

**Knowledge Systems Institute  
Graduate School of Computer &  
Information Sciences**

Student Handbook 2012

# Knowledge Systems Institute Student Handbook 2012

Table of Contents	Page
<b>1. Student Rights and Responsibilities</b>	Page 1
1.1 - Student Rights And Privileges	
1.2 - Self-Discipline	
<b>2. Admissions</b>	Pages 2 - 4
2.1 – Criteria & Standards for Admission	
2.2 – Admission Requirements	
2.3 – How to Apply	
2.4 – When to Apply	
2.5 – Transfer of Credit Policy	
2.6 – Incomplete Bachelor’s Degree Policy	
2.7 – Certificate Program	
2.8 – Non-Discrimination Policy	
<b>3. Registration &amp; Records</b>	Pages 5 - 8
3.1 – Audit Policy	
3.2 – Registration Refund Policy for Domestic Students	
3.3 – Registration Refund Policy for International Students	
3.4 – Textbooks	
3.5 – Add/Drop Policy	
3.6 – Withdrawal Policy	
3.7 – Grading	
3.7.a – Grades	
3.7.b – Maternity Leave Grade Policy	
3.7.c – Incomplete Grade Policy	
3.7.d – Grade Point Average	
3.7.e – Grade Reports	
3.7.f – Class Attendance	
3.7.g – Illness or Emergency	
3.7.h – Prolonged Absences / Hiatus	
3.8 – Transcripts	
<b>4. Tuition &amp; Fees</b>	Pages 10 - 11
4.1 - Tuition	
4.2 – Fees	
4.3 – Document Preparation	
<b>5. Academic Advising</b>	Pages 12 - 14
5.1 – Academic Advisor	
5.2 – MS Project Advisor	
5.3 – MS Project Advising Procedure	
5.3.a – Enrollment Status	
5.3.b – Seven (7) Months Prior to Graduation (or earlier)	
5.3.c – Six (6) Months Prior to Graduation	
5.3.d – Four (4) Months Prior to Graduation	

---

5.3.e – Four (4) Weeks Prior to Graduation/Thesis Presentation

---



---

**6. Student Feedback & Assessment Practices**

Page 15

- 6.1 – Course Evaluations
  - 6.2 – Student Experience Surveys
  - 6.3 – Student Complaint & Grievance Policy
- 

---

**7. Facilities & Student Services**

Pages 16 - 18

- 7.1 – Library
  - 7.2 – Classrooms and Computer Labs
  - 7.3 – Digital Art Studio & Gallery
  - 7.4 – Student Wireless Network
  - 7.5 – Student Responsibilities
  - 7.6 – IT Technical Support
  - 7.7 – Online Courseware
  - 7.8 – Health Insurance
  - 7.9 – Immunization & Health Report
  - 7.10 – Career Placement & Resume Assistance
  - 7.11 – Alumni Network
- 

---

**8. Financial Assistance & Student Loans**

Pages 19 - 23

- 8.1 – Financial Assistance
  - 8.2 – Student Loans
  - 8.3 – Federal Direct Loan Program
  - 8.4 – Subsidized & Unsubsidized Loans
  - 8.5 – Financial Aid Eligibility
  - 8.6 – Process for Application, Award and Disbursements
  - 8.7 – Yearly & Lifetime Loan Limits
- 

---

**9. Graduation**

Pages 24 - 25

- 9.1 – Comprehensive Examination Procedures
  - 9.2 – Graduation Requirements
  - 9.3 – Completion of the MS Thesis Project
  - 9.4 – Awarding of the Diploma
  - 9.5 – Graduation Ceremony
- 

---

**10. Academic Integrity**

Pages 26 –28

- 10.1 – Student Obligations
  - 10.2 – Procedure of Adjudication
  - 10.3 – Appeal Procedures
  - 10.4 – Faculty Responsibilities
  - 10.5 – Grievance Procedure
  - 10.6 – Plagiarism
  - 10.7 – Sexual Harassment
- 

---

**11. Academic Load**

Pages 29 - 30

- 11.1 – Full-Time Domestic Students
  - 11.2 – Part Time Domestic Students
  - 11.3 – Academic Load for International MS Degree Students
  - 11.4 – Academic Load for Prerequisite ESL Students
  - 11.5 – Reinstatement of International Student Status
-

---

11.6 – International Student Termination Policy

---

11.7 – Attendance Absences/Hiatus

---

---

**12. International Students**

---

Pages 31 - 34

12.1 – Full Course of Study

---

12.2 – English Proficiency

---

12.3 – Maintaining Status

---

12.4 – OPT Procedures

---

## **1. Student Rights and Responsibilities**

### **1.1 – Student Rights and Privileges**

As a student of Knowledge Systems Institute Graduate School (KSI), the responsibility of being aware and knowledgeable of this handbook rests completely on each individual student. As important as it is to earn a degree or certification, it is imperative that all students adhere to the statutes that are presented in this handbook. Updates are available online ([www.ksi.edu/studenthandbook.pdf](http://www.ksi.edu/studenthandbook.pdf)) as well as in printed media.

Each student is expected to be thoroughly familiar with the school's policies for maintaining the privacy of education records. Students may obtain access to their own educational records by presenting proper identification with their written request to view their records. Petitions and redress of grievances are noted by the administration when fully explained in writing before presentation.

### **1.2 – Self-Discipline**

KSI believes that acquiring self-discipline is part of the educational process. As in any civic community, students will be held accountable for their own conduct. They are therefore responsible for any damage they may do to the school property and should observe satisfactory standards of conduct both on and off campus. Students are expected to keep themselves informed of all school regulations.

## 2. Admissions

### 2.1 – Criteria and Standards for Admission

Students wishing to take courses for credit, or wishing to pursue the MS Degree Program or certificate programs will be subject to the normal admission requirements as articulated in the KSI Course Catalog and KSI website ([www.ksi.edu](http://www.ksi.edu)) and below.

Students wishing to take courses not for credit will be allowed to do so without having to adhere to the normal admission procedures, in which case no credit will be awarded for completed courses and no official transcript will be released.

### 2.2 – Admission Requirements

Admission as a graduate student requires a Bachelor's Degree. A student may be required to take prerequisite courses to make up for deficiency in previous education. Persons with inadequate background are required to complete a program of up to 20 prerequisite courses before being considered for admission to the graduate program. Such prerequisite courses shall not be counted toward the fulfillment of degree requirements. An applicant from a country whose native language is not English must submit Test of English as a Foreign Language (TOEFL) scores before admission. Based upon the student's scores, a student may be required to take ESL (English as a Second Language) courses. Such courses shall not be counted toward the fulfillment of degree requirements. International students can only be admitted as full-time students. Before a student may matriculate, he or she must have an official transcript of previous college work on file in the registrar's office.

