proposes a thesis topic for departmental approval. The approved topic is researched and the results presented under the supervision of a thesis director.

The thesis director indicates final approval of the thesis and its readiness for the readers by signing the thesis. The candidate then delivers the number of signed copies of the completed thesis required by the department to the department chair. These copies are distributed to the two official readers appointed by the department. Readers are appointed from among the regular teaching and research faculty of the student's department. The appointment of a reader from outside the student's department must have the Graduate School's prior approval. The thesis director may not be one of the official readers. Each reader must unconditionally approve the thesis and the department should promptly report the results to the Graduate School.

Submitting the Thesis

The format of the thesis should follow the guidelines published in the Graduate School's *Guide for Formatting and Submitting Dissertations and Theses*, available at the Graduate School office and on the Graduate School Web site at <http://www.nd.edu/~gradsch/>.

When the thesis is given to the readers, the candidate should also give a complete copy to the Graduate School office for a preliminary review of the format. This copy may be submitted electronically as a PDF or delivered as a printed document.

After the readers approve the thesis and any necessary changes have been made, the candidate must then present the final version of the thesis to the Graduate School for final approval and submission on or before the date specified in the Graduate School calendar. Candidates should be cognizant of deadlines for graduation established by the Graduate School and the department.

To submit the thesis electronically, the candidate must upload one complete PDF copy to the Hesburgh Library's Electronic Dissertation and Thesis database, and provide one signed title page and any other necessary forms to the Graduate School.

To submit printed copies of the thesis, the candidate must present two clean copies, each

signed by the thesis director. The candidate pays the binding costs for the two official copies required by the Graduate School and for any additional copies required by the department or for personal use.

Candidates must check with their departments for any additions to the Graduate School requirements.

Should a candidate and adviser decide to microfilm a thesis, information concerning the ProQuest Information and Learning Master's Publishing Program may be obtained from the Graduate School office.

Requirements for the Doctor of Philosophy Degree

The goal of the University in its Ph.D. programs is to develop productive scholarship and professional competence in its students. In addition to a broad acquaintance with the historical and contemporary state of learning, the University encourages its students and faculty to make contributions to the advancement of their respective fields.

In addition to the following Graduate School requirements, individual departments may require higher standards. Students are expected to know their department's requirements.

Credit Hours

The number of semester credit hours of formal courses, directed studies, and research is specified by the student's department. (See also, "Transfer Credits," above.)

Residency

The minimum residency requirement for the Ph.D. degree is full-time status for four consecutive semesters (may include the summer session).

Foreign Language Requirement

This requirement varies from department to department, in both the choice of language and the degree of proficiency required. Students should consult their department concerning this requirement.

Award of Master's Degree to Doctoral Students

A doctoral student may receive the master's degree without taking the master's examination on the recommendation of the department and completion of: (a) the course work required by the department for the master's degree and (b) all written parts of the doctoral candidacy or Ph.D. qualifying examination.

Departments may have additional criteria, or may choose not to offer a master's degree in this manner; students should consult the departmental guidelines.

Degree Eligibility

The student must fulfill all doctoral requirements, including the dissertation and its defense, within eight years from the time of matriculation. Failure to complete any of the Graduate School or departmental requirements within the prescribed period results in forfeiture of degree eligibility.

Advisers and Dissertation Directors

Each student is assigned an adviser from the time of enrollment. This may initially be the director of Graduate Studies, but an individual adviser or dissertation director will be chosen as soon as practicable, following the department's policies.

Advisers and dissertation directors are normally chosen from the teaching-and-research faculty of the student's department. There also may be one codirector chosen from the faculty outside (or within) the student's department. In exceptional cases, a department may choose a dissertation director from the Notre Dame teaching and research faculty outside the student's department. Arrangements for extra-departmental directors or codirectors must be consistent with departmental policies and must be approved by the Graduate School.

Candidacy Examination

The candidacy examination consists of two parts: a written component and an oral component. The written part of the examination normally precedes the oral part. It is designed, scheduled, and administered by the department. The oral part of the examination is normally taken after the completion of the course work requirement, but no later than one calendar year prior to defense of the dissertation. The oral part, among other things, tests the student's readiness for advanced research in the more specialized area(s) of his or her field. In total, the examination should be comprehensive. Successful passage indicates that, in the judgment of the faculty, the student has an adequate knowledge of the basic literature, problems, and methods of his or her field.

A board of at least four voting members nominated by the department and appointed by the Graduate School administers the oral part of the examination. Normally, this board has the same membership as the student's

dissertation committee. Board members are chosen from the teaching and research faculty of the student's department. The Graduate School should be consulted before the department or the student invites a faculty member outside the student's department to be a board member.

A faculty member appointed by the Graduate School from a department other than the student's department chairs the examination board. This chair represents the Graduate School and does not vote. After completion of the examination, the chair calls for a discussion followed by a vote of the examiners. On a board of four, three votes are required to pass. If a department chooses to have five members, four votes are required to pass. The chair should, before the examination begins, ask the student's adviser to confirm departmental regulations for conduct of the examination and voting procedures. The chair sends a written report of the overall quality of the oral examination and the results of the voting immediately to the Graduate School.

In case of failure in either or both parts of the doctoral candidacy examination, the department chair, on the recommendation of a majority of the examiners, may authorize a retake of the examination if this is permitted by departmental regulations. An authorization for retake must be approved by the Graduate School. A second failure results in forfeiture of degree eligibility and is recorded on the student's permanent record.

Admission to Candidacy

Admission to candidacy is a prerequisite to receiving any graduate degree. To qualify for admission to doctoral candidacy, a student must:

1. be in a doctoral program;
2. have been continuously enrolled in the program without withdrawal;
3. complete the departmental course work requirement with a cumulative average of 3.0 or better;
4. pass the written and oral parts of the doctoral candidacy examination.

It is the responsibility of the student to apply for candidacy admission by submitting the appropriate form to the Graduate School office through the department chair. Consult the Graduate School calendar for the appropriate deadline.

The Dissertation

In continuing consultation with the dissertation director, the candidate explores research areas in his or her field to formulate a dissertation proposal. The methods of approval of the dissertation proposal are determined by the individual departments.

The department chair or director of graduate studies will appoint a dissertation committee consisting of the dissertation director and three readers. Normally, the committee is drawn from the membership of the student's oral candidacy board. The Graduate School must be consulted before the department invites a committee member from outside the teaching and research faculty of the candidate's department.

The candidate delivers typed copies of the finished dissertation, signed by the director, to the department chair for distribution to the three readers.

At the same time, the candidate should also give a complete copy to the Graduate School, where it will be reviewed for compliance with the Graduate School style manual. (See "Submitting the Dissertation" below.)

Readers normally have two to four weeks to read the dissertation, decide whether it is ready to be defended, and so indicate on the appropriate form to the Graduate School. Reader approval of the dissertation for defense does not imply reader agreement or support; it implies reader acknowledgment that the dissertation is an academically sound and defensible scholarly product. Only a dissertation that has been unanimously approved for defense by the three readers may be defended.

Even though the dissertation has been approved for defense, revisions may be required. If defects in the dissertation come to light at the defense, the candidate may be asked to revise the dissertation before it is accepted by the Graduate School and the degree is conferred. In that case, it will be the responsibility of the dissertation director, or such person as the committee may appoint, to report to the Graduate School that such revisions have been completed satisfactorily.

Defense of the Dissertation

In defending the dissertation, the doctoral candidate supports its claims, procedures, and results. The defense is the traditional

instrument that enables the candidate to explore with the dissertation committee the dissertation's substantive and methodological force. In this way, the candidate and the committee confirm the candidate's scholarly grasp of the chosen research area.

The format of the defense is determined by the department with the Graduate School's approval. The defense is chaired by a faculty member who is appointed by the Graduate School from a department other than the candidate's department. This chair represents the Graduate School and does not vote. After the examination is completed, the chair calls for a discussion followed by a vote of the dissertation committee. At least three votes out of four will be required to pass a candidate. The chair sends a written report of the overall quality of the defense and the voting results immediately to the Graduate School.

In case of failure of the defense, on the recommendation of a majority of the examiners, another opportunity to defend may be authorized if this is permitted by departmental regulations. An authorization for a second defense must be approved by the Graduate School. A second failure results in forfeiture of degree eligibility and is recorded on the candidate's permanent record.

Submitting the Dissertation

To receive the degree at the next commencement, the doctoral candidate who has successfully defended his or her dissertation must submit it to the Graduate School on or before the deadline published in the Graduate School calendar. Candidates should be cognizant of deadlines for graduation established by the Graduate School and the department.

To be accepted by the Graduate School, the dissertation should be prepared according to the formatting guidelines published in the Graduate School's *Guide for Formatting and Submitting Dissertations and Theses*, even if the candidate has previously published the substance of the dissertation in scholarly journals. The guide is available at the Graduate School office and on the Graduate School Web site at <http://www.nd.edu/~gradsch/>.

When the dissertation is given to the readers, the candidate should also give a complete copy to the Graduate School, where it will be reviewed for compliance with

the style manual. This copy may be submitted electronically as a PDF or delivered as a printed document.

After successfully defending the dissertation and making any necessary changes, the candidate must present the document to the Graduate School for final approval and submission.

The student may submit the dissertation electronically by uploading one complete PDF copy to the Hesburgh Library's Electronic Dissertation and Thesis database, and providing one signed title page and any other necessary forms to the Graduate School.

Alternatively, the candidate may present two clean, printed copies of the dissertation, each signed by the dissertation director. The candidate pays the binding costs for the two official copies required by the Graduate School and for any additional copies required by the department or for personal use.

The Graduate Council requires that all doctoral dissertations be microfilmed by ProQuest Information and Learning. Microfilming costs are also paid at the Graduate School office, which handles this publication requirement for the candidate.

One-of-a Kind (OAK) Ph.D. Program

It is possible at Notre Dame for an exceptional student to pursue a Ph.D. program with a particular faculty member in a department that does not offer the doctoral degree. Admission to such a program is rare and is reserved only for the most exceptional students.

The One-of-a-Kind (OAK) Ph.D. is conferred in the field of study agreed to by the student, the mentor, the chair of the home department, the dean of the college, the dean of the Graduate School, and the final dissertation committee. The name given to the field of study may not overlap with a field already covered by an existing Ph.D. program at the University without approval from that department's chair.

Program of Study

As with other Ph.D. programs, an OAK program includes course work, exam preparation culminating in a qualifying examination, and research culminating in a dissertation.

Courses within the home department usually include an additional directed studies component. An OAK student also gains experience as a teaching apprentice in at least one advanced undergraduate class or as an independent instructor.

Primary responsibility for advising rests with the designated faculty adviser, who is responsible for organizing a program of study and the appropriate examination and dissertation committees. The dissertation committee will include at least two members from Ph.D.-granting departments in neighboring fields at Notre Dame.

Admission

Admission requires a master's degree and is based on an evaluation of the following:

- undergraduate and graduate G.P.A.
- GRE scores
- letters of recommendation
- appropriate language skills
- a detailed statement of purpose
- a well-defined program of study
- compatibility of intentions with potential mentors and resources at Notre Dame
- compatibility of intentions with the research profile and academic record of the faculty mentor
- the likelihood of eventual placement in the field

Admission standards are exceptionally high, and a prospective OAK student must be approved, in turn, by the department chair in consultation with his/her colleagues; the college dean in consultation with a college OAK advisory committee; and the dean of the Graduate School in consultation with a Graduate School OAK advisory committee.

Financial Information

Tuition and Expenses

Please note: The following tuition, fees, housing, and living costs are for the academic year 2003–2004. Prospective applicants and students are urged to find out the exact costs at the time of application or registration.

Tuition

For the full-time graduate student, the tuition for the academic year 2003–2004 is \$27,070. Tuition for the part-time student is \$1,504 per semester credit hour.

In the academic year, the normal charge for an audited course is one-half the current credit-hour fee. However, a full-time graduate student may audit a course, or courses, without charge. The Graduate School determines the definition of full-time.

In the summer session, there is no free audited course. Any course taken or audited in the summer session will be charged the full price.

Library and Athletic Facilities. In addition to the cost of instruction, tuition charges cover the use of the library and athletic facilities other than the golf course and the ice rink, on which a nominal fee is assessed.

Fees

- Nonrefundable application fee: \$50 (\$35 if submitted by December 1 for admission to the following fall semester)
- Technology Fee: \$250*
- Health Center Access Fee: \$100**
- Graduate Student Activity Fee: \$55

* The technology fee provides partial funding for the University's enterprise-wide technology infrastructure, which provides all students access to the Internet, e-mail, course ware, campus clusters, ResNet, and a wide array of the latest software. This fee provides for the growth in student services, such as course and degree requirements, Web Registration, and value-added Internet-related capabilities. The \$250 fee will be assessed at \$125 per semester.

** The health center access fee provides students access to all services at the University Health Center and University Counseling Center, including 24-hour medical care and counseling/mental health assistance, and alcohol and drug education programs, as well as health education and wellness programs. This fee provides partial funding to address increasing student health and wellness needs, along with funding to maintain health facilities. The \$100 fee will be assessed at \$50 per semester.

Financial Arrangements

Tuition and fees, as well as any required deposits, are payable in advance at the beginning of each semester. Please note that Notre Dame does not accept credit cards for payment of tuition and fees. Tuition and/or fees not covered by scholarship are the responsibility of the student.

A student may not register for a new semester or receive transcripts, certificates, diploma,

or any information regarding his or her academic record until all prior accounts have been settled in full.

Withdrawal Regulation

Any graduate, law, MBA,* or undergraduate student who at any time within the school year wishes to withdraw from the University should contact the Office of the Registrar. To avoid failure in all classes for the semester and in order to receive any financial adjustment, the withdrawing student must obtain the appropriate clearance from the dean of his or her college and from the assistant vice president for residence life.

On the first day of classes, a full tuition credit will be made. Following the first day of classes, the tuition fee is subject to a prorated adjustment/credit if the student: (1) withdraws voluntarily for any reason on or before the last day for course discontinuance at the University; or (2) is suspended, dismissed, or involuntarily withdrawn by the University, for any reason, on or before the last day for course discontinuance at the University; or (3) is later obliged to withdraw because of protracted illness; or (4) withdraws involuntarily at any time because of military service, provided no credit is received for the classes from which the student is forced to withdraw.

Upon return of the student forced to withdraw for military service, the University will allow him or her credit for that portion of tuition charged for the semester in which he or she withdrew and did not receive academic credit.

Room and board charges will be adjusted/credited on a prorated basis throughout the entire semester.

Students receiving University and/or Federal Title IV financial assistance who withdraw from the University within the first sixty percent (60%) of the semester are not entitled to the use or benefit of University and/or Federal Title IV funds beyond their withdrawal date. Such funds shall be returned promptly to the entity that issued them, on a pro rata basis, and will be reflected on the student's University account.

This withdrawal regulation may change subject to federal regulations. Examples of the application of the tuition credit calculation are available from the Office of Student Accounts upon request.

** Executive MBA students are subject to a different Withdrawal Regulation and Tuition Credit Calculation, both of which may be obtained from the Executive MBA Program.*

Housing and Residence Life

Phone: (574) 631-5878

Web: <http://orlh.nd.edu>

University housing for both married and single students is available on or adjacent to the campus.

Accommodations for students with families are available in University Village, a complex of 100 two-bedroom apartments with washer/dryer, renting for \$375 per month, excluding electricity and phone. The Cripe Street Apartments, 24 one-bedroom units, are available from \$465 per month, excluding electricity and phone. A \$300 deposit is required.

