

## **POLICIES AND PROCEDURES**

### **A. Proposals Due**

- 1. April 1 for review at Spring Meeting**
- 2. July 1 for review at Summer Meeting**
- 3. November 1 for review at Winter Meeting**

### **B. Graduate Record Exams (GRE)**

- 1. Minimum of 1100 (verbal and quantitative)**

### **C. Stipend**

- 1. Bachelor's \$1,800/month**
- 2. Master's or Bachelor's plus 30 hours \$1,900/month**
- 3. Plus payment of tuition and fees**

### **D. Insurance Supplement**

- 1. \$250/month**
- 2. Within 30 days submit proof of medical insurance coverage**

### **E. Committee Members**

- 1. All expenses associated with 3 Steering Committee meetings/year**
- 2. Maximum of \$1,500/year to cover expenses to a technical meeting of their selection in North America**

### **F. Thesis/Dissertations Copies**

- 1. One (1) "unbound" copy ASAP**
- 2. Six (6) hardbound and fourteen (14) CD's of completed thesis or dissertation**

### **G. Others**

- 1. Outside employment not allowed without prior approval by the Committee**