



SAINT LOUIS UNIVERSITY

**PARKS COLLEGE OF ENGINEERING,
AVIATION AND TECHNOLOGY**

Graduate Education & Research

Graduate Student Handbook

Spring 2022

3450 Lindell Blvd, Room 1002
St. Louis, MO 63103
314-977-8306

parksgraduateprograms@slu.edu

Graduate Handbook 2021-2022 Table of Contents

1. Welcome to Parks College at Saint Louis University
2. Our Programs
 - a. Degrees Offered
 - b. Degree Requirements
 - c. Transfer Credits
 - d. Time Periods to Degree
 - e. Graduate Seminar
 - f. Room Reservations
 - g. MS & PhD Timelines
 - h. Graduate Student Offices
 - i. Orientations
3. Your Advisor
 - a. Meeting with your Advisor
 - b. Changing your Advisor
 - c. Disagreements with your Advisor
4. Registration
 - a. How to Register
 - b. When to Register
 - c. Continuous Enrollment
 - d. Changes to your Registration
 - e. Full-time Status
 - f. Zero Hour Registration
5. Forms to Complete
6. Financial Assistance
 - a. Options
 - b. Eligibility
 - c. When to Apply

Appendix A. Academic Definitions

Appendix B. Contacts & Resources

1. Welcome to Parks College at Saint Louis University!

We are so happy to have you join our programs. Our graduate programs provide state-of-the-art curricula that match current job markets and industry needs. Your program is tailored to your interests. As a student enrolled in the program, you will build expertise in your area of interest as well as gain a general understanding of the industry.

Our faculty, with their strong academic and industrial experience, will assist you inside and outside the classroom to support your academic and personal growth. Your faculty graduate advisor will help you navigate your time as a graduate student, and our office is here to help keep you on track for success.

We have developed this handbook to help acclimate new students to our programs and to help steer current students through the steps to graduation.

We look forward to celebrating your successes with you in a few short years.

Please feel free to contact our office if you have any questions.

The Office of Graduate Education & Research

2. Our Programs

2a. Degrees Offered

Parks College offers the Master of Science in Engineering and the Master of Science in Aviation Science. In Engineering, the concentrations are: Aerospace Engineering, Biomedical Engineering, Civil Engineering, Electrical & Computer Engineering, Engineering Physics, and Mechanical Engineering. Parks also offers the Doctor of Philosophy in Engineering and the Doctor of Philosophy in Aviation Science. In Engineering, the concentrations are: Aerospace Engineering, Biomedical Engineering, Civil Engineering, and Mechanical Engineering. Students design their Programs of Study with their advisor, which can include courses outside their program/department, with the majority still being in their concentration. If a student decides their Program of Study is differing from the original plan, they may consider completing a **Petition to Amend the Graduate Program**. You can find more information about our degrees, degree requirements, and time to degree requirements in the Graduate Catalog.

2b. Degree Requirements

Each graduate student is expected to maintain a cumulative GPA of 3.00. A lower GPA may result in probationary status and/or dismissal from the program due to unsatisfactory academic performance. Each student prepares a Program of Study that must be approved by their faculty advisor, the program coordinator/department chair, and the Associate Dean. The Program of Study is developed within the context of the student's background and career goals, allowing students to customize their graduate program to suit their professional goals. For Master's students, transfer credits can comprise no more than 20% of your degree. Lastly, all graduate students are required to enroll each semester until a degree is conferred.

Master of Science in Engineering

The Master of Science degree requires a minimum of 30 credit hours beyond a Bachelor's degree. For students pursuing the research option, six of the total credit hours must be in thesis research. For students pursuing the project option, three of the total credit hours must be devoted to carrying out a project. MS students should satisfy two semesters of Graduate Seminar beyond a Bachelor's degree.

Accelerated BS-MS Program

The Accelerated BS-MS (ABM) Program in Engineering is an accelerated program that allows high achieving students to complete both the B.S. and M.S. degrees in a total of 5 years. Undergraduate students may apply up to 15 credits of graduate coursework (5000 level and above) towards their bachelor's degree, which can also count up towards the master's degree.