Accommodations for approximately 140 full-time, degree-seeking single graduate men and women are available in the 36-unit O'Hara-Grace Graduate Residence adjacent to the campus. Each apartment has a kitchen, one-and-one-half baths, living, and bedroom accommodations for four students. Many general and departmental activities are held in Wilson Commons, a center for graduate students located next to the townhouses. The student must take out an individual nine-month contract for \$2,780, plus \$680 for utilities. The Fischer Graduate Housing apartment complex offers apartments with a kitchen, one full bath, and living and bedroom accommodations for two single students. The student must take out an individual nine-month contract for \$3,585, plus \$585 for utilities. A deposit of \$300 is required for either of these graduate housing options. Housing charges are due and payable by the semester; however, payroll deductions may be set up for any student receiving a stipend. This is handled at the Office of Student Accounts, 100 Main Building, (574) 631-7113.

Rates for off-campus apartments and houses range from \$300 to \$1,500 per month. Listings of available off-campus accommodations may be obtained directly from the Office of Residence Life and Housing Web site.

Accident and Sickness Insurance

Phone: (574) 631-6114

Web: <http://www.nd.edu/~uhs>

Notre Dame requires all international and degree-seeking graduate students to have health insurance coverage.

At the beginning of each academic year, the opportunity is provided to show proof of personal health insurance coverage. In the event such proof is not presented, the student will be automatically enrolled in the University-sponsored plan, and the charge for the premium will be placed on the student's account. The last date a graduate or international student may be waived from the University Student Insurance Plan is September 10, 2003.

Information regarding the University-sponsored plan is mailed to the student's home address in July. Additional information is available in University Health Services by contacting the Office of Insurance and Accounts at (574) 631-6114.

The cost of the premium for the 2003–2004 academic year (effective August 15, 2003, to August 15, 2004) is (depending on the plan):

Option 1

Student	\$ 767
Spouse	\$3,634
One Child	\$1,406
All Children	\$2,601
Spouse and All Children	\$5,529

Option 2

Spouse	\$2,105
All Children	\$1,159
Spouse and All Children	\$2,873

The Office of Student Accounts will offer students receiving a stipend from the University the option of paying the premium through deductions from the academic year salary checks.

Worker's Compensation Insurance

Students injured while performing assigned duties in University laboratories are covered by worker's compensation insurance as if they were Notre Dame employees. During a period of temporary inability to perform duties as a result of such injuries, workers compensation provides for continuation of 66.6% (to state limits) of usual income after seven days have passed. Income beyond the limits set by workers compensation is subject to the discretion of department chairs where support is from funds allocated by the Graduate School. Income beyond workers compensation is subject to the discretion of principal

investigators and the guidelines of external sponsors where support is from funds provided by research grants.

Travel Accident Insurance

Students injured while traveling to conferences or on other University business which has been approved by the student's department chair are covered by Notre Dame travel accident insurance. Compensation in set amounts is available for death or loss of arms or legs. Medical expenses in excess of other insurance are paid up to a maximum dollar amount.

University Travel Policy

Reimbursement for students traveling to conferences or on other University business is contingent on the availability of resources and the source of funding. Support from a department budget is subject to University travel policy; support from a research grant is subject to funding guidelines for the grant; support from the Graduate Student Union is subject to the travel guidelines in place in any given year.

Financial Support

Exact amounts for the following aid will vary with the type of support and the department. Exact figures can be obtained from the particular department. Initiation and continuation of financial support depends on the student's maintaining good academic standing. Initiation and continuation of the following support programs require no specific application to either the department or the Graduate School.

Application

First-time applicants who indicate a need for financial support on the application for admission will be considered by the departmental admissions committee.

To ensure consideration for support, a first-time applicant must submit a completed application, including letters of recommendation, transcripts, and Graduate Record Examination scores (both general and Subject Test if the latter is required by the department), by February 1 preceding the fall for which the applicant seeks admission. Any international applicant must also submit a score from the Test of English as a Foreign Language (TOEFL).

Only full-time, degree-seeking students in residence at the University are eligible for support. Recipients of financial support

such as assistantships or fellowships usually may not accept additional appointments. Rare exceptions are made only on the recommendation of the respective department.

Council of Graduate Schools Policy on Accepted Offers of Admission

In accordance with a resolution passed by the Council of Graduate Schools in the United States, the following policy is in effect:

By accepting an offer of financial aid (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year, the enrolled or prospective graduate student completes an agreement that both the student and graduate school expect to honor. When a student accepts an offer before April 15 and subsequently desires to withdraw, the student must submit a written resignation for the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer made by an institution after April 15 is conditional on presentation by the student of a written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to this resolution that a copy of the resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

Categories of Support

The University offers three types of support: fellowships, assistantships, and tuition scholarships. Students may receive one type of support or a combination of types.

Fellowships

Fellowships provide a tuition scholarship and a stipend for full-time study by students admitted to doctoral programs. The department provides tuition and stipend support for the student in good standing once the fellowship expires.

Applicants for admission are automatically considered by their academic department for all of the following University, endowed, and contributed fellowships.

University Fellowships

The Graduate School awards 12-month, four-year *Presidential Fellowships* to highly qualified first-time applicants, who may be nominated for the awards by departmental

admissions committees. Teaching assistance may be required in the second and third years of the fellowship.

The Clare Boothe Luce Fellowships for women and the *Arthur J. Schmitt Presidential Fellowships* are four-year fellowships awarded to graduate students entering a program in science or engineering. Luce and Schmitt Fellowships require U.S. citizenship.

First- and Dissertation-Year Fellowships

Several departments offer one-year fellowships for full-time graduate studies and research toward the doctoral degree.

In addition to the fellowships named above, talented students from underrepresented groups, including African Americans, Asian Americans, Hispanics, and Native Americans, also may be nominated for a variety of two-year fellowships, among them the *Coca Cola Company*, *McGuire*, *Liberal Arts*, and *University Endowed Fellowships*. U.S. citizenship is required. For the McGuire Fellowships, provided by the contributions of Mr. and Mrs. Thomas M. McGuire, special consideration is given to African American students studying for a master's degree. Highly qualified African American, Asian American, Native American, and Hispanic students accepted to any program in the humanities or social sciences are eligible for University Endowed Fellowships.

Contributed and Endowed Fellowships

Several fellowships funded by private contributions and income from endowments are awarded annually by individual academic departments.

Abrams Fellowship, begun in 1994, funds a graduate student in the humanities or social sciences.

The Michael J. Birck Fellowship in Electrical Engineering, established in 1982 by Michael J. Birck of Lisle, Illinois, provides assistance to graduate students in the field of telecommunications.

The Bond-Montedonico Graduate Fellowships in Architecture, begun in 1985, assist graduate students in architecture.

The Wendell F. Bueche Fellowships support graduate students in engineering.

The Joseph Z. Burgee and Joseph Z. Burgee Jr. Memorial Fellowship, initiated by John H. Burgee in 1984, provides a stipend for an exceptional graduate student in the master's program in the School of Architecture.

The Joseph and Virginia Corasaniti Fellowship, begun in 1988 by Martin G. Knott, provides a stipend to a graduate student in architecture. Special consideration is given to female applicants of Italian descent.

The Donald K. Dorini Fellowships provide 12-month stipends to graduate students in mechanical engineering who are studying hydronics.

The Fitzpatrick Fellowship, endowed by Edward B. Fitzpatrick in 1987, supports the studies of a graduate student in engineering.

The Raymond Jones Fellowship supports graduate students in philosophy.

The Walter W. and Margaret C. Jones Fellowship supports students in engineering.

The Roy and Joan Laughlin Fellowship is unrestricted in its support of graduate students at Notre Dame since 1989.

The Rev. J. David Max Memorial Fund, since 1978, has supported clerics who are studying liturgy in the Department of Theology.

The McCloskey Fellowships, endowed by Thomas D. McCloskey, fund graduate students in the Kroc Institute for International Peace Studies.

The Bayer Predoctoral and Postdoctoral Fellowships, contributed by Klaus H. Risse, chief executive officer of Bayer Inc., fund researchers in the Center for Environmental Science and Technology.

