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Student Rights And Responsibilities

Student Rights And Privileges

As a student of Knowledge Systems Institute, 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 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.

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/or dorms and should observe satisfactory standards of conduct both on and off campus. The Committee on Discipline handles complaints of student misconduct. **Students are expected to keep themselves informed of all school regulations.**

Admissions

Criteria and Standards for Admission

Students wishing to take courses for credit, or wishing to pursue the degree program or certificate programs will be subject to the normal admission requirement (http://www.ksi.edu/app_form.pdf).

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. However, they must submit a non-credit admissions form (<http://www.ksi.edu/NonCreditApp.pdf>) without having to submit supporting documents.

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 22 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.

How to Apply

Students must send the completed application form, three reference letters, official transcripts, a copy of their diploma (no certificates) and the \$50.00 non-refundable application fee to the Admissions Office. International/foreign students also need to submit a 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.

When to Apply

Applications for admission are accepted throughout the year. Classes begin at various times as indicated in the academic calendar.

Transfer 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.

Incomplete Bachelor's Degree Credit Policy

Any student that has completed two to three years of college is required to take between seven to fifteen 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.

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.

Distance Learning (<http://www.ksi.edu/onlinelearning.html>)

Students may opt to take some of their courses on-line (known as distance learning) rather than on-site. Tuition fees for these courses are the same as those courses offered on-site. However, there is an additional distance learning lab fee for each on-line course

taken. **International students may only take one (1) distance-learning course per semester.**

Registration and Records

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.

Registration and Refund Policy for Domestic Students

Domestic students must register at least four weeks 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.

Registration and Refund Policy for International Students

International students must register at least eight weeks 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 the full-year tuition will be given, regardless of a withdrawal or transfer.

Textbooks

Each student is responsible for purchasing the required textbook 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.

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 logon to the online courseware is rendered to student.

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.

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). 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.

Grades

The following grades, listed in the table below, are used to report the quality of work for both prerequisite and graduate courses. KSI is on the semester hour system.

Grades	Meaning	Quality Points
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
S/U	Satisfactory/Unsatisfactory	None
P	Pass (applicable to ESL courses only)	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.

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. Certificate program students must maintain a "C" average to graduate.

If a student receives a grade below minimal passing standard (C for graduate and D for undergraduate) 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.

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.

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.

Grade Reports

Grade reports are issued at the completion of each semester.

Transcripts

Transcripts may be requested from the Administrative Office by completing a "Transcript Request Form" and paying the document preparation fee per transcript. Requests must bear the signature of the student to comply with the Family Educational Rights and

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.

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.

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) 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.

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.

Reinstatement of Student Status and Reinstatement of Aid

To reinstate student status, the student must file an appeal at the Administrative Office. Reinstatement of student status would qualify the student to reapply and receive financial aid. (***This paragraph does not apply to International Students.***)

Tuition And Fees

Tuition

Description	Tuition
Domestic Students – per credit hour	\$ 420.00
International Students (non-immigrant students) per credit hour	\$ 504.00
ESL Courses – per course	\$1,512.00

Fees

Description of Service	Fee
Application Fee (Payable with application and non-refundable)	\$ 50.00
Late Registration Fee	\$ 50.00
Distance Learning Lab Fee – per course	\$ 150.00
Laboratory Fee – per semester	\$ 50.00
Materials Fee – per course (ESL Courses excluded)	\$ 5.00
Library Overdue Fee (late charge) per day/per book	\$.25
Official Transcript	\$ 5.00
Reissue of I-20 Form for International Students	\$ 25.00
Returned Check Fee*	\$ 35.00
Student I.D. Card (renewed every year)	\$ 5.00
Preparation of specialty letters	\$ 25.00
Preparation of OPT Packet	\$ 35.00

*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.

Documentation 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 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.

Academic Advising

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.

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.

MS Project Advising Procedure

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, maintaining a full course of study (minimum three courses) as defined by BCIS when he/she presents/defends his/her thesis. Upon registration, international students who are currently enrolled as non-F1 students must provide official documents to support their legal status.

Six (6) Months Prior to Graduation (or earlier)

The first step in this process is to stop by the Administrative Office and pick up a "**Master of Science Project Worksheet**" which contains the "**Master of Science Research Project**" contract. Thereafter, he/she is to meet with his/her Academic Advisor to discuss his/her MS thesis plan. The Academic Advisor will help guide the student in the selection of a Project Advisor.

The selected faculty member will sign on the contract to signify his/her acceptance of the role as a Project Advisor. This selection must then be approved and signed by the Dean of Academic Affairs. In order for the contract to be established, the student must obtain the acceptance of the Project Advisor and then the approval of the Dean of Academic Affairs. The student should then meet with his/her Project Advisor to determine the subject and scope of the MS Thesis/Project.

The student must turn in his/her title and abstract of the Graduate Thesis to the Project Advisor six months prior (or earlier) to graduation

for approval. After the title and abstract has been approved and the Project Advisor has signed the contract, the student must then have the title and abstract approved by the Dean of Academic Affairs. Only after receiving the approval and signatures of both the Project Advisor and the Dean of Academic Affairs can the student begin writing their draft thesis.

The student must meet with his/her Project Advisor twice a month for a minimum of ten (10) meetings. The student needs to bring the "Project Worksheet" to each meeting and obtain the Project Advisor's signature at the end of each meeting. These meetings cannot be accomplished in a short period of time (i.e. two months). The purpose of these meetings is to obtain feedback from the Project Advisor and to concentrate on revisions that should be made to his/her project paper.

If at any time the student abandons his/her first thesis project and replaces it with a different thesis topic, the student is required to obtain a new "**Master of Science Research Project**" contract and start the process over beginning with discussing the change of topic with his/her Academic Advisor and reselect a Project Advisor. The first contract shall become null and void. (KSI encourages students to start this process earlier than six months. Many students change their thesis projects and find it difficult to finish on time.)

Three (3) Months Prior to Graduation

In preparation of graduation, the student must obtain from the Administrative Office a "Graduation Application" form. The Form must be completed by the student and returned to the office.

Four (4) Weeks Prior to Graduation/Thesis Presentation

After the submission of the MS thesis by a student, the Dean of Academic Affairs and Project Advisor determine whether or not the thesis is ready to be presented to a student/faculty audience. Once the Dean of Academic Affairs and Project Advisor has given their approval for presentation, the student should work with the Administrative Office to schedule a day and time for the presentation. When the day and time has been confirmed, the student must send formal invitations to at least three (3) KSI professors requesting them to attend the presentation of the completed Graduate Thesis. Furthermore, the student is required to invite at least eight (8) students/guests to their presentation.

Once the student has presented/defended his/her thesis, the Dean of Academic Affairs and the Project Advisor must sign a statement that the thesis has been approved. The student must then have three (3) copies of his/her thesis bound and turned into the Administrative Office along with the "Project Worksheet" before the graduation date. Failure to follow all of the above procedures will prevent the student from graduating on the graduation date. Guidelines on the proper procedures for binding thesis' can be obtained from the Administrative Office.

Academic Administration

Student Involvement in Assessment Activities

Course Evaluation

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 Office. 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.

Student Course Assessment

Every semester, the Administration Office of KSI will provide a Student Course Evaluation (SCE) Survey for each course. Students are expected to evaluate the courses they are taking twice per semester using the SCE Survey, one after the Midterm Exam week and the other before the Final Exam week.

SCE is an integral part of KSI's ongoing assessment of teaching effectiveness. A current version of the SCE Survey is available at <http://green.cs.ksi.edu/survey/>. The online version takes approximately 15 minutes to complete. Each student's evaluation form is submitted anonymously.

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. Faculty will use these summary data to compare results in their classes with others of the same level, size and discipline for future improvement.

Focus Group

KSI's focus group is an assessment tool to provide a forum for students to voice their perceptions with comments on subjects concerning their experiences at KSI.

Once a year, a forum consisting of students and a facilitator will be held to discuss various issues concerning the quality of education students receive from KSI. These discussions may be video recorded. There will be two groups: one for on-campus students and one for distance learning students. Students' input is needed to improve the educational programs and student services provided by KSI.

Other Evaluation Activities

Other evaluation activities may include but not limited to:

1. Student Self-Evaluation of Learning Goals
2. Student Survey on Academic Advising and Learning Resources
3. Graduating Student Survey
4. Alumni Questionnaire

Facilities

Advanced Automation Laboratory

The Advanced Automation Laboratory supports research activities in computer vision, image processing, pattern recognition, robotics, office automation, software engineering, expert systems and knowledge-based systems. The computer vision system consists of a video camera and an IBM PC enhanced by the EPIX image processing board. The IDI Chinese Language Board can be used for research in Chinese language computing. IBM-compatible personal computers are also available for instructional as well as project use. The laboratory has a HP ScanJet IIcx scanner and PostMouse tablet for projects in image processing, data compression and character recognition. Many sophisticated software tools are also available, including database design tools from Chen & Associates, PostMouse with handwriting recognition program from the Institute of Mathematics (Academia Sinica, Taiwan), Xformer from Elcee Computek, expert system shells, database management systems such as Oracle and Microsoft SQL Server, as well as compilers and interpreters for all kinds of programming languages. This laboratory offers a rich and sophisticated environment for research in advanced automation.