Doctor of Philosophy in Engineering

The Doctorate in Engineering requires a total of 60 credit hours beyond a Bachelor's degree with 12-18 hours of dissertation research. Those students who have earned a Master of Science degree may include a maximum of 24 credit hours—but not the thesis or project credits—in the 60 hours that are needed for the PhD degree. PhD students should also satisfy four semesters of Graduate Seminar beyond a Bachelor's degree.

Master of Science in Aviation

The Master of Science consists of 30 credit hours of coursework, a common core. The MS in Aviation is a non-thesis program, and all courses are online. Aviation MS students must pass a comprehensive oral examination during their final academic term.

Doctor of Philosophy in Aviation

The Doctor of Philosophy in Aviation requires a total of 63 credit hours beyond a Bachelor's degree, including 12 hours of dissertation research. The curriculum includes at least 12 credit hours of coursework in research methodologies and 12 credit hours in a secondary discipline intended to complement the student's knowledge of aviation. Those students holding an appropriate Master of Science degree may include a maximum of 27 credit hours—but not the thesis or project credits—in the 63 hours required for the PhD degree.

2c. Transfer Credits

Classified students are expected to complete most degree requirements in residence, but some advanced work taken elsewhere may be transferred with the approval of the student's advisor, program/department, and Associate Dean. If the coursework was taken previous to admission here, you fill out the **Petition for Transfer of Graduate Credit**. If you are planning to take a course or courses for transfer after you have been admitted, you will first need approval to take the course off campus by using **Form #20, Petition for Graduate Off-Campus Enrollment**.

Students must take at least 80% of their coursework in residence. Coursework that was used to earn a degree elsewhere is not eligible for transfer. Only courses completed with a grade of 'B' or higher will be accepted as transfer credit. Courses taken on a Credit/No Credit or Pass/Fail basis will not be considered for transfer. International students must inform the Office of International Services of off-campus enrollment. Our office requires you send the **Form #20** and the syllabus to us before classes start. After the course is completed, send the official transcript to our office along with the **Petition for Transfer of Graduate Credit**.

2d. Time Periods to Degree

The time period to degree is the maximum amount of time allowed for a graduate student to finish their program. The ordinary time period to degree for students begins at the start of their first term as a Classified student. For students pursuing a Master's degree, the ordinary time period to the degree is five years, and eight for the doctorate directly from the baccalaureate. Students who petition into the Doctoral program after completing a SLU Master's degree will have a total of eight years to complete both degrees. For students pursuing the doctorate with a previous non-SLU Master's, the time period to degree is seven years. A maximum of two extensions beyond the ordinary time to degree are allowed.

2e. Graduate/Research Seminar

Graduate/Research Seminar is offered every semester, and features professionals from industry and academia sharing their experiences. Occasionally, we bring in entrepreneurs or SLU students. Their talks are varied and topics can range from their research, their experiences transitioning from school to career, or instructional. Graduate/Research Seminar is a great opportunity for students to network and learn from those who have come before them. Because all Engineering programs participate, some of the material shared may be outside of your focus. Please remain respectful and open-minded, as you never know if what you hear will spur on your own research or work.

Your experience as an Engineering Graduate Student is enhanced by the inclusion of our Seminar. (Since the Aviation program is online, Aviation students are exempt from the Seminar requirement.) MS students must satisfy the requirement of 2 semesters of Seminar, and PhD students must fulfill 4 semesters beyond their Bachelors. (If a PhD student has a previous MS, they need only take 2 semesters of Seminar here at Parks.)

Students registered for Seminar would be sent a reminder via email every time a seminar is set to occur. Seminars would take place on Tuesdays 3:45 PM – 5:00 PM, with the last 5-10 minutes for questions. Seminar will be virtual Fall 2021 and likely in person Spring 2022. Cell-phones, laptops, and other distracting electronic devices are not allowed in Seminar. Snacks and drinks are usually provided. When you arrive in the auditorium, please sign the attendance sheet and grab a snack before sitting down. Ten minutes after class starts, the sign in sheet will be removed and your attendance will not be counted. Your attendance is one of the primary metrics for your final grade, so please be on time.