The Navari Fellowship, endowed by Rudolf M. Navari, M.D., supports a graduate student in biological sciences.

The Nolen Fellowship, endowed by James A. Nolen III in 1983, provides stipends for graduate students in architecture.

The Warner-Lambert Fellowships support graduate students in the College of Science.

The George M. Wolf Graduate Fellowships, installed in 1989, support graduate students in the Department of Chemistry and Biochemistry.

The Bernard and Helen Voll Fellowship funds graduate students who are studying ethics.

Fellowship Consortia

The University is an active institutional member of the following fellowship programs:

The National Consortium for Graduate Degrees for Minorities in Engineering and Science (GEM), the central office of which is located at the University of Notre Dame, offers financial aid and paid summer internships to assist minority students in obtaining a master's degree in engineering.

The National Physical Science Consortium provides multi-year fellowships to graduate students in physics, chemistry, and engineering.

The Latin American Scholarship Program of American Universities (LASPAU) offers scholarships for U.S. graduate study to promising Latin American and Caribbean students and faculty.

Non-University Fellowships

Graduate students have been quite successful in earning National Science Foundation, Mellon, Fulbright, and other highly competitive extramural awards. An online, searchable database is available to access many graduate and postdoctoral fellowships and grants.

Fellowship programs in the departments of biological sciences and psychology are supported by the National Institutes of Health and in the departments of biological sciences and chemical engineering by the Department of Education.

Assistantships

Graduate Assistantships

Graduate assistantships are available for qualified students in all doctoral programs.

Research Assistantships

Research assistantships provide support to qualified recipients under research programs sponsored by government, industry, or private agencies.

Tuition Scholarships

The University offers full or partial tuition scholarships to students qualifying on the basis of merit.

International Tuition Scholarships. Established by the University in 1985, these tuition scholarships are available to eligible international students for graduate study.

The Army ROTC Two-year Program
Phone: (574) 631-6986 or 631-4656,
(800) UND-ARMY
Web: <http://www.nd.edu/~army/>

Graduate students who have two years of education remaining may apply for the two-year contract program in the Army ROTC program. Graduate students are also eligible for scholarship benefits in some cases.

Administered by the Department of Military Science of the University of Notre Dame, this program requires successful completion of the two-year undergraduate ROTC basic course or the equivalent six-week summer camp at Fort Knox, Kentucky. The Army pays for travel to and from summer camp and the student is paid while at camp. Advanced placement may also be awarded to qualifying veterans. This is then followed by two years of advanced course ROTC. While participating in the program a student will receive a personal expense allowance. Upon completion, the student is awarded a commission in the United States Army and serves from three months to four years of active duty according to the needs of the service and the student's desires. Options also are available for commissioned service in the Army Reserve or the Army National Guard requiring minimal service on active duty. Application for entrance into the program should be made to the Military Science Department.

Employment and Loans

Office of Financial Aid

Telephone: (574) 631-6436

Fax: (574) 631-6899

E-mail: finaid@nd.edu

Web: <http://financialaid.nd.edu>

In addition to the student support programs described above, students may apply for federal financial aid opportunities, which include student loans and campus employment. The Office of Financial Aid, located in 115 Main Building, administers all loan and employment eligibility. Please note that while the Office of Financial Aid administers employment opportunities, graduate student employment is also subject to approval by the Graduate School.

In order to be eligible for federal student assistance, a student must be a U.S. citizen, permanent resident, or eligible noncitizen. In general, students must be classified as degree seeking to participate in the federal aid programs and be enrolled at least half-time.

The Free Application for Federal Student Aid (FAFSA) is the *annual* application that must be completed and forwarded to the processing center, listing Notre Dame (Federal School Code 001840) in the appropriate section. Priority processing consideration will occur for those applicants submitting the FAFSA by February 28 for the following fall semester. Applicants should be prepared to submit a signed photocopy of their federal income tax returns and W-2 forms directly to the Financial Aid Office upon request.

Standards of Progress

Recipients of federal financial aid must comply with the standards of progress set by their respective departments for their particular programs of study. When failure to maintain progress results in the possible loss of federal aid eligibility, the Office of Financial Aid will notify students in writing. Appeals indicating any mitigating circumstances must be made in writing to the associate director of financial aid.

Federal Stafford Loan

The terms of the need-based **Subsidized** Federal Stafford Loan Program require that the student borrower repay, with interest, this source of financial assistance. This program is referred to as “subsidized” because of the interest subsidy being paid by the federal government to the lender while the student is enrolled in school as well as during the six-month grace period following enrollment.

The terms of the non-need-based **Unsubsidized** Federal Stafford Loan Program require that the borrower repay, with interest, this source of financial assistance. This program is referred to as “unsubsidized” because the federal government is not paying the in-school interest to the lender while the student is enrolled in school. Interest on Unsubsidized Stafford Loans begins to accrue after disbursement of the loan funds; however, the student may choose to have the payment of the interest deferred during enrollment and later capitalized (added to the principal) at the time repayment begins.

The following is a list of additional terms of the Subsidized and Unsubsidized Stafford Loan, subject to revision by federal law: three percent origination fee and up to one percent insurance fee; variable interest rate during repayment not to exceed 8.25 percent; repayment begins six months after the student ceases to be enrolled in school on at least a half-time basis and generally extends over a 10-year period; annual subsidized borrowing

limit is \$8,500; annual unsubsidized borrowing limit is \$18,500 minus subsidized eligibility; aggregate subsidized/unsubsidized borrowing limit is \$138,500.

The amount a student may borrow from the Stafford Loan Program may be limited by other financial assistance received by the student. Financial assistance includes, but is not limited to, the following: fellowships, assistantships, University scholarships, tuition remissions, all types of grants, residence hall appointments, campus employment, and any loan received under the auspices of the Higher Education Act as amended. Should a student’s eligibility be impacted at any time during the loan period, the Stafford Loan will be subject to adjustment. All eligibility changes will be reported to the student’s lender.

Federal Perkins Loan

The Federal Perkins Loan is a need-based loan made by the University to assist graduate students experiencing financial hardship. The Perkins Loan Program requires that the student borrower repay, with interest, this source of financial assistance. The following are some additional terms, subject to revision by federal law, of the Perkins Loan: no origination or insurance fee; five percent interest rate; interest and repayment begin nine months after the student ceases to be enrolled in school on at least a half-time basis and generally extends over a 10-year period; annual borrowing limit is \$6,000; aggregate borrowing limit is \$40,000.

The Notre Dame Loan

The University of Notre Dame offers a privately financed student loan program in cooperation with Citibank and its Student Loan Corporation (SLC), a long-term provider of higher education financing programs.

Benefits of this competitively priced alternative loan program include:

Low Interest Rate. Variable interest rate, adjusted quarterly, based upon the 91-day T-bill plus 2.25 percent.

No Loan Fees. “No loan fees” means you get 100 percent of the money you borrow. There are no origination or insurance fees—fees other student loans typically charge.

Cosigner Option. Graduate, law, and graduate business students who have established a sufficient positive credit history may apply *without* a creditworthy cosigner. Students with no credit history will need to have a creditworthy

cosigner in order to apply. International students (who are not U.S. citizens or permanent residents) must apply with a creditworthy U.S. cosigner.

No Payment While in School. Repayment of accrued interest and principal begins six months after the student ceases to be enrolled in school, not to exceed seven years from the first disbursement of the first loan, and generally extends up to 15 years.

Loan Limits. Eligible students may borrow up to the total cost of attendance less any other financial aid that is awarded.

Students considering both the Stafford Loan (subsidized or unsubsidized) and the Notre Dame Loan are strongly encouraged to also consider using Citibank as their Stafford Loan lender, assuming that they have not previously borrowed from another lender. For ease during the repayment period, provisions have been made for such borrowers to have one billing statement sent by Citibank’s Student Loan Corporation, thus providing one monthly repayment process for both loans.

