Agreement for Inter-Institutional Cooperation
Between the History Departments at SIUC and SIUE

In order to expand the educational opportunities of students enrolled in the Southern Illinois University System by making available the widest possible variety of graduate curricular offerings while minimizing institutional costs, the History Departments at SIUE and SIUC agree to the following policy and procedure for cooperative doctoral programming. Cooperative doctoral programming means that classified graduate students may enroll in certain designated courses at either SIUE or SIUC and earn credit in partial fulfillment of the doctoral degree requirements in History at SIUC.

The graduate faculty of the SIUE and SIUC History Departments and the Graduate Councils of each institution agree to the following terms and conditions.

1. General Information

A. Each University agrees in every instance possible to participate equally and reciprocally with the other in providing students the opportunity to pursue cooperative graduate level programs of the highest quality. Each faculty will remain the judge of curriculum, academic quality, and pedagogical strategies.

B. All records of students enrolled in this cooperative graduate program shall be maintained at both the cooperating (SIUE) and degree-granting (SIUC) Universities. The University that generates the grade slip shall send a copy to the other University. Documentation of all course work, transfer credit, and actions taken that have bearing on a student’s permanent record shall be maintained in the files of the Graduate Schools and departments at both Universities.

C. All graduate History courses (400-, 500-, and 600-level) offered by the two Universities are to be reciprocally recognized as appropriate for application toward the doctoral degree within the requirements of the individual student’s program. M.A. students are eligible to take courses for graduate credit in the cooperative program at either Institution.

D. Students enrolled in the doctoral degree program may, with the approval of his/her advisory committee, enroll at either Institution in courses appropriate to the student’s program and degree requirements. Students may enroll concurrently in graduate courses at both Universities.

E. For purposes of reporting enrollment, only the degree-granting University may assess tuition and fees (other than course fees) for students in cooperative programs and, therefore, can report them as full- or part-time students. However, the institution which teaches the courses must receive the appropriate tuition, fees, and credit-hour allocation.

F. Each University shall participate in a periodic review of the cooperative program and shall impose limitations on numbers of participants if essential to maintain an equitable relationship between the two Universities.
G. This cooperative program may be terminated by either of the respective departments, and such termination shall be effective at the end of the academic term during which written notice of termination has been provided by the chief executive officer of either University. Adequate provision must be made to enable currently enrolled students to complete their inter-institutional programs.

II. Faculty

A. Members of the faculty who participate in the cooperative programs shall do so by virtue of zero percent joint appointments to the graduate faculty of respective Universities. Applications for joint appointments between the graduate faculties at SIUE and SIUC should carry the endorsement of the department, college dean, and graduate dean from the originating University.

B. Eligibility Requirements are:

1. Only faculty who hold appropriate graduate faculty status and approved graduate faculty appointments at both Universities are eligible to serve on advisory committees and/or thesis or dissertation committees of students in inter-institutional cooperative programs.

2. Only faculty who hold regular graduate faculty status shall teach courses in cooperative program. Exceptions require the explicit approval of the Graduate Dean at the University at which the course is taught. These faculty need not hold joint appointments.

III. General Program Requirements

A. Admission

Participation in the Cooperative graduate programs administered by the Graduate School of Southern Illinois University at Edwardsville and Southern Illinois University at Carbondale requires that the student meet the following criteria:

1. The student must meet the normal minimum requirements for admission to the Graduate Schools at both Universities.

2. The students applying for a program leading to the doctoral degree must meet other admission requirements established by the History Department and Graduate School at SIUC.

B. Ph.D. Committees

Each University shall be represented on the student's advisory committee. Preliminary examinations shall be prepared and evaluated jointly by the cooperating graduate faculties of both Universities. An SIUC graduate member will chair or co-chair the candidate's Ph.D. dissertation Committee. The Committee shall consist of at least five members with no fewer than two members from either SIUE or SIUC. Dissertation research may be conducted at SIUE or SIUC.
II. Admission Procedures

A. A potential student shall be required to complete the Graduate School application forms of both Universities. Application forms will be available in the Graduate School offices at both Universities and application materials, including transcripts, may be returned to either office. The SIUC and SIUE History Departments both assess a modest application fee (currently $20) from the applicant.

B. The applicant shall submit to the Graduate Admissions Office at SIUC an official transcript from each college, university, or professional school previously attended.

C. If the applicant meets both the SIUE and SIUC Graduate School admission standards, the application and a copy of the student's academic credentials shall be sent to the History Department at both Universities for consideration. After the file is reviewed by the selection committees of the departments concerned, the decision of each department is formally conveyed to its Graduate Admissions Office by means of the department approval form.

D. The Graduate Admissions Office at SIUE shall transmit to the Graduate Admissions Office at SIUC a copy of the completed department approval form. Upon receipt of the completed department approval forms from the departments at both Universities, the Graduate School at SIUC makes a determination concerning admission of the application to the cooperative doctoral degree program.

E. A student must be acceptable for admission to the programs at both Universities in order to matriculate in a cooperative graduate program. Denial of admission by either University denies that student access to graduate courses offered under the terms of this cooperative agreement.

F. The Graduate School at SIUC shall send to the applicants the following items.

1. A letter bearing the signature of both Graduate Deans notifying the applicant of his/her acceptance or denial.

2. Copies of the completed department admission form.

3. If the applicant is accepted, permit(s) to register at either or both Universities, if concurrent enrollment is desired.

G. The Graduate School at SIUC shall send to the Graduate School at SIUE copies of the following materials.

1. The applicant's letter of acceptance or denial.

2. The SIUC department admission form indicating the evaluation of the application and action taken by the department.

3. If accepted, the applicant's permit(s) to register.
H. The plan of study as approved by the student's advisory committee shall govern questions of acceptability of credits for the fulfillment of degree requirements, subject to the usual policies of the appropriate departments, schools/colleges, and the Graduate Schools of the cooperating Universities.

Approved SIUE Graduate Council April 5, 1996