



AUBURN

MONTGOMERY

AUBURN UNIVERSITY AT MONTGOMERY

Auburn University at Montgomery presents this catalog to its students, prospective students, employees and others to inform them about the admission process, degree programs and requirements, course descriptions, regulations, faculty and staff, and other pertinent information. The statements made in this catalog are for informational purposes only and do not constitute a contract between the student and AUM.

While Auburn University at Montgomery reserves the right to make changes to its policies, regulations, curriculum and other items listed in this catalog without actual notice to students, the information accurately reflects policy and progress requirements for graduation effective August 1, 2008. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

Auburn Montgomery will make every effort to keep students advised on any such changes. Information on changes will be available online www.aum.edu, the Office of Admissions and/or the dean's office. It is important that each student be aware of his or her individual responsibility to keep apprised of current graduation requirements for his or her degree program.

Auburn University at Montgomery is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; 404-679-4501) to award the bachelor's, master's and specialist degrees, as well as a joint doctoral degree with Auburn University.

For additional information about graduate program procedures, please refer to the AUM Graduate Handbook of Policies and Procedures, available online at www.aum.edu/uploadedfiles/Graduate_Manual.pdf.

Inquiries regarding admission and registration should be addressed to the **Office of Academic Affairs and Graduate Studies, 103 Administration Building, Auburn University at Montgomery, P.O. Box 244023, Montgomery, Alabama 36124-4023; 334-334-244-3623 or AdmitMe@aum.edu.**

■ Contents

Academic Calendars, Class Meeting Times and Final Examination Schedule . . .	3
Graduate Degrees	3
Board of Trustees	5
Mission of the University	6
AUM Library	7
Counseling Center	8
Learning Center and Instructional Support Lab	8
Housing and Student Life	9
Fees and Charges	9
Student Financial Aid	11
Educational Benefits for Veterans	13
General University Policies	14
General Information	18
University Academic Regulations and Policies	20
Scope of Graduate Programs	24
Admission Requirements	25
Alabama and Non-Alabama Student Policy	30
Student Classification	32
Graduate Program Requirements	33
Grade Requirements	34
School of Business	40
Course Descriptions	47
School of Education	58
Course Descriptions	66
School of Liberal Arts	84
Course Descriptions	85
School of Nursing	101
Course Descriptions	103
School of Sciences	106
Course Descriptions	106
Air University Graduate Program	132
Career Development Center	136
Faculty Approved for Graduate Teaching	137
Emeriti Faculty	146
Index	150

■ Academic Calendars, Class Meeting Times and Final Examination Schedule

Current AUM academic calendars, class meeting times and final examination schedules are available online at www.aum.edu.

■ Graduate Degrees

School of Business

Degree

M.B.A.

Curriculum

Business Administration

E.M.B.A

Executive Business Administration

School of Education

Degree

M.Ed.

Curriculum

Art Education (P-12)

Counseling and Development (non certification)

School Counseling (P-12)

Early Childhood Education (P-3)

Elementary Education (K-6)

Physical Education (P-12)

Exercise Science (non certification)

Reading Specialist (P-12)

Secondary Education (6-12)

Biology

English/Language Arts

General Science

Social Science

History

Mathematics

Special Education

Early Childhood Special Education (B-8)

Collaborative Teacher (K-6)

Collaborative Teacher (6-12)

Ed.S.

Instructional Leadership (P-12)

Counseling and Development¹ (non certification)

School Counseling (P-12)

Early Childhood Education (P-3)

Elementary Education (K-6)

Physical Education (P-12)

Special Education

Alternative M.Ed.	Collaborative Teacher (K-6)
	Collaborative Teacher (6-12)
	Art Education (P-12)
	Childhood Education (P-6)
	Physical Education
	Secondary Education (6-12)
	Biology
	English/Language Arts
	General Science
	Social Science
	History
	Mathematics
	Special Education
	Early Childhood Special Education (B-8)
Collaborative Teacher (K-6)	
Collaborative Teacher (6-12)	

School of Liberal Arts

Degree	Curriculum
M.L.A.	Liberal Arts
M.A. ²	Sociology
M.S. ²	Sociology

School of Nursing

Degree	Curriculum
M.S.N. ³	Clinical Specialist in Education/ Diverse Populations

School of Sciences

Degree	Curriculum
M.S.J.P.	Justice and Public Safety Judicial Administration Justice and Public Safety Executive Master's (Huntsville/Redstone)
M.I.R. ⁴	International Relations
M.P.S.	Political Science
M.S.PG.	Psychology
M.P.A.	Public Administration
Ph.D. ⁵	Public Administration and Public Policy

¹ Joint Educational Specialist program with Alabama State University.

² Master's program in cooperation with Auburn University.

³ Joint Master's program with Auburn University School of Nursing.

⁴ Master's program offered at Maxwell Air Force Base for permanent party officers, civilians and noncommissioned officers.

⁵ Joint doctoral program with Auburn University.

■ Board of Trustees

Auburn University is governed by a Board of Trustees consisting of one member from each congressional district, as these districts were constituted on Jan. 1, 1961 one member from Lee County three at large members, all of whom shall be residents of the continental United States and the governor, who is ex-officio. The governor is the president. Prior to 2003 trustees were appointed by the governor, by and with the consent of the state Senate, for a term of 12 years. Currently, new trustees are appointed by a committee, by and with the consent of the state Senate, for a term of seven years and may serve no more than two full seven-year terms. A member may continue to serve until a successor is confirmed, but in no case for more than one year after a completion of a term. Members of the board receive no compensation. Consistent with an executive order of the governor in 1971, a non-voting student representative selected by the student body serves as a member ex-officio.

Members of the Board

The Honorable Bob Riley, Governor of Alabama, President
(ex officio) Montgomery

Name	District	Home
	Term Ends 2009	
Paul J. Spina Jr. President <i>Pro Tempore</i>	Sixth	Pelham
	Term Ends 2011	
Sarah B. Newton	Seventh	Fayette
Dwight L. Carlisle	Fourth	Tallasse
Robert E. Lowder	Second	Montgomery
Byron P. Franklin	Ninth	Birmingham
James W. Rane	Third	Abbeville
Virginia N. Thompson	Third	Auburn
	Term Ends 2012	
John C. H. Miller Jr.	First	Mobile
John G. Blackwell	Eighth	Huntsville
	Term Ends 2014	
Gaines Lanier	Fifth	West Point, GA

Members at Large

	Term Ends 2011	
Charles D. McCary	(At Large)	Birmingham

Term Ends 2012

Samuel L. Ginn

(At Large)

San Mateo, CA

Term Ends 2015

Raymond J. Harbert

(At Large)

Birmingham

Advisory Members

President, Student Government Association, Auburn University (ex officio)

President, Student Government Association,

Auburn University at Montgomery (ex officio)

■ Mission of the University

Auburn University at Montgomery's mission, as the metropolitan campus of Auburn University, a land-grant institution, is to foster and exemplify excellence in education through instruction, research and service. Auburn University at Montgomery blends the traditional views of the university as a community of scholars with the contemporary view of the university as an integral part of the surrounding community, state and region. AUM provides academic programs that are characteristic of the finest traditions of scholarship and consistent with the responsibility of the university to provide support for the functions of government, regional economic growth and cultural enrichment through the arts.

As a center of learning dedicated to the examination of ideas and values influencing civilizations, AUM is committed to:

1. Providing students with an understanding of the issues, ideas and values that have a significant impact on the development of society;
2. Developing in its students the methodological approaches essential to understanding contemporary society and its problems and to fostering critical thinking;
3. Providing students with a broadly based education, as well as preparing them for the learned professions;
4. Conducting research that contributes to the advancement of knowledge;
5. Extending its knowledge, skills and resources to the community, state and region;
6. Providing opportunities for lifelong learning.

AUM encourages open and free inquiry and seeks to instill in its students ways of thinking, communicating and learning that will be of enduring value.

Auburn University at Montgomery is committed to the following values:

- Excellence
- Accountability
- Accessibility
- Diversity and inclusiveness
- Creativity

- Responsibility
- Honesty
- Fairness

The personal and intellectual development of students is the inherent goal of a university education. This assumption, complemented by the belief that knowledge is valuable in itself, underlies the primary aspiration of AUM: to create in students a realization of their potential as responsible, ethical human beings. AUM adopts the following goals:

1. Enhance academic programs.
2. Increase student success and retention.
3. Enhance AUM's engagement with AU.
4. Increase AUM's partnerships with business, government and the community external to AUM.
5. Attract, recruit and retain a diverse faculty and staff of highly qualified individuals.
6. Identify and obtain the financial resources needed to support the University's mission.
7. Maintain a physical facilities infrastructure, including buildings and information technology, that enhances academic programs, business operations and student life.

■ AUM Library

The AUM Library is housed in a two-phased complex that includes a 10 story tower. The library collection contains over 325,000 books and more than 70,000 full-text journals available in print and/or electronic format. The library provides Internet access to more than 100 databases covering all academic disciplines. The library also has extensive collections of documents and periodicals on microfilm, a growing collection of manuscripts and archival materials and several CD-ROM databases that index U.S. census data. In addition, it maintains a collection of browsing materials, consisting of bestseller fiction items.