Additional information and an application for the Notre Dame Loan for graduate, law, and graduate business students may be obtained at <http://www.nd.edu/~finaid/graduate/loans/ndl.shtml> or from the Office of Financial Aid.

Student Employment

Many graduate students working on campus are employed on assistantship agreements directly with their academic departments. Other campus jobs may also be available and are posted on the job board at <http://studentemployment.nd.edu>.

Research Opportunities and Support

Office of Research

Telephone: (574) 631-7432

Web: <http://www.nd.edu/~research/>

University policies on research and other sponsored programs are maintained on the Web site of the Graduate School Office of Research at http://www.nd.edu/~research/Pol_Proc/toc.html.

Graduate Student Union Conference Presentation Program

Awards from the Graduate Student Union will subsidize, in part, expenses incurred by graduate students for presenting the results of research at professional conferences. This

program was formerly known as the Travel Grant Program. All graduate students who are dues paying members of the Graduate Student Union are eligible. This grant is to be used as supplemental, last resort funding.

Graduate Student Research Support

The Joseph F. Downes Memorial Fund was established in 1973 to assist graduate students with costs associated with attendance at workshops and seminars.

The Farabaugh Fund, established in 1990, provides funds for graduate research in alcohol and drug abuse.

Retirement Research Foundation Thomas Kirby Memorial Grant supports student research in aging and retirement.

The Albert Zahm Research Travel Fund subsidizes, in part, travel expenses incurred by graduate students for purposes directly related to their research. First priority will be accorded doctoral students who have been admitted to candidacy and whose research is the basis for their dissertation. Research master's degree students who have completed all requirements except the thesis will receive second priority.

Oak Ridge Associated Universities

Web: <http://www.orau.org>

Since 1992, students and faculty of the University of Notre Dame 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.

For more information about ORAU and its programs, contact Anthony K. Hyder, associate vice president for graduate studies and research at Notre Dame and ORAU council member at (574) 631-8591, or Monnie E. Champion, ORAU corporate secretary, at (865) 576-3306; or visit the ORAU home page.

Postdoctoral Scholars

Telephone: (574) 631-7283

Web: <http://www.nd.edu/~postdoc/>

Postdoctoral Scholar is a University status distinct from faculty or student status. Appointments are made by the Graduate School for all academic units of the University.

The paragraphs below provide summary information on each of the major appointment categories.

Research Associates

Appointments to non-faculty research positions with the title Senior Research Associate, Postdoctoral Research Associate, or Research Associate are made by the Graduate School in departments, institutes, and centers throughout the University. The length of appointment varies but is normally for one year; renewal is upon mutual agreement between the appointee and the faculty adviser. Research associates receive salary and substantial benefits. Application should be made directly to the faculty member with whom the applicant wishes to pursue studies.

Teaching Scholars

Appointments to non-faculty teaching positions with the title Teaching Scholar are made by the Graduate School in departments throughout the University. The length of appointment is normally for one year; renewal is upon mutual agreement between the appointee and the chair/director of the appointing unit. Teaching scholars receive salary and substantial benefits. Application should be made directly to the chair/director of the appropriate unit.

Visiting Scholars

Appointments to non-faculty research positions with the title Visiting Scholar are made by the Graduate School in departments, institutes, and centers throughout the University. The length of appointment varies but is normally for a semester or a year; renewal is upon mutual agreement between the appointee and the chair/director of the appointing unit. Visiting scholars receive no salary and only limited benefits. Application should be made directly to the chair/director of the appropriate unit.

Research Visitors

The Graduate School appoints students enrolled in graduate or undergraduate degree programs at other universities to research positions with the title Research Visitor for

the purpose of using University libraries or consulting with a faculty member. The length of appointment varies but is normally for a semester or a year. Research visitors occasionally receive a stipend, but there are no benefits. Application should be made directly to the faculty member the student wishes to consult, or to the chair of the appropriate department.

University Resources and Policies

Academic Resources

University Libraries

Telephone: (574) 631-6258

Web: <http://www.nd.edu/~ndlibs>

The University library system consists of 10 libraries, which house most of the books, journals, manuscripts, and other non-book library materials available on the campus. Currently, the collections contain nearly three million volumes, more than three million microform units, and over 20,800 audiovisual items to support the teaching and research programs. In the past year, the libraries added over 64,803 print volumes in addition to those in other formats and received about 14,400 serial titles.

Through the Notre Dame Web site and the NT/Windows network, users have immediate access to the University Libraries' catalog, an array of electronic periodical indexes and full-text documents, and professionally developed subject guides to local and Internet-based resources. From their computers, users may request individualized reference assistance, place Interlibrary Loan requests, suggest titles for purchase, and recall or renew charged materials.

The Theodore M. Hesburgh Library, a 14-story structure, serves as the main library and its collections are of primary interest to the students and faculty of the College of Arts and Letters and the Mendoza College of Business. The tower also contains the University Archives, the Medieval Institute Library with the Frank M. Folsom Ambrosiana Microfilm and Photographic Collection and the Mary K. Davis Drawings Collection, and the Jacques Maritain Center.

Orientation sessions are presented by the library staff at the start of each semester and the summer session and are available to interested students and faculty.

A limited number of closed carrels are available to advanced graduate students upon application to their academic departments. Lokmobiles, a type of locker on wheels, also are available to graduate students upon application to the Circulation Desk.

The Business Information Center, located in the Mendoza College of Business complex, is an innovative, all-electronic facility supporting existing and emerging programs and research. This state-of-the-art facility is equipped with 30 individual workstations and two group learning areas with six workstations each, and provides access to and instruction and assistance in the use of a broad range of bibliographic, numerical, full-text, and graphic databases in business and related disciplines.

The remaining eight libraries were established to meet the teaching and research needs of the College of Engineering, the College of Science, the School of Architecture, and the Law School. These libraries generally contain the more recent literature and the Hesburgh Library retains the older materials.

The Architecture Library, located in Bond Hall, has a collection of over 26,100 volumes and over 100 currently received journals pertaining to various aspects of architecture.

The Chemistry/Physics Library, located in 231 Nieuwland Science Hall, maintains a collection of some 49,291 volumes and currently receives over 218 paper journals and 471 e-journals in all fields of chemistry and physics. It can provide database searches and bibliographic instruction.

The Engineering Library, located on the first floor of the Cushing Hall of Engineering, has a collection of 48,800 volumes and approximately 25,000 microform units and receives over 450 paper journals and about 1,400 e-journals related to engineering. The facility provides database searches as well as bibliographic instruction.

The Life Sciences Library, located on the first floor of the Paul V. Galvin Life Sciences Center, houses an estimated 32,000 volumes and receives approximately 425 print journals and 900 e-journals in the field of biological sciences. It offers database searching and bibliographic instruction.

The Mathematics Library, located in 001 Hayes-Healey Center, has a collection estimated at 48,000 volumes and subscribes to

about 150 paper journals and 355 e-journals, which deal with all areas of pure mathematics.

The Radiation Chemistry Reading Room, located in 105 Radiation Research Building, has a collection of approximately 4,800 volumes and receives 27 journals in radiation chemistry. It serves many of the information service needs of the radiation chemical community throughout the United States and abroad.

The Kellogg/Kroc Information Center is located in 318 Hesburgh Center for International Studies and supports its work in international studies.

The Kresge Library, located in the Law School, is available for use by all students, faculty, and staff although it is not administratively a part of the regular library system. It has a collection of over 588,749 volumes of law and law-related materials.

The University, along with more than 208 major universities, colleges, and research libraries, maintains a membership in the Center for Research Libraries, which has access to over 3.5 million volumes of materials and 1.5 million microforms important to research. The University Libraries were elected to the Association of Research Libraries in 1962.

Information Technologies

Telephone: (574) 631-5600

Web: <http://www.nd.edu/~ndoit>

The Office of Information Technologies (OIT) supports 11 public-access computer clusters around the campus, plus one in the Hesburgh Library for the exclusive use of graduate students. These clusters provide access to almost 600 computers, running Macintosh, Windows, and UNIX operating systems, and high-quality printers for all students, faculty, and staff. Five clusters are usually open 24 hours every day. The OIT employs student consultants to help support these facilities. For more information about the Notre Dame computer clusters, go to <http://www.nd.edu/~ndoit/clusters/>.

The clusters, academic and most administrative buildings, and the residence halls are linked to a fiber-based campus network that provides access to a number of Notre Dame resources, as well as the Internet. Standard services include access to electronic mail and the World Wide Web. Notre Dame provides direct ethernet connections to the campus network to graduate students in Fischer

and O'Hara-Grace graduate student residences. Ethernet connections are available in Hesburgh Library carrels by request and a cluster of networked computers is available in the married student housing community center. In addition to the locations listed above, all students have access to ResNet connections in LaFortune Student Center, DeBartolo Interactionary Area, and the second floor of the Hesburgh Library.

Many support services are provided by the OIT. Computers can be purchased in the OIT Solutions Center on the first floor of the Information Technology Center. Students, faculty, and staff can purchase computers and printers at educational discounts. The Solutions Center also provides a variety of software at educational discount prices. CDs of Microsoft and Corel software are currently available to the Notre Dame community for a substantial savings through an annual license fee. See <http://www.nd.edu/~ndoit/solutions> for more information about the OIT Solutions Center.

The OIT Help Desk is located in Room 111 of the Information Technology Center. The Help Desk provides answers to usage questions, diagnosis of problems, and problem resolution, and is open Monday through Friday from 8:00 a.m. to 5:00 p.m. See <http://www.nd.edu/~ndoit/helpdesk> for more information about the Help Desk.

Educational Technology Services offers computer-related, noncredit daytime courses to staff, faculty, and the students of the Notre Dame, Saint Mary's, and Holy Cross communities. The classes cover a wide range of applications in both Windows and Macintosh, and are free of charge. For more information on these and other training programs, see <http://www.nd.edu/~ndoit/training>.

The OIT maintains a High Performance Computing Cluster (HPCC) to provide a parallel computing environment for computationally intensive work and research. Some primary users of the HPCC include Chemistry, the Radiation Lab, Center for Applied Mathematics, Computer Science and Engineering, and the Theoretical Solid State Electrophysics Research Group. The University community also has access to national super-computing and data resource facilities. More information about the HPCC can be found at <http://www.nd.edu/~hpcc>.

The Media Resource Library in DeBartolo Hall includes many video and other

multimedia items for use in classes. The Media library also assists in locating and ordering new titles. The Media Resource Library is located on the first floor of DeBartolo Hall in Room 115. Please contact Roberta McMahon at (574) 631-5934.

DeBartolo Hall, the University's high-technology classroom building, has 42 permanent computers on podia for class presentations. Two classrooms have a computer on each student desk for collaborative work. Media-On-Call, a fiber-optic video delivery system, provides media to all classrooms in DeBartolo and the Mendoza College of Business complex. In addition to the shared facilities of the OIT, specific colleges have their own facilities.

Anyone using Notre Dame computers and networking resources is responsible for observing the policies set forth in the document G0001 *Responsible Use of Information Technologies at Notre Dame*. The full text of this policy is available from the Help Desk or online at the Web page: <http://www.nd.edu/~doc/G0001.html>.

Interdisciplinary and Specialized Research Institutes

In pursuance of its public service commitment, the University, assisted by various private foundations and federal agencies, maintains several interdisciplinary and specialized research institutes.

University institutes, centers, and special programs include:

Alliance for Catholic Education
 Center for Applied Mathematics
 Center for Asian Studies
 Center for Astrophysics
 Center for Catalysis and Reaction Engineering
 Center for Civil and Human Rights
 Center for Environmental Science and Technology
 Center for Ethics and Culture
 Center for Ethics and Religious Values in Business
 Center for Family Studies
 Center for Flow Physics and Control
 Center for Molecularly Engineered Materials
 Center for Nano Science and Technology
 Center for Orphan Drug Development
 Center for Philosophy of Religion
 Center for Research in Banking
 Center for Social Concerns
 Center for Tropical Disease Research and Training

Center for U.S.-Japanese Business Studies
 Center for Zebrafish Research
 Cushwa Center for the Study of American Catholicism
 Ecumenical Institute (Jerusalem)
 Erasmus Institute
 Fanning Center for Business Communication
 Freimann Life Science Center
 Gigot Center for Entrepreneurial Studies
 Hank University of Notre Dame Environmental Research Center (UNDERC)
 Hessert Laboratory for Aerospace Research
 Higgins Labor Research Center
 Institute for Church Life
 Institute for Educational Initiatives
 Institute for Latino Studies
 Interdisciplinary Center for the Study of Biocomplexity
 Keck Center for Transgene Research
 Kellogg Institute for International Studies
 Keough Institute for Irish Studies
 Kroc Institute for International Peace Studies
 Laboratory for Image and Signal Analysis
 Lizzadro Magnetic Resonance Center
 LOBUND Laboratory
 Maritain Center
 Marital Therapy and Research Center
 Medieval Institute
 Mendelson Center for Sports, Character, and Community
 Multinational Management Program
 Nanovic Institute for European Studies
 Nuclear Structure Laboratory
 Philosophic Institute
 Radiation Laboratory
 Reilly Center for Science, Technology and Values
 South Bend Center for Medical Education
 Walther Cancer Research Center
 White Center for Law and Government

Those centers with particular relevance for graduate education are described in the "Centers, Institutes, and Laboratories" section of this *Bulletin*.

Inter-University Visitation Program

The Midwest Catholic Graduate Schools (MCGS) is a consortium of the Catholic universities of the Midwest that have significant doctoral programs. In addition to Notre Dame, the members are Loyola University of Chicago, Marquette University, and Saint Louis University.

A degree-seeking graduate student at an MCGS university, after initiating a program of studies at the "home university," may with appropriate approvals take course work

or pursue research at one of the other three institutions ("host universities") as a visiting student. Procedures have been introduced to facilitate such visits. The student registers at both the home and the host universities. Tuition is assessed at the home university at its rate. Registration entries and final grades are forwarded from the host to the home university for listing on the student's permanent record.

Inter-university visitation makes it possible for students to take advantage of courses or research opportunities offered by the other three institutions that might not be readily available at the home university. Thus, the program expands the choices available to MCGS students for shaping a degree program.

Interested students should review the graduate bulletins and class schedules of the host universities and consult with their advisers and major-field directors.

To participate, a student must complete an "Application for Inter-university Visitation" and secure the necessary approvals from the home institution. Then the graduate dean of the host university must approve the visitation. Finally, an "Intra-MCGS Enrollment Form" must be completed for each course to be taken at the host institution.

Participation is restricted to those fields of study that are under the academic jurisdiction of the graduate deans at both the home and the host institutions. A degree-seeking student must first have completed at least the equivalent of one full semester at the home university. No more than nine credit/semester hours of courses from host institutions can form part of a degree program at the home institution. Interested students may obtain further information and application forms from the Graduate School, 502 Main Building. Nondegree or transient students at the home institution may not participate in inter-university visitation.

Kaneb Center for Teaching and Learning

Telephone: (574) 631-9146
 Web: <http://kaneb.nd.edu>

The John A. Kaneb Center for Teaching and Learning provides the means for faculty and graduate teaching assistants (TAs) to hone the art of teaching that has characterized a Notre Dame education over the years. Located in DeBartolo Hall, the Kaneb Center serves faculty as they evaluate and improve

their teaching and provides programs for TAs to help them develop their teaching skills and function effectively in their teaching roles. The center also helps faculty and TAs use new or existing technology.

Upon completing a series of five or more TA workshops on teaching, TAs receive a "Striving for Excellence in Teaching" certificate.

In collaboration with departments, colleges, and other University units, the center provides analysis and critiques of classroom instruction, assistance with departmental and college planning, assistance in developing teaching techniques, and University-wide stimulation for reflection on teaching and learning.

Laboratory for Social Research

Telephone: (574) 631-7458
Web: <http://www.nd.edu/~lsrweb>

The Laboratory for Social Research (LSR) is an interdisciplinary training and service facility.

Service. The LSR provides data-processing and test-grading services through its software and optical scanner. Additionally, services are provided in questionnaire development, programming, and consultation in all phases of research (design, sampling, analysis, and evaluation).

Research. The LSR offers research services to both students and faculty, including consultative services regarding the formulation of research strategies, the development and implementation of statistical procedures, the construction of research-oriented classroom learning experiences, and technical assistance for quantitative data. The center provides access to a large number of data sets that cover a wide range of substantive topics. These data sets are acquired through the University's membership in the interuniversity Consortium for Political and Social Research and through other outside services.

Teaching. The LSR faculty teach advanced quantitative methods classes in the economics, political science, psychology, and sociology departments as well as an interdisciplinary training course for first-year graduate students. The LSR also provides undergraduate and graduate assistance in using SPSS, SAS, Systat, Stata, etc.

The Snite Museum of Art

Telephone: (574) 631-5466
Web: <http://www.nd.edu/~sniteart>

The museum features collections that place it among the finest university art museums in the nation.

The Mesoamerican collection highlight is the comprehensive, exceptional holdings of works of the Olmecs, the earliest Mexican civilization.

The Kress Study Collection has been the foundation for developing Italian Renaissance art, which includes a rare Ghirlandaio altarpiece panel. The Baroque collection highlights works by Bloemaert, Coypel, and van Ruisdael. Selections from the Feddersen Collection of 70 notable Rembrandt van Rijn etchings are exhibited frequently; and, the 18th-century collection includes such masters as Boucher, Vigée-Lebrun, Reynolds, Conca, and de Mura.

The critically acclaimed John D. Reilly Collection of Old Master to 19th-century drawings includes examples by Tintoretto, Tiepolo, Oudry, Fragonard, Ingres, Géricault, Millet, and Degas. The Noah and Muriel Butkin Collection of 19th-Century French Art is the foundation of one of the museum's major strengths, featuring paintings and drawings by Corot, Boudin, Couture, Courbet, and Gérôme.

The Decorative and Design Arts Gallery spans the 18th through 20th centuries and exhibits early porcelains from Sèvres and Meissen. Exceptional ceramics, furniture, glass, and silver pieces represent both the Arts and Crafts and Art Nouveau styles of the 19th century in addition to the Art Deco and Bauhaus modern movements. Twentieth-century-designed pieces by Wright, Stickley, Tiffany, and Hoffman are also on view.

The Janos Scholz Collection of 19th-Century European Photography contains some 5,500 images of persons and places taken during the first 40 years of camera use.

Native American art focuses on early 19th-century Plains Indian-painted war records and costumes; it also features Mimbres and Anasazi painted ceramics from the prehistoric Southwest.

The developing American collection has 19th-century landscapes by Durand and Inness and portraits by Eakins, Sargent, and

Chase. Among highlights of the West and the Southwest regions are paintings by Higgins, Ufer, Russell, and Remington.

Traditional works of African art such as textiles, masks, and sculptures are in the collection.

Twentieth-century styles and movements are seen in paintings by Miro, O'Keeffe, Avery, Glackens, Pearlstein, and Scully. Modern sculptures by Barlach, Zorach, Cornell, Calder, and Rickey complement the paintings and drawings.

Croatian-American sculptor Ivan Mestrovic, who taught at Notre Dame from 1955 until his death in 1962, created many works that remain on campus. Major pieces can be seen in the museum, at the Eck Visitor Center, and the Basilica of the Sacred Heart.

Loan exhibitions from major museums and private collections, in addition to exhibitions mounted by the Snite, are offered periodically in the O'Shaughnessy Galleries, as is the annual exhibition of student art by candidates for M.F.A. and B.F.A. degrees. Special events and programs include lectures, recitals, films, and symposia held in the 304-seat Annenberg Auditorium and in the galleries.

Other Facilities and Services

Campus Ministry

Telephone: (574) 631-7800
Web: <http://www.nd.edu/~ministry>

Notre Dame is a Catholic institution, which extends a welcome and our desire to be of service to students of all denominations and faith traditions.

Through the programs offered by Campus Ministry, we hope to offer opportunities for students to deepen their faith, to develop a spirituality that will serve them well as adult believers, and to discuss the religious and ethical aspects of questions that are essential for all of us.

Pastoral needs of graduate students are met in a variety of ways. Liturgies, prayer services, retreats, and spiritual counseling are available through personnel at University Village and at the Fischer-O'Hara-Grace Graduate Residences as well as through the offices of Campus Ministry. There is a chapel at Fischer Graduate Residences for the use of graduate students with daily and Sunday Masses and opportunities for sacramental reconciliation.

Campus Ministry offers programs in marriage preparation and family life, retreats, faith sharing, sacramental preparation, and pastoral counseling. It coordinates liturgies in the Basilica of the Sacred Heart and in the residence hall chapels. Graduate students are welcome to participate in these celebrations and to serve as Eucharistic ministers, lectors, or members of the Notre Dame liturgical choirs and music groups. Campus Ministry prepares a listing of all Catholic Masses offered each week at the Basilica of the Sacred Heart and in the residence halls. In addition to this, lists of local Protestant churches, as well as synagogues and mosques, are mailed to all graduate students at the beginning of the academic year with times of services and telephone numbers to call for transportation.

Campus Ministry offices are located in the Coleman-Morse Center and in 103 Hesburgh Library Concourse.

Campus Security

Telephone: (574) 631-8338

Web: <http://www.nd.edu/~ndspd>

Safety Information from Notre Dame Security/Police. The security of all members of the campus community is of paramount concern to the University of Notre Dame. Each year the University publishes an annual report outlining security and safety information and crime statistics for campus. This document provides suggestions regarding crime prevention strategies and important policy information about emergency procedures, reporting of crimes, law enforcement services on campus, and information about support services for victims of sexual assault. The brochure also contains information about the University's policy on alcohol and other drugs, the SafeWalk program, and the campus shuttle service. You may view the document on the Web at <http://www.nd.edu/~ndspd/safebroc.html>. A printed copy of this brochure is available by sending an e-mail request to ndspd@nd.edu or by writing to: Office of the Director, University Security/Police, 101 Campus Security Building, Notre Dame, IN.

Child Care

Telephone: (574) 631-3344

An on-campus childcare center for the children of faculty, staff, and students was opened at Notre Dame in 1994. The Early Childhood Development Center (ECDC) provides a play-oriented learning curriculum that fosters a child's understanding of self,

others, the world, and problem solving. Literature, creative dramatics, music, play, and art are integrated into the daily schedule. The six-classroom center is staffed by 20 full-time employees, including six lead teachers who hold at least a bachelor's degree. Notre Dame and Saint Mary's College students serve as part-time teacher-assistants.

The program serves children ages two to six during the school year and two to nine in the summer. A number of full- and part-time schedules are offered to meet varying family needs, and the weekly cost of the program is tied to family income. ECDC also has operated a childcare program at nearby Saint Mary's for 28 years.

Call for more information or to get on the waiting list.

Counseling Services

Telephone: (574) 631-7336 (24 hours)

Web: <http://www.nd.edu/~ucc>

The University Counseling Center, located on the third floor of the University Health Center, offers professional services to all graduate students. The center is devoted to meeting the students' needs and assisting them with their problems and concerns. These concerns might include personal growth and self-enhancement, vocational issues and academic anxieties, interpersonal relationships and social difficulties, depression, substance abuse and addiction, and a number of more severe emotional and psychological problems.

The center is staffed by licensed clinical psychologists, counseling psychologists, an addiction specialist, clinical social workers, and doctoral interns and students who are supervised by professional psychologists, a consulting psychiatrist, and a consulting nutritionist. The center operates under an ethical code of strict confidentiality.

Professional services are usually by appointment and can be arranged either in person or by telephone, but provision is always made for an emergency. Services are offered at a minimal fee of \$4 per session. There is no charge for the initial appointment.

Food Services

Phone: (574) 631-5000

Web: <http://food.nd.edu>

All graduate students, whether they live on campus or off campus, may purchase meal plans for the University dining halls. A variety

of options are available in 2003–2004. Students may pick from 10 different meal plans providing a variety that can meet any schedule and any budget.

For added flexibility, students may also choose from our Domer Dollar or Flex Point programs. Each option allows for greater flexibility, safety, and convenience because the student never has to carry cash to dine in any of Food Services' operations. Visit the Card Services Office Web page to learn more about meal plans, Flex Points, and Domer Dollars (http://food.nd.edu/on_campus_students/services/idcard.php) or call the Card Services Office at the South Dining Hall: (574) 631-7814.

Graduate School Career Services

Telephone: (574) 631-5200

Web: <http://careercenter.nd.edu>

The Career Center at Notre Dame offers students diverse and comprehensive services, including individual advising and counseling, dossier and credential file services, career assessment inventory testing, group workshops, videotape mock interviews, and more.

Programs of particular relevance to graduate students include

- Preparing your curriculum vitae
- Job search strategies for Ph.D.s in industry
- Improve your presentation skills
- Learn to network effectively

In addition to a wide variety of reference materials available in its Flanner Hall offices, the center also provides an online resource, *Go IRISH (Internet, Recruiting, Interviewing, Scheduling, Hotlink)*, that allows students to pursue internships, sign up for interviews, and research careers.

Health Services

Telephone: (574) 631-7497/7567

Web: <http://www.nd.edu/~uhs/uhs.html>

The University Health Center provides comprehensive treatment of illness and injuries to all students enrolled at the University. The services provided include an ambulatory clinic, pharmacy, laboratory, x-ray facilities, and an inpatient unit.

There is no fee to see the University physicians or nurses. Students must pay for prescriptions, over-the-counter medications, supplies, and specially prescribed treatments/

procedures. A statement of the charges for services rendered will be mailed to students, enabling them to file for personal insurance reimbursement. Most charges are covered under the University-sponsored student insurance plan, and the Health Center clerical staff files those claims.

The ambulatory clinic services are available on a walk-in or scheduled basis. Allergy shots must be scheduled. Referrals are made to local physicians for consultation and treatment of special cases. Inpatient beds are available for students during the fall and spring semesters when prescribed by a University physician.

Registered nurses provide 24-hour-per-day care. There are no inpatient room and board fees for on-campus students. Off-campus students pay a nominal inpatient room and board fee. All inpatient students pay for their laboratory tests, medications, and treatments.

Laboratory services are provided on site through a satellite facility of the South Bend Medical Foundation, a large local laboratory that also serves the local hospitals.

In case of emergency, the University Security Department provides for transportation of students to local hospitals. Local ambulance services are readily available. Transportation to local physicians' offices for care that is not an emergency is provided by Health Services if a University physician has referred the patient. Hours of transportation are limited to 12:15 p.m. to 5 p.m., Monday through Friday, during the academic year when the University is in session.

All student health records are kept confidential. No information is released to anyone, including parents and University authorities, without the student's prior permission. In the event of emergency requiring hospitalization, when it is impossible to obtain a student's permission, a University physician or the hospital will notify a parent or legal guardian.

International Student Services and Activities

Telephone: (574) 631-3825

Web: <http://www.nd.edu/-issa>

The University of Notre Dame's international student body is made up of 900 students from over 100 countries. The campus community benefits from this diversity through opportunities to learn about other cultures, the sharing of experiences, the promotion of intercultural understanding, and the chance

to practice other languages. Many of the services and programs that enhance international educational exchange are offered through International Student Services and Activities (ISSA). This office strives to create a supportive atmosphere where students can live and learn effectively. The office also promotes international programs as a means of stimulating cross-cultural understanding and interest within the campus and community.

Services and programs offered include the International Orientation Program, Family Friendship Program, International Resource Bureau, annual International Week, international club advising, community outreach, general advising, counseling, and referral.

Since many international graduate students bring their families with them to Notre Dame, ISSA tries to meet their needs as well. For example, English as a Second Language classes are offered to spouses of degree-seeking international students, and an International Women's Club offers support and activities to the wives of all international students and scholars throughout the year.

International Student Services and Activities is located in Room 204 LaFortune Student Center. A separate Office of Foreign Student Visas is located at 112 Institute for Educational Initiatives Building (formerly the Earth Science Building) and advises international students and scholars with nonimmigrant status.

Multicultural Student Programs and Services

Telephone: (574) 631-6841

Web: <http://www.nd.edu/-msps>

The Multicultural Student Programs and Services office encourages and supports traditionally underrepresented students in using all academic and leadership opportunities at the University. The office focuses on student leadership development skills, provides networks for internships and summer research positions, and offers diversity and multicultural educational programming for the entire campus. While working with 19 ethnic organizations, Multicultural Student Programs and Services collaborates with other academic and student affairs departments, the Student Union board, and Student Government to ensure representation of the total student body in programming efforts.

In conjunction with Student Affairs, the office sponsors an annual fine arts lecture series, which addresses various issues impacting people of color. This series serves as a medium to begin dialogue on commonalities, differences, and interests. Another major programming effort is the First Friday luncheon held to permit faculty, administrators, and undergraduate and graduate students an opportunity to interact in an informal atmosphere. The MSPS Building Bridges Program provides first-year students with mentors who are faculty, administrators, upperclass MSPS scholars, and upperclassmen. The participants are exposed to career and graduate school initiatives, scholarships, and University awards. For further information, contact the office in the Intercultural Center, 210 La Fortune Student Center.

Office for Students with Disabilities

Telephone: (574) 631-7141 (voice),

(574) 631-7173 (TTY)

Web: <http://www.nd.edu/-osd>

The Office for Students with Disabilities (OSD) provides a variety of services to ensure that qualified students with disabilities have access to the programs and facilities of the University. Services do not lower course standards or alter essential degree requirements, but instead give students the opportunity to demonstrate their academic abilities. Students can initiate a request for services by registering with the OSD and providing information that documents their disability.

While the services or accommodations provided depend on the student's disability and course or program, some of the services that have been used include extended time on exams and/or separate testing rooms; textbooks in a variety of formats, such as large print, Braille, cassette tape, and computer disk; readers, note takers, and academic aides; screening and referral for diagnostic testing for a learning disability or attention deficit disorder; housing modifications; and hearing amplification equipment. OSD also has a room in the library with CCTV, an Arkenstone Reader, and a Braille printer for student use.

For more information on services or to receive a copy of the University of Notre Dame *Policies and Procedures for Students and Applicants with Disabilities*, please contact: Coordinator, Office for Students with Disabilities, 109 Badin Hall, E-mail: nd.osd.1@nd.edu.

Parking

Telephone: (574) 631-5053

Web: <http://www.nd.edu/~ndspd/parking.html>

Students must register vehicles operated or parked on campus. Information about traffic and parking regulations and vehicle registration is available from the Parking Services office, 117 Campus Security Building.

Policies on Harassment and Other Aspects of Student Life

Sexual and discriminatory harassment and harassment in general are prohibited by the University. Definitions and policies regarding all forms of harassment and other aspects of student life and behavior are described in the *Graduate and Professional Student Handbook*, which contains the University's description of student life policies and procedures for advanced-degree students. The codes, rules, regulations, and policies that establish the official parameters for student life at Notre Dame are contained in the handbook. Unless otherwise noted, the policies and procedures in the handbook apply to all graduate and professional students, whether the behavior occurs on or off campus. The handbook may be obtained from the Office of Residence Life and Housing, located at 305 Main Building, and is available from the Office of Residence Life and Housing Web site at <http://orlh.nd.edu>.