2f. Room Reservations

If you need to reserve a room for your thesis or dissertation proposal or defense, please contact your program/department or our office. We are happy to accommodate any request that is directly related to your research. If you need to reserve a room for a purpose not related to your graduate program, please contact your program/department for help. You can also request a space in 25Live. Room reservation requests should be submitted at least 2 weeks in advance to ensure accommodations.

2g. M.S. & Ph.D. Timelines

These timelines are general guidelines, and special circumstances may change your timeline. If you have concerns about your particular timeline, please meet with your advisor.

MS Timeline

FREQUENTLY Meet with your Advisor

1st Semester Proposed [M.S. Program of Study](#)

ANNUALLY [Annual Student Review](#) (January for new Fall students; May for all other students)

**Maintain
Continuous
Enrollment**

Coursework

Decide research topic*

Complete [Master's Thesis Proposal](#)*

Begin research*

Last semester Apply for graduation

Final [M.S. Program of Study](#) (acts as Degree Audit)

~2 weeks in advance of your Defense, provide written Thesis to Committee*

Thesis Defense*

Appointment with Master's Candidacy Specialist*

Submit Thesis to ProQuest*

*For students pursuing Thesis option

***For students pursuing the Project option, please see your Advisor.*

PhD Timeline

| | |
|--|--|
| FREQUENTLY | Meet with your Advisor |
| 1st Semester | Proposed Ph.D. Program of Study Petition for Advanced Standing in a Doctoral Program (when applicable) |
| ANNUALLY | Annual Student Review (January for new Fall students; May for all other students) |
| End of 1st Year | PhD Qualifying Exam Petition Form |
| <div><div>Maintain Continuous Enrollment</div><div><div></div><div></div><div></div></div></div> | <div>Coursework</div> <div>Decide research topic</div> <div>Begin research</div> |
| When Ready | Doctoral Oral Examination Form Upon passing Oral Examination, student is awarded Ph.D. Candidacy Status Degree Audit |
| Last semester | Apply for graduation Final Ph.D. Program of Study ~2 weeks in advance of your Defense, provide written Dissertation to Committee Notification of Readiness for the Public Oral Presentation of the Ph.D. Dissertation Defend Dissertation Appointment with Doctoral Candidacy Specialist Submit Dissertation to ProQuest |

2h. Graduate Student Offices

Graduate Students who are actively conducting research and do not already have desk space in a lab are encouraged to contact our office to apply for office space. When students apply, they will be told if we currently have space available or if they will be put on a waiting list. We are usually able to approve requests within 1-2 business days.

We have space in McDonnell Douglas Hall and Litteken for graduate students. The office in McDonnell Douglas Hall require a key to enter; the office in Litteken requires a key code. Litteken building is only accessible by swiping your student id. If you will be using either space “after hours” or on weekends, please be aware that you may have trouble entering both buildings, even with your student id. The hours the buildings are “closed” varies, so for special exceptions, we may grant you 24/7/365 access with your student id, by request.

The offices have desks, chairs, electrical outlets, and network plug-ins. Our office is responsible for supplying, maintaining, and securing any furniture and fixtures. If there is ever a problem with your space or the community space, please let us know so we can have it fixed immediately. You are responsible for bringing your own computer and supplying any software necessary to conduct research. You can leave whatever items you feel comfortable leaving. Although we have security measures in place to limit access to the buildings and actual offices, we cannot be held responsible for anything you leave in the room.

Many of our spaces provide storage options; some have locks and some are community storage. Get to know those students who you share a space with. When possible, we will try to place students near others with the same advisor, or at least near students in the same program/department. You should also know who you share a space with for security reasons. If you ever see someone in your office who does not belong, please let our office know immediately as we may have to change the locks or key pad codes and/or contact the Department of Public Safety.

Having your own space is a privilege. If you violate any student codes of conduct, fall on Probation, or change your program to Non-Thesis, you may be asked to forfeit your space to another student.