### 2.3 – How to Apply

Applicants should submit the following application materials:

- Completed application form (available at the administration office and online at [www.ksi.edu/application/](http://www.ksi.edu/application/))
- Three letters of reference letters
- All official transcripts
- Copies of all previously earned diplomas including Bachelor's Degree
- State I.D, Drivers License or Passport
- \$50.00 non-refundable application fee
- (International Students only): TOEFL grade report. This grade report should be sent directly from the testing center to the school using the school's TOEFL test center code, which is 1379.
- (International Students only): Financial Support Documents including bank statements and notarized affidavit of support

Application materials should be submitted to:

- KSI Admissions Office  
3420 Main Street  
Skokie, Illinois 60076

## **2.4 – When to Apply**

Applications for admission are accepted throughout the year. Classes begin at various times as indicated in the academic calendar, which is available on the KSI website ([www.ksi.edu/schedule.html](http://www.ksi.edu/schedule.html)).

## **2.5 – Transfer of Credit Policy**

Students who have completed graduate-level coursework in computer and information sciences but did not earn a master's degree in computer science or computer engineering at an accredited institution may request the credit of equivalent graduate courses be applied towards a graduate degree subject to the constraints listed below.

1. Only matriculated students may transfer a maximum of six graduate credits from another accredited institution toward a KSI master's degree.
2. The college or university previously attended must be an accredited institution awarding graduate credits.
3. Credits may be transferred for courses earning credit and successfully completed with a grade of "B" or higher.
4. Only credit hours are transferable. Grade associated with the credit are not transferable, nor are they included in computing the grade point average at KSI.
5. Only graduate courses in computer science having an equivalent KSI course may be transferred. Graduate-level coursework from other disciplines is not transferable.

The Registrar's Office must receive written approval by a computer science faculty member and by the student's academic advisor. Students must submit the "Transfer Credit Approval Form" and an official course description directly to the Registrar's Office.

## **2.6 – Incomplete Bachelor's Degree Credit Policy**

Any student that has completed two to three years of college is required to take between seven to 20 undergraduate level Computer Information or other Science Courses to make up for their deficiency in order for them to take Knowledge Systems Institute Graduate School masters degree program. Any student found to have violated this policy will be subject to disciplinary action up to and including their removal from this institute.

## **2.7 – Certificate Program**

Students with no previous background in programming can enroll in a Certificate Program in Computer and Information Sciences. The Certificate Program requires a curriculum of eight courses (24 credit hours) and the successful passing of a Comprehensive Examination.

## **2.8 – Non-Discrimination Policy**

Knowledge Systems Institute admits students of any race, color, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. KSI does not discriminate on the basis of race, color, disability, national or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, or school administrative programs.

### **3. Registration and Records**

#### **3.1 – Audit Policy**

A student may elect to take a course on a listen-in basis. However, his/her decision must be made when he/she registers for the course. Students taking an audited course are to finish all coursework as required and will not receive a grade for the course or credit for the completed course. Tuition fees must always be paid in full for an audited course. No student will be allowed to audit the same course twice.

#### **3.2 – Registration and Refund Policy for Domestic Students**

Domestic students must register at least one week prior to the beginning of each semester. Domestic students may cancel registration and obtain a full refund within six class hours from the beginning of the course. However, a completed "Add/Drop Form" must be completed and turned into the Administration Office in order to be eligible for refund.

#### **3.3 - Registration and Refund Policy for International Students**

International students must register at least one week prior to the beginning of each semester. The tuition of the full-year must be paid in full at the time of registration. International students may cancel registration and obtain a full refund prior to their arrival in the United States. A written cancellation letter must be sent to the Administration Office. Once an international student has entered the United States using an I-20 form issued by KSI, no refund of tuition will be given, regardless of a withdrawal or transfer.

#### **3.4 - Textbooks**

Each student is responsible for purchasing the required textbooks for the courses he/she has selected. On registration day, the Administrative Office will have available a list indicating what text will be used for each of the courses being offered.

#### **3.5 – Add/Drop Policy**

Students who wish to change their class registration must first meet with their advisor for approval. Once the changes have been approved, the student must come to the Administrative Office and complete an "Add/Drop" form. The Form must be signed by the instructor of the course that he/she drops and also by the instructor of course that he/she adds. Students who complete this process within the first six (6) class hours from the start date of the semester will be eligible for a complete refund of tuition. Any student who fails to follow these procedures or does not make his/her changes until the

seventh class hour shall receive no refund of tuition. Students dropping an online course will receive no refund once a personal log-on to the online course-ware is rendered to student.

### **3.6 - Withdrawal Policy**

A student may withdraw from a course within **the first six (6) class hours** from the beginning of the course and a tuition refund or credit may be granted. The student should come to the Administrative Office and complete an "Add/Drop" form in order to withdraw from a course. The instructor of the course from which he/she withdraws must sign the Form. Any students who fail to follow this procedure or does not withdraw until the seventh class hour shall receive no refund or credit. Students withdrawing from an online course will receive no refund once the course materials have been downloaded.

### **3.7 - Grading**

Letter grades will be given for all courses, except those courses that are related to a student's thesis project. MS project courses will be graded as either "Satisfactory" or "Unsatisfactory." MS students must maintain a "B" average to graduate. If a student receives a grade below minimal passing standard (C for graduate and D for prerequisite course) for a required course, he/she must repeat the course and the new grade will replace the previous grade. If the course is an elective, he/she may take a different course and the new course will replace the previous course taken. Any student receiving a failing grade will not be entitled to any type of refund or credit on their tuition. Furthermore, if the student has received a failing grade in a required course, that student will have to retake the course and pay the appropriate tuition fee.

**3.7.a – Grades**

<b>Grade</b>	<b>Meaning</b>	<b>Quality Points</b>
A	Excellent	4.0
B	Good	3.0
C	Satisfactory (minimal passing for graduates)	2.0
D	Minimal passing (Undergraduate)	1.0
F	Failure	0.0
W	Withdraw	None
X	Audit	None
I	Incomplete	None
N	Non-Credit	None
S/U	Satisfactory/Unsatisfactory (MS Project Only)	None
O	Maternity Leave or Other Leave	None

Grades may be modified furthermore by the use of plus (+) or minus (-) following a letter grade as follows:

0.25 quality point is added by each plus, except grade A.

0.25 quality point is subtracted by each minus.

**3.7.b – Maternity Leave Grade Policy**

Faculty are expected and encouraged to make arrangements with the student to submit work for completion of course requirements when the student returns from leave. While on leave, the student will receive an 'O' for the course. The grade will convert to an 'F' if the student does not update the school in any way in regards to a return for course completion.

**3.7.c - Incomplete Grade Policy**

Any student who has failed to fulfill all of the requirements of the class when the grades are turned in will automatically receive an "I" (incomplete) grade from the professor. Thirty (30) calendar days after receiving an "I" grade, the grade will be converted into an "F" grade if the student fails to finish the required coursework. Any student who receives the grade of "F" on a required course will have to retake the course and pay the full tuition fee associated with that course.

