

GRADUATE SCHOOL HANDBOOK

FORT HAYS STATE UNIVERSITY

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Introduction

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 800 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 three forms: (1) the advanced, pre-professional, and vocational training for those entering fields of endeavor other than teaching; (2) the advanced preparation of teachers in various subject disciplines, as well as the professional education areas of the counselor, consultant, principal, and superintendent; and (3) to develop advanced practice nurses who collaborate in translating evidence based practice to improve health outcomes of individual, communities, and global populations.

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. The graduate schools primary concern is in connecting 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.

Organization of the Graduate School

1. The Graduate Faculty

A. Graduate Faculty membership:

Graduate faculty status shall be automatically given to faculty members who meet Higher Learning Commission (HLC) standards, as determined by the appropriate program or department. Department chairs are responsible for notifying the Graduate School of new hires or changes to faculty status (e.g., a faculty member earns the terminal degree).

Temporary Graduate Faculty Status can be granted on a 3-year basis to qualified tenure-track faculty who are new to the university and do not have teaching evaluations from FHSU. It can also be granted to qualified non-tenure track faculty who have the educational and experiential credentials to teach a course when a tenure track graduate faculty member is not available.

Temporary Graduate Faculty Status carries the same rights and responsibilities as Regular Graduate Faculty Status. Faculty members who are given temporary status may teach graduate courses, advise graduate students, serve as voting members of examination or thesis committees, and chair graduate committees. Adjunct faculty who have temporary graduate faculty status, with Chair approval, may also chair graduate thesis committees.

To apply for Temporary Graduate Faculty Status the faculty member must submit a current Curriculum Vita to his/her department Chair. The Department Chair will write a memo to the Graduate Dean, which must include a completed HLC Faculty Requirements Page, requesting temporary Graduate Faculty status for the faculty member. The Department Head will send the memo, completed HLC Page and Curriculum Vita to the Graduate Dean for Approval.

B. Privileges & Responsibilities:

Graduate faculty shall be allowed to: provide graduate level instruction, serve as chairs of graduate committees and thesis/field study committees, develop or re-develop courses numbered 600-999, and advise graduate students according to established Graduate School procedures. Advising duties shall include, but not be limited to: timely admissions recommendations, filing programs of study, approval of course schedules, supervision of graduate assistants, knowledge of university policies and procedures regarding graduate education, disciplinary and career advisement, design and coordination of comprehensive examinations, and thesis/field study/catalog submission. Attendance at Graduate School commencement-related activities is expected.

Individuals who do not hold graduate faculty status may perform some advising tasks, if their credentials warrant hire in a professional advisor position. Approval shall be given by the graduate dean in accordance with the nature of the professional appointment.

2. The Graduate Council

A. Composition

The Dean of the Graduate School shall call upon departments responsible for each the following 22 programs/standing committees to elect one representative:

- DNP

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

The official listing of graduate programs will be updated in April of each academic year. Only recognized official degree programs will be represented on the Council; concentrations within existing degrees will not be recognized by the Council.

A meeting quorum shall be met by a simple majority. Council members are required to attend or send a qualified graduate faculty member proxy if they must be absent.

Graduate Council meetings are open to all levels of graduate faculty membership to attend as *ex officio* non-voting members.

B. Term of Office

- i. Graduate Council members shall be appointed to three-year terms with the exception that, for the initial appointment of the Council, six (6) members will be appointed to 1-year terms, six (6) for 2-year terms, and six (6) for 3-year terms. These initial term lengths shall be determined by lot.
- ii. Department chairs and academic deans may serve as council members.
- iii. Terms of office shall begin at the start of the fall semester.

- iv. A member shall be eligible to serve multiple terms of appointment.
- v. A person serving part of a term as a replacement shall be eligible for appointment to an immediately following term.
- vi. If a vacancy on the Graduate Council occurs between regularly scheduled appointments, the graduate dean shall call upon the department chair for a nomination to fill the seat until the next election.

C. Powers and Functions of the Graduate Council

- i. The Graduate Council shall act as a representative for all graduate faculty members. Recommendations from the Graduate Council shall be brought forward to the Provost by the graduate dean. In a similar manner, the Dean of the Graduate School shall bring recommendations from other campus entities to the Graduate Council for consideration.
- ii. Graduate Council members are expected to serve as effective representatives to their individual programs by communicating on a regular basis with their department chair/program director and department. Proposals related to graduate education from departments/programs may be brought to the Graduate Council for consideration by any graduate faculty member.
- iii. The Graduate Council will serve as the reviewing entity for all proposals for new graduate-level courses numbered 600 or above.
- iv. The Graduate Council will serve as the reviewing entity for all proposals for new graduate degree programs or substantive changes within existing graduate degree programs. Authority to grant approval to new concentrations within existing graduate degree programs shall be given to the Dean of the Graduate School with the expectation that diligent reporting on such concentrations be provided to the Graduate Council.
- v. Members of the Graduate Council may be called upon by the graduate dean to serve on specific tasks related to the continuous quality improvement of graduate education or research. This may include, but not be limited to, service upon academic appeal committees.

3. Other Committees

- A. The Graduate Council shall be empowered to establish and terminate its own committees and subcommittees, both standing and ad hoc.
- B. Departments may appoint committees to oversee the operations of their graduate degree programs. Departments may fulfill the operational requirements of the Graduate School in a manner of their choice. However, one individual on a 12-month appointment must be designated as the primary contact with whom the graduate dean and Graduate School staff shall conduct business related to admissions, graduate assistantships, student advising assignments, maintaining student records, and filing programs of study. These individuals shall be empowered by departmental graduate

committees to act as their representative to the Graduate School. Individuals assigned to fulfill these duties shall be excellent communicators, possess excellent organizational skills, shall be able to make timely decisions, and be committed to graduate education. Committee membership shall be made up of graduate faculty membership in any of the categories of membership described above.