2i. Orientations

New students are expected to attend orientations for new students. Some are mandatory, and some are highly recommended. Every Fall semester, Saint Louis University offers an International Graduate Student Orientation (mandatory for all international students and offered in the Spring as well), a New Graduate Assistant/Fellowship Orientation (mandatory for all students who are receiving their first assistantship or fellowship), and a New Graduate Student Orientation (highly recommended). Here at Parks College, we offer a New Parks Graduate Student Orientation (mandatory). We understand some of our remote learners are not on campus, so we offer a remote viewing option. Please contact our office for more details. Not attending the mandatory orientations could affect your visa, financial assistance, or standing here at Saint Louis University.

3. Your Advisor

When you start your program, you should communicate with your program/department about having an advisor assigned to you. Your program/department may communicate this via email or phone, or they may decide to set up a meeting with you to determine which faculty member has expertise that will best align with your interests and goals. You should have an advisor assigned within the first few weeks of classes starting.

3a. Meeting with your Advisor

You should check in with your advisor before registering for classes, and as often as needed. Your advisor will help guide your studies and help you create a plan to get the most out of your MS or PhD. Your advisor can also give you advice on potential internships, publications, conferences, or job opportunities.

Annually, you and your advisor will meet to complete your Annual Student Review. This is a great opportunity to have a review of your work completed, create goals for the next year of studies and research, and ensure you are staying on track for graduation. You should bring a current or updated Program of Study form to this meeting to discuss coursework completed and still to take, and check on the dates for thesis/dissertation proposal, defense, and graduation. If anything changes with your Program of Study, you should discuss these changes with your advisor and get them approved by obtaining all signatures and submitting it to our office.

To get the most out of your meetings with your advisor, make sure you schedule in advance and avoid walk in meetings that could be cut short. Make a list of your concerns and questions ahead of time. Make sure you read the current Graduate Catalog, policies and procedures, and check the website to see if any of your questions can be answered that way. Your knowledge of procedure could aid in your discussion with your advisor.

Your advisor's signature is required on most forms you complete.

3b. Changing your Advisor

If it seems like your studies and research have drawn you away from your advisor's expertise, you might find a different advisor to be more helpful. You should meet with the Program Coordinator/Department Chair to discuss a different advisor, one who will fit your current needs and best be able to guide you.

3c. Disagreements with your Advisor

If you and your advisor are having any disagreements or issues, it is always better to try and work those issues out with your advisor before finding a new one. You will learn a lot from the experience that will help you in your professional career. Also, disagreements can be productive to your research and help open your mind to other perspectives. Part of the reason you are here is to learn to think critically and creatively. Being exposed to opposing viewpoints is one of the best ways to move forward when you find you are stuck in your research.

If you are unable to resolve any disagreements personally with your advisor, we recommend elevating to your program/department or our office. We will do our best to make sure the issue is resolved and you and your advisor have a positive working experience. Our goal is to resolve any issues before involving any University level offices. Those offices do not know our policies, our faculty, or our students like we do, so we are best equipped to handle any problems that arise. Just remember, we all want the same thing: for you to be successful as a graduate student here at Parks College.

4. Registration

4a. How to Register

The Registrar's office has made it very simple to register online through Banner Self-Service. Before you come on campus to start your program, you should make sure you can log into your campus email, SLU Tools, and especially Banner Self-Service. These tools will help you make any registration changes yourself in Banner. If you have any restrictions that do not allow you to register, please work with your advisors to remove any restrictions. Sometimes that requires an override to be entered by your advisor, program/department, or our office. Other times, we require a registration form (see the Registrar's website for details). It is always preferable to try and go paperless, however, for faster processing.

4b. When to Register

For new students, you should register as soon as you have spoken to the program/department and they have approved your course options. Some programs/departments prefer new students show up on campus first before registering. Others allow students to register before arriving on campus. It is your responsibility to speak to your Faculty Advisor to see what they prefer, and if they want you to arrive on campus first, you should schedule a meeting as soon as possible. If you do not know who your Faculty Advisor is, please reach out to Nicole Mispagel.

For current students, you should register as close to when registration opens as possible. Registration usually opens during the latter half of the preceding semester. Our office may send reminders to register, but you should also have an idea of what to register for by following your Program of Study. Registering early ensures you have reserved yourself a space and that the class is not canceled due to low enrollment.

4c. Continuous Enrollment

All graduate students must maintain continuous enrollment until graduation. This applies to the spring and fall semesters, but if a student is planning to graduate in the summer, they must be registered in the summer, even if it is only for 0 hours. Students can take 0 hours of research only after they have fulfilled all other credit and research hour requirements, and they may only register in 2 semesters at 0 hours' research, maximum. If, after the 2 0-credit hour semesters, the program is still not finished, students are required to register in 1 hour of research until graduation. If you have any questions about continuous enrollment, please ask.

4d. Changes to your Registration

You can add or drop courses by yourself in Banner Self-Service anytime up to and including the first week of classes. You can make any changes to your registration without penalty during the second week of courses, but it may require special permissions or a form. You should get approval from your advisor for registration changes before trying to make the changes in Banner yourself. Please see the Registrar's website for dates and deadlines for dropping courses after the first week of courses. Every semester, note the last day to drop courses with a 'W.' The specific date changes per semester, but is usually sometime around midterms. The longer you wait to drop a course, the less money you get back in a refund. Any changes to your registration must be discussed with your advisor, as this could change your Program of Study and/or your time to degree completion.

4e. Full-Time Status

Full-time status is defined as 6 or more semester hours in formal (for-credit) courses and/or the following criteria for establishing status. All graduate students holding appointments as Fellows or Graduate Assistants are considered full-time regardless of the number of hours enrolled, (i.e., a student can have fewer than 6 hours while being fully funded). Students do not need to use all hours allocated on an assistantship if the student does not need those hours. Dissertation and thesis hours can be divided into multiple semesters to reach the required hours. All graduate students registered in thesis or dissertation research are considered full-time.

Parks Graduate Students can enroll themselves in up to 9 hours each semester. If students wish to enroll in more than 9 hours, they are required to fill out the **Petition for Overload**. This Petition requires a discussion and approval between the student and their advisor/department and the Associate Dean of Graduate Education & Research.

4f. Zero Hour Registration

Students are allowed up to 2 semesters of 0 research credit hour registration, after they have fulfilled the research hour requirement for their program (6 hours for Master's Thesis students, 12 hours for Doctoral Aviation students, 12-18 hours for Doctoral Engineering students). If the student has not finished their program after the 1 year of 0-hour research registration, they should register in 1 hour of research each semester until they graduate. If the student feels they have special circumstances which should allow them to register in 0 hours' research beyond the year of 0-hour research registration, they must complete the Request for Zero Credit Thesis or Dissertation Research Registration form, which includes a justification and timeline and requires the signatures of all Committee members. There are no guarantees their request will be approved. Contact the Parks Office of Graduate Education & Research for the form.

5. Forms to Complete

Do not be alarmed by the length of this list. All of our forms are located on the website. Below is a list of some common, but not all, forms you may use during your time as a graduate student.

General Forms

- **Program of Study**—All graduate students must complete a Program of Study (POS) and keep it updated during their time as a graduate student. There is a separate version for MS & PhD students.
- **Annual Student Review**—All graduate students must complete the Annual Student Review (ASR). For new students who start in the summer or fall semester, their ASR must be completed by the end of the next January. For students new in the spring semester, their ASRs, like all other current students, are due by the end of May. If the form is not turned in on time, the student has a hold placed on their account which will not be removed until the form is completed and submitted to our office. A current or updated POS must be attached or on file in our office.
- **Petition to Amend the Graduate Program**—For students wishing to change their degree (examples: from MS to PhD, from Thesis to Non-Thesis) or major field.

MS Specific

- **Master's Thesis Proposal**—MS students complete this form when they propose their thesis to the committee. The completed form must also include any written proposal they provided to the committee.

PhD Specific

- **Petition for Advanced Standing in a Doctoral Program**—PhD students with a previous Master's degree may be able to use up to 24 (Engineering students) or 27 (Aviation students) credit hours, but not the thesis or project hours, towards the total hours needed for their PhD.
- **PhD Qualifying Exam Petition Form**—The Qualifying Exam is designed to determine if the student is prepared to continue PhD studies and carry on with research. Details of the exam are determined and administered by the program/department and Parks policy. For Engineering students, the Qualifying Exam is scheduled after 2 semesters. For Aviation students, the Qualifying Exam is scheduled after all coursework is completed, but before any dissertation research is started. After the Exam is administered and the examining committee has made a decision, they will complete the **PhD Qualifying Exam Results Form** and/or the **PhD Qualifying Exam Conditional Pass Results** form.
- **Doctoral Oral Examination Form**—This form is to be used when scheduling your Oral Exam, otherwise known as your Proposal Defense. This form must be completed and turned into our office at least 2 weeks in advance. Parks students are expected to turn in their written proposal along with this form.
- **Notification of Readiness for the Public Oral Presentation of the PhD Dissertation**—This form is used when scheduling your final Dissertation Defense. Like the Doctoral Oral Examination Form, this form must be turned into our office at least 2 weeks in advance.

6. Financial Assistance

6a. Options

Parks Assistantships

Parks offers a variety of assistantship options, with full assistantships offering a stipend, tuition, and health insurance, and partial assistantships a combination thereof. The stipend is like a salary; students are paid monthly, on the last day of every month during the contract time. The tuition award can be up to 6 hours a semester. Health insurance is awarded in number of months. The University Health Plan offers many different periods of coverage. As assistants, students are expected to work for their advisors and/or programs/departments conducting or assisting with research, 20 hours/week for a full assistantship. Assistantships are renewable based on availability and student performance.

Fellowships

Parks offers Fellowships in specific dollar amounts, which can be used for tuition, health care, SLU accommodation, and research needs. Any additional funds after all of the aforementioned fees have been paid may be used for a small stipend. These fellowships are renewable based on availability and student performance. Annual reapplication is required.

Other funding opportunities

Besides the above Parks opportunities, there are other opportunities available through your program/department. Some programs/departments have funds specifically for Teaching Assistants or Graduate Research Assistants. Some faculty have externally funded grants for their research which could potentially fund a Graduate Research Assistant. Check with your program/department and faculty in your research area to see if any opportunities are available. Be prepared to take on tasks outside of your area in addition to your research.

SLU Funding

Outside of Parks, there are many fellowships our students can apply for at the University level. Graduate Education lists many of these opportunities on their website, so check frequently for deadlines, eligibility, and application requirements.

6b. Eligibility

For Parks and most other graduate financial opportunities, students must be admitted into the program, classified status. Only PhD students can apply for Parks assistantships, and priority for Parks fellowships is given first to students conducting research. Students must not be on Probation, so they must have at least a 3.00 GPA or, for new students, they must be admitted without condition or probation. Since assistantships and fellowships are exempt positions, students may not hold a non-exempt (hourly) position while on an assistantship or fellowship. Graduate Assistants must register for each academic semester during the appointment period, including the Summer session.

6c. When to Apply

Students are encouraged to check the website for updates on application deadlines, as these may change year to year. For Parks Assistantships, the deadline is March 1st for the following academic year. For the Parks Fellowship, the deadline is April 1st.

Appendix A. Academic Definitions

Good Standing versus Probation

On your transcript in Banner, you will notice that each semester has a little note of “Good Standing” or “Probation.”

Current students are automatically put on Probation and are considered not in Good Standing if any of the following conditions are true:

- Their cumulative GPA drops below a 3.00.
- Their transcripts reflect more than 2 Incomplete grades.
- Their time to degree has expired.
- They have been placed under temporary suspension for academic deficiencies or misconduct.

One of the requirements to graduate from our program is maintaining a cumulative GPA of at least 3.00. Being on Probation puts your standing in our program in jeopardy. If you are worried you are close to being on Probation or are on Probation, we recommend meeting with your Advisor to devise strategies to get the Probation lifted as soon as possible.

Holds

Students can have holds placed on their record for any number of reasons. When a hold is placed on your account, you should receive an email at your SLU email address that a hold has been placed. It is your responsibility to find out what the hold is for and make every effort to remove it immediately. Holds can prevent you from registering or requesting a transcript. Our office will sometimes place a hold if you are missing paperwork, have missed a deadline, or have stopped communicating with our office, your advisor, or your program/department.

Dismissal

Very rarely are students dismissed from our program. You can view the Graduate Catalog to read more about dismissal, but the most likely reasons for dismissal are multiple semesters on Probation, violations to our academic integrity policy, and/or plagiarism. To avoid dismissal, follow the University’s standards of conduct, study hard and often, and consult with your advisor as soon as a problem arises.

Leave of Absence

Sometimes students are faced with life circumstances that prevent them from taking classes for a semester or two. In that case, a student should file for a **Leave of Absence (Form #4)** to ensure their academic standing is not jeopardized and they do not violate the continuous enrollment policy. You can view the policy on the Leave of Absence in the Graduate Catalog.

Withdrawal from Program

Students who wish to withdraw completely from the program will need to fill out the **Petition for Complete Withdrawal (Form #9)**. This is not for a semester/course withdrawal, and this is not for students who plan to return after a short leave (see Leave of Absence). If you completely withdraw from the program, you must reapply for admission if you are interested in returning. When you withdraw, there are no guarantees that you will be able to reenter the program or that your standing will be the same as when you left. Students should have a serious discussion with their advisor and program/department before considering a complete withdrawal.

Provision on your Admission

Students who are admitted on provision have some requirement they need to fulfill within a certain time frame or risk losing their spot in the program, or at least their standing as a student here. Students who are admitted on provision are responsible for contacting our office to determine the provision and the time frame allotted to fulfill it. Provisions are most commonly for degree conferral, meaning the student's application included a transcript that did not show their final degree conferral. Students with this provision must request their transcript be sent to our Graduate Admissions office immediately, and ensure it is official, shows all final grades, and the date of degree conferral. Other provisions may involve fulfilling prerequisites or retaking and submitting test scores, such as the GRE or English proficiency exam.

Classified versus Unclassified

Students who are admitted into an MS or PhD degree-seeking program at Parks are considered Classified students. If a student wishes to take graduate courses but are not degree-seeking, they apply using an Unclassified paper application and are admitted to take a limited number of courses. Unclassified students are frequently students from other universities looking to transfer their coursework here back to their home program. Sometimes they are students interested in applying as a Classified student but want to take a few courses to test it out. Unclassified students are not eligible for financial aid through Parks.

Appendix B. Contacts & Resources

Formatting Guide:

Here is the formatting guide to be used for writing a thesis, project, or dissertation.

http://www.slu.edu/academics/graduate/pdfs/slu_formatting_guide.pdf

While writing in accordance to the format policies, you should consult your advisor to know their preferences about your paper. Failure to follow these policies might result in your paper not being accepted.

Parks Graduate Education & Research

McDonnell Douglas Hall, Room 1002
parksgraduateprograms@slu.edu

Nicole Mispagel
Graduate Programs Coordinator
nicole.mispagel@slu.edu
314-977-8306

Gary Bledsoe, PhD
Interim Associate Dean of Graduate Education
gary.bledsoe@slu.edu
314-977-8357

Jenna Gorlewicz, PhD
Associate Dean for Research and Innovation
jenna.gorlewicz@slu.edu

Department of Aviation Science

McDonnell Douglas Hall, Room 1017
Stephen Magoc
Department Chair
stephen.magoc@slu.edu
314-977-8333