The professors may give incomplete grades to students who do not complete an exam, project, paper or other final coursework, or to students who attended at least half of the classes and completed at least half of the course requirements, but were unable to finish.

A student shall have thirty (30) calendar days in which to finish projects, homework assignments, take final exams, etc. in

order to have the "I" grade converted into B, C or D.

In no event shall a student who has received an "I" grade be entitled to a grade higher than a B+. The grade of "A" shall generally be reserved for those students who have completed all of the required coursework on or before the last day of class.

### ***3.7.d – Grade Point Average***

A grade point system is used to determine academic rank. To determine grade point average (GPA), divide the total number of grade points earned by the total number of graded semester credits. Note: graded semester credits do not include course registrations graded P, I, W or X.

### ***3.7.e – Grade Reports***

Grade reports are issued at the completion of each semester. Privacy Act of 1974 as amended. Requests for transcripts should be made at least ten (10) days prior to the date the transcript is needed. During registration week, please allow additional time for processing transcripts. Transcripts will be released only after the student has fulfilled all financial obligations to the school.

### ***3.7.f – Class Attendance***

All students are expected to attend class regularly. If a student fails to attend the first three classes of any course, the student will be dropped from that course. Also, any student who fails to attend 5 or more classes will receive an "F" grade for the course and will not be entitled to any type of tuition refund. Excessive absences may cause a student to be dropped from a course at the discretion of the instructor and the department chair. Students must provide their instructor with written notification when an illness or emergency will cause them to miss two or more classes. Upon returning to class, the student shall provide the instructor with **written documentation** verifying the reason for that absence.

### ***3.7.g – Illness or Emergency***

In the case of illness or hospitalization, which will require a student to be absent for two or more days, the student is required to give the professor(s) and administration office written notice explaining the reason for non-attendance. Furthermore, the student will be required to provide documentation for the absence such as a statement from a hospital indicating admittance/release dates or an attending physician letter stating the nature of the illness.

### ***3.7.h – Prolonged Absences/Hiatus***

Any student who has had a prolonged absence or who has taken a hiatus from his/her studies, due to either medical reasons or other circumstances will have to follow the procedures for Reinstatement. Students, who have not registered for classes for ten (10) consecutive years or more, will have to start their program over. No previously earned credits will be recognized.

### **3.8 – Transcripts**

Transcripts may be requested from the Administrative Office by completing a “Transcript Request Form” (available at [www.ksi.edu/forms/transcriptrequestform.pdf](http://www.ksi.edu/forms/transcriptrequestform.pdf)) and paying the document preparation fee per transcript. Requests must bear the signature of the student.

## 4. Tuition and Fees

### Tuition

Students must pay tuition in full by registration day (one week prior to the semester start date). Tuition includes material fees, and laboratory fees.

If tuition is 1-30 days late, a 10% penalty will be reflected in the tuition amount. If tuition is 31-60 days late, a 20% penalty will be reflected in the tuition amount. If tuition is 61-80 days late, a 30% penalty will be reflected in the tuition amount. On the 81<sup>st</sup> day the student will be dropped from all course work and if the student is an international student, the lack of tuition paid will be regarded in the SEVIS which can result in termination of the student status.

\*For all checks returned by the bank upon which is marked "Not Sufficient Funds," "Payment Stopped," or "Account Closed," a penalty charge will be assessed for each returned check. KSI reserves the right to charge a ten percent (**10%**) penalty on the unpaid balance of tuition past due.

### Additional fees

Student additional fees include an initial application fee, and student I.D. fees (student I.D must be renewed annually. The following are circumstances as requested by students for additional fees: Special letters and transcripts. For international students; spouse I-20's, re-printing of I-20's, and reinstatement processing.

### Document Preparation

The Administrative Office reserves the right to charge students a document preparation fee to prepare documents on their behalf. These documents may include, but are not limited to, photocopies, transcripts, and preparation of original documents or preparation of forms and letters either by direct request from the student or on the student's behalf. Furthermore, KSI reserves the right to charge the student any and all appropriate shipping, handling and postage fees.

Students will be charged fees for creation and help with special letters and statement letters by the administrative office. Special letters are letters created by the administrative officer regarding student verification or recommendation. Statement letters are letters created in part by the student and in part by an administrative officer regarding circumstances such as changes in international student status.

Following are the tuition rates and fee amounts as of Fall Semester 2012.

Description of Services *	Fees
Application Fee (Payable with application and nonrefundable)	\$ 50.00
Domestic Students per credit hour	\$ 450.00
International Students (non immigrant students) per credit hour	\$ 540.00
ESL Courses per course	\$1,620.00
Late Registration Fee	\$ 50.00
Distance Learning Lab Fee per course	\$ 150.00
Laboratory Fee per semester	\$ 50.00
Materials Fee per course	\$ 5.00
Library Overdue Fee (late charge) per day / per book	\$ 0.25
Transcript Request	\$ 5.00
Transcript Request (Expedited processing: same day)	\$ 10.00
International Student Status Conversion	\$ 150.00
International Student Reinstatement	\$ 150.00
Re-issue of I-20 Form for International Students	\$ 25.00
Returned Check Fee*	\$ 35.00
Student ID Card (renewed every year)	\$ 5.00
Preparation of Specialty Letters per letter	\$ 25.00
Statement Letter for conversion/reinstatement per letter	\$ 50.00
Preparation of OPT Package	\$ 35.00

\*Effective Fall 2012. Tuition and Fees subject to change without notification. For all checks returned by the bank upon which is marked 'Not Sufficient Funds', 'Payment Stopped' or 'Account Closed', a penalty charge will be assessed for each returned check.

Shipping and handling costs differ on case by case basis and will be charged separately.

## 5. Academic Advising

### 5.1 – Academic Advisor

Once a student has received an Admissions Letter to KSI, he/she will be assigned an Academic Advisor to guide the student through his/her program. During the registration period before each semester, the student is required to meet with their advisor to discuss the courses they are interested in taking. When a decision has been made relative to course selection, the advisor will then fill out the student's "Advising Form." The form is a permanent document to be kept as part of the student's academic record.

Furthermore, students are required to meet with his/her advisor and obtain the advisor's signature on the "Add/Drop" forms should any changes be made in their schedule.

### 5.2 – MS Project Advisor

Each MS Degree Program student must have a Project Advisor. The student should meet with his/her Academic Advisor to discuss his/her MS thesis plan. Thereafter, the Academic Advisor will help guide the student in the selection of a Project Advisor. The Dean of Academic Affairs must approve of the advisor selection. Once selected, the Project Advisor will supervise the progress of the student's research activities. The "Master of Science Project Worksheet" contract must be signed by the Project Advisor and approved by the Dean of Academic Affairs.

### 5.3 – MS Project Advising Procedure

Please consult the MS Project Worksheet (available at [www.ksi.edu/forms/msprojectworksheet.pdf](http://www.ksi.edu/forms/msprojectworksheet.pdf)) for complete MS Project requirements and procedures.

#### ***5.3.a – Enrollment Status***

Students are required to fulfill all of the requirements outlined below in order to present/defend their thesis. Furthermore, the individual must be currently enrolled as a KSI student in at least 3 credit hours in orders to present/defend his/her thesis.

International students must be currently enrolled as full time students when presenting and defending the MS Thesis. Upon registration, international students who are currently enrolled as non-F1 students must provide official documents to support their legal status.

#### ***5.3.b – Seven (7) Months Prior to Graduation (or earlier)***

A) Decide on a Project Advisor. Contact your Advisor to schedule a meeting to discuss the subject and scope of your Thesis Project. At this time, your Advisor will provide you with a sample thesis. You should also borrow a thesis from the KSI Library.

B) Turn in a copy of the Graduation Application Form (page 2) to the Administrative Office. It is important that this signed form is submitted 7 months or earlier. Failure to submit it despite completion of thesis would make you ineligible for graduation.

**5.3.c – Six (6) Months Prior to Graduation (or earlier)**

A) Select a thesis topic. Turn in an abstract for approval to your advisor. The advisor will then ask you to submit the topic and abstract to the Dean of Academic Affairs for approval. Without the Dean of Academic Affairs approval of your thesis topic and abstract, you cannot begin to write your thesis.

B) Turn in an outline with a bibliography to your Advisor.

C) Meet with your Advisor at least twice a month for a minimum of ten (10) meetings; submit your Graduation Application Form for your Advisor's approval. This approved sheet MUST be turned in with the project upon its completion.

D) Keep a record of all revision history which will accumulate during your bi-weekly meetings with the advisor. Without the accumulated revision history, your graduation date may be postponed.

**5.3.d – Four (4) Months Prior to Graduation**

Turn in a draft of your thesis with at least 5 chapters, the revision history and submit the Thesis Project Proof-reader Acknowledgment Form (available at the KSI website and the Administrative Office). Without submission of the Proof-reader Acknowledgment Form, you cannot send the thesis to the project advisor and Dean of Academic Affairs for review. The draft must include a table of contents and index. Your Advisor should review and approve your project draft. Once you have obtained your Advisor's approval you must send an electronic copy via email, and a hard copy to the Dean of Academic Affairs.

**5.3.e – Five (5) Weeks Prior to Graduation/Thesis Presentation**

You will give a formal presentation of the Project in the presence of three faculty members, and up to nine invited guests. This selection should be done around one month before the presentation.

A. Prepare in PowerPoint format for a live or online presentation. The PowerPoint presentation should be submitted 7 days before

the scheduled presentation. Also prepare hard copies of the presentation for the faculty and fellow students viewing the presentation. All participating faculty members are encouraged to ask the student at least one to two questions during the presentation. The questions should be kept confidential from the student and Advisor before the presentation.

B. You must request at least six guests or peers to attend your thesis presentation.

C. Your Advisor will select a committee of three or more faculty members to serve as advisors and examiners.

D. If you are an on-campus student, you must post an announcement of your Thesis Presentation on the student activities bulletin board 2-3 weeks before your presentation day. The posted announcement should include date, time, your name, your advisor's name, room number where your presentation will be held and the title of your thesis. Additionally, you can e-mail or call guests/peers regarding your presentation announcement.

After the presentation, there might be more review and revising. Send the final draft to the Dean of Academic Affairs.

After the Dean of Academic Affairs gives a final approval, you can start to bind the thesis. If you bind your thesis before the thesis presentation, your bound thesis will be invalid, binding can only be done after your thesis presentation. Thesis binding usually takes 3 weeks. Please plan accordingly. See the MS Project Worksheet for thesis binding requirements. The thesis must be error-free and grammatically correct. It is the responsibility of the student to meet this requirement. Proofreader services are required.

Submit THREE (3) copies of your approved bound thesis, and the Graduation Application Form with all required signatures to KSI's Administrative Office by the appropriate deadline

## **6. Student Feedback & Assessment Practices**

### **6.1 – Course Evaluations**

Students are expected to participate in, complete and submit a formal course evaluation for each course he/she is enrolled in. During the midterm week, each professor will designate class time for the students to complete the online survey. The information obtained from the survey is both confidential and anonymous, which are only available to the Administrative Staff & selected members of the Assessment Committee. Such data will be summarized and used as an input into the ongoing assessment process with a view to continuously evaluating and improving student learning as well as teaching effectiveness.

KSI is committed to maintaining the anonymity and confidentiality of information submitted in the SCE survey. The Administration Office compiles the surveys before the Dean's Office produces a summary report for classes that is forwarded, along with a highlight of students' anonymous comments, to the course instructor.

The SCE Survey results will be useful for gauging how student perceptions of teaching effectiveness over time. The Assessment Committee will use these summary data to compare results in their classes with others of the same level, size and discipline for future improvement.

### **6.2 – Student Experience Surveys**

Once per semester students will be asked to complete a Student Experience Survey relating to non-curriculum matters of learning environment assessment. The completion of the survey will take place during class time. The Student Experience Survey covers topics including student services, facilities and administrative staff. Results are confidential and anonymous and used for assessment purposes in order to improve the KSI learning environment.

### **6.3 – Student Complaint & Grievance Policy**

Students are encouraged and often solicited by the Administrative Staff regarding the quality of student experience and services. Complaints and suggestions are handled delicately and confidentially by the Dean of Students Affairs, academic advisors or the Executive Director. Please see the Academic Integrity Section 10 below for the student grievance procedure and faculty responsibilities.

## **7. Facilities & Student Services**

### **7.1 – Library**

KSI's library contains books on all aspects of computer science, as well as computer industry journals. A full-text article database is available for in-depth research in computer science and general subjects. Students have remote access to the database, while the campus library offers comfortable seating and research consultation with the librarian. The library is located across from the classrooms on the second floor of the 3420 Main Street campus in Skokie, Illinois. Research assistance is available during library hours or by appointment. For more information about the library visit: [www.ksi.edu/library](http://www.ksi.edu/library).

### **7.2 – Classrooms & Computer Labs**

KSI's classrooms and computer labs provide students with the latest level of processing and systems hardware and instructional software. The Instructional Computer Network supports both instructional computing and project-related research in computer networking, distributed systems, and microcomputer applications. Workstations, IBM PCs are interconnected with UNIX Servers, Windows Advanced Servers, Linux servers and Sun Solaris servers to form an Ethernet LAN. A communication server provides students with remote access capability to the LAN. Both Client/Server and peer-to-peer architectures are supported. Windows 2000, Windows NT, UNIX, Linux, are supported. Workstations, servers, and a CISCO Router connected to the Internet support the UNIX system environment. The current Internet connection is a T1 link. Wi-Fi access point supports wireless access to the LAN and Internet.

### **7.3 – Digital Art Studio & Gallery**

KSI maintains a space for digital art which is used as a gallery and performance space for KSI students, faculty and community members. The space is also used as a digital art laboratory in conjunction with campus classrooms and the private studios of KSI faculty. The dynamic quality of the digital arts and media equipment allows for an adaptable approach to the format and quality of the instructional and exhibition spaces on campus.