Instructional Computer Network

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.

Library

All students are entitled to have access to KSI's library and our online catalog. Students need a KSI ID card to check out any materials. Materials are checked out for three weeks, with one two-week renewal permitted. KSI is a member of the North Suburban Library System (NSLS), which enables students to have easy computer access to local, statewide and nationwide online catalogs, as well as many important databases. Through the interlibrary loan system, books and articles may be obtained that are not available in our library. Usually there is no fee charged for materials obtained within NSLS. However, there may be minimal charges from lending libraries outside the system. Computer, Internet and World Wide Web services are provided for all students to make online inquiries.

Multimedia Systems Laboratory

The Multimedia Systems Laboratory supports experimental design in Multimedia systems. A variety of multimedia interfaces, including CD-ROM drive, SONY Laser Library, Sound-Blaster Pro, Video Blaster (Creative Labs), Sequencer Plus Pro, Win/TV video system (Hauppauge Computer Works), Toolbook (Asymetrix), and Microtek's EsPlus, are installed in PC's. TV live video, images, voices, FM stereo music, MIDI music, graphics, and animations can be digitized, recorded, edited and played. Many other peripheral devices are also supported.

Laptop Computers

Students may bring their own laptop computers to class in order to get the network access via KSI's wireless LAN. However, it is the students' responsibility to purchase and install their own wireless network card (802-11b compatibility). This unit may be purchased at any local discount stores, which carry computer equipment.

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.

Financial Assistance and Student Loans

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 Stafford Loans. Applicants must be a U.S. citizen or eligible non-citizen. Application materials are available from the Administrative Office.

Student Loans

KSI will assist students in applying for Guaranteed Student Loans (GSL).

GSL: Stafford Loan Program

ISAC's 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."*)

Federal Stafford Loans

Interest rate: Variable, but not higher than 5 – 5 ½%. (*This rate is subject to change by ISAC.*)

For undergraduates and graduates enrolled at least half time. Students can get a loan regardless of income, but federal government pays interest only on need-based loans.

Maximum award depends on length of enrollment and year in school.

Lender (bank, credit union) makes the loan; no deadline for applying, but students should apply as soon as possible.

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.

Loan Amounts

The academic year loan limits are:

Freshman level of undergraduate study	\$2,625
Sophomore level of undergraduate study	\$3,500
Subsequent levels of undergraduate study	\$5,500
Graduate and professional study	\$8,500

Total Outstanding Debt:

For Dependent Undergraduate	\$23,000
For Graduate/Professional Study	\$63,000

Satisfactory Progress Policy

All full-time and part-time students who are degree candidates are expected to maintain a satisfactory grade point average and a satisfactory rate of progress toward the completion of their degree program. An unsatisfactory grade point average and/or lack of a satisfactory rate of progress will result in academic probation or dismissal from the school.

A graduate student is required to maintain a "B" average in the required nine (9) graduate courses for the CIS program or the required ten (10) graduate courses for any chosen area of concentration. Furthermore, students are to maintain a "C" average in any and all prerequisite (300 level) courses. Any student failing to meet these requirements will be placed on academic probation. Any student whose grade 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.

A student may proceed toward a degree as either a full-time student or a part-time student. A full-time student is expected to complete the degree program within three calendar years from the time of initial registration earning a minimum of nine (9) credit hours per semester (excluding the summer semester). If during any semester a student's rate of progress falls below the standard outlined above, the student will be placed on probation. If the student does not bring his/her rate of progress up to the minimum standard, that student may only continue with the permission of the Dean of Academic Affairs.

A part-time student is expected to complete the degree program within eight years from

the time of initial registration. If a student's rate of progress is unsatisfactory, he/she may only continue with the permission of the Dean of Academic Affairs.

VA Benefits

Veterans will receive VA benefits for accredited courses offered by Knowledge Systems Institute, as approved by the Department of Veterans' Affairs of the State of Illinois.

Montgomery GI Bills and Tuition Assistance

In appreciation for your service to this great nation, Knowledge Systems Institute graciously extends a partial scholarship up to twenty-five percent (25%) to active duty and selective reserve members to further or enhance their educational goals. This offer is valid as of March 22, 2004 through December 20, 2004. Use your Montgomery GI benefits toward a degree or certificate program.