School of Engineering

Gary Bledsoe, PhD
Director
gary.bledsoe@slu.edu
314-977-8357

Aerospace Engineering

Sanjay Jayaram, PhD
Program Coordinator
sanjay.jayaram@slu.edu
314-977-8212

Mechanical Engineering

Mark McQuilling, PhD
Program Coordinator
mark.mcquilling@slu.edu
314-977-8209

Biomedical Engineering

Biomedical Engineering Bldg, 2nd Floor
Scott Sell, PhD
Program Coordinator
scott.sell@slu.edu
314-977-8286

Civil Engineering

Chris Carroll, PhD
Program Coordinator
chris.carroll@slu.edu
314-977-8430

Electrical & Computer Engineering

Kyle Mitchell, PhD
Program Coordinator
kyle.mitchell@slu.edu
314-977-8301

Engineering Physics

Shannon Hall, Room 100
Irma Kuljanishvili, PhD
Department Chair
irma.kuljanishvili@slu.edu
314-977-8699

Parks Administrative Staff

Kay Bopp

Administrative Assistant

skay.bopp@slu.edu

314-977-8240

Vickey Pettiford

Administrative Assistant

vickey.pettiford@slu.edu

314-977-8207

SLU Graduate Education

DuBourg Hall, Suite 150

To view the Graduate Catalog:

<http://www.slu.edu/academics/graduate/information-for-current-students.php>

Robert M. Wood, PhD

Associate Provost

robert.wood@slu.edu

314-977-3718

Christine Harper, PhD

Doctoral Candidacy Specialist

christine.harper@slu.edu

314-977-2243

LaToya Cash

Master's Candidacy Specialist

latoya.cash@slu.edu

314-977-2245

Office of International Services

Des Peres Hall, Room 102

Cathy Donahue

Assistant Director

catherine.donahue@slu.edu

<http://www.slu.edu/international-services>

314-977-7148

Disability Services

Busch Student Center, Suite 331

Visit <https://www.slu.edu/life-at-slu/student-success-center/disability-services/index.php>

disability_services@slu.edu

314-977-3484

University Writing Services, Student Success Center

Busch Student Center, Room 354

To make an appointment:

<http://www.slu.edu/student-success-center/slu-appointments>

314-977-3484

Career Services

Griesedieck Hall, Lower Level, Suite 130

Aaron Pelloquin

Career Development Specialist

aaron.pelloquin@slu.edu

career_services@slu.edu

<http://www.slu.edu/career-services>

314-977-2828

Department of Public Safety

Wool Center, Room 114

dps@slu.edu

<http://www.slu.edu/about/st-louis/safety/>

In an Emergency: 314-977-3000

General Information: 314-977-2376

Safety Escorts & Rides: 314-977-7433

University Counseling Center

Wuller Hall

<http://www.slu.edu/university-counseling-center>

To make an appointment: 314-977-TALK (8255)

Student Financial Services

DuBourg Hall, Room 119

sfs@slu.edu

<http://www.slu.edu/financial-aid>

314-977-2350

Student Health Center

Marchetti Towers East

shc@slu.edu

<http://www.slu.edu/student-health-center>

314-977-2323

Graduate Student Association

213 Verhaegen Hall

<https://sites.google.com/a/slu.edu/graduate-student-association/home>

Parks GSA Representative:

Sam Stealey

samuel.stealey@slu.edu

**Information Technology Services
(ITS)**

<http://www.slu.edu/its>

help@slu.edu

314-977-4000

Office of the University Registrar

DuBourg Hall, Room 119

<http://www.slu.edu/registrar/>

General Information: 314-977-2269

Degree Verification: 703-742-4200 or
degreeverify.com

Graduation: 314-977-2258

Transcripts: 314-977-2269

VA Certifications: 314-977-2259

Parking & Card Services

Wool Center, Suite 130

parking@slu.edu or cardservices@slu.edu

<http://www.slu.edu/parking>

314-977-2957

Don't forget to download the Saint Louis University app for your Android or iPhone to get alerts, map access, and much more!



SAINT LOUIS UNIVERSITY

**PARKS COLLEGE OF ENGINEERING,
AVIATION AND TECHNOLOGY**

Graduate Education & Research
McDonnell Douglas Hall, Room 1002