### **7.4 – Student Wireless Network**

KSI maintains a wireless network available for student access from classrooms, labs and work areas. Registered students will be provided with the access key by the IT support staff. Students may bring their own laptop computers to class in order to get the network access via KSI's wireless network. It is the students' responsibility to purchase and install their own wireless network card.

### **7.5 – Student's Responsibilities**

Prior to connecting to any of KSI's networking equipment, students who bring their own computers to school should check with any of KSI's System Network Administrators. If at any time KSI's computer equipment becomes damaged, and it is determined the damage is the result of an improper connection being made, the student shall be responsible for any and all charges in connection with repairing KSI's damaged equipment.

### **7.6 – IT Technical Support**

KSI's IT staff provides technical support to students using KSI equipment and courseware. Online students may contact technical support by phone or email. Contact information for technical support is available on the KSI website.

### **7.7 – Online Courseware**

KSI's faculty and staff maintains online courseware containing web-based materials for the delivery of courses through online learning. Courseware is also available to on campus students at the discretion of course faculty instructors.

### **7.8 – Health Insurance**

All international students are required to carry health insurance as part of the requirements for maintaining their F-1 status. Students may purchase this coverage from an insurance agency through the school. Students purchase the insurance on a per semester basis paying a flat fee per month. Furthermore, dependents and children of an international student may be covered as well. If an international student is interested in purchasing this insurance, he or she should contact the Administrative Office.

If an international student already has insurance, the student should obtain from the insurance company a "confirmation of insurance" statement and bring it to the Administrative Office. The confirmation should show the "start date" and "end date" of the policy. Furthermore, the confirmation should indicate a policy number and who is insured.

International students who fail to provide the Administrative Office with proof of insurance, or who fail to renew their insurance policy when due, will have the insurance premium automatically withdrawn from their tuition accounts in order to prevent lapse in coverage.

### **7.9 – Immunization and Health Report**

International students are required to get immunization shots and provide personal health reports to the Administrative Office. To

receive immunization shots (MMR and TD) for a \$5.00 clinic fee, the student must make an appointment through the Administrative Office. The other option is for a student to schedule his/her own appointment for immunizations through a private physician or health care facility. The average cost for immunizations is approximately \$250.00.

Furthermore, all international students should get a medical examination from their own physician and request the physician to provide the school with a proper medical report.

### **7.10 – Career Placement & Resume Service**

KSI maintains an ongoing relationship with prospective employers and provides KSI students with advice and connections in the computer science industry. In addition, KSI offers students resume writing assistance and guidance. Additionally, KSI encourages students to select MS Project topics which facilitate post-graduate job opportunities. Students seeking career assistance in these areas should contact the administration office for further information.

### **7.11 –Alumni Network**

The KSI Alumni Network is an important resource for graduates and students to connect and foster career building relationships. KSI students interested in connecting with the Alumni Net should inquire

## 8. Financial Assistance & Student Loans

### 8.1 – Financial Assistance

KSI is certified by the Department of Education to participate in the Title IV Student Financial Assistance Program. The school offers College Work Study (CWA) and offers loans through the William D. Ford Federal Direct (Stafford) Loan program, in which borrowers obtain loan funds directly from the US Department of Education. Applicants must be a U.S. citizen or eligible non-citizen. Application materials are available from the Administrative Office.

### 8.2 – Student Loans

KSI will assist students in applying for Federal Guaranteed Student Loans (GSL). For general information about the Federal Direct Loan Program, read below and visit: <http://studentaid.ed.gov/>

### 8.3 – Federal Direct Loan Program

The Federal Direct (Stafford) Loan Program offers low-interest, long-term education loans to qualified students. These loans are made available through a cooperative effort of ISAC, private lending institutions, and the Federal Government. Lenders lend their own funds; and ISAC and the Federal Government back the loans. In order to qualify, the student must: (a) be a U.S. Citizen (including a U.S. National or a permanent resident of the Trust Territory of the Pacific Island, Guam, or the Northern Mariana Islands), or (b) an eligible non-citizen. \* (*\*A U.S. permanent resident who has an Alien Registration Receipt Card (I-151 or I-551), or a non-citizen with a Departure Record (I-94) from the U.S. Immigration and Naturalization Service showing any one of the following designations: (1) "Refugee," (2) "Asylum Granted," (3) "Indefinite Parole" and/or "Humanitarian Parole," or (4) "Cuban-Haitian Entrant."*)

The maximum award depends on length of enrollment and year in school. Please see the "Loan Amounts" section below for exact determinations on loan limits.

Students must sign a promissory note, agreeing to repay the loan. Under certain conditions, repayment may be deferred (postponed) or cancelled.

Should your enrollment at KSI end before the completion of your studies due to the discontinuation of your studies or failure, all loan dispersals will be sent back to the lender and **will not** be handed to the student. Loans given for educational purposes, through KSI, shall

only be used towards your studies here at KSI. For more information, see "Return of Title IV Funds" section below.

#### 8.4 – Subsidized & Unsubsidized Direct Loans

Direct Stafford Loans include the following types of loans:

- **Direct Subsidized Loans** — Direct Subsidized Loans are for students with financial need. Your school will review the results of your Free Application for Federal Student Aid (FAFSA<sup>SM</sup>) and determine the amount you can borrow. You are not charged interest while you're in school at least half-time and during grace periods and deferment periods.
- **Direct Unsubsidized Loans** — You are not required to demonstrate financial need to receive a Direct Unsubsidized Loan. Like subsidized loans, your school will determine the amount you can borrow. Interest accrues (accumulates) on an unsubsidized loan from the time it's first paid out. You can pay the interest while you are in school and during grace periods and deferment or forbearance periods, or you can allow it to accrue and be capitalized (that is, added to the principal amount of your loan). If you choose not to pay the interest as it accrues, this will increase the total amount you have to repay because you will be charged interest on a higher principal amount.

#### 8.5 – Financial Aid Eligibility

Students must meet the following minimum criteria to be eligible for most federal, state and institutional funding:

- Must meet eligibility requirements set by the U.S. Dept. of Education.
- Must: (a) be a U.S. Citizen (including a U.S. National or a permanent resident of the Trust Territory of the Pacific Island, Guam, or the Northern Mariana Islands), or (b) an eligible non-citizen. \* (\*A U.S. permanent resident who has an Alien Registration Receipt Card (I-151 or I-551), or a non-citizen with a Departure Record (I-94) from the U.S. Immigration and Naturalization Service showing any one of the following designations: (1) "Refugee," (2) "Asylum Granted," (3) "Indefinite Parole" and/or "Humanitarian Parole," or (4) "Cuban-Haitian Entrant.")
- Must file a FAFSA for the current academic year.
- Must be admitted as a degree-seeking student to the MS Degree Program.
- Must be registered with the Selective Service Administration, if required by law.
- Must not be in default on any prior student loan.
- Must not owe a repayment on any Title IV financial aid.
- Must be making Satisfactory Academic Progress.
- Must submit all requested documents and those documents must not be found to limit your eligibility.
- Must enroll in KSI classes such that it allows for disbursement of your offered financial aid.

Questions regarding student eligibility should be directed to the Administration Office.

## 8.6 – Process for Application, Award, and Disbursement

Students interested in borrowing under the Federal Stafford Student Loan Program must:

1. Complete the basic financial aid application process (file the FAFSA and provide all requested documents to the Financial Aid Office. The first step is to obtain a student aid PIN by visiting <http://www.pin.ed.gov/PINWebApp/pinindex.jsp>. The next step is to login to the website <http://studentloan.gov> where you will sign the MPN and complete entrance counseling. (see steps below)

2. Complete FAFSA entrance counseling. Students must complete entrance counseling before loan disbursement on the website: <https://studentloans.gov/myDirectLoan/index.action>

3. Complete an Entrance Interview provided by the Financial Aid Office. Entrance and Exit Interviews are conducted with all borrowers and prospective borrowers to help them to understand their rights and responsibilities to the college, lenders, servicers, future students, and to themselves. The goals of the entrance interview are:

- Assist students in the completion of forms.
- Assist students with preparing educational, personal and household budgets (on request).
- Review requirements for satisfactory academic progress
- Explore all sources of aid (scholarships, gifts, veteran benefits, agency assistance, etc.).
- Review college refund policy.
- Stress constraints of aid.
- Urge students to read and save all loan documents.
- Describe consequences of multiple borrowing.
- Explain sale and servicing of loans.
- Review loan repayment obligations.
- Provide data on average anticipated monthly payments.
- Provide name, address and phone number of lender.
- Verify school record of borrower's name, SSN, references, and driver's license number.
- Stress the importance of keeping the lender and school informed of any changes of name,
- address, marital status, financial status, etc.

4. Submit a completed Master Promissory Note for Federal Stafford Loans (MPN) to the Financial Aid Office and/or the Department of Education. This can be completed online at [studentloan.gov](http://studentloan.gov). Once students have completed these steps, the financial aid office will be able to create a Federal Direct Loan and schedule loan disbursements to the student's KSI account.

5. Notify the Office of Academic Affairs (by completing add/drop forms) of all changes to enrollment (credit hours carried).

### 8.7 – Yearly & Lifetime Loan Limits

Through debt management and loan counseling, students are discouraged from borrowing more than can be financed by the "recommended" eight percent of projected first year earnings (available from the KSI Financial Aid Office). KSI reserves the right, as granted by the U.S. Dept. of Education, to refuse to certify a student's Stafford loan or to certify the loan for an amount less than the established federal limits. In that instance, KSI must document the reason and provide that written explanation to the student. KSI's decision is final and cannot be appealed to the Dept. of Education.

<b>ACADEMIC YEAR LOAN LIMITS</b>	
<b>Dependent Students</b>	<b>Annual Loan Limits</b>
First year	\$5,500 (\$3,500 subsidized/\$2,000 unsubsidized)
Second Year	\$6,500 (\$4,500 subsidized/\$2,000 unsubsidized)
Third Year and Beyond	\$7,500 (\$5,500 subsidized/\$2,000 unsubsidized)
<b>Dependent Students</b>	<b>Annual Loan Limits</b>
First year	\$9,500 (\$3,500 subsidized/\$6,000 unsubsidized)
Second Year	\$10,500 (\$4,500 subsidized/\$6,000 unsubsidized)
Third Year and Beyond	\$12,500 (\$5,500 subsidized/\$7,000 unsubsidized)
Graduate or Professional	\$20,500 (\$8,500 subsidized/\$12,000 unsubsidized)

<b>LIFETIME YEAR LOAN LIMITS</b>	
Dependent Undergraduate	\$31,000 (Up to \$23,000 may be subsidized)
Independent Undergraduate	\$57,500 (Up to \$23,000 may be subsidized)
Graduate/Professional Study	\$138,500 (Up to \$65,000 may be subsidized)

## 9. Graduation

### 9.1 – Comprehensive Examination Procedures

A student may take the Comprehensive Examination only when he/she is about to complete all coursework in a designated program. The student should obtain the “Comprehensive Examination Application” form from the Administrative Office (or online at [www.ksi.edu/forms/compexam.pdf](http://www.ksi.edu/forms/compexam.pdf)) and formally submit the request to the school **two months prior to the examination date**. If the request is approved, the school will notify the student about the date of the examination. Once the examination has been taken and graded, the student will receive written notification. The student should follow the recommendation of the letter that could require the student to retake certain courses or retake the examination.

### 9.2 – Graduation Requirements

The MS degree program in Computer and Information Sciences requires a curriculum of twenty-seven (27) credit hours of graduate coursework or a curriculum of thirty (30) credit hours of graduate coursework for any chosen area of concentration, nine (9) credit hours of individual project research, and passing the Comprehensive Examination.

All students who are degree candidates are expected to maintain a satisfactory grade point average and a satisfactory rate of progress toward completion of the graduate coursework. An unsatisfactory grade point average and/or lack of a satisfactory rate of progress will result in academic probation or dismissal from the degree program. To maintain his or her status as a graduate student, a graduate student is required to maintain a “B” average in all graduate courses and must earn a grade of “B” or higher in all core courses of the degree program. Furthermore, students are to maintain a “C” average in any and all prerequisite (300 level) courses at the pre-graduate level. Any student failing to meet the aforementioned requirements will be placed on academic probation. Any student whose grade point average falls below the requirements must raise their grades in the following semester. Otherwise, the student may continue only at the discretion of the Dean of Academic Affairs.

The MS degree program in Computer and Information Sciences, with a concentration in Management Information Systems, or other area of concentration, requires a curriculum of thirty (30) credit hours of coursework, nine (9) credit hours of individual project research, and passing the Comprehensive Examination.

To graduate with an MS Degree, the student must have successfully:

(a) completed and turned in the “**Graduation Application**” (online

at [www.ksi.edu/forms/compexam.pdf](http://www.ksi.edu/forms/compexam.pdf)) form to the Administrative Office six (6) months prior to graduation;

(b) completed all coursework;

(c) passed the Comprehensive Examination;

(d) completed the MS project;

(e) completed/submitted his/her Master of Science Project Worksheet;

(f) submitted to KSI three (3) copies of the MS project properly bound according to the guidelines, and obtained approval from the Dean of Academic Affairs and the Project Advisor; and

(g) paid all fines due KSI (such as library fines, etc.) and any outstanding tuition balances due KSI.

### **9.3 – Completion of MS Thesis Project**

After the Dean of Academic Affairs has reviewed a student's thesis and has approved the thesis for presentation, the student is allowed one semester after his/her expected graduation date to complete the project. If the project is not completed by this time, academic credits earned at KSI by the student, may no longer count towards a MS in CIS degree. In certain cases where the student has not completed their thesis project, he/she may be required to enroll in additional thesis hours to complete the project.