You may be eligible for up to \$50,000 in Montgomery GI Bill and Military Tuition Assistance (<http://www.military.com/Resources/ResourcesContent/0,13964,32674,00.html>). As of October 1, 2003, the Montgomery GI Bill benefits were increased for active duty and selected reserve members. Your Montgomery GI Bill provides up to thirty-six (36) months of educational benefits. You could receive up to \$985.00 each month in educational benefits with at least three years of active duty experience.

Graduation

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 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.

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**" 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.

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.

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.

Graduation Ceremony

Graduation ceremony is usually held once a year in May.

Student Services

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.

Room and Board

KSI has information on apartments and rooms nearby that are available at a reasonable fee. The Administrative Office will provide information to interested parties.

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) free of charge, 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.

Academic Integrity

Student Obligations

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

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.

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.

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.

Grievance Procedure

A student (or group of students) who wishes to voice a grievance should contact the department chair. The department chair will conduct formal or informal hearings, and communicate the determination in writing to both the student (or group of students) and the faculty member.

Academic Load

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.

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.

International Students

To maintain full-time status for international students, students must register for at least nine (9) credit hours during spring and fall semesters.

Full Course of Study

International students must comply with BCIS (I.N.S.) regulations (Immigration Law) concerning full-time student status; therefore, Academic Advisors will comply with BCIS policy and register each F-1 student as full-time. Below follows a table outlining the credit requirements.

	Credits per Year	Courses per Semester
1st year Graduate or Certificate	24 credits	4 courses
Certificate (300 level)	24 credits	4 courses
2nd year Graduate (500 level)	18 credits	3 courses

In either the Graduate or Certificate Program, 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.

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 79 IBT or 213 CBT 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). All courses in the ESL program are graded pass/fail only. 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 79 IBT or 213 CBT or higher may take the TOEFL exam while enrolled in ESL classes. If he/she attains a TOEFL score of 79 IBT or 213 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 79 IBT or 213 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 64 IBT or 180 CBT or higher to fulfill the English proficiency requirement. Those who fail to attain a score of 64 IBT or 180 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.

Maintaining Status

All international students are required to adhere to the following policies that are based upon BCIS (formerly I.N.S.) regulations:

1. Enroll as full-time student (see Full Course of Study for requirements)
2. Pay tuition fees for each semester in full. No student will be allowed to register for the following term if an unpaid balance remains from the previous semester.
3. Hold a valid SEVIS I-20.
4. Complete two consecutive semesters of full-time study to be considered as pursuing a full course of study. In other words, an international student may not transfer to another SEVIS school before completion of twenty-four (24) credits in two consecutive semesters.
5. Have their enrollment status registered in the SEVIS system each semester (Administrative 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.
6. Maintain health insurance at all times while holding an F-1 Visa (regardless of enrollment status).
7. Have the proper immunizations and health records on file with the Administrative Office.
8. Attend all scheduled classes (those students who fail to report to class for ten (10) consecutive days will be reported to BCIS as out-of-status.)
9. Complete and submit form AR-11 to the BCIS within ten (10) days whenever their residence address has changed. The student must also notify the Administrative Office of change of address, telephone number, cell phone number, etc.
10. F-1 students may not register for more than one course per semester that is taught remotely through television or the Internet that will count towards the full-time requirement. This means that an F-1 student may not count more than one course taught by distance learning mode as part of the full-time requirement of spring or fall semester.
11. After completion of at least **two consecutive full-time semesters**, an international student is allowed one semester of vacation per academic year, usually taken during the summer. Any international student who wants to take a trip abroad or go to their home country must first obtain permission from the Foreign Advisor. The Foreign Advisor will then endorse the student's I-20. Without this signature, the student will not be allowed back into the United States. If a student starts during the summer semester, then he/she would 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.

International students are encouraged to stop by the Administrative Office and pick up a copy of the "Guidelines for International Students."

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

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 BCIS 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.

SEVIS System

What is SEVIS? The Department of Justice/Immigration & Naturalization Service defines SEVIS as “an Internet-based application for electronically tracking and reporting the activities of foreign students in the U.S.” Utilizing the SEVIS program, “schools and program sponsors are mandated to transmit electronic information to the Immigration and Naturalization Service and the Department of State. In addition to the initial

registration action, **the school must update a student's record EACH TERM or SESSION to indicate that the student is enrolled for that semester**, and to indicate the next term or session start date."

The on-line version of the KSI Student Handbook is for informational purposes only and is subject to frequent modifications and updates without notice. It is not considered an official document and should not be viewed as such. For official information related to this handbook, contact the Administrative Office at (847) 679-3135 or email any questions to: office@ksi.edu.