

# Graduate School

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## Correspondence Guide

The Graduate School staff and the members of the graduate faculty are ready to answer questions from students and prospective students. The "Correspondence Guide" below is provided so that inquiries can be addressed to the offices or persons most likely to be of help in each instance. All questions about specific courses or particular degree programs should be directed to the appropriate college, department, or office as listed below:

Admissions	Graduate School
Candidacy	Program Advisor
Career Development	Career Services
Catalog	Graduate School
Certification (teacher)	Licensure Office
Commencement	Graduate School, Registrar's Office
Comprehensive Examination, Sign for	Graduate School
Degree Program	Respective Department Chair
Fees	Registrar's Office
Fee Payment	Student Fiscal Services
Financial Assistance	Financial Assistance Office
Graduate Assistantship Availability	Respective Department Chair
Graduate Assistantship Application	Graduate School
Loans and Campus Employment	Student Financial Assistance
Departmental Scholarships	Respective Department Chair
Disability Services	Kelly Center
Housing	Student Residential Life
Intent to Graduate, Apply	Graduate School
International Students	International Student Services Office
Placement	Career Services
Residence Status (tuition)	Registrar's Office
Specific Course	Department Offering Course
Tests (GRE, GMAT, MAT)	Kelly Center
Transcripts	Registrar's Office
Tuition and Fees	Registrar's Office
Virtual Courses	Department Offering Courses

## **Origin and Development**

On January 9, 1929, the Kansas Board of Regents authorized Kansas State Teachers College of Hays to establish a Graduate Division and to grant a Master of Science degree. The first degrees were granted in 1930.

In 1958, the college was authorized to grant the Specialist in Education degree to students who completed a 30-hour program of study beyond the master's degree. In 2015, the university was authorized to grant the Doctor of Nursing Practice to students who completed a 30-hour program of study beyond the Master of Science in Nursing degree.

The number of university-awarded graduate degrees has risen to more than 700 yearly with the total degrees awarded since 1930 exceeding 16,000. Although the Graduate School has grown steadily, it continues to maintain the intellectual atmosphere of a small unit with graduate students receiving considerable personal attention.

## **Purposes and Functions**

The general objective of the Graduate School is to provide for the advanced educational needs of those students who wish to study toward a Master's degree, a Specialist in Education degree, or a Doctorate of Nursing Practice degree.

This objective takes two forms: (1) the advanced, pre-professional, and vocational training for those entering fields of endeavor other than teaching; and (2) the advanced preparation of teachers in various subject disciplines, as well as the professional education areas of the counselor, consultant, principal, and superintendent.

The Graduate School is the unit responsible for organizing and supervising the graduate instructional programs of the university and for developing them toward their highest level of excellence. It is also the unit responsible for facilitating, encouraging, and coordinating the research effort of the university and for developing that effort toward the highest level of excellence. The school has a primary concern with meshing graduate instruction and research into mutually supporting programs and also with integrating both into the total effort of the university.

All colleges of the university are served by the Graduate School. The Dean of Graduate School and Office of Scholarship and Sponsored Projects has responsibility for coordinating, encouraging, and stimulating graduate and faculty research programs in all of the university's academic units.

## **Graduate Programs, Degrees, and Enriched Educational Experiences**

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There are different levels of graduate study at Fort Hays State University. The Master of Arts, Master of Business Administration, Master of Liberal Studies, Master of Professional Studies, Master of Science, Master of Science in Education, and Master of Science in Nursing degrees are awarded as the first graduate degrees for graduate study.

The Master of Fine Arts degree is the professional terminal degree in the field of visual arts and normally requires two years of full-time graduate work. The Specialist in Education degree is given for completion of an approved program of advanced graduate study beyond the master's degree. It is a professional graduate degree providing advanced study for school personnel. The Doctorate of Nursing Practice is the professional terminal degree in the field of nursing, and the degree prepares graduates to work in a variety of health care settings as an Advanced Practice Registered Nurse (APRN).

There is also a non-degree option for those who wish to do graduate work for personal and professional reasons without pursuing a degree.

### **Degrees Available**

The following degrees are available through the FHSU Graduate School. Consult the Graduate School website for program specific information such as degree requirements.

- DNP
- EdS in Advanced Professional Studies
- EdS in School Psychology
- MA in English
- MA in History
- MBA
- MFA
- MLS
- MPS
- MS in Biology
- MS in Communication
- MS in Counseling
- MS in Educational Administration
- MS in Geosciences
- MS in Health & Human Performance
- MS in Instructional Technology
- MS in Psychology
- MS in Special Education
- MS in Speech-Language Pathology
- MSE
- MSN

### **Enriched Educational Experiences**

FHSU offers enriched educational experiences to support graduate students in the development of distinct knowledge and specialized skills. Enriched educational experiences, or EEEs, are micro-credentials, which provide a digital visual representation of knowledge, competencies, skills, or achievements. To earn an EEE, students complete a specified number of experiences, courses, activities, assessments, or projects. Once the EEE is completed, the student is issued a digital badge or certificate.

Degree seeking students may wish to earn EEEs to complement the traditional educational experience. Specifically designed EEEs are also available for non-degree seeking students. Consult the Graduate School website for a current list of available enriched educational experiences.

## Requirements for the Master's, Education Specialist, and Doctor of Nursing Practice Degree Programs

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### Admission

Each applicant for admission to graduate study in a degree program must complete the following procedures before the application for admission will be considered:

1. Using Google Chrome, submit an application for graduate admission at the appropriate website:
  - a. Domestic students: <https://webapps.fhsu.edu/admissions/Graduate.aspx>
  - b. International students: <https://webapps.fhsu.edu/admissions/International.aspx>
2. Pay the \$40 domestic application fee or \$50 international application fee.
3. Provide the Graduate School with an official bachelor's degree transcript and master's degree transcript (if applicable) from a regionally accredited institution. The bachelor's transcript must include a minimum of 60 hours of graded credit. Official transcripts are transcripts sent directly from the institution's registrar to the Graduate School at Fort Hays State University. Transcripts mailed or brought in by the applicant are not official and, therefore, are not acceptable. The Graduate School will obtain the undergraduate transcript for FHSU students.

Non-degree students must provide a copy of a bachelor's or master's degree transcript from a regionally accredited institution.

For international applicants from higher education systems that indicate degrees only through diplomas or degree certificates, a certified copy of the diploma/degree certificate and all mark sheets must be provided. For institutions outside the United States, a World Education Service (WES) International Course-by-Course Transcript Evaluation is required for translation.

\*All nursing courses/transcripts from outside the United States, require additional evaluation by the Commission of Graduates of Foreign Nursing Schools (CGFNS). A course-by-course evaluation is required to confirm degree, course credit, and grades including grade point average.

4. Provide entrance examination scores as required by individual departments.
5. Provide letters of recommendation. Letters of recommendation must be submitted on letterhead or the Graduate School recommendation form with an original signature. Letters of recommendation can be addressed to the Graduate School (600 Park Street Hays, KS 67601) or emailed ([gradschool@fhsu.edu](mailto:gradschool@fhsu.edu)). Alternatively, applicants may invite references to complete an electronic recommendation when submitting the application.
6. Provide any other documents required by specific departments, such as a personal statement

or vita, background check release, writing sample, or digital art slides.

7. International students must provide evidence of their ability to speak English. Such evidence may be in the form of examinations given by recognized examining boards or in another form approved by the Graduate Dean. (For the specific statements on the language requirement, see [\(International Students Checklist\)](#))

For international applicants, the following deadlines will apply. You must be accepted to the program of study **and** have required immigration documentation on file with the International Student Services Offices **prior** to the deadline.

- October 1<sup>st</sup> for Spring Semester Start
- June 1<sup>st</sup> for Fall Semester Start
- Summer Start Not Permitted

International students must provide the following immigration documents:

- Information Form
- Financial form/statement
- Copy of passport ID page

**NOTE:** All application materials become the property of the Graduate School; they may not be copied or returned to the student.

When the above materials have been added to the applicant's file in the Graduate School, the departmental graduate committee or its delegate will evaluate the file. This evaluation is to determine the type of recommended admission to the departmental program or recommended rejection of the application.

The department will follow these regulations:

1. show a minimum grade point average of 2.50 (C plus) on the last 60 hours of undergraduate credit. (Departments may have a higher minimum grade point requirement average, so an applicant must check departmental admission requirements.);
2. have adequate preparation in the area of specialization in the area of proposed study; and
3. hold a degree from a regionally accredited institution.

The department will evaluate the documents, make a recommendation, and return the application to the Graduate School. The Graduate Dean determines the type of admission and admits the student or determines if the application should be rejected.

### **Enrollment Deferment Policies**

Applicants not enrolling for the semester in which they are admitted may defer enrollment for a maximum of three additional semesters (excluding intersession and summer) unless otherwise restricted by individual programs. International applicants may defer enrollment for a maximum of two semesters unless otherwise restricted by individual programs.

## **Undergraduate Background for Graduate Work**

All departments require appropriate undergraduate courses as background for graduate studies. Some departments may require more courses, others may ask for a definite sequence of undergraduate courses, and a few may require particular courses to be completed before graduate study may begin. Whenever the undergraduate transcript shows an inadequate background, additional appropriate undergraduate or graduate courses will be required.

## **Program Options**

The program of a graduate student will consist of no less than 30 semester hours of graduate credit. Please note that some programs require more than 30 semester hours. If the advisor and the departmental graduate committee determine that the student needs more than the minimum number of hours in order to complete the requirements for the degree, the student's program will be adjusted accordingly.

## **Program Planning Procedures**

The coursework must follow a structured plan as developed by the departmental graduate committee and must be approved by the department chair and the Graduate Dean. The degree program shall include only the courses required for completion of the degree. The student's graduate committee shall consist of the three faculty members with Graduate Faculty status. The advisor as chair and two other faculty members as selected by the advisor. The committee is responsible for developing the graduate degree program and normally serves as the thesis committee. The program of study is submitted to the Graduate School by the advisor. Once the program of study has been approved by the Graduate Dean, students are able to view it electronically.

The student, the advisor, the departmental graduate committee, and the department chair must agree upon any changes in the approved graduate degree program. The advisor must send the amended program to the Graduate School for approval and for inclusion in the student's file.

## **Research Option**

Subject to the approval of the department, the graduate degree student may select one of the following research options when planning a program:

Option A: Master's/EdS/DNP Degree With Thesis. A minimum of 30 semester hours of graduate credit including a research course and a master's thesis of two to six semester hours.

Option B: Master's/EdS/DNP Degree With Portfolio. A minimum of 30 semester hours of graduate credit including a research course and a completed and approved portfolio.

Option C: Master's/EdS/DNP Degree Without Thesis or Portfolio. A minimum of 30 semester hours of graduate credit including a research course in which research methods are taught and in which a research paper, research project, or creative work is assigned and completed.

## **Admission to Candidacy**

Admission to candidacy is an important step in the completion of a degree program. A graduate student may be admitted to candidacy upon the successful completion of at least nine hours of graduate study and upon receipt of an approved program of study on file in the Graduate School.

Application for candidacy should be made before completing no more than 15 hours in order to avoid the possibility of extending the program. The student must be recommended for candidacy by the advisor to the Graduate School.

The student is admitted to candidacy by the Graduate Dean and notification is given to the student and advisor electronically.

To be admitted to candidacy, the student must have: (1) completed all departmental terms of acceptance, including any deficiency work, (2) an approved program of study on file in the Graduate School, (3) completed at least 9 graduate credit hours on the graduate degree program, and (4) maintained a "B" average throughout the graduate degree program to date.

The student must be admitted to candidacy before being eligible to sign up for or take the comprehensive examination or to file an Intent to Graduate.

### **Thesis (Required of Option A Programs Only)**

The thesis is the written result of independent study or research on some topic in the program field of study for which the student may receive from two to six hours of credit. Once enrolled in Thesis, the student must remain continuously enrolled both fall and spring semesters, and, if the department requires it, the summer session, until the thesis is completed. Failure to enroll as required makes the student eligible for dismissal from the degree program. The topic and procedural plan of the thesis must be approved by the student's graduate committee prior to the beginning of the study. The advisor and the departmental graduate committee or its delegate share responsibility for the student's work on the thesis and on the final approved copies.

Documentation of approval by the FHSU Institutional Review Board (IRB) must be provided for research involving human subjects. Documentation of approval by the FHSU Institutional Animal Care and Use Committee (IACUC) must be provided for research involving covered animal species. IRB or IACUC approval must be secured prior to the initiation of research activities. Further information on policies and procedures can be found at the respective websites: [www.fhsu.edu/academic/gradschl/oss/IRB/](http://www.fhsu.edu/academic/gradschl/oss/IRB/) and [www.fhsu.edu/academic/gradschl/oss/IACUC/](http://www.fhsu.edu/academic/gradschl/oss/IACUC/)

The approved thesis title and the approved thesis must be submitted to the Graduate School by the deadlines published in the academic calendar for the semester of anticipated graduation.

The original copy of the thesis must be typed on 20-pound, 25 percent rag content bond paper in the form prescribed by the Graduate School and by the departmental graduate committee of the program department. All copies must be reproduced on 20-pound, 25 percent rag content bond paper. Arrangements for reproducing the thesis may be made with the campus printing services, or the reproduction may be done on a copy machine that accommodates the 20-pound, 25 percent rag content bond paper. A short abstract of the thesis must accompany each copy to be placed in the library. The thesis must be typed double-spaced with a one and one-half inch left margin and with one-inch top, bottom, and right margins.

The page number is inside the margin and is placed in the upper right-hand corner inside the one-inch top and right margins.

It is the responsibility of the graduate student to contact the Graduate School to obtain a copy of the most current thesis guidelines and any other specific requirements for completion of the thesis. The thesis guidelines may also be found on the Graduate School web site at [www.fusu.edu/gradschl](http://www.fusu.edu/gradschl). The minimum number of copies of the thesis required by the Graduate School and the department is four. Some departments, however, may require additional copies for committee members, and the graduate student must meet this requirement. The student's copy or copies are in addition to the minimum number required by the Graduate School and the department. A binding fee for each copy of the thesis must be paid by the student who writes a thesis before the thesis can be accepted by the Graduate School. The current binding fee is \$15.00 per copy for the four required copies and \$25.00 for each additional copy. The binding fee must be paid with the submission of the final copies of the thesis. The Graduate School will submit the thesis to the library for binding and filing.

The thesis is due in the Graduate School two weeks before graduation in the fall and spring semesters and a week before graduation in the summer term. The specific date is listed in the academic calendar. The thesis must be accepted by the Graduate Dean before the thesis requirement is met and before a grade is given for the thesis. Credit for the thesis is deferred until it is completed and is accepted by the Graduate Dean.

### **Examinations**

Each applicant for a graduate degree must satisfactorily pass a comprehensive examination over the subject fields of the program. This normally occurs prior to thesis completion. The comprehensive examination is not merely a reexamination of materials covered in coursework but is a test of the graduate degree candidate's ability to integrate materials from the graduate program and any related or supporting fields. If a student writes a thesis, the student will sit for a minimum of four hours of comprehensive examinations; if a student does not write a thesis, the student will sit for a minimum of eight hours of comprehensive examinations. Each department will determine the content of the comprehensive examination; the examination may be written and/or oral.

The applicant must be admitted to candidacy before being eligible to take the comprehensive examination. Normally, the comprehensive examination is taken upon the completion of all courses in the program of study or during the final semester of enrollment. A final oral examination over the thesis is required. Departments may establish certain qualifying examinations to determine if further graduate work is required or if the student is making satisfactory progress in graduate study.

### **Intent to Graduate**

The student who plans to graduate at the end of a given semester must file an Intent to Graduate form and remit associated administrative fee at the time of enrollment or before the filing deadline given in the academic calendar. The student must be admitted to candidacy before being eligible to submit an Intent to Graduate.

The deadline for filing the Intent to Graduate form in the Graduate School is the second Monday of classes for the fall and spring semesters and the first Monday following enrollment for the summer term.

In the event the student does not graduate after filing an Intent to Graduate, a new Intent to Graduate form must be completed before the deadline for the semester in which the student plans to complete requirements. The student does not need to repay the administrative fee. There is no special distinction for honors at graduation for graduate students.

### **Classification after Graduation**

All students who complete a graduate degree at FHSU are reclassified as non-degree graduate students upon program completion unless they are pursuing a second master's or a specialist degree. This classification permits the graduate student to continue to take courses for graduate credit as needed to meet personal and professional needs. The non-degree graduate student who has a graduate degree from FHSU will be asked to update information on the original application so that all information will be correct.

Non-degree graduate students are required to maintain a 3.00 GPA in graduate courses at all times in order to retain eligibility to receive graduate credit and to remain in good academic standing in the Graduate School. A non-degree graduate student can be dismissed for not maintaining the required 3.00 GPA.

Students who wish to pursue a second Master's or Specialist in Education degree will be required to complete a new application for admission in the new program.

## **Financial Information**

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### **Assistantships**

The university awards, on a competitive merit basis, a number of graduate teaching assistantships for qualified graduate degree-seeking students in most degree areas of graduate study. Successful completion of a criminal background check is required for all applicants for university assistantships. The stipend, which may vary by the award, is for the academic year or for one semester. The assistantship is awarded only in the department of the applicant's program and may be renewable for one year. A full-time graduate assistant cannot hold another job or position on campus unless approved by the Graduate Dean (e.g., summer employment beyond the contracted work period). Part-time graduate assistants may hold additional on-campus jobs as long as the total hours worked does not exceed 20 hours per week.

The maximum time that a graduate student may hold an assistantship is for a total of four academic semesters unless approved by the Graduate Dean in consultation with the department chair for extenuating circumstances.

Students must work a required number of hours per week in a program subject area. Graduate assistants must be enrolled in a minimum of six graduate hours per semester and three graduate hours for the summer term in courses on an approved graduate degree program.

However, in order to be considered a full-time graduate student, a graduate assistant must be enrolled in a minimum of nine graduate credit hours. Tuition waivers of various levels may be available only for university graduate teaching assistantships. No tuition waivers are associated with departmental research or administrative assistantships.

Assistantship applications must be filled out online using a Workday account. Please visit the Assistantship page on the website for more information. No application can be reviewed until all materials are in the Graduate School, and the student has been admitted to a graduate degree program.

Departments sometime secure private funds, governmental grants, and other funds that may assist graduate students financially and professionally. Inquiries concerning departmental assistantships, which carry no tuition waivers, should be directed to the chair of the departmental program. The student seeking departmental assistantships must also apply online.

To be eligible for a graduate teaching appointment without spoken English language remediation conditions, all prospective graduate teaching assistants whose first language is not English shall be required to achieve a minimum score of 22 on the speak section of the Internet-based Test of English as a Foreign Language\* (TOEFL iBT) and pass an oral competency examination on the campus of FHSU. \*or equivalent score on the IELTS or the PTE Academic

### **Other Financial Assistance**

A variety of programs are available to students who require financial assistance to pursue an advanced degree. Applications are available from the Office of Financial Assistance.