\*International students must also fulfill the English language proficiency requirement prior to graduation.

### **9.4 – Awarding of the Diploma**

After the student has fulfilled all of the graduation requirements as outlined, the student will be awarded a diploma at the end of the semester he/she is currently registered for. If the student intends to leave before the award ceremony, the diploma will be mailed to the student.

### **9.5 – Graduation Ceremony**

Graduation ceremony is usually held once a year in May. Graduates may participate ceremony occurring on the date closest to the date on which his/her diploma was awarded.

## **10. Academic Integrity**

### **10.1 – Student Obligations**

Academic integrity is one of the primary expectations all academic institutions require of their members. At Knowledge Systems Institute Graduate School, a student violates academic integrity when he/she participates in one of the following: cheating, plagiarism, deceitful practice and/or unauthorized collaboration.

### **10.2 – Procedure of Adjudication**

When a faculty member becomes aware of a possible academic integrity violation either on or off campus, the faculty member should first discuss the matter with the suspected violator. If the discussion leaves the faculty member convinced that a violation has occurred, then he/she will prepare an “Academic Integrity Violation Report” specifying the sanction recommended ranging from grade reduction on an assignment to receiving a failing grade for that course. The student will have an opportunity to review the violation report prior to both the faculty member and student signing the report. The completed report will then be forwarded to the Administrative Office of Knowledge Systems Institute Graduate School.

### **10.3 – Appeal Procedures**

A student who wishes to appeal a sanction should contact the department chair. The department chair will then conduct either a formal or informal hearing(s), and communicate the determination in writing to both the student and the reporting faculty member.

### **10.4 – Faculty Responsibilities**

Faculty members are also expected to conduct themselves in a professional manner, including the following: conduct their classes when scheduled, be available for appointments, keep appointments, make appropriate preparations for classes, grade and return tests and assignments promptly, grade fairly and give appropriate recognition to contributions made by students in research, publication, service or other activities.

### **10.5 – Grievance Procedure**

A student (or group of students) who wishes to voice a grievance should contact the Dean of Student Affairs of the CIS Department Chair. In the event that the grievance involves one or both of these parties, the student may submit the grievance to the Executive Director. The Dean, Department Chair, or Executive Director will conduct formal or informal hearings, and communicate the determination in writing to both the student (or group of students) and the faculty member. Following are the formal Grievance Policy:

Students have the right to voice their grievance in written format and submit it to the Dean of Student Affairs, CIS Department Chair or Executive Director directly or by mail and stating Grievance next to the name of the student on the envelope addressed to the Administration Office.

Grievances cannot and will not be accepted unless formally signed by the student.

The grievance will be discussed in a formal setting in the faculty committee, assessment committee, or otherwise appropriate meeting of responsible parties. When a conclusion regarding the grievance has been reached, the student will receive a formal grievance response letter signed by the Dean of Student Affairs, CIS Department Chair or Executive Director regarding the outcome and resulting actions.

If a student finds the result of the grievance unsatisfactory or wishes to submit new evidence, he/she can request an appeal by submitting a signed letter of request for appeal and attaching a copy of the grievance response letter.

### **10.6 – Plagiarism**

Students are expected to originate all coursework, including essays, projects, and research papers. Use of expert opinion, facts, statistics, and other evidence must be expressed as quotations and proper citations must be included.

Students must not use another student's work either from student files or from online sources. Students must not submit work in one class originally prepared for another class without first obtaining permission from both instructors.

Students must assign appropriate credit for sources using MLA or APA standards. Detailed information of these two formats is available in the library and online.

### **10.7 – Sexual Harassment**

It is the policy of Knowledge Systems Institute that no member of the KSI community - students, faculty, administrators, staff, vendors, contractors, or third parties - may sexually harass any other member of the community. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual

is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or

- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive is an intimidating, hostile, or offensive employment, educational, or living environment.

## **11. Academic Load**

### **11.1 – Full-Time Domestic Students**

The full-time academic load for domestic students ranges from between nine (9) to twelve (12) credit hours, during the fall or spring semester. The minimum registration required for full-time status during the fall or spring semester is nine (9) credit hours. The minimum registration required for full-time status during the summer semester is three (3) credit hours. However, registration in the summer is optional. To maintain full-time status, full-time students must register in both the fall and spring semesters each year. Students of exceptional ability who wish to enroll for more than fifteen (15) credit hours during the fall or spring semester must obtain written permission from the Dean of Academic Affairs.

### **11.2 – Part-Time Domestic Students**

To maintain part-time status for domestic students, students must register for at least three (3) credit hours during one of the three semesters.

### **11.3 – Academic Load for International Students**

As mandated by immigration law, International students must maintain full-time status (18 credit hours per year minimum) for the fall and the spring semesters during their stay in the United States.

New F-1 students in the United States must complete 24 credit hours their first academic year. This means the student must take 8 courses in their first year at KSI Graduate School. After completing 1 full year of F-1 status, students must maintain full-time student status by completing 18 credit hours each year.

### **11.4 – Academic Load for International Prerequisite Students enrolled in English as a Second Language**

A total of sixteen hours a week for sixteen weeks held in two sessions per week is the ESL program requirement. These hours include an eight hour extensive lab to practice speaking English to promote fluency. Campus ESL lab is open daily for students to fulfill lab and attendance requirements. Attendance is monitored by the Administrative Office. Failure to fulfill attendance requirement will result in automatic termination of the student's status. ESL program students are not permitted to have breaks in any semesters, attendance in Spring, Summer and Fall semesters is mandatory.

### **11.5 – Reinstatement of International Student Status**

To reinstate student status, the student must file an appeal at the

Administrative Office.

### **11.6 – International Student Termination Policy**

International Students are required to be enrolled full-time to maintain their active status in the Student and Exchange Visitor Information System (SEVIS). Students who fail to meet full-time enrollment requirements will have their status terminated in SEVIS. Therefore, students should be aware of the following International Student policies that may affect their full-time status:

- If a student fails to pay tuition for a course by the designated due date, the student will be dropped from the course.
- If a student fails to attend first three classes of any a course, the student will be dropped from the course.

### **11.7 – Attendance Absences/Hiatus**

For the policy on extended absences or academic hiatus due to illness or emergency, please see Section 3.7 – Grading above.

## 12. International Students

International students are required by law to maintain full-time student status. For requirements on academic load for full-time students, please see **Section 11. Academic Load** above.

In addition to the information included in this Student Handbook, International Students are required to fully read and understand the **Guidelines for International Students** publication available at the Administrative Office.

### 12.1 – Full Course of Study

International students must comply with USCIS and SEVIS (Immigration Law) concerning full-time student status; therefore, Academic Advisors will comply with USCIS and SEVIS policies and register each F-1 student as full-time. International students must complete 24 credit hours in their first year of F-1 status. After their first year of F-1, the student must complete 18 credit hours per year.

Courses must be taken in **consecutive semesters**. Failure to do so will jeopardize visa status and is grounds for **expulsion** from the school. Any student who has been expelled from KSI will not have his/her I-20 renewed, nor will KSI prepare any type of reinstatement documents for the student.

### 12.2 – English Proficiency

All F-1 students are required to attain a certain level of proficiency in the English language in order to complete their studies. International students who have not already received a degree from a US institution or attained a TOEFL score of 80 IBT or higher will be required to enroll in the ESL Program at KSI in order to be accepted into the graduate program. International students failing to meet this requirement will not be allowed to graduate from the Master of Science Degree Program.

The non-credit ESL program consists of five (5) levels. Each level can be completed in 120 course hours (one level per semester). ESL Levels I, II and III must be taken continuously. Failure to register for the proper ESL course beyond the registration day of each semester will result in an automatic registration on the first day of the designated ESL class, as well as, an automatic charge for the ESL course tuition. If a student fails an ESL class due to frequent absences, fails to take ESL courses consecutively, or the instructor deems your work, as a whole, unsatisfactory to pass, he/she must restart the program with ESL Level I. The ESL course tuition is **non-refundable**. For example, if a student takes ESL Level I in the fall semester, and ESL Level II in the spring semester, but fails to register for ESL Level III in the summer semester, he/she will have to retake

ESL Levels I and II beginning in the next fall semester.

An international student who has not attained a TOEFL score of 80 IBT or 215 CBT or higher may take the TOEFL exam while enrolled in ESL classes. If he/she attains a TOEFL score of 80 IBT or 215 CBT or higher, he/she does not need to continue attending the ESL classes. However, he/she will not receive a refund for the ESL course he/she is currently enrolled in. (Example: If a student has been attending an ESL course for two weeks and then takes the TOEFL test and passes by getting a score of 80 IBT or 215 CBT or higher, that student will not be refunded the tuition fee paid for that course.

Upon completion of three levels of ESL, he/she may submit a valid and official TOEFL score of 72 IBT or 196 CBT or higher to fulfill the English proficiency requirement. Those who fail to attain a score of 72 IBT or 196 CBT or higher must continue to take ESL levels IV and V. Successful completion of all five levels of the ESL program in a consecutive manner throughout the semesters will satisfy the English proficiency requirements.

***International students who do not wish to take the TOEFL test must pass all five levels of the ESL program to fulfill the English proficiency requirement.***

### **12.3 – Maintaining F-1 Status**

As mandated by immigration law, all International Students must be registered for a full course of study (18 credit hours per year) to be considered full time students. Each course at KSI Graduate School is three credit hours. KSI Graduate School offers three semesters per year, Fall, Spring and Summer. Thus the student has the ability to utilize KSI's three semesters and register accordingly to achieve the full course of study requirement by immigration law. Registering for only one course in any semester is not permitted.

All international students are required to adhere to the following policies which are based upon U.S. Citizenship and Immigration Services (USCIS) and Student & Exchange Visitor Program (SEVIS) regulations:

1. Maintain full-time student status (see Section 11. Academic Load for requirements)
2. No student will be allowed to register for the following term if an unpaid balance remains from the previous semester. Hence, all previous semester balances must be cleared before you register for the next semester.
3. Hold a valid SEVIS I-20.
4. Have their enrollment status registered in the SEVIS system each semester (Administration Office will automatically update students' records based on registrations.) Any student who does not have their registration data entered into the SEVIS system every semester will automatically show up on the SEVIS "Alert" list as being out-of-status. Once the student still hasn't registered 60 days after Registration Day, SEVIS will terminate the

student's status.

5. Maintain health insurance at all times while holding an F-1 Visa (regardless of enrollment status).
6. Have the proper immunizations and health records on file with the Administration Office.
7. Attend all scheduled classes (those students who fail to report to class will be reported to the SEVIS which may jeopardize their status).
8. Student must notify Administrative Office within 10 days of changes in either residential address, e-mail, or phone number. The office will then inform the DSO so that the appropriate updated changes can be made.
9. F-2 students may not register for more than one course per semester that is taught remotely through television or the internet. Students on an F-2 status are restricted to maintaining a part-time student status.
10. Any international student who wants to take a trip abroad or go to their home country must first obtain permission from the Executive Director. The PSO/DSO will then endorse the student's I-20. Without this signature, the student will not be allowed back into the United States. In addition to the signed I-20 the student must carry with them during their travel the school catalog as well as the KSI special letter containing a return date to the USA. If a student starts during the summer semester, then he/she will be entitled to take the spring semester off. No international student will be given permission to take a semester off if they are not maintaining the required grade point average.

#### **12.4 – OPT Procedures**

International students should follow the same guidelines outlined in the “**Pre-Graduation Procedures**” section of the Student Handbook.

**NO STUDENT SHALL BE ALLOWED TO APPLY FOR OPT UNTIL HIS/HER TOEFL/ENGLISH PROFICIENCY REQUIREMENTS HAVE BEEN FULFILLED.**

**Three (3) months prior to graduation**, the following procedures must be fulfilled **prior to requesting OPT**. The dates shown below are **approximate** and based upon a December graduation date.

1. Turn in a proofread draft thesis and thesis proof-reading acknowledgment form to Project Advisor.  
*(Student turns draft in on September 1st.)*
2. Student informs the Administrative Office of intent to apply for OPT.  
*(Student notifies office on September 1st.)*
3. Student and Administrative Office receive notification from the Project Advisor that the draft thesis has been approved.  
*(Approximately 20 days later (9/21), draft thesis is approved.)*
4. Thesis is presented to Dean of Academic Affairs for approval.

*(Approximately 30 days later (10/21) thesis is turned over to Dean of Academic Affairs.)*

5. Student and Administrative Office receive notification from the Dean of Academic

Affairs that the thesis has been approved for Presentation.

*(Approximately 10 days later (10/31) thesis has been approved.)*

6. Administrative Office forwards OPT application to USCIS.

*(Shortly after approval (11/1), OPT application is submitted to USCIS.)*

For example, **a student who intends to graduate on December 20th should have turned in a proofread draft thesis to their Project Advisor and notify the Administrative Office of his/her intent to apply for OPT by September 1st.** During the remaining time, the student will have time to meet with his/her Project Advisor and make any revisions to the draft as suggested by the Project Advisor.

After the Project Advisor has approved the thesis, it is then ready for review by the Dean of Academic Affairs (10/20). Only after the Dean of Academic Affairs has approved the thesis and has notified the Administrative Office the thesis is ready for presentation (10/31) will the Administrative Office forward the OPT application to the USCIS for processing (11/1).

**Any student who fails to start the OPT process ninety (90) days prior to his/her graduation date run the risk of being issued an EAD card that has less than the twelve (12) months he/she is entitled to.**

Once a student has applied for OPT, he/she should not move from their current address. The student should wait until the EAD card has been received before relocating.