4. Rules of Procedure and Bylaws for the Graduate Faculty

A. Calling of Meetings

- i. The graduate dean shall call meetings of the graduate faculty.
- ii. The graduate faculty will meet on call but normally at least once each year.
- iii. Meetings may be called at the request of the Graduate Council, the graduate dean, the provost, the president, or upon petition by 10 percent of the membership of the graduate faculty.

B. Agenda & Minutes for Meetings

- i. The agenda for any graduate faculty meeting shall be set by the graduate dean.
- ii. The agenda and minutes for any graduate faculty meeting will be circulated to all members of the graduate faculty.

5. Amendments

Any change of the policy-making or administrative structure herein described is subject to approval by the graduate faculty and requisite administrative approval.

- A. Such a proposed amendment may be initiated by the Graduate Council, the graduate dean, the provost, the president, or by petition of 10 percent of the graduate faculty.
- B. Proper notice of the contemplated change must be given and adequate opportunity for expression of opinion must be provided in an open meeting. The proposed amendment must be approved by two-thirds of those graduate faculty members who respond in a mail ballot or by a number equal to one-half of the total membership of the graduate faculty, which number are present and voting at a graduate faculty meeting.

6. The Office of Scholarship and Sponsored Projects (OSSP)

The Office of Scholarship and Sponsored Projects (OSSP) is the administrative office within the Graduate School responsible for external grant facilitation and research administration. The Director is responsible for external grant and research agreements, pre-award assistance for faculty and staff, administration of the Institutional Review Board (IRB), coordination of the Institutional Animal Care and Use committee (IACUC), in addition to policy development and oversight of these activities. The Director administers the university's undergraduate research program, and internal grants programs supporting research and scholarly activities. The Director is also responsible for coordinating the annual campus Scholarly and Creative Activities Day event.

Correspondence Guide

The Graduate School staff, along with 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
Career Development	Career Services
Catalog	Graduate School
Certification (teacher)	Licensure Office
Commencement	Graduate School, Registrar’s Office
Comprehensive Assessment, Sign up 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	Counseling Services
Housing	Student Residential Life
Application for Program Completion	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)	Counseling Services
Transcripts	Registrar’s Office
Tuition and Fees	Registrar’s Office
Virtual Courses	Department Offering Courses

Graduate Programs, Degrees, and Enriched Educational Experiences

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. Individuals wishing to take graduate classes must first apply and be admitted to graduate school.

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
- MSW

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

Requirements for Admission

All individuals wishing to take graduate classes from FHSU must first apply and be admitted to graduate school as a non-degree seeking or degree seeking student.

Applicants are to provide the Graduate School with an official bachelor's degree transcript and master's degree transcript (if applicable) from a regionally accredited institution if degree seeking.

Non-degree seeking applicants may provide an official or unofficial 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. The WES evaluation must show that the degree earned is equivalent to a bachelor's degree from a regionally accredited university. International applicants must provide evidence of their ability to speak English.

Applicants are to provide any other documents required by specific departments, such as a personal statement, letters of reference, vita, background check release, writing sample, or digital art slides, etc.

English Language Proficiency

The ability of Students to use the English language to make and communicate meaning in spoken and written contexts while completing their program of study. International students and domestic residents that are not-citizens but are from a country where the native language is not English or did not attend a US school, must provide an English Proficiency score as an admission requirement. Unless a program specifies the test that is to be used and/or additional requirements, an applicant only need submit one of the scores and it is their option as to which.

Following are the minimum scores needed for admission to the FHSU Graduate School.

The Language Company (TLC)

Level 9 plus two Advanced English modules (80% or higher on each section is required to receive a PASS)

Evidence of baccalaureate degree or higher from an accredited U.S. Institution of higher education

Documentation of completion of an approved intensive English Language Program

Verification of English as native language of undergraduate institution

TOEFL (paper-based version)

550+ for graduate

TOEFL (computer-based version)

213+ for graduate

TOEFL (internet-based version)

79+ for graduate

International English Language Testing System (IELTS)

6.5+ for graduate

iTEP

3.9 for graduate

Duolingo - <https://englishtest.duolingo.com/>

105+ for graduate

English 3 - <https://english3.com/>

72+ for graduate

Admission Appeals

The Graduate School admissions process at FHSU is a selective process. Applicants must meet the minimum requirements for graduate admissions and in many cases, meet department/program criteria that are over and above the minimum established by the FHSU Graduate School. Students who have been denied admission have an avenue of appeal. Keep in mind, the appeals process is for applicants who have a serious and compelling reason they feel their application should be considered.

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.

Graduate school policy for leveling hours:

Unless otherwise noted by the department/program approver at the time of admission, leveling hours are to be completed during the first two terms of enrollment and will be noted as such under the admissions conditions.

Fall/Spring

Spring/Summer

Summer/Fall

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. *Under no circumstances can a course be used on more than one program of study.* If the student is working on an additional masters or an advanced degree and courses required for the second degree were also required for the previous degree, the advisor must notify the Graduate School of substitutions for those courses. CPL is not accepted as a substitution for the courses for the second degree.

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 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.

Students are expected to select a minimum one half of their courses (6 hours per semester) from their program of study. Electives not found on their program of study may be taken, with advisor approval, to complete the hours needed to be a full-time student or meet special circumstances. Failure by a student to meet these requirements can result in their dismissal from the program for inadequate progress towards degree.

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.

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/ossip/IRB/ and www.fhsu.edu/academic/gradschl/ossip/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.