The library is a regional federal documents depository, with more than 1.5 million publications dating from the mid-19th century to the present. Through its online catalog, the library provides access to its holdings and access to the catalogs of libraries within the state and throughout the world. For remote access to library collections, visit the library homepage at <http://aumnicat.aum.edu>.

The library supplements its holdings by providing interlibrary loan services for students, faculty and staff. The campus community also has direct, online borrowing privileges for books from the libraries at Auburn University, Jacksonville State University, the University of Alabama and the University of Alabama at Birmingham. The AUM Library is a member of OCLC, Inc., an international online bibliographic database with more than 100 million records; SOLINET, the Southeast Library Information Network and the Network of Alabama Academic Libraries.

The AUM Library is also a member of the Montgomery Higher Education Consortium, which allows AUM students, faculty and staff to check materials out from the libraries at Alabama State University, Faulkner University, Huntingdon College and Troy University's Montgomery campus.

The library's reference service offers instruction for students in the use of library resources and assistance in beginning a research project. The library's reference assistance is offered in person, by phone and online, using the library's "Ask a Librarian" service, available at: reference@aum.edu. The library faculty and staff also provide assistance in finding information, using online databases and micro-form readers.

The library has seating for more than 700 students and includes individual study carrels and group study rooms, located on floors four, five and six of the Tower. The library provides equipment to assist those with visual impairments, listening carrels and a combined computer lab/classroom seating 31. The library is also configured for wireless access.

The library is open 87 hours a week during the semester and is staffed by capable, friendly professional librarians and paraprofessional staff eager to assist you in locating information both in person and online. The library provides comfortable seating on the first floor, with access to a coffee bar.

■ Counseling Center

The AUM Counseling Center offers free, confidential group and individual counseling services to students. Individual counselors are available to assist students experiencing personal adjustment, vocational, developmental and/or psychological problems that interfere with effective functioning in personal, social and academic life. Counselors can assist in identifying problem areas and help individuals learn the skills to effectively meet educational and life goals. In addition to on-site services, staff at are available to the campus community for consultation and outreach services.

For students exhibiting extremely inappropriate or behaviors that are a clear and present danger to themselves or others, crisis intervention services are available Monday through Friday from 8 a.m. to 5 p.m. After 5 p.m., crisis intervention services are routed through the AUM Police Department (334-244-3424) which will contact the therapist on call and/or the dean of students. When necessary, referral is available to local agencies which can provide more appropriate and/or extensive services.

Located in 319 Taylor Center, the center is open from 8 a.m. to 5 p.m. Monday through Thursday and from 8 a.m. to 4 p.m. on Friday. Drop-ins are welcome but students are encouraged to call for an appointment at 334-244-3469.

■ Learning Center and Instructional Support Lab

AUM offers free tutoring in mathematics, English, English as a Second Language and in writing across the disciplines, as well in biology, chemistry and physics.

The Learning Center (325 Moore Hall) provides individual tutoring in math-

ematics, English and English as a Second Language and in writing papers in all the disciplines. In addition to one-on-one tutoring, the Learning Center provides Web-based sites for mathematics and writing and textbook based ancillary software for mathematics. The library provides mathematics videotapes and Verbal Advantage audiotapes for vocabulary development for check out at any time. Tape players are also available for use of these tapes at the Learning Center. Also available through the Learning Center are handouts developed by the staff to assist students with English grammar and mechanics as well as with essay development and writing. Students may call 334-244-3470 or stop by to make an appointment. TDD users may call 334-244-3801. Walk-ins are welcomed on a space-available basis.

The Instructional Support Lab (203 Goodwyn Hall) offers free, one-on-one, small group and computer-assisted tutoring in biology, chemistry, physics and mathematics. Tutorial services are on a first come, first served basis. No appointments are necessary. For further information, call 334-244-3265.

■ Housing and Student Life

Residence life at AUM gives students the full college experience. Residents are within easy walking distance of classes, the library, the Taylor Center, extracurricular activities and friends. In order to meet residents' needs, on-campus housing includes: free basic and expanded cable, free local telephone service and high-speed Internet, free use of laundry machines and free parking in well-lighted parking lots.

North Commons, AUM's eight-story apartment tower, features secure, suite-style living with single rooms and fully furnished kitchen and living areas. West Courtyards offers semi-private two-bedroom or private one-bedroom apartments with fully furnished kitchens. Activities planned especially for residence students include cookouts, movies, speakers and socials. AUM housing is reserved for full-time students. Applications for housing are available in the Housing Office.

■ Fees and Charges

Fees at AUM remain somewhat lower than fees charged at similar institutions in the Southeast and throughout the nation. As operating costs rise, small increases in fees are authorized by the Board of Trustees to meet these increased costs. Every effort is made to hold these changes to the minimum.

Payment of Fees and Charges

Students are expected to meet all their financial obligations to the university when due. AUM has a centralized billing system for student accounts. Students should receive a statement two to three weeks prior to the first day of classes. If students register after this time, a billing statement will not be received. However students are responsible for changes due by the first registration cancellation date. Efforts are made to ensure that all students are mailed statements, but due to circumstances beyond the control of the Cashier Office (i.e. change of address), statements can be delayed.

Payment of all billed charges must be made by each statement's due date to

avoid late payment charges. Payments may be made via WEBSTER at www.aum.edu, by mail or by direct delivery to the Cashier Office, 130 Taylor Center. Payments made by mail should allow for delivery on or before the due date. The Cashier Office should be contacted if a statement has not been received within three weeks of incurring a charge. Students may pay by cash, check or credit card (VISA or MasterCard).

AUM reserves the right to deny continuing admission and to hold grades and transcripts of students who fail to meet their financial obligations. Reasonable collection costs and charges along with all attorney's fees necessary for the collection of any debt will be charged to and paid by the debtor.

Checks

Checks given in payment of fees and charges are accepted subject to final payment. If the bank on which the check is drawn does not honor the demand for payment and returns the check unpaid, the student will be assessed the handling charge of \$30. The university has the right but not the obligation to redeposit any returned check without notice. Any returned check not paid within 10 days will be referred to the District Attorney's Office for collection at the student's expense.

Stop-payment and account-closed checks will be processed as returned items and subject to the same fees and collection costs. A stop payment placed on a check does not constitute withdrawal from courses. Official withdrawal must be made through the Records Office or the school of your major.

Veterans

Veterans enrolled under the federal GI Bill receive allowances directly from the government and are responsible for paying their fees and charges on the same basis as other students (this does not apply to the Veteran's Rehabilitation Program).

Tuition and Charges

Current AUM tuition and charges are available online at www.aum.edu.

Registration Cancellation

Student schedules for each term are subject to cancellation if charges billed for the term are not paid by the specified date. The cancellation process will begin prior to the start of the term and end on the fifth day of classes. The specified dates for cancellation will be posted on WEBSTER and the online academic calendar. It is the student's responsibility to be aware of these dates.

Students receiving financial aid that covers at least 50 percent of all charges should not be affected by this cancellation. Financial aid includes federal and state aid, scholarships, third party tuition payment, military assistance, PACT and so forth. Students are responsible for verifying the percentage of their award.

Once a student's schedule is cancelled, accounts must be current before the student will be allowed to re-register. This means that all charges must be paid. Please be aware that once a student's schedule is cancelled, there is no guarantee that the desired courses will be available.

Resignation and Refunds

Students dropping/resigning before regular classes start are eligible for a refund/waiver of all tuition and fees. Students dropping/resigning during the refund period after classes begin will be eligible for a partial refund/waiver. The eligible percentage of refund/waiver depends on the day of drop/resignation.

The only exception to this policy occurs in the case of personal illness or call to active military duty. Supporting written documentation (i.e., medical reports or military orders) is required in both instances. Refunds for medical withdrawals/resignations will be prorated based on the number of class days a student is registered. A full waiver/refund of tuition and fees may be granted if a student is called to active military duty.

Course Waiver/Refund Policy

Full-Term Classes

- 100 percent waiver/refund of tuition and fees if a student drops or resigns before regular class work begins.
- 100 percent waiver/refund of tuition and technology fee if a student drops or resigns the first two calendar days of the term.
- 90 percent waiver/refund of tuition and technology fee if a student drops or resigns the third through the fifth calendar day of the term.
- 50 percent waiver/refund of tuition and technology fee if a student drops or resigns the sixth through the twenty-first calendar day of the term.

Half-Term Classes

- 100 percent waiver/refund of tuition and fees if a student drops or resigns before regular class work begins.
- 90 percent waiver/refund of tuition and technology fee if a student drops or resigns the first two calendar days of the term.
- 50 percent waiver/refund of tuition and technology fee if a student drops or resigns the third through the fifth calendar day of the term.

Tri-Term Classes

- 100 percent waiver/refund of tuition and fees if a student drops or resigns before regular class work begins.
- 90 percent waiver/refund of tuition and technology fee if a student drops or resigns the first two calendar days of the term.

Each course or section of a course is considered to be a separate registration with its own course registration number. Thus, switching from one course to another is a separate registration as is switching sections of the same course.

■ Student Financial Aid

The AUM Financial Aid Office administers programs which provide monetary assistance to students who, without such aid, would be unable to attend the university. Student aid is awarded as a supplement to, not in lieu of, reasonable contributions from parental income, other parental resources and the student's

own resources and earnings. The maximum award will not exceed the sum actually needed to supplement these family resources. The university reserves the right to limit awards to prevent award duplication.

Financial Aid funds are applied to each student's account balance for tuition, fees and other institutional charges as soon as students have registered. Funds are disbursed no earlier than 10 days before classes begin. Funds remaining after all charges are paid will be refunded to the student by the Cashier Office. Students earn aid funds through attendance; therefore, students who fail to attend classes in the first three class meetings are subject to cancellation and repayment of funds previously used to pay institutional charges. Students who withdraw from all classes later in the semester may have a pro rata refund of their aid funds returned to federal fund accounts or lenders.

Financial Aid Programs

Loans

Student loan programs provide long-term, low-interest loans for students. Students must enroll at least half-time (4.5 graduate hours) each term in order to qualify. All loans must be repaid.

The **Federal Subsidized Stafford Loan** is based on financial need as well as annual and aggregate loan limits. Funds from this loan are disbursed each term according to the student's award notification and promissory note requirements. Interest on this loan does not accrue during eligible periods of enrollment and stated grace periods.

The **Federal Unsubsidized Stafford Loan** is based on the cost of education as well as annual and aggregate loan limits. Funds from this loan are disbursed each term according to the student's award notification and promissory note requirements. Interest on this loan begins to accrue upon disbursement.

The **Federal Perkins Loan** is based on exceptional need and availability of funds. The loan has an interest rate of 5 percent. Interest begins to accrue and repayment begins nine months after graduation or when a student is no longer enrolled at least half-time.

The **Graduate PLUS Loan** allows graduate students to borrow funds to meet the cost of education not met by other financial aid assistance.

Continuing AUM Students

AUM offers a limited number of Merit Scholarship opportunities to currently enrolled students. These scholarships are funded primarily through scholarship endowments maintained by the Office of Advancement. Various departmental scholarship offerings are also available and require application. Scholarships are awarded for one academic year. Students who maintain eligibility must reapply for consideration each year.

Attendance and Repayment Policy

Attendance monitoring is required by the U.S. Department of Education to support any disbursements made to eligible students receiving federal or state financial aid funds. If you fail to attend a course for which you are registered, your student

load may be cancelled.

Faculty will report “no shows” after the first two weeks of class each term and will subsequently post an FA grade for any student who does not withdraw prior to the drop date. Students are encouraged to make sure that faculty members know they are attending early in the term to avoid a “no show” reduction in awards.

Students also should be aware that a total withdrawal (whether official or unofficial) from AUM will require a review of awards and the possible reduction or repayment of funds unearned by attendance. See Financial Aid Repayment Policy under the catalog section Schedule Adjustment.

■ Educational Benefits for Veterans

AUM is approved by the Veterans Administration to offer educational training and provide certification for G.I. Bill benefits. Veterans planning to attend school and receive G.I. Bill benefits should visit the coordinator of veteran affairs in the Financial Aid Office to complete the paperwork necessary for AUM to submit enrollment certification for benefit payments.

Eligible veterans receive a monthly stipend that can vary according to enrollment level. Graduate students receive full-time benefits if enrolled for at least 9 credit hours, three-quarter time benefits for 6–8 hours and half benefits for at least 3 hours for a standard 15-week term.

When possible, those enrolling and using G.I. Bill benefits to pay for educational costs should have sufficient funds to finance themselves for one semester or at least until payments begin coming from the Veterans Administration (approximately six weeks) after the start of the term.

For complete information about these programs, please contact the coordinator of veterans affairs at 334-244-3288.

The following regulations will apply to all AUM students who receive veterans’ educational benefits:

I. Withdrawal

Students receiving VA educational benefits may withdraw from a course. Training time will be adjusted accordingly if the withdrawal occurs before the deadline for late registration. After that date, a withdrawal with W will be considered the same as audit and VA benefits for that course will be terminated from the beginning of the term. Possible exceptions concerning the payment of benefits may be made where there are extenuating circumstances. Those receiving VA benefits should consult with the coordinator of veterans’ affairs before resigning or dropping courses.

II. Satisfactory Progress

Students receiving VA educational benefits are expected to make satisfactory progress toward a degree. Normal standards of progress as stated in the AUM catalog are in effect for all students. To maintain satisfactory progress, the following should be carefully considered:

- A. Develop a close advising relationship with your department advisor.
- B. Take courses essential to your degree program. Veterans or eligible persons cannot receive VA benefits for courses that are not essential to

their degree program or for repeating courses in which they already have credit (C grade or better).

- C. A student receiving VA benefits who make a failing grade do not have to reimburse the VA for the benefits. Accumulation of failing grades can become a barrier to the student's eligibility to receive benefits for the completion of the proposed program. Students not making satisfactory progress as stated above cannot continue to receive VA educational benefits until they have VA counseling at the Veterans Administration Regional Office (VARO) and have VA approval for their benefits to be restored.

III. Certification

Those receiving VA educational benefits must have their attendance certified to the VARO to receive the appropriate remuneration.

Those attending while on active duty and those attending less than half time (5 hours or less, undergraduate; 2 hours or less, graduate) must be certified each semester. Those (other than active duty) attending half time or more may be certified for as many as three semesters (fall, spring, summer) with all certification ending with termination of attendance or end of summer semester. All VA enrollment certifications must be recertified at the beginning of each fall semester. It is prudent for all who receive federal VA educational benefits to review their status each semester with the AUM coordinator of veterans' affairs to be sure their status is correct. It is the student's responsibility to renew and report his or her correct enrollment status as necessary. Changes in status (dropping or adding courses, dropping out of school and renewing enrollment) must be reported to the AUM coordinator of veterans affairs.

For further information about veterans benefits, visit our financial aid Web site at www.aum.edu.

■ General University Policies

Equal Opportunity Statement

AUM is an equal opportunity institution. It does not discriminate against students, employees or applicants for admission or employment in any of its programs or activities on the basis of age, disability, race, color, national origin, religion or sex. With respect to students and applicants for admission, AUM has designated responsible individuals to coordinate its efforts to comply with these non-discrimination provisions. Dr. Marc Hall, Department of Management (334-334-244-3513), coordinates compliance with the disability provisions. Dr. Alecia Cyprian, Dean of Students (334-334-244-3960), coordinates compliance with all other non-discrimination provisions. AUM has adopted grievance procedures providing for prompt, equitable resolution of complaints. Students and applicants should contact the appropriate administrator to avail themselves of these procedures. Employees should refer to the procedures outlined in the staff and faculty handbook as appropriate and applicants for employment should contact the Human Resources Department

(334-334-244-3253) if they have a complaint.

Accommodation for Individuals with Disabilities

AUM provides reasonable accommodations for environmental and program accessibility for qualified persons with disabilities as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Specifically, the Center for Disability Services coordinates support services for such students and is an accommodation resource for faculty. Specialized services provide students with disabilities complete access to all academic and campus programs. Eligibility for services requires documentation of the disability. Disabled students or applicants for admission who need accommodations or modifications in policies, practices or procedures must register with the Center for Disability Services (334-244-3631) and provide any requested documentation.

Drug-Free Campus and Workplace Policy

The unlawful manufacture, distribution, dispensation, possession or use of illicit drugs or alcohol by students or employees is prohibited at any time on any University property or at any University activity. No employee who is impaired by an illegal drug or by alcohol will report for work or will work or be present in the workplace. No student impaired by illegal drugs or alcohol will attend classes or any university activity.

The university will impose sanctions (consistent with local, state and federal law) upon all employees and students who violate these standards of conduct. Sanctions may include but are not limited to the following:

- Referral for prosecution
- probation, suspension or expulsion of students
- Suspension or termination of employees

The complete Drug-Free Campus and Workplace Policy can be found in the student handbook, the *Aumanac*.

Harassment Policy

Harassment of students on the basis of race, color, religion, national origin, age or disability is strictly prohibited. AUM is firmly committed to providing an environment that is free of discrimination, including sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic evaluation;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile or offensive working or educational environment. Such behavior may violate federal laws and/or give rise to personal liability for the results of such behavior. Consequently, AUM prohibits all forms of sexual harassment and will investigate complaints thoroughly and with the utmost

seriousness.

Students who believe they have been a victim of discrimination or harassment should report the incidents to Dean of Students Dr. Alecia Cyprian, (157 Taylor Center, 334-244-3960). A violation of this policy shall result in the taking of disciplinary action up to and including discharge.

Civil Rights Compliance

AUM is an equal opportunity/equal access educational institution and operates without regard to race, sex, color, age, religion, national origin, disability or veteran status. The university complies with the regulations of Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act, the Age Discrimination in Employment Act, Title IX of the Education Amendments of 1972, Sections 503/504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act and the Americans with Disabilities Act of 1990. Any employee wishing to file a complaint covered by the above should contact the EEOC/affirmative action officer in the Human Resources Office, 705 Library Tower, at 334-244-3253 between 8 a.m. and 5 p.m. Monday through Friday. Any student wishing to file a complaint covered by the above should contact the dean of students, 157 Taylor Center, at 334-244-3620 between 8 a.m. and 5 p.m. Monday through Friday.

Equal Employment Opportunities

It is the policy of AUM to provide equal employment opportunities for all individuals, without regard to race, sex, age, religion, color, national origin, disability or veteran status. Anyone wishing to file a complaint covered by the above should contact the EEOC/affirmative action officer in the Human Resources Office, 705 Library Tower, at 334-244-3253 between 8 a.m. and 5 p.m. Monday through Friday.

Smoking

Smoking of tobacco in AUM facilities is prohibited except where signs are posted indicating otherwise. The complete smoking policy can be found in the student handbook, the *Aumanac*.

Weapons

AUM prohibits the possession, use and transportation on university properties of any dangerous or potentially dangerous weapons, including fixed-blade knives, shotguns, rifles, handguns, bows and arrows, crossbows, brass knuckles, air guns, swords and fireworks or explosive devices. The complete weapons policy can be found in the student handbook, the *Aumanac*.

Student Educational Records Policy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the university receiving a request for access. Students should submit to the registrar, dean, head of the academic department or

other appropriate official, a written request that identifying the record(s) they wish to inspect. The university official will make arrangements for access and notify them of the time and place where the record(s) may be inspected. If the record(s) is not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student may ask the university to amend a record by writing to the university official responsible for the record, clearly identifying the part of the record the student wants changed and specifying why it should be changed. If the university decides not to amend the record as requested, it will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information for the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. The university, without consent, discloses records to school officials with legitimate educational interests. A school official is defined as a person employed by the university in an administrative, supervisory, academic or research or support staff position (including law enforcement and health staff); a person with whom the university has contracted as its agent to provide a service instead of using university employees or officials (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university.
 - b. At its discretion, Auburn University at Montgomery may provide "directory information". Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at AUM includes the following:
 - i. Student's name
 - ii. Address
 - iii. Telephone listing
 - iv. Electronic mail address
 - v. Photograph
 - vi. Date and place of birth
 - vii. Major field of study

- viii. Dates of attendance
 - ix. Grade level
 - x. Enrollment status (e.g. undergraduate or graduate, full-time or part-time)
 - xi. Participation in officially recognized sports
 - xii. Weight and height of members of athletic teams
 - xiii. Degrees, honors and awards received
 - xiv. Most recent educational agency or institution attended
- c. Students may block the public disclosure of directory information by notifying the Records Office in writing.
- i. Please consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for AUM not to release any of all of this “directory information;” thus, any future request for such information from non-institutional persons or organizations will be refused. AUM will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, AUM assumes no liability as a result of honoring your instructions that such information be withheld. Although the initial request may be filed at any time, request for non-disclosure will be honored by the university until removed, in writing, by the student.
- d. Upon request, the university may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
- Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5920

■ General Information

Medical Treatment for AUM Students

The AUM Nursing Care Center is available for students seeking treatment for minor medical problems. Preventive services are also offered. The Nursing Care Center is located in Room 102 of Moore Hall, in the School of Nursing Building. Students are asked to present their current student ID when they present for treatment. Medical problems are treated at a base cost of \$5 for students and additional services (i.e., physicals, vaccines) are available at additional costs. In rare instances, students may need to be referred to an emergency room or the physician of their

choice at the student's expense.

The AUM Nursing Care Center is open from 8 a.m. until 5 p.m. Monday through Friday and appointments are available at set times when classes are in session. Students are encouraged to make appointments by calling 334-334-244-3281.

Health insurance is highly recommended to all students attending AUM to cover accidents and emergency illnesses. If you are not covered under an insurance program you are encouraged to participate in the voluntary low-cost student health insurance program available to enrolled AUM students. Call the Office of Student Affairs at 334-244-3620 for more information. TDD users may call 334-334-244-3801. Please note: At this time, the Nursing Care Center is only able to accept cash or checks as forms of payment.

Student Government Association

Every student enrolled at AUM is a member of the Student Government Association, which is the official organization for the student body. Through the SGA, students are involved in the decision-making process of the university. Students are appointed to major committees of the university by the SGA president with the approval of the chancellor. Each year the SGA provides one \$2,000 SGA Leadership Scholarship to a qualified graduate student. In addition, the SGA provides a variety of services to students and promotes the academic and social life of AUM students. The SGA also cooperates with many community organizations by encouraging student involvement in many worthwhile activities.

Additional information about the SGA and other student organizations may be obtained by reading the *Aumanac*, the student handbook or by contacting the SGA office in 101 Taylor Center (334-244-3566).

Athletics

AUM offers a comprehensive program for student athletes who wish to participate in intercollegiate athletics. Men's varsity sports include baseball, basketball, soccer and tennis. Women's varsity sports include basketball, soccer, softball and tennis.

AUM men and women participate in the Southern States Conference (SSAC) under the direction of the National Association of Intercollegiate Athletics (NAIA).

Intramurals

AUM offers a diverse intramural program. Students may choose to participate in basketball, coed softball, flag football and various other athletic and non-athletic competitions for both men and women. For more information, call 334-244-3933.

Auburn Montgomery Alumni Association

The Auburn Montgomery Alumni Association was established in 1980 and currently has more than 28,000 alumni. When you join the Auburn Montgomery Alumni Association, you are in good company. You are part of a group of friends and family who play a vital role in making Auburn Montgomery an even stronger university. The alumni association has awarded more than \$200,000 in scholarships and also funds a professorship that recognizes and helps retain dedicated,

exceptional professors.

All former students, alumni and friends of the university may join the association as either an annual member for \$35 or lifetime member for \$500. (This may be paid at once or given over a five year period.) Student memberships are also available at a discounted rate. In addition to membership, your annual fund participation helps the university meet unrestricted needs, provide scholarships and enhance educational programs.

Your membership supports Auburn Montgomery and its programs but members benefit also. Members may participate with Auburn Montgomery friends in events that bring the family closer together and also receive these advantages:

- Access to the Auburn University and Auburn Montgomery Alumni Hospitality Tent, which offers food and entertainment during the Auburn football season. The tent opens three hours prior to every home game, and is free to all paid members.
- Job placement and résumé assistance from Auburn Montgomery Career Development Center.
- Access to the Auburn Montgomery Library, the seventh busiest academic library in the state. Need an obscure periodical? Chances are it's among the 1,500 on our subscription list.
- Use of on-campus computer labs for Internet access and software programs.
- A 10 percent discount on Continuing Education courses.
- A 10 percent discount at the Auburn Montgomery bookstore, including textbooks.
- Half-price admission to Auburn Montgomery Senators sporting events.
- Free admission for you and a guest to Theatre AUM productions.
- Access to the Auburn Montgomery gym.
- The opportunity to carry Bank of America's Auburn Montgomery Affinity credit card, which generates funds for association programs.

For more information regarding the alumni association please contact the following:

Auburn Montgomery Alumni Association
 75 TechnaCenter Drive
 Montgomery, Alabama 36117
 334-334-244-3369 (Office)
 334-334-244-3837 (Fax)
 Email: aumadvancement@aum.edu
 Website: www.aum.edu/alumni

■ University Academic Regulations and Policies

Students must comply with regulations and follow procedures prescribed by the university. Regulations relating to registration, class attendance, grading system,

examinations, degree requirements, honors and other academic matters are presented in the following pages. It is the student's responsibility to comply with his or her specific program requirements. Please see an advisor in the School of your major for specific program requirements.

The university reserves the right to change or modify the curriculum, admission standards, course content, degree requirements, regulations, tuition or fees at any time without prior notice. The information in this catalog is not to be regarded as creating a binding contract between the student and the university.

Catalog of Concern

A student will be bound by the program requirements published in the catalog in effect at the time of his or her first registration at the university and in consideration of his or her valid admission to a program unless:

1. The student has not attended AUM for a period of one continuous calendar year, in which case the catalog in effect at the time of the student's return and registration will be the catalog of concern;
2. The university changes program requirements while the student is attending, in which case the student will be given the option of choosing which program requirements he or she desires to pursue (either those of the initial catalog of concern or those of the new program);
3. The student decides to change program and/or major, in which case the catalog in effect at the time of the change will be the catalog of concern.

Administrative Holds

A student may be denied the opportunity to register or make schedule adjustments, use university facilities or be issued an official transcript, statement of credits or diploma if he or she is in default or is identified as being in default on any payment, has not submitted required documents, has not met Discipline Committee sanctions or is otherwise in default by virtue of fees or property owed to the university or any of its schools or divisions. Administrative holds may be placed on a student by units such as academic affairs, admissions, bookstore, cashier, financial aid, housing, library, registrar or security.

Advising

It is the student's responsibility to meet with his or her academic advisor and/or graduate coordinator for guidance in selecting courses that comply with his or her specific program requirements. It is the student's responsibility to ensure that degree requirements are met.

Attendance

Students are expected to attend punctually every lecture, laboratory exercise and other classroom activity. Each instructor can indicate additional attendance requirements in his/her syllabus. Attendance verification is required for the first three classes to comply with federal financial aid requirements. The complete class attendance policy can be found in the student handbook, the *Aumanac*.

Auditing Privilege

The privilege of auditing courses is restricted. Auditing of a lecture course or the lecture part of a combined lecture and laboratory course may be granted with the approval of the student's dean and the head of the department in which the course is offered. The auditing privilege is rarely permitted in laboratory or combined lecture and laboratory courses.

Auditors must complete the regular admission and registration process and are listed on class rolls, but they are not required to participate in classroom discussions, take tests or final examinations or make reports. However, regular attendance at class meetings is required. The grade of AU (Audit) is awarded to those meeting the above requirements. The grade of NR (No Grade Reported) is assigned for those not meeting the attendance requirement. Auditors who have not been admitted to the university must apply through the office of admissions. Auditors who are not regularly enrolled students will register on the last day of the final registration period. A fee will be charged for auditing a course. Regularly enrolled students carrying 12 hours or more and members of the faculty and staff may audit lecture courses without payment of the auditing fee with approval of the head of the department in which the course is offered and the dean; however, the regular registration process must be completed.

ID Card

Each student must have an AUM ID (identification) card.

Registration

Every student is required to be registered at AUM when taking course work, in the term of graduation, in any term in which the student is clearing an Incomplete grade, when working on a graduate thesis, when engaged in any other endeavor relating to normal progress as a student or when use is made of the instructional staff and/or facilities of the university.

A student is considered registered when his or her class schedule is entered into the BANNER system. A student is responsible for all tuition and fees at this point. If a student wishes to resign or withdraw from all or any of the courses, he or she must follow the procedures for resignation/withdrawal identified later in this catalog.

Late Registration

After the date specified in the AUM calendar as the last day for final registration, a late registration fee will be charged.

Schedule Adjustment

Add: A student may add a course prior to the second meeting of a traditional class. (Traditional classes are those that meet twice a week.) Any additions to the student's schedule after the second class meeting must be approved by the head of the department in which the course is offered. No student will be permitted to register after the day identified as the last day for refunds in the applicable term.

Resignation: Resignation occurs when a student withdraws from all courses for which he or she is registered. If a student resigns prior to the day identified as the fifth day of classes, the courses will be deleted from the record. Resignation after classes have started on the sixth day will result in a student receiving a grade of W (Withdrawal).

The deadline for withdrawing from a course is specified in the academic calendar. In order to withdraw before the deadline, a student must complete the process in the school of his or her major/advisor. After the last day for refunds, a grade of W will be recorded on the student's official academic record.

When a student, as a result of exceptional or emergency circumstances, is forced to withdraw from a course after the withdrawal date for the term, the student may petition, in writing, the dean of the school in which the course is offered for a grade of W. A student may not withdraw from a course after the deadline if he or she is failing. The dean will contact the student's instructor to determine the student's scholastic standing at the time of the request to withdraw.

Financial Aid Repayment Policy: The Return of Title IV Funds Policy applies to all federal financial aid programs, including Stafford and Perkins student loans.

Under this policy, students who resign will be required to return financial aid funds received that are in excess of "earned" financial aid for the term. The percentage of the term completed is the percentage of aid earned. This percentage is calculated by dividing the number of days attended by the number of days in the term. For example, if a student resigns on the 30th day of a 100-day semester, he or she will have earned 30 percent of the aid received ($30/100 = .30$). The "unearned" 70 percent would be subject to the return policy.

Failure to attend at least one class session for each of the courses for which the student is registered will result in a possible reduction or cancellation of loan funds. Graduate students must be attending at least 3 hours each semester to retain loan funds. This no attendance/award reduction process also applies to courses which may start later in the term (half-term or tri-term courses) if there is no confirmed attendance as reported by faculty.

Students who remain enrolled at least 60 percent of the term are considered to have earned 100 percent of aid received and will not owe a repayment of federal aid received. Students who resign during the initial total refund period at the start of each term are considered to have earned none of the aid and will be required to return all federal aid received.

Students considering resignation are encouraged to check with the Financial Aid Office prior to withdrawal to discuss options.

Examinations and Grades

Examinations are classified as final examinations, which occur at the end of each term; special examinations; and other course examinations as determined by the instructor. A student absent from an examination for any reason other than personal illness must obtain the permission of the instructor prior the absence in order to take the examination at a later time. Grades in all subjects are reported to

the student at the end of each term through WEBSTER.

■ Scope of Graduate Programs

AUM currently offers the following graduate degrees: the Master of Public Administration (M.P.A.); Master of Business Administration (M.B.A.); Executive Master of Business Administration (E.M.B.A.); Master of Political Science (M.P.S.); Master of Education (M.Ed.); Alternative Master of Education (M.Ed.); Master of Science in Justice and Public Safety (M.S.J.P.); Master of Science in Psychology (M.S.PG.); Master of Liberal Arts (M.L.A.); Master of Arts in Sociology (M.A.); and Master of Science in Sociology (M.S.) and Education Specialist (Ed.S.). AUM offers a joint Masters of Science in Nursing (M.S.N.) with Auburn University.

AUM offers one joint doctoral program with Auburn University: the Doctor of Philosophy (Ph.D.) in Public Administration and Public Policy.

The **Master of Public Administration** (accredited by National Association of Schools of Public Affairs and Administration) is offered through the School of Sciences. The objective of the Public Administration program is to provide those currently in public service and those seeking to enter public service with a broad education that will prepare them for general administrative positions at the municipal, state and national levels.

The **Master of Business Administration** program (accredited by the Association to Advance Collegiate Schools of Business - International) is administered through the School of Business and is designed to prepare the student for administrative positions in business, government and other organizations. The program of study consists of graduate courses based on a common core of subjects that examines the functions of the executive and the environment of the administrator. Beyond this core, the student may choose to study in some depth any of a number of particular fields of business administration and economics. The **Executive MBA** is an accelerated, one-year version of the program.

The **Master of Education** and the **Education Specialist** degrees (accredited by the National Council for the Accreditation of Teacher Education) are offered by the School of Education. The programs are designed primarily for elementary and secondary teachers, school counselors and school administrators.

The **Master of Political Science** is available to students who desire a degree with broader disciplinary scope than public administration. Current courses emphasize American politics, comparative government and international relations.

The **Master of Science in Justice and Public Safety** is offered in the School of Sciences for students interested in professional careers in justice and the public safety field. Three options are available: Criminal Justice (MJP); Judicial Administration (MJL) (approved by the American Bar Association); and Executive Master's in Justice and Public Safety, (at Redstone Arsenal, Huntsville, Alabama). These programs prepare personnel for leadership roles with the police, courts, corrections and other justice and public safety agencies.

The **Master of Science in Nursing** is a joint program offered by Auburn University and AUM. This program focuses on the teaching/learning process as it relates to nursing students, patients and their families and health care providers. Gradu-

ates of this program possess advanced knowledge of educational principles for diverse populations and the roles of the clinical nurse specialist in adult health.

The **Master of Science in Psychology** is offered through the School of Sciences. The goal of the program is to provide advanced preparation for careers in psychology and related fields. Individuals interested in pursuing doctoral studies will have the opportunity to gain academic and research experiences. Those who want to be involved in the delivery and administration of psychological services will have the opportunity to learn practical skills.

The **Master of Liberal Arts** is administered through the School of Liberal Arts. Interdisciplinary in nature, this program requires a concentration in at least two areas of the humanities and an exploration of the diversity of perspectives on the human experience represented in art, drama, history, literature, communication, music, philosophy and sociology.

The **Master of Arts in Sociology** and **Master of Science in Sociology** degrees are offered through the interdepartmental program of the Auburn University Department of Sociology, Anthropology and Social Work; the Auburn University Department of Agricultural Economics and Rural Sociology; and the AUM Department of Sociology. The shared program of intermediate level studies in sociology and anthropology is intended for persons interested in pursuing advanced doctoral degrees elsewhere or preparation for general administrative positions in a variety of private, state and national career fields in public health, welfare, community and human resources. The degrees are offered in thesis and non-thesis options.

The **Master of International Relations** is offered through the Department of Political Science and Public Administration in cooperation with Maxwell Air Force Base. The degree emphasizes contemporary international politics, American foreign policy, national security policy, comparative government and area studies. Classes meet in facilities provided by the United States Air Force.

The **Doctor of Philosophy in Public Administration and Public Policy** is offered jointly by the Auburn University Department of Political Science and the AUM Department of Political Science and Public Administration. This degree is intended for students who want to develop the capacity to perform advanced research in public administration. This research orientation is consistent with National Association of Schools of Public Affairs and Administration policies.

AUM participates in the **Doctor of Audiology** program offered by Auburn University. Interested students should contact the director of the AUM Speech and Hearing Clinic for application materials and further information.

■ Admission Requirements

Graduation with a bachelor's degree or its equivalent from an accredited college or university is a requisite for admission to master's level study in the graduate program. The undergraduate preparation of every applicant for admission must satisfy the requirements of a screening committee in the school where the master's work will be completed. The Ph.D. in Public Administration and the Ed.S. require a master's degree.

Applicants for admission to the graduate programs must submit to the AUM Of-

Office of Academic Affairs and Graduate Studies a formal application, official transcripts of all previous college level work and scores on an admission test required by the applicant's department. The following entrance examinations are specified by the schools:

- A. The School of Education (all departments) requires either the general section of the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT).
- B. The School of Business (Master of Business Administration and Executive Master of Business Administration) requires the Graduate Management Admissions Test (GMAT).
- C. The School of Sciences requires a one-page letter of intent, two letters of recommendation and one of the following:
 1. The general section of the GRE or the MAT for the Master of Public Administration and the Master of Political Science. The Ph.D. in Public Administration requires the general section of the GRE.
 2. The general section of the GRE or the MAT for the Master of Science in Justice and Public Safety. An essay, not to exceed 250 words, on how completion of the graduate program would meet the applicant's personal and professional goals is also required.
 3. The Miller Analogies Test is the preferred examination for the Master of Science in Psychology. The GRE can be considered an alternate test for admission into Psychology.
- D. The School of Nursing requires the GRE.
- E. The School of Liberal Arts requires the general section of the GRE or the MAT for the Master of Liberal Arts.

There are time limits for entrance examination scores. The MAT, GRE and GMAT can be considered if not over 5 years old.

When all relevant documents have been collected by the Office of Academic and Graduate Affairs, the applicant's file will be transmitted to the graduate coordinator of the school offering the program for which the prospective student has applied. The graduate coordinator forwards the applicant's file to the appropriate departmental screening committee. For those applying to the Ph.D. in Public Administration, the joint campus committee is the screening committee. Due to the dual campus nature of the Ph.D. program, applicants must meet the graduate admission requirements of the Auburn University Graduate School.

The screening committee will consider the applicant's undergraduate academic record and scores on the required graduate entrance examination. The screening committee may request an interview with the applicant to further aid in the evaluation.

The screening committee uses a formula that weighs the undergraduate academic average and a graduate entrance examination score. On the basis of the formula and the other considerations enumerated above, the committee may recommend admission or denial of the applicant or may recommend that validating work be done before deciding on admission.

If the screening committee determines that the applicant is likely to be successful, the student is notified of his/her classification status and may begin attending AUM as a provisional or fully admitted graduate student.

Applications for admission to the graduate program should be received by the AUM Office of Academic Affairs and Graduate Studies three weeks prior to the beginning of the semester in which the student expects to begin work. Official transcripts from all institutions previously attended must be forwarded via the U.S. Postal Service from the appropriate registrar directly to the AUM Office of Academic and Graduate Affairs.

Admission of International Students

AUM welcomes admission inquiries from international students. If an international student wishes to apply for admission to a graduate program, he or she should begin the process immediately. After a full evaluation, the prospective student will be notified of the admission decision. If the international student is currently in the United States, he or she must be "in status" according to U.S. immigration regulations before AUM can process the application. The following documents are required for an evaluation (those students requiring the issuance of an I-20/F-1 visa have additional requirements identified below):

1. A Graduate Application for Admission accompanied by a non-refundable \$25 (U.S. dollars) application fee; and
2. Official transcripts from all schools previously attended (college level only); these transcripts, if not in English, must be translated into English by an official translation service; and
3. A course-by-course evaluation by a recognized, expert service or qualified AUM individual(s) in the field of foreign credential evaluations and international admissions. Please contact the Office of International Students Program services for a list of approved credentials evaluators.

Exceptions:

- a. Students enrolling in programs which are included in a contract between AUM and a foreign government/institution and/or U.S. military organization.
 - b. International students who have a bachelor's or master's degree from an accredited U.S. college or university.
4. Satisfactory results on the Test of English as a Foreign Language (TOEFL). The minimum acceptable score for admission is 500 for paper-based testing (including the Auburn or AUM Institutional TOEFL), 173 for computer-based testing and 61 for Internet-based testing. TOEFL results should be sent directly by the testing agency and must not be more than 2 years old. **Or** satisfactory results on the International English Language Testing System (IELTS) test. The minimum acceptable score for admission is 5.0. IELTS results should be sent directly by the testing agency and must not be more than 2 years old.

Exceptions:

- a. Students enrolling in programs which are included in a contract

- between AUM and a foreign government/institution and/or U.S. military organization.
- b. International students who have satisfactorily completed a bachelor's or master's degree at an accredited U.S. college or university.
 - c. International students who have satisfactorily completed the equivalent of a bachelor's or master's degree in a country or institution where English is the primary language. Countries included in this exception are Anguilla, Antarctica (British), Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Bophuthatswana, Botswana, Brunei, Canada, Cayman Islands, Channel Islands, Ciskei, Cyprus, Dominica, Ireland, Falkland Islands, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guyana, India, Indian Ocean Territories (British), Jamaica, Kenya, Kiribati, Lesotho, Liberia, Malawi, Malta, Mauritius, Namibia (South West Africa), Nauru, New Zealand, Nigeria, Pakistan, Papua New Guinea, Philippines, Sierra Leone, Singapore, Solomon Islands (British), South Africa, Sri Lanka, St. Lucia, St. Vincent, Swaziland, Tanskei, Tanzania, Tobago, Tonga, Trinidad, Tuvalu, Uganda, United Kingdom, Venda, Virgin Islands (British), Vatican City, Western Samoa, Zambia and Zimbabwe (Southern Rhodesia).
 - d. International students who have scored at least 488 on paper-based TOEFL, 163 on computer-based TOEFL or 57 on internet-based TOEFL will take a combined load of graduate courses, including appropriate English as a Second Language (ESL) courses. Students continue with ESL courses until they pass TOEFL or IELTS according to the Auburn Montgomery minimum acceptable score requirements. (NOTE: Admitted students may be required to take an AUM-administered examination to determine placement in English courses.)
5. Satisfactory results on one of the graduate entrance examinations: The School of Business requires a minimum score of 400 on the General Management Aptitude Test (GMAT). The Schools of Education, Liberal Arts and Sciences require either the general section of the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT).
 6. Specific academic programs might have additional requirements for admission. Contact individual schools for school specific admission requirements for their respective degree programs.
 7. Students who do not meet the TOEFL and/or any other requirement for full admission to an AUM academic program may apply for admission to the AUM English as a Second Language (ESL) program. Please visit the AUMESL web site for application information: (www.aum.edu/Academics/Schools/Continuing_Education/Languages/ESL/index.aspx?id=5094)

International Students Requiring the Issuance of an I-20/F-1 Visa

International graduate students who will be attending AUM on an I-20/F-1 (student) visa, including those transferring from another accredited U.S. college or university, must meet all of the requirements identified above and also provide the following documentation:

1. Evidence in the form of a notarized or certified letter from a bank or other financial institution of sufficient financial resources to meet college expenses for the first year of study. If a sponsor's account is used, a letter from the sponsor stating the intent to assist with the student's educational expenses is also required. International students will be required to pay nonresident tuition.
2. Proof of Health and Repatriation Insurance. If the student does not have Health and Repatriation Insurance, he or she will be required to purchase and maintain such coverage while attending AUM. AUM's office of Student Affairs can provide information regarding the coverage. Or visit www.UHCSR.com for information about the Auburn/AUM Student Insurance Plan.

Admission Process

1. All documentation for issuance of I-20s and/or admission must be received in the AUM Office of Enrollment Services at least 30 days prior to the beginning of the term for which the student wishes to enroll.
2. If the evaluation indicates the student can be fully admitted to AUM, he or she will be sent an acceptance notice and an I-20. A student who receives the I-20 should complete the student section of the form and present it to an American consulate in his or her country. (NOTE: F-1 international students may not be granted Provisional Admission or Probationary Admission classification. Students must be fully admitted to graduate school to enter the United States.)
3. If the student is a transfer student from a U.S. college or university or desires to change his or her course of study at AUM (including attaining a second or higher degree), the student must be issued a new I-20.
4. If the evaluation indicates that the student requires prerequisite undergraduate course work, an I-20 can be issued for that particular purpose. Once the student has satisfactorily completed the prerequisite work, another I-20 can be issued for the graduate program.

Enrollment Policies

An international student on an I-20/F-1 visa must attend AUM on a full-time basis in the program identified on the I-20. Full-time enrollment applies to undergraduate, graduate and English as a Second/foreign language programs. In addition, the student must attend AUM for the fall and spring semesters during the year in order to remain in current status with U.S. immigration regulations.

Employment Policies

The student issued an I-20 may accept employment at AUM without prior approval from the U.S. Immigration Service. On-campus employment undertaken pursuant to the terms of a scholarship, fellowship or assistantship is considered to be part of a student's program of study if the student is in good academic standing and is enrolled in a full-time course of study. On-campus employment is limited and should not be relied upon to assist the student financially while attending AUM. In addition, on-campus employment is limited to a maximum of 20 hours per week when school is in session and also limited to employment performed on the school's premises.

Off-campus employment is specifically prohibited during the first two semesters of continuous, full-time enrollment in F-1 student status. After the first year, an F-1 student may apply for Optional Practical Training (OPT) or Curricular Practical Training (CPT). Employment must be directly related to the field of study and additionally for CPT must be an integral part of the student's curriculum. A student may also apply for economic hardship work permission, which requires demonstration of economic necessity due to unforeseen circumstances arising subsequent to arrival in the United States. In all cases, the student must be in good academic standing and must demonstrate that acceptance of employment will not interfere with a full-time course load.

Responsibility

It is the international student's responsibility to ensure that he or she is "in status" in accordance with U.S. immigration regulations and that the I-20 has the necessary signature each time the student desires to temporarily leave the United States.

■ Alabama and Non-Alabama Student Policy

For the purpose of assessing fees, applicants are classified as Alabama or non-Alabama students. Non-Alabama students are required to pay nonresident tuition.

An Alabama student is defined as a citizen of the United States or a resident alien who has resided and had habitation, home and permanent abode in the state of Alabama for at least 12 months immediately preceding current registration. In applying this regulation, "applicant" shall mean a person applying for admission to the institution if the applicant is married or 19 years of age and financially independent. Otherwise, it shall mean his or her parent(s) or legal guardian. If the parents are divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

A person who establishes a guardianship for the purpose of avoiding non-Alabama fees will be subject to nonresident tuition. No person who moves to Alabama for the primary purpose of attending college shall be considered to have demonstrated intent to establish domicile in the state of Alabama and generally will not be considered eligible for classification as a resident student. Clear and convincing evidence to the contrary must be presented to overcome this presumption.

In determining Alabama student status for purposes of assessing fees, the burden of proof is on the applicant.

Additional Persons Eligible for Resident Tuition

1. U.S. military personnel on active duty stationed in Alabama and their spouses and dependent children (as defined by Internal Revenue codes), as well as military personnel whose home of record is Alabama, who have continuously filed Alabama income tax returns for the duration of their service and their spouses and dependent children.
2. Nonresident undergraduate students who have been awarded full academic, athletic or other similar performance tuition scholarships by AUM and graduate students appointed on assistantships of at least one-fourth time.
3. Full-time employees of a state of Alabama agency or institution and their spouses and dependent children.
4. Spouse and dependent children of a nonresident, provided the nonresident has been employed in Alabama full-time for at least 12 consecutive months prior to registration, has filed an Alabama income tax return for the tax year prior to the year in which the student is admitted and did not claim a credit on the Alabama return for income taxes paid to another state.
5. Nonresident students enrolled in programs included in the Southern Regional Education Board Academic Common Market, provided the students do not change to another program not included. In such cases of change, the students will be classified as nonresidents for tuition purposes.
6. Persons whose spouses by legal marriage are bona fide Alabama residents.
7. Spouses and dependent children of persons who establish domicile within the state of Alabama, provided that the person who establishes domicile is employed full-time in a permanent position in Alabama.

Initial Determination of Eligibility

In order to be initially classified as eligible for resident tuition, students must demonstrate they or their parent, guardian or spouse qualify for one of the eligibility categories prior to the first day of class. A signed statement is required, attesting that qualification for the eligibility category claimed has been met prior to registration.

Change in Eligibility for Resident Tuition

Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within 12 months of their most recent enrollment unless there is evidence the student subsequently has abandoned resident status (for example, registering to vote in another state). Students failing to re-enroll within 12 months must establish eligibility upon re-enrollment.

Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until they provide clear and convincing evidence that they have established permanent domicile in Alabama. The burden of proof rests on those requesting change. Evidence relevant to an initial determination of eligibility is also relevant to establishing a change in eligibility.

Nonresident students who carry a full academic load (9 or more hours per term) will be presumed to be in the state of Alabama primarily for the purpose of gain-

ing an education and, thus, have not demonstrated the intent to establish a true domicile in Alabama. Clear and convincing proof may overcome this presumption, but again, the burden of proof rests on those requesting the change. Any change in resident tuition eligibility occurring during an academic term will not become effective until the registration for the succeeding term.

The following types of evidence may contain data to establish 12-month residency in the state of Alabama. In all cases the person must be at least 19 years of age or married and financially independent. Otherwise, the person's residency will be based on that of the parent or guardian.

1. Ownership or rental of residential property in the state of Alabama and continuous occupation thereof on an extended term of not less than 12 consecutive months.
2. Full-time permanent employment in the state of Alabama.
3. Possession of state of Alabama licenses required to do business or practice a profession in Alabama.
4. Legal marriage to a bona fide Alabama resident.
5. Registration to vote in the state of Alabama.
6. Filing of Alabama resident income tax returns.
7. Holding of a current Alabama driver's license.
8. Registration of a vehicle in Alabama and payment of property taxes thereon.
9. Evidence of banking activity within the state of Alabama for 12 consecutive months prior to making application for residency change.

The registrar will determine whether a student is classified as an Alabama or non-Alabama student. The decision of the registrar is subject to review by AUM's chancellor or his designated representative, upon written request of the applicant.

■ Student Classification

Classification GR: Full admission to graduate program for the purpose of earning a master's degree. The Auburn University classification is MST.

Classification PB: Academic probationary classification. Student does not satisfy all admission requirements and is admitted for 12 semester hours of specified provisional work. If an average of 3.0 is achieved in those 12 hours, the student is given full admission. The 12 hours of work will apply to the degree requirements. Failure to meet the 3.0 average in the 12-hour period will result in denial of full admission to the program. A registration hold is placed on students with a probationary classification for monitoring purposes. The PB classification will be used for a returning student who has been released due to grade deficiency. Upon returning to do validating work or to prove his or her capability to do graduate work, the student will be issued a PB. If the student does

not obtain a 3.0 GPA in 12 semester hours, the student is released from graduate study.

- Classification PV:** Administrative provisional classification. Certain documents are missing (e.g., admission test scores, transcripts or teaching certificate). Normally, the student must remove the PV classification within the first term of graduate work in order to register for the second term. A registration hold is placed on all students with a provisional classification. (Note: The School of Business has limited use of this classification. All business students must complete the GMAT before they can be admitted to graduate study.)
- Classification UN** Student holds master's degree from an approved institution.
Non-candidate Status: The UN classification is used only for validating purposes. Courses taken as a UN shall not apply for degree credit. Upon completion of successful validation, the department head and departmental screening committee shall review the work to determine the assignment of an appropriate classification.
- Classification PV-Ed.S.:** Provisional classification in the graduate program for the purpose of earning an Ed.S. degree.
- Classification GR-Ed.S.:** Full admission to the graduate program for the purpose of earning an Ed.S. degree.
- Classification PUD:** Full admission to the joint Ph.D. program in Public Administration. The Auburn classification is PUB.
- Classification TR:** Transient status. A student is assigned a TR classification when he or she is enrolled at another campus but is attending AUM for the purpose of acquiring credit that will be transferred back to his or her home campus. The TR is used for both graduate and undergraduate students.

■ Graduate Program Requirements

Graduate programs have varying amounts of minimum credit required for graduation. (See appropriate section of this catalog for specific departmental requirements). All programs are designed to provide students with the depth of knowledge, skills, theoretical insights and leadership necessary for responsible positions in government, business or education. All graduate work taken to satisfy degree requirements may be completed on a full-time or part-time basis.

A foreign language is not required for completion of the master's degree and Ed.S. degree. The M.L.A. has a thesis requirement and the programs of Justice

and Public Safety, Psychology and Education each have a thesis option. All programs require satisfactory completion of the appropriate comprehensive examination or evaluation prepared by a committee in the academic department or school offering the degree. All programs have broadly defined requirements for admission regarding the undergraduate preparation of the student. These requirements are located in each school. In addition, program plans that include specific courses are available in the schools.

Graduate courses available at AUM are numbered 6000 or above and are open to those students who have obtained graduate standing. All graduate level courses have as prerequisites either specific courses or graduate standing. Under special conditions, an undergraduate student may attempt graduate study. (See provision under Transfer of Credit.)

Correspondence Work

Study by correspondence shall not be counted toward a graduate degree.

Credit for Military Schools and Credit Recommended by the American Council on Education (ACE)

The ACE presently evaluates both military schools and civilian training programs for graduate academic credit. Since this evaluation is handled by faculty members of accredited institutions of higher learning, AUM will accept the ACE recommendations for credit earned in non-academic programs. The applicability of such credit to a specific program will be determined by the faculty advisor, graduate coordinator, dean and director of graduate studies. Such credit will be treated as transfer work except in the Air University contract program.

Course Load

Twelve semester hours of work per semester is the maximum course load to be taken by full-time graduate students. Graduate students must take 9 or more graduate hours per semester to be classified as full-time students. Under special circumstances, a student may request a waiver to take up to 15 graduate hours per semester.

Evaluating Successful Degree Progression of Students

Graduate students deemed not to be making satisfactory progress toward their degree may be dropped from the graduate program. Issues of professional and personal development (other than minimal grade point average) may be considered in determining satisfactory progress toward the degree. Further policy can be found in the *Graduate Handbook: Policies and Procedures*.

■ Grade Requirements

Candidates for graduate degrees are required to maintain an AUM grade point average of 3.0 (on a 4.0 scale) on all graduate work taken. No grade below C will be accepted for graduate credit, but grades on all AUM courses carrying graduate credit will be used in determining the overall average unless the advisor designates to the Records Office prior to the registration for the course that courses are

designated to be taken without graduate credit. Graduate students must repeat any course carrying graduate credit in which a grade of less than C is earned unless the course is specifically identified by the advisor prior to the student's registration as a course not to be used for degree credit.

A student has 9 hours beyond the prescribed course of study to acquire the 3.0 GPA. When a course is retaken, both grades are retained on the transcript and are used in the calculation of the GPA for graduate programs. The computed GPA is the graduation GPA in the graduate program.

When a student's AUM GPA drops below 2.51 or has three posted academic warnings, he or she is required to withdraw from the graduate program. The student may be readmitted only when his or her department is willing to certify to the director of graduate studies that the student, through sufficient study or course work, has demonstrated his or her qualifications for readmission. A student may qualify for readmission by completing a 6-hour or two-course supervised validation period in which the student must make a 3.0 average. The returning student will be reclassified as a PB. Grade requirements for the Ph.D. program in Public Administration are governed by Auburn University's graduate catalog.

Final grades are assigned as follows: A, B, C, D, F, FA, S, U, CR, NC, P, I, IP, W, AU and NR. The following explanations and grade points apply:

- A = passing and 4 quality points per hour attempted.
- B = passing and 3 quality points per hour attempted.
- C = passing and 2 quality points per hour attempted.
- D = passing and 1 quality point per hour attempted.
- F = failure and 0 quality points per hour attempted.
- FA = failure due to absence and 0 quality points per hour attempted.
- S = passing and 0 quality points, but the hours attempted are not included in grade point average determination.
- U = failure and 0 quality points but the hours attempted are not included in grade point average determination.
- CR = passing for developmental course work and 0 quality points, but the hours attempted are not included in grade point determinations.
- NC = failure for developmental course work and 0 quality points, but the hours attempted are not included in grade point determinations.
- P = passing for nontraditional course work and 0 quality points, but the hours attempted are not included in grade point determinations.
- I = incomplete and 0 quality points per hour attempted until resolution and a final grade is assigned. A two-year statute of limitations exists for grade changes.
- IP = in progress and 0 quality points, but the hours attempted are not included in grade point determinations. This grade is used only for AUM courses currently in progress, courses for which the student has preregistered and for students who have cross-enrolled at another institution but the final grades have not yet been received.

- W = withdrawal and 0 quality points, but the hours attempted are not included in grade point average determination.
- AU = audit with 0 quality points and 0 hours attempted.
- NR = no grade reported (administrative procedure) and also used for audit students not meeting the attendance requirement.

The grade of Incomplete is not a right exercised by the student. A grade of Incomplete can be assigned only at the discretion of the instructor and may occur when the quality of work has been of passing grade, but the student has been prevented by illness or other justifiable cause from completing the work required prior to the final examination.

A student must be registered at the university during the semester in which an Incomplete grade is being resolved. The student should not register for that course again on a credit basis (but can register for it on an audit basis). If the student is not registered for any other courses during the semester of resolution of the Incomplete, the student should register for REGL 1110, "For Registration Only."

Grades of Incomplete must be rectified within two years following the assignment of the grade. Grades of Incomplete will be counted as C grades in determining eligibility for continuation in graduate school. Students will not be permitted to graduate with Incomplete grades; these will be changed to F (Failure).

A grade of Failure Due to Absence (FA) will be assigned if a student has excessive absences or is absent from a special or final examination.

Students have two calendar years from the last day of the term in which a grade was assigned for any changes in course grades. Grades assigned prior to the awarding of a degree cannot be changed after the degree has been awarded.

Time Limit

All graduate work toward a master's degree and Ed.S. degree (including credit transferred from another graduate program) must be completed within five calendar years (15 terms), which includes the summer term. However, time spent in active military service because of a national emergency will not be counted in the application of this regulation whenever the national emergency requires that the student be temporarily relocated. The time limit for the joint Ph.D. program in public administration is governed by the Auburn University graduate catalog.

Transfer of Credit

No more than 6 semester hours or three courses of graduate work not to exceed 6 semester hours can be transferred into a graduate program at AUM. **To transfer such work, a student must have been admitted to a graduate degree program in the institution at which the work was taken.** Such credit will not be accepted until the student has successfully completed 9 hours of work in the graduate program at AUM. Credit accepted after the required 9 hours of work at AUM must be acceptable to the student's advisor and to the dean in the appropriate school. The work

must be pertinent to the student's plan of study and be within the five-year time limit. A student who has completed a master's degree or a professional degree may request that 6 hours of credit be transferred to or within AUM. It is the student's responsibility to apply for such credit and to apply for official transcripts of such work.

Credit may not be allowed when the cumulative grade point average on graduate or professional work taken elsewhere is less than 3.0 (B average), nor may transfer credit be used to improve the grade point average on courses taken at AUM.

An AUM undergraduate who is within 6 semester hours of graduation may, with proper approval, register for graduate courses during his or her last term of undergraduate work (senior privilege). If the student is accepted into one of the graduate programs upon graduation, such graduate course work taken as an undergraduate may be applied to the master's degrees. Upon completion of 9 hours of graduate work after admission to a graduate program. Approval of an undergraduate student to take graduate courses in no way constitutes admission to a graduate program. Graduate work taken by an undergraduate student may not be applied to the baccalaureate degree. Rules for transferring credit into the graduate program under the above conditions are the same rules regarding all transfers of graduate credit, for example, time limit and GPA. Permission is required from the undergraduate advisor for this procedure.

Under special consideration by the Office of Academic Affairs and Graduate Studies and with school and departmental approval, a student earning a master's degree at AUM may take up to half of his or her course work at Auburn University or at one of the University of Alabama system campuses (UA, UAB, UAH). Education students may take up to half of their course work at Alabama State University as defined by the AUM/ASU Committee on Cooperation. Courses taken under provisions of this consideration must be approved in advance by the appropriate dean and department head. Issues of school or departmental accreditation must be considered when course transfers are proposed.

Transient Work

A student enrolled in an AUM graduate program who wishes to take course work at another accredited university may do so with permission. The student must be in good academic graduate standing. The work taken at another institution must not exceed 6 semester hours. Transient work taken after admission to a program and transfer work taken prior to admission to a program should not, when combined, exceed 6 semester hours. Transient course credit taken at another university will be brought into the AUM system via the Transfer of Graduate Credit form.

A graduate student from another campus desiring to take graduate courses in a transient status at AUM must have a document of good graduate standing from his or her home institution. The transient form is used by the AUM Office of Academic Affairs and Graduate Studies as the admitting document for one semester of transient work.

Academic Integrity

Students are expected to maintain academic integrity in all work pursued at AUM. Students should not condone violations of academic integrity and should act to prevent opportunities for violations. Violations of academic integrity are defined as follows:

1. Obtaining unauthorized help from another student during examinations or other graded or credit activities.
2. Knowingly giving unauthorized help to another student during examinations or other graded or credit activities.
3. The use of notes, books or any other source of information or assistance during examinations or other graded or credit activities, unless authorized by the examiner or instructor.
4. Obtaining, without authorization, an examination or any part thereof.
5. Submitting for credit, without appropriate acknowledgment, a report, notebook, speech, outline, theme, thesis, dissertation or other written, visual or oral material that has been knowingly obtained or copied in whole or in part from another individual's academic composition, compilation or other product or commercially prepared paper (plagiarism).
6. Altering or causing to be altered without authorization, the record of any grade in any grade book, office or other record.
7. Taking a course or an examination or doing academic work for a student, or providing one's own work for a student to copy.
8. Presenting false data or intentionally misrepresenting one's record for admission, registration, graduation or withdrawal from the university or from a university course.

Any instances in violation of academic integrity shall be processed in accordance with the procedures outlined in the *Aumanac* (AUM student handbook) under the title "Student Discipline Code."

Discipline

Each student, by act of registration, obligates himself or herself to conform to all rules and regulations of the university.

Applying for Graduation

AUM students who are nearing completion of their degree requirements must apply for graduation no later than the first week of the term in which they intend to graduate. A student must hold the GR classification to be awarded a master's degree and the GREDS classification to be awarded the Ed.S. degree at AUM.

Application may be made online at www.aum.edu. The graduation fee will be billed to the student's account. University regulations require that all degree candidates be enrolled during the term of their graduation. If a student fails to graduate in the term for which application is made, the candidate must reapply to graduate

in a subsequent term. (The graduation fee will not be charged again.)

Deadlines for application are available online and in the Records Office.