## **Graduate School Policies and Procedures**

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### **Transfer of Credit**

Graduate degree candidates must earn a minimum of 50% resident credit hours at FHSU. However, individual departments may require more hours than the minimum to be earned at FHSU, thus reducing the number of hours that may be transferred. The graduate student must contact the department of the program about departmental requirements relating to transfer credit. Candidates may request that graduate credit earned at a regionally accredited institution with an acceptable letter grade be accepted for degree requirements subject to the departmental limits on transfer credit and approval by the Graduate Dean.

Under no circumstances can a course be used on more than one program of study. Courses cannot be transferred on to the graduate program until an official transcript for the course(s) has been received by the Graduate School. Only graduate courses used on a degree program will be added to the FHSU transcript; the degree courses are transferred once the graduate student has enrolled in courses at FHSU. No course may be transferred for which validation will be required because of time limits or in which the course has been used on a previous degree.

### **Credit for Prior Learning**

Credit for Prior Learning (CPL) is permitted only in designated graduate programs. Under no circumstance will CPL credit be awarded without written approval from the department and Graduate Dean. All CPL credit awards will be granted as “CR” credit. CPL credit is limited to 6 hours for students enrolled in master’s programs and is not permitted for students enrolled in education specialist or doctoral programs. Consult the FHSU website for CPL for additional

information.

## **Fees**

The Graduate School requires that a non-refundable application processing fee \$40 (domestic) and \$50 (international) be submitted with the application for admission for all degree seeking and non-degree seeking students. No application will be processed or considered complete until this fee is paid.

Each time a change occurs in application status (i.e., an applicant disbands his or her degree-seeking status to pursue non-degree or undergraduate status then reapplies for degree status, or a second master's or specialist degree is pursued), a new fee will be assessed. Graduate students pay graduate fees for graduate classes and undergraduate fees for undergraduate classes.

The fee schedule for enrollment, thesis binding, and commencement is subject to change; the student should consult the tuition and fee schedule for the current applicable fee rate.

The required binding fee for thesis and field studies is currently \$15.00 per copy for each required copy and \$25 for every additional copy. A minimum of four copies of the thesis or field study is required for binding; the student's personal copy(s) is in addition to the minimum of four copies required by the Graduate School and the department. If the department requires copies for each committee member, these will be in addition to the minimum requirement; the binding fee for each will be paid by the graduate student.

The required commencement fee for a graduate degree is \$50. The binding fee and the commencement fee are to be paid prior to or at the time of filing the Intent to Graduate. NOTE: Any required fee is subject to change.

## **Non-Degree Students**

Students who wish to be admitted to graduate status without designating a degree objective and without securing acceptance as a program in a department that offers graduate degree programs shall be designated as non-degree graduate students on the application for admission. Applicants for non-degree graduate status must provide evidence of a Bachelor's degree from a regionally accredited higher education institution. Non-degree graduate students may study in approved classes without following degree programs, but there is a possibility that credit for such classes may not be accepted towards a degree at a later date. Students who wish to pursue a Master's, Specialist in Education, or Doctor of Nursing Practice will be required to complete a new application for admission.

Non-degree students are required to maintain a 3.00 GPA in graduate courses at all times in order to retain eligibility to receive graduate credit and to remain in good academic standing in the Graduate School. A non-degree graduate student can be dismissed for not maintaining the required 3.00 GPA.

## **Seniors and Graduate Study**

FHSU seniors in their final semester may enroll in graduate courses, not to exceed six graduate credit hours, to complete a total semester's course load not to exceed 16 hours. This provision applies for one semester only, for FHSU seniors only, and no further enrollments in graduate courses are permitted until the bachelor's degree is completed. Under such conditions, the student remains classified in the system as a senior.

Eligible seniors must secure written permission from the Graduate Dean and be admitted to the Graduate School prior to enrolling in a course(s) for graduate credit. Please note these courses do not count toward undergraduate degree requirements or hours toward graduation; check with financial aid regarding implications. It is not guaranteed that graduate courses completed by seniors can be used later on a graduate program of study. Program and Graduate Dean approval must be secured.

## **Accelerated Programs**

High-achieving FHSU students in their final undergraduate academic year may be invited to complete an accelerated master's program. An accelerated master's program allows students to complete 9 graduate credit hours during their final undergraduate academic year, fulfilling undergraduate and graduate degree requirements simultaneously.

Grades earned for graduate courses completed as part of the accelerated program are included in grade point average calculations for both the undergraduate major and the graduate program of study. The 9 graduate credit hours are counted toward the 120 minimum hours needed for the undergraduate degree and the 30 hours minimum needed for the graduate degree. For financial aid purposes, graduate courses completed as part of the accelerated program count toward degree requirements.

Eligible FHSU students must complete the designated accelerated program application for the first semester they wish to enroll and must be admitted to the Graduate School prior to enrolling in courses. While completing the accelerated program, a total semester's course load is not to exceed 18 hours. Graduate advisors are responsible for notifying the Registrar's Office and the Financial Assistance Office of students admitted to the accelerated program and specifics regarding approved course substitutions for the undergraduate major.

## **Graduate Student Responsibility**

Admission to and continuation in graduate study presupposes a high degree of initiative on the part of the student. It is the student's responsibility to carry on intellectual study at a high level and to initiate and follow necessary procedures to attain the degree. In no case will a requirement be waived or an exception granted because a student pleads ignorance of the requirements and policies stated in this catalog, in departmental guidelines, and/or elsewhere (e.g., website).

It is the student's responsibility to: (1) follow all policies of the department, Graduate School,

and university; (2) meet all requirements for the graduate degree; (3) meet all deadlines; (4) understand and follow all policies and procedures concerning academic honesty; (5) consult with the assigned advisor on all matters pertaining to the degree program or changes to the degree program; (6) promptly answer any notices from the advisor, faculty, department, dean, or other university officers; (7) enroll in only those courses for which the stated prerequisites have been met; (8) follow all departmental, Graduate School, and university policies on human subject and animal research; and (9) be familiar with the information in the department, Graduate School, and university publications including the university catalog.

Any exceptions to regulations, policies or procedures contained in the Graduate School section of the university catalog or to Graduate School policies and procedures as stated elsewhere require the written and signed approval of the Graduate Dean.

While the personnel of the Graduate School and the student's advisor will endeavor to aid in every way possible, the responsibility for any error in meeting the requirements of the Graduate School, as stated in the university catalog or elsewhere, and the requirements of the department of the program, rests with the student.

### **Academic Honesty**

Membership in the FHSU learning community imposes upon the student a variety of commitments, obligations and responsibilities. It is the policy of FHSU to impose sanctions on students who misrepresent their academic work. These sanctions will be selected by appropriate classroom instructors or other designated persons consistent with the seriousness of the violation and related considerations. A copy of the formal Academic Honesty Policy and procedures can be found here [https://www.fhsu.edu/academic/provost/handbook/ch\\_2\\_academic\\_honesty/](https://www.fhsu.edu/academic/provost/handbook/ch_2_academic_honesty/).

### **Appeal of Academic Evaluation**

Students shall have protection through orderly procedures against arbitrary or capricious academic evaluation. In matters relating to evaluation of academic performance, an information as well as a formal procedure exists.

The student should first consult with the professor(s) involved.

If the issue is not resolved at that level, the student may consult with the chair of the department who will, if necessary, inform the student of further informal appeals or of specific formal appeals procedures. The formal appeals process begins with a written appeal to the department stating the specific arbitrary or capricious academic evaluation. A copy of the formal appeals procedure can be found here <https://www.fhsu.edu/academic/gradschl/Graduate-School-Appeals/>.

### **Dismissal**

The Graduate Dean may terminate a student's graduate status at any time because of unsatisfactory academic performance.

### **Time Limits**

All graduate courses for a Master's Degree, Specialist in Education, or Doctor of Nursing Practice degree program must be completed within eight years. The time begins with the beginning of the semester or summer term that the first course is taken on the degree program.

Outdated credit will not be applied towards a degree program. Validating examinations for outdated credit may be given upon approval of the instructor of the course to be validated and the Graduate Dean. Action for the validating examination must be initiated by the department through a petition to the Graduate Dean. No course may be transferred for which validation will be required because of the eight year time limit.

### **Course Load**

A maximum course load for graduate students is 15 hours for the fall and spring semesters and nine hours for the summer term. Any change from this rule must have prior approval in writing by the program advisor and the Graduate Dean prior to enrollment or pre-enrollment.

A student with a graduate assistantship must carry at least six semester hours of graduate credit that is on the approved graduate degree program throughout each semester of the assistantship and at least three semester hours of graduate credit that is on the approved graduate degree program throughout the summer term of the assistantship.

A graduate student must be enrolled and remain enrolled in nine graduate hours on the approved degree program each semester in order to be classified as full time during the fall and spring semesters and six hours during the summer term.

### **Grades for Graduate Study**

Graduate students at the Master's, Specialist in Education, and Doctor of Nursing Practice degree levels are expected to do uniformly high-quality work. Only grades of A, B, and C are acceptable on a degree program. No course taken for Pass/No Credit shall be used on a graduate degree program. A graduate student must attain at least an average grade of B (3.00) in all graduate coursework on the degree program for graduation. Some departments limit the number of hours of C grades; the student should contact the department for any departmental limits.

### **Removing an Incomplete**

Arrangements for completing a graduate course for which an incomplete (I) is given should be made by the student as soon as possible. All incomplete work should be completed within a year after the I is given.

If the graduate work is not completed within a one-year time limit, the I will remain on the record; graduate credit can be given only when the graduate student satisfactorily completes the graduate course.

This one-year time limit rule shall not apply to students admitted to the Graduate School for graduate credit in courses based on individual study such as thesis, problems, readings, research, practicum and independent study.

The one-year time limit rule to complete a graduate course will apply to all other courses, including workshops and seminars, in which coursework taken for graduate credit is normally completed in the process of the regular semester or summer term.

### **Entrance Examinations**

No general entrance examination is required by the Graduate School. However, individual departments may require certain qualifying examinations or other evidence of admissibility before admission, before enrollment or at some time during the student's program. Among the examinations that a department may require are the Graduate Record Examination (GRE), the Miller Analogies Test (MAT), the Graduate Management Admission Test (GMAT), and the Test of English as a Foreign Language (TOEFL) for international students.

## **Course Levels for Graduate Study**

### **600-699**

Undergraduate, upper-division, and Graduate I students. Graduate students enrolled in 600-699 level course will be expected to produce a greater quantity and quality of work that clearly demonstrates their mastery of the subject matter which surpasses that of undergraduates enrolled in the same course.

### **800-899**

Graduate I students; graduate credit only.

### **900-999**

Graduate II students; graduate credit only.

### **Graduate I**

Courses designed primarily for master's students who have accumulated less than 31 credit hours of graduate work.

### **Graduate II**

Courses designed primarily for specialist's students who have completed more than 30 credit hours of graduate work.

## **Change of Program or Change of Emphasis in the Program**

A graduate student wishing to change their program (or emphasis in the program) must apply for admission to the new program through the Graduate School and pay the \$40 (domestic) or \$50 (international) application fee. If admitted into a new program, the department will determine if any course or courses taken in the previous program will apply toward the new program. The student must meet all admission requirements of the new program and the Graduate School. A student can be admitted in only one graduate degree program at a time.

## **Teacher Certification**

The Graduate School has no responsibility for teacher certification. Prospective graduate students should understand that the material in this catalog that relates to graduate study and to the Graduate School applies only to requirements for degrees and has no direct relation to certification, licensure or certificates for school teachers or other school personnel. The Graduate School gives no assurance that a program for a graduate degree and a program for certification, recertification, or licensure will coincide. Graduate students and prospective graduate students who are interested in certification, recertification or licensure should confer with the Dean of the College of Education at the beginning of a degree program or at the time of application for admission.