Theses are prepared and submitted in digital/electronic format and all final copies are available in the Forsyth Library depository, making them available online. 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. Signatures pages are required with actual signatures before the student can upload the completed thesis to the library repository. Binding will be done at the request of the department and/or student. If binding is required, the student must meet these requirements. The Graduate School will supply a list of binding vendors that can meet the needs of the student, but this responsibility will be placed upon the student. The thesis processing fee is currently \$25. The Graduate School is still responsible for vetting the thesis to ensure that the thesis is correctly formatted. 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. A title page template is provided on the Graduate School website to assist students in creating their cover pages and formatting instructions are posted on the Graduate School website

(<https://www.fhsu.edu/academic/gradschl/current-students/index>).

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.

Comprehensive Assessments

Each applicant for a graduate degree must satisfactorily pass a comprehensive assessment over the subject fields of the program. This normally occurs prior to thesis completion in Option A programs. The comprehensive assessment is not merely a reexamination of materials covered in coursework but is an evaluation of the graduate degree candidate's ability to integrate materials from the graduate program and any related or supporting fields. Each department will determine the content and format of the comprehensive assessment; the assessment may be written and/or oral.

Normally, the comprehensive assessment is taken upon the completion of all courses in the program of study or during the final semester of enrollment. In Option A programs, 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.

Application for Program Completion

The student who plans to graduate at the end of a given semester must file an Application for Program Completion form and remit associated administrative fee at the time of enrollment or before the filing deadline given in the academic calendar.

The deadline for filing the Application for Program Completion 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 Application for Program Completion, a new Application for Program Completion 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

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. For international graduate students, the criminal background check can only be completed once a Social Security Number has been obtained. Benefits associated with the position (stipend and tuition assistance) cannot be issued until the background check has been completed. 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

Inability to Complete Assigned Responsibilities or GA/GTA Position Resignation

This policy applies to all Graduate Assistant/Graduate Teaching Assistant positions, on-campus and virtual, awarded by Fort Hays State University.

Should a GA/GTA reach a point where they are no longer able to complete their assigned responsibilities, for any reason, the Graduate School is to be notified.

Any GA/GTA who leaves their assistantship position (regardless of reason) must submit an official letter of resignation to the Graduate School. If the GA/GTA is removed by the department/program, a letter from the direct supervisor is required. The initial appointment form or “contract” that is signed by the GA/GTA, is an agreement for the individual to participate as a GA/GTA and carry out assignments as described in the agreement. It is a general appointment/contract outlining required activities and compensation for such. The effective date of resignation/removal must be stated in the letter. This ends the agreement between FHSU and GA/GTA and any benefits that result from the position. If the appointment included tuition assistance, the individual is responsible for reimbursement of the remaining value of the tuition. The amount will be determined, on a prorated basis, from the date of the resignation, by the FHSU Business Office.

In Situations where the GA/GTA and the department desire for the GA/GTA to perform all or a portion of their assigned job duties remotely, the department, the GA/GTA, and the GA/GTA’s direct supervisor shall work together to develop a remote work plan, which must then be submitted, along with a written request, to the Graduate School for approval. The work plan must outline which duties will be performed remotely, provide relevant work schedule information, and contain sufficient details concerning other expectations and aspects of the plan. The Graduate School reserves the right to deny, approve, or conditionally approve any remote work request, or revoke or modify any previously approved work request, if it deems the request or work plan to not be in the best interest of the University. Note that, per federal guidelines, International students are ineligible for remote work requests. Additionally, GA/GTA remote work requests are subject to any other University policies or procedures concerning remote work, and the University assumes no responsibility to provide or

maintain work space, equipment, or internet access required to complete the work, all of which is the responsibility of the GA/GTA.

This policy is supplemental to, and GA/GTA positions remain subject to, all other FHSU, Graduate School, and Departmental/Program policies, procedures, rules, regulations, and requirements, as well as the terms of individual contract/appointment forms.

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

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.

Courses cannot be used on more than one program of study, unless the courses are pre-approved as part of a dual degree program at FHSU. 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 applicable to an FHSU 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.

Dual Degrees

Dual degrees are formal programs of study shared between more than one academic program. In order to be considered a dual degree, the program must undergo the official curriculum review process and obtain approval by Graduate Council as a standalone degree program. Courses shared between programs in a dual degree must be pre-approved by the individual programs and cannot exceed 15 credit hours. However, individual degree program limits are established by the respective departments and may be lower.

Graduate degree candidates must qualify for admission to both degree programs through completing the relevant dual degree application. Graduate degree candidates can only be enrolled in one degree

program at a time, so if a graduate degree candidate is currently enrolled in a participating degree program, they must reapply to the respective dual degree program.

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 separate, non-refundable application, processing fee be paid for each application submitted for all degree seeking and non-degree seeking students. Costs vary depending on the applicant’s status: domestic or international/Non-Citizen Domestic Resident. 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 application and fee will be assessed. Graduate students pay graduate fees for graduate classes and undergraduate fees for undergraduate classes.

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

The required commencement fee for a graduate degree is \$50 and it is to be paid prior to or at the time of filing the Application for Program Completion . 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. At any time during their time at FHSU, Non-Degree students who wish to pursue a Master’s 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.

The 9 hours of graduate work completed as a part of the undergraduate degree program will be listed on the undergraduate transcript through Credit for Prior Learning (CPL). CPL will not post on the undergraduate transcript until the courses are completed and credit is posted on 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/.

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/current-students/graduate-school-appeals-form--updated-1-3-231.pdf>.

Dismissal

The Graduate Dean may terminate a student's graduate status at any time because of unsatisfactory academic performance. Departments and programs may request termination of a graduate student for poor academic performance, unethical behavior along with other reasons that demonstrate poor

performance within a program.

Time Limits

Outdated credit will not be applied towards a degree program. Outdated credit is defined as credits earned more than 8 years before the semester or summer term that the first course is taken on the 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.

Parallel to the previous requirement, all new graduate courses for a Master's Degree, Specialist in Education, or Doctor of Nursing Practice degree program must be completed within eight years, starting from the semester or summer term that the first course is taken on the degree program.

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 through the program advisor and a request to take additional hours, through 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. Students are encouraged to complete the course work within one year (One Year Rule)

If the graduate work is not completed within one-year, 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 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 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 current domestic or

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.

Graduate School Awards

Selection Process

Award decisions are made by the Awards Committee, a subcommittee of the FHSU Graduate Council. Selections are made based upon the listed criteria for each award.

Outstanding Graduate Teaching Assistant Award

Description

The purpose of this award is to acknowledge and recognize an outstanding graduate teaching assistant for their contributions to the teaching mission of Fort Hays State University.

Eligibility

To be eligible for this award, each candidate must:

1. have a Graduate Teaching Assistant contract through the FHSU Graduate School
2. have been responsible for teaching-related support (for example, leading discussions, grading, tutoring, recitation, and so forth) as part of their graduate teaching assistant employment,
3. have contributed above and beyond the general expectations of the position,
4. have not previously received this award.

Nomination and Criteria

In answer to a call from the Graduate School, nominations may come from faculty and graduate students at the beginning of the spring semester.

Applicants must submit the following materials to the chair of the department's awards committee in electronic format as email attachments.

- Letter of nomination from the student's immediate supervisor, not to exceed two pages. The letter should describe the student's contributions to teaching-related support (as

indicated earlier in this document) and how this student has gone above and beyond the general expectations of a GTA position.

This award may be received by an individual graduate student only once during her/his tenure at the university. For the purposes of this award, the awards committee will focus on the teaching accomplishments from the immediately preceding calendar year. Multiple awards, or no awards, may be made for any given year.

Outstanding Thesis/Dissertation Award

The Outstanding Thesis/Dissertation Award was established to recognize exceptional research and written work by graduate students at FHSU and to encourage the highest levels of scholarship, research, and writing.

Eligibility

There will be one award given per academic year and the award will be given at graduation in the spring semester. To be eligible for the award, the thesis/report must meet one of the following criteria:

- 1) Submitted in final form to the Graduate School
 - a) by May 1 for a degree to be awarded in the spring term.
 - b) by August 1 for a degree awarded in the summer term
 - c) by December 1 for a degree awarded in the fall term

Nominations

Nominators are required to solicit all required documentation from their respective nominees and to submit it on the nominee's behalf.

To complete the application, the following is required in in one pdf:

- 1) A cover letter from the student's major professor describing why the Thesis/Dissertation was chosen for nomination and two letters of support:
 - a) one from the department chair
 - b) one from a committee member
- 2) A copy of the nominee's vita/resume
- 3) One copy of the Thesis/Dissertation, including the abstract

Evaluation

The faculty review committee will consider both the methodological and substantive aspects of the thesis or report, including the:

- Importance/impact of the subject;
- Originality/creativity of the work;
- Quality of the scholarship;
- Potential for publishing;
- Organization of the dissertation;
- Quality of the writing; and
- Other appropriate factors that denote excellence.

Individuals writing letters of support should be encouraged to keep these criteria in mind as they comment on the significance/major contribution of the Thesis/Dissertation and the particular aspects that distinguish it.

Outstanding Graduate Student Research and Creative Activity Award

Description

This award is given to recognize and encourage excellence in research and creative activity by graduate students. Students, faculty and staff are encouraged to nominate outstanding graduate students for this award.

Eligibility

Nominees must be FHSU graduate students who were enrolled at the time of their nomination or are currently enrolled in a FHSU graduate program, have a program of study on file with the Graduate School and completed their research or creative work through their FHSU graduate program.

Nomination Process

- A letter, signed by the nominator, which includes the nominee's name, unit, college, degree program, and progress toward degree. The nomination letter should describe in detail the quality, significance and extent of the research or creative activity; and the methods by which it was communicated to appropriate audiences in the form of presentations, performances, exhibitions, recitals or publications. The letter should not exceed two pages. Only one nomination letter will be accepted. The nomination letter must be clearly identified as a nomination letter.
- A brief (1 page) personal statement from the nominee outlining their accomplishments while a student at Fort Hays State University.
- A curriculum vita that clearly lists the nominees' publications, patents, performances and/or exhibits, participation in academic and professional organizations, and recognitions and awards etc.
- Reprints, preprints, reviews, or other documentation may be included provided that the information is restricted to the work on which the nomination is based. The nomination packet is limited to a single manuscript or supporting creative work.
- Two additional letters of support which demonstrate how the candidate's research or creative activity will impact their field. The support letters must be clearly marked "letter of support" rather than a nomination letter.

Selection Criteria

The faculty review committee will consider both the methodological and substantive aspects of the report, including the:

- Importance/impact of the subject;
- Originality/creativity of the work;
- Quality of the scholarship;
- Potential for publishing;

- Organization of the presentation;
- Quality of the writing; and
- Other appropriate factors that denote excellence.

Individuals writing letters of support should be encouraged to keep these criteria in mind.

Outstanding Graduate Adviser Award

The Outstanding Graduate Adviser Award is given to one who has demonstrated qualities associated with outstanding academic advising of graduate students at Fort Hays State University. Graduate advisers provide an invaluable service to the university and its community of students, on-campus and on-line.

One award is presented annually. Nominees are not required to have served a minimum number of years, but the selection committee may consider length of term in choosing the award recipient. Nominations are restricted to graduate advisers currently serving.

Eligibility

Criteria for the award includes the nominees:

- availability/accessibility to graduate students and sensitivity to their needs
- record of preventing as well as resolving problems
- contribution to the professional and academic development of graduate students
- ability to work effectively with faculty and other administrators on issues pertaining to graduate education

Nominations

Nominations may be initiated by a graduate students in their final semester, department chair or program director.

To complete the online application, collect the following:

- A letter of nomination from the nominator briefly describing why this individual is being nominated
- A minimum of three letters of support (includes the nomination letter). If nominated by a chair or program director, there must be at least one letter from a current student. Letters of support should focus on the nominee's contributions in his or her role as graduate adviser as opposed to other administrative or faculty roles.
- Dates of service as a graduate adviser

Appendices

GRADUATE PROGRAM CHECKLIST

Admission to Graduate School and Degree Program (U.S. citizen):

Complete and submit an application: <https://fhsu.edu/academic/gradschl/admissions/index.html>

- ☐ Pay the current application fee, domestic or international.
- ☐ Create a password for your student application portal. You will receive an email from Workday prompting you to set up the account shortly after you submit an application. The portal will allow you to upload some application requirements and check your application status. Please see the instructional videos for information on using this portal:
<http://www.fhsu.edu/academic/gradschl/admissions/>
- ☐ Provide letters of recommendation, if applicable for your area of study. Letters of recommendation must be submitted on letterhead or the Graduate School **recommendation form** with an original signature. (<https://www.fhsu.edu/academic/gradschl/recform/>) Letters of recommendation can be sent directly from letter writers to the Graduate School by postal mail or email (gradschool@fhsu.edu), or you may upload them in the application portal. Alternatively, you may invite references to complete an electronic recommendation when submitting your application.
- ☐ Provide entrance examinations, if applicable for your area of study.
- ☐ Provide the Graduate School with an **OFFICIAL** bachelor's degree transcript which indicates the completion of a bachelor's degree from an accredited institution. The bachelor's transcript must include a minimum of 60 hours of graded credit and a grade point average (GPA) of 2.5 on the last 60 hours of undergraduate credit. **OFFICIAL** transcripts, by definition, are transcripts sent directly from the college or university 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 (need not be official) of a bachelor's or master's degree transcript from an accredited institution. Applicants who have earned graduate degrees from other institutions must provide an **OFFICIAL** bachelor's degree transcript only.
- ☐ For institutions outside the United States and Canada, a World Education Service (WES) International Course-by-Course Transcript Evaluation is required for translation. The WES evaluation must show that the degree earned is equivalent to a bachelor's degree from a regionally accredited university.

- For institutions outside the United States and Canada, A World Education Service (WES) International Course-by-Course Transcript Evaluation is required for translation. The WES evaluation must show that the degree is equivalent to a bachelor's degree from a regionally accredited university.
- **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.*
- Some departments require other documents (i.e., personal letter, resume, teaching certificate, etc.) Please go to ***Programs and Degrees*** on our website to see what is required for your degree program. Many of these requirements can be submitted through the student portal.

ADMISSION TO THE GRADUATE SCHOOL PROCESS

1. Using Google Chrome, submit an Application for Graduate Admission at the appropriate website. Please view our admission tutorials [page](#) for detailed instructions on completing the application.
 - A. [Master's](#)
 - B. [Advanced Professional Studies \(EdS\)](#)
 - C. [Doctor of Nursing Practice \(DNP\)](#)
 - D. [Graduate Non-degree](#)
2. Individuals wishing to take graduate classes must first apply and be admitted to graduate school
3. Pay the current domestic application fee or international application fee.
4. 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 (**need not be official**) from a regionally accredited institution.

For institutions outside the United States, A World Education Service (WES) International Course-by-Course Transcript Evaluation is required for translation. The WES evaluation must show that the degree earned is equivalent to a bachelor's degree from a regionally accredited university.

**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.

5. Provide entrance examination scores as required by individual departments.
6. Degree seeking applicants are required to provide letters of recommendation, while non-degree applicants are not required to provide letters of reference. Letters of recommendation must be submitted on letterhead addressed to the Graduate School (600 Park Street Hays, KS 67601) or emailed (gradschool@fhsu.edu). Alternatively, you may invite references to complete an electronic recommendation form when submitting your application.
7. Provide any other documents required by [specific departments](#), such as a [personal statement](#) or vita, background check release, writing sample, or digital art slides.
8. 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 statement on the language requirement, see [International Students Checklist](#).)

For on-campus 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 1st for Spring Semester Start
- ☐ June 1st for Fall Semester Start
- ☐ Summer Starts Not Permitted
- ☐ International students must provide the following immigration documents:
 - ☐ [Information Form](#)
 - ☐ [Financial form/ statement](#)
 - ☐ Copy of passport ID page
- 9. Virtual international students will be required to complete their applications by the individual program deadlines. Please see our programs page for information regarding program deadlines (<https://fhsu.edu/academic/gradschl/programs/index>).
 1. A financial statement will not be required for online international students.
- 10. Non-Citizen domestic residents will be required to submit documentation of their resident status. Additional documents may be required.
- 11. 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:

- ❑ 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.);
- ❑ have adequate preparation in the area of specialization in the area of proposed study; and
- ❑ 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. Applicants not enrolling for the semester in which they are admitted may be required to reapply; check with your program for specifics. International applicants may defer admission for a maximum of two semesters unless otherwise restricted by individual programs.

Submitting an Admissions Appeal

To submit an appeal, carefully read and follow the five steps below. Only **complete appeals** will be considered and the decision rendered through this process is the final decision. There are no appeals past this level.

1. **Appeal within 30 days.** All appeals must be received by the FHSU Graduate School within 30 days of date of the “missed deadline,” or “deny” email notification sent by the FHSU Graduate School. Students who were denied admission may only submit one appeal per admission term.
2. **Prepare documentation.** To have an appeal processed, you must submit **ONE COMPLETE PACKAGE** to include:
 - A. The [Admissions Appeal Request](#): download PDF, print, and complete the form, which will include letter of appeal detailing your extenuating circumstance.
 - B. Supporting documentation. Information/documents other than your written statement is/are necessary for your appeal to be considered.
3. **Submit your appeal.** E-Mail the **complete appeals package with supporting documentation** to FHSU Graduate School Email: gradschool@fhsu.edu.
4. **Allow time for processing.** It may take 2 to 4 weeks or longer for appeal decision.
5. **Receive the decision by email.** Applicants will be notified of appeals decision by email using the email address on file in the FHSU Graduate School. Make sure your email address is correct.

Supporting Documentation

Request to submit late application. Applicants miss deadlines for many reasons. Unforeseen circumstances come up and/or opportunities may not always present themselves at a convenient time. If you have a legitimate reason for missing an application deadline, this is where you outline your case for consideration.

Request to submit late fee. Copy of credit card statement, canceled check front and back or money order receipt that indicates payment to FHSU was made by the deadline.

Request to submit late transcripts, documents, or test scores. A letter from the college, university or agency verifying the date transcripts, documents or scores were sent by the deadline, or a statement indicating their inability to send them by the deadline.

Request to submit late Intent to Enroll. Documentation that supports your claim of your inability to submit the online Intent to Enroll by the deadline.

Request for re-evaluation of denied admission. In-depth explanation as to why you feel that you should be re-evaluated.

Request for reinstatement of admission. Admission was canceled or rescinded. Additional official transcripts or documents that were not previously submitted to the Office of Admissions.

Following Admission to a Degree Program

- ☐ Meet with your advisor and/or advisory committee and complete a **Program of Study**. The program should be submitted to the Graduate School by your advisor electronically before your second enrollment.
- ☐ Preregister and/or enroll according to dates listed on the online academic calendar, <https://www.fhsu.edu/registrar/academic-calendar/>.
- ☐ Maintain at least a 3.00 grade point average in all coursework on the graduate degree program.
- ☐ Follow all policies of the department, Graduate School, and university.
- ☐ **IMPORTANT!** Check your FHSU e-mail account regularly for important information regarding deadlines, approved program of study, and other announcements.

Getting Ready for Graduation

- ☐ Sign up for **Comprehensive Assessments** on the Graduate School webpage in the Current Students section <https://www.fhsu.edu/academic/gradschl/comps/> Check the semester deadlines at <https://www.fhsu.edu/academic/gradschl/deadlines/>
- ☐ For the Master of Liberal Studies degree, two attempts to pass the comprehensive assessments are allowed; however, you cannot retake assessments within the same

semester or term.

- ☐ If choosing the thesis or field study option, submit your approved thesis or field study title to the Graduate School according to the deadline for the semester or summer term. Mail, email, or deliver your title page, all introductory pages and two pages of the first chapter to the Graduate School to be checked for proper format. See thesis and field study guidelines at <http://www.fhsu.edu/academic/gradschl/current-students/thesisguidelines>.
- ☐ Submit final thesis or field study to the Graduate School by the deadline for the semester or summer term.
- ☐ Submit an **Application for Program Completion** form in Workday by the deadline for the semester or summer term that you plan to graduate.
- ☐ Pay the required, nonrefundable \$50 graduation fee.
- ☐ Contact the Graduate School to check on the status of your graduation.
- ☐ If you do not graduate as planned, contact the Graduate School to resubmit an Application for Program Completion or use the PDF form available in TigerTracks. You do not need to repay the \$50 fee.
- ☐ If you want a copy of your official degree transcript, submit your request online at <http://www.fhsu.edu/registra/transcripts/>.
- ☐ Diplomas are mailed approximately four-six weeks after the end of the semester or summer term. Diplomas are not mailed to international residential addresses.

Commencement is held twice a year at the end of the spring and fall semesters. Please visit the university website <https://www.fhsu.edu/commencement/>

Accelerated Degree Program

Proposal Submission Procedures

Accelerated degree program proposals must be submitted to Graduate School and Graduate Council for approval. Programs proposals may be submitted by departments that offer a bachelor's and master's in the same program. The program development form must include the following:

- A program description
- Admissions requirements (if higher than requirements set by Graduate School).
- Degree requirements for undergraduate program, graduate program and shared hours.
- A sample plan of study for both the undergraduate and graduate portions of the program.

- Specify how the accelerated program will provide academic advising. The academic unit must clearly outline satisfactory academic progress guidelines, including specific timelines, as well as the consequences of not meeting these requirements

Admission Standards

- Students must have a minimum of an overall undergraduate GPA of as stipulated by specific degree program requirements.
- Students are invited by a department to apply for admission to an accelerated master's option during their second semester of their junior year or after 75 credit hours. In order to apply, students must:
 - a. Apply to Graduate School and be accepted to an approved accelerated program.
 - i. See specific program requirements for application material.
- Students must meet all admission criteria established by the academic unit and the Graduate Program within the unit, except the completion of the baccalaureate degree.
- The admission standards for the accelerated degree must be consistent with the admissions criteria of Graduate School and the academic unit for the Master's degree.
A written statement detailing the satisfactory academic progress requirements to remain in the accelerated degree program must appear in all recruiting, admission materials and website provided by the academic unit.
- The academic unit must designate a faculty member responsible for coordinating the admissions process.
- Students will be eligible to start the accelerated program after completing 90 (senior status) credit hours of coursework towards their undergraduate degree program. Students accepted into the accelerated program will be admitted to the graduate program, pending successful completion of all of the coursework for their undergraduate degree, and earned grades of B or better in all accelerated courses.

Monitoring Student Status

- Upon acceptance into the program, advisors must submit an update for the degree summary to the student's degree analyst in the Registrar's Office and a graduate program of study to the student's degree analyst in the Graduate Office. This plan must identify the 9 graduate hours the student will be using to satisfy 9 hours of upper division undergraduate credit.
- Students in accelerated programs are not permitted to take all 9 graduate hours in one semester, to avoid the student being a full time graduate student while still being classified as an undergraduate.
- A student will be considered an undergraduate until all undergraduate degree requirements have been completed, at which time the Master's degree program will be activated.
Undergraduate students enrolled in the accelerated programs will be eligible to enroll in approved graduate level courses and seminars. However, **they will not be eligible for most graduate services including teaching and research assistantships, financial aid, or graduate award programs until the undergraduate degree is completed.**

- Undergraduate students who have been accepted to an accelerated degree program prior to the awarding of their undergraduate degree must complete all of their bachelor's degree requirements and graduate within 12 months of the first day of the semester for which they were admitted to the accelerated program.
- Undergraduate students may not use graduate level courses taken before they have been accepted in the accelerated master's program (i.e., students cannot retroactively become part of the accelerated degree). A degree plan must clearly identify the graduate course of study and identify the 9 shared hours.

Degree Requirements

- Students in the accelerated degree program must meet all degree requirements of the Bachelor's and Master's programs.
- When a thesis is required for the Master's degree, undergraduate research projects/work may not be substituted for the master's thesis.
- Accelerated programs may use a maximum of 9 graduate credits to be shared between the Bachelor's and Master's program. All 9 shared hours must be taken at the 600 and/or 800 level and have prior approval prior to enrollment.
- Only 600/800 level approved courses (9 shared hours) in which the student receives a B or better will be transferred to the graduate program. These courses must be approved by advisor, Department Chair and Dean of the Graduate School.
- Transcripts – The transcript will show all completed coursework for Accelerated Degree students. Graduate courses taken as an undergraduate will be posted as Credit for Prior Learning (CPL) prior to the undergraduate degree being awarded. Courses will be recorded with the grade "CR". These courses do not count in GPA calculations, which may result in the cumulative GPA being calculated on a minimum of 111 hours. Graduate courses taken as a part of the accelerated program must post to the Graduate Transcript during the semester in which they are taken and paid for. With the exception of those courses posted as CPL, all courses shown on the undergraduate transcript will be used for degree completion and to calculate the undergraduate GPA. Graduate GPA will be calculated using only the graduate courses.
- The 9 graduate accelerated program hours taken as an undergraduate, may be used to meet the 120 hour degree requirement for the Bachelor's degree. These hours will be posted as UG CPL, at no cost to the student, so that they can be directly applied to the UG degree as CR. This will ensure that participants don't gain an UG degree with less than 120 transcribed hours.

Continuing and Graduation Requirements

- Maintain a cumulative GPA of 3.0 or higher (in both undergraduate and graduate programs)
- Earn a grade of B (3.0) or higher on all double-counted, graduate level (600/800 level) courses.
- Complete the degree requirements within time limits set by the Graduate School and the

degree-granting program.

- If a student does not meet the above the standards, they will be removed from the accelerated degree program by the Graduate School. The department will notify the Graduate school that the student is no longer in the advanced program. Once a student is removed from the program, they may not return to that program and cannot not reapply to the accelerated program again. If the student wishes to continue in the graduate program, they must reapply for the degree program through the Graduate School.

Program Monitoring

- The academic unit should outline a plan for monitoring the program's success after three years.
- For official university reporting purposes, students will be considered as undergraduates until the Bachelor's degree is awarded.

Leaving the Accelerated Degree Program

- Students admitted to the Accelerated Degree program, who voluntarily decide not to pursue a graduate degree, or who are not admitted to the graduate program, may change majors back to a regular undergraduate program at any time. If an Accelerated Degree student chooses not to pursue a graduate degree, the student should notify the administering department in writing; this notification should include the specific undergraduate major that the student intends to pursue. At that time, the department will notify the Graduate School that the student is no longer part of the accelerated degree program. Once a student withdraws from the accelerated program, they may not return to that program and cannot not reapply to any accelerated program offered by FHSU.

Tuition and Financial Aid

- Graduate tuition and fee rates apply to the 9 hours approved for the program of study.
- Undergraduate students may receive federal financial aid (through the Financial Aid Office) for both undergraduate and graduate courses.
- However, once a student becomes a graduate student, financial aid is not available for undergraduate courses. In addition, financial aid as a graduate student is not available until an undergraduate degree has been conferred. This is why it is important for Accelerated Degree students to complete all undergraduate degree requirements and apply for an undergraduate degree during the first four years. Students are strongly encouraged to contact the financial aid office to discuss financial aid options during the fourth and fifth years.

MLS Advising and Student Count Distribution

Considering that (1) faculty and departments expend significant amounts of resources to assist graduate students pursuing a Master of Liberal Studies (MLS) degree, (2) the 21-hour concentration involves advising and individual supervision of graduate students, and (3) there is a need to recognize

the faculty and departments who work with MLS students, the Graduate Council of Fort Hays State University recommends that:

1. each graduate student pursuing an MLS degree be counted as one student for the faculty advisor and the department in which the student has a concentration;
2. each graduate student who graduates with an MLS degree be counted as one graduating student for the department in which the student has a concentration;
3. the count of MLS students be kept separate from the count of graduate students of a department; and,
4. the MLS data be used primarily for internal evaluation, with use externally on an as-needed basis.

Graduate Degree Program Guidelines

PLANNING, PREPARATION AND SUBMISSION

The primary goals of the Graduate School are to encourage independent scholarship and develop competence in research or other creative activity. The objective of graduate study is not merely to take courses. The purpose is to plan a well-rounded, coherent program of courses and research that will contribute to the student's general academic goals and aspirations. Students are expected to follow general *program planning procedures* by undertaking these initial steps:

1. After admission to the Graduate School, if not previously assigned an advisor, the student will go to the chair of the departmental graduate committee for the assignment of an advisor in the area of proposed specialization;
2. The advisor or another member of the departmental staff designated by the advisor, and the departmental graduate committee or its delegate committee is responsible for directing the student in the graduate program. The coursework for the master's degree must follow a structured plan approved by the faculty advisor and the Graduate Dean. At a minimum, the student's graduate committee shall consist of the advisor as chair and at least one other faculty member from the major field. If available within a program, a third faculty member from the related or minor field shall serve on this committee. Optionally, a faculty member who has no connection with the graduate student's degree program may be appointed to serve. The committee is responsible for developing the graduate degree program. This committee may also serve as the thesis/field study or catalog committee. Some departments have limited graduate faculty, but all efforts should be made for the committee members to hold graduate faculty status.
3. The student will take tests as prescribed by the advisor and the departmental graduate committee;
4. The advisor will counsel with the student, and together with the departmental graduate committee or its delegate, will arrange a program. *The degree program should include only the courses required for completion of the degree.* The student should become acquainted

with the members of the graduate committee as quickly as possible and should consult with them, as well as with the advisor, about the graduate program; and

5. The completed program, approved and signed by the major advisor, all committee members, the department chair, and the Graduate Dean, should be filed in the Graduate School on or before the completion of nine hours of graduate credit. Any coursework beyond nine hours taken prior to the arrangement of a degree program *may not necessarily be counted*.

The Graduate School staff will enter the program in the graduate degree audit system. The program may be viewed by student and advisor in Workday. 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 an amended program with the new date or appropriate documentation outlining any additions or deletions to the Graduate School for approval and for inclusion in the student's file.

The program of study serves an important function. It is the “guide” used by graduate students throughout their graduate study at Fort Hays State University, and it becomes part of their permanent record in the Graduate School. It should be completed as soon as possible upon admission and no later than the completion of the first nine graduate hours. A step-by-step guide for the completion of a program of study and general reminders follow.

IMPORTANT COMPONENTS OF FILING A PROGRAM

Each graduate program submitted to the Graduate School should:

1. Provide the student's name
2. Indicate the date the program was completed
3. Provide the student's identification number
4. Supply the correct major and emphasis area (if there is one)
 - A. Examples: Education Administration (Higher Education) or Education (Reading Specialist)
5. Indicate the advisor's name.
6. Provide the names of the student's committee members. At a minimum, the student's graduate committee shall consist of the advisor as chair and at least one other faculty member from the major field. If available within a program, a third faculty member from the related or minor field shall serve on this committee. Optionally, a faculty member who has no connection with the graduate student's degree program may be appointed to serve. The committee is responsible for developing the graduate degree program. This committee may also serve as the thesis/field study or catalog committee.
7. Specifically list the courses on the program. There are several things to remember:
 - A. Make sure you have the correct course number including departmental abbreviation.
Example: AEP 803 or HHP 810

- B. Indicate the course section number, if applicable.
- C. Make sure you have the correct and complete course titles. Abbreviations are not acceptable.
Example: Seminar in Education: (Higher Education), instead of simply Higher Education.
- D. If the course has been completed at the time of program submission, please supply the appropriate letter grade. **Only grades of A, B, or C are accepted on a final program. Courses used for a previous graduate degree from FHSU cannot be included on a degree program.**
- E. Provide the total number of credit hours for each course. If the same course number is to be taken at varying dates, please list it as two different courses, not simply one with the total number of hours, if you are aware that they will be taken separately.
Example: NURS 897 – Family Nurse Practitioner Project for 1 hour one semester and for 1 hour a subsequent semester.
Poor Example: NURS 897- Family Nurse Practitioner Project - 3 hours
Good Example:
 i. NURS 897 Family Nurse Practitioner Project – 3 hours F11
 ii. NURS 897 Family Nurse Practitioner Project – 1 hour S11
- F. Denote the required research course. The best way is to place an asterisk “*” at the end of the course title; and in the Comments Section, please type an asterisk “*” followed by “Research Course.”
- G. Supply the semester each class will be completed, if known. Please use the following abbreviations:
 Fall = **F11**, Spring = **S11**, Summer = **U11**.
- H. If electives are unknown but will be taken at a later time, please type the following:
 Elective: 3 credit hours

8. Transfer courses:

- A. A course cannot be transferred for use on a FHSU graduate degree program until an official transcript for the course(s) is received in the Graduate School. The course must have been taken for graduate credit at a regionally accredited educational institution and an acceptable letter grade assigned. Courses used for a previously earned graduate degree at another institution cannot be counted on a degree program for a graduate degree at FHSU. Students currently enrolled in a degree program at another institution are not eligible to transfer credits from that degree program to a graduate degree program at FHSU, until the student has disbanded from the prior institution. Departments may have additional requirements on transfer credits. Also, there are limits to the number of hours and course grades that may be transferred. (See Reminders). The course must meet the time limitation policy. (It cannot be older than eight years at the time the degree is conferred.)

- B. When adding a transfer course on the program, type the course number and name exactly as it appears on the official transcript. After the title, denote it with some symbol, such as “+”. In the Comments Section, please type “+**Transfer Course from KU**” (or whatever institution is involved).
- C. If the course replaces a typical required program course, you may also wish to indicate the substitution in the Comments Section. (See Example)

A completed sample program is attached for your review.

Reminders:

- ✓ A graduate program must consist of no less than 30 credit hours of graduate credit.
- ✓ Do not send a program to the Graduate School until after a student has been admitted. Please check to make certain the student has been formally admitted to a degree program – not non-degree.
- ✓ Programs must be electronically submitted in the Graduate School Workflow.
- ✓ The program of study should be submitted using a form similar to that shown in the example (see attachment). **Attached is an example of a program. Instructions for electronic submission of a program through the Graduate School Workflow are listed below.**
- ✓ There is an eight-year time limit for any course on a program of study. A course that has been completed may remain on the program for only eight years. Failure to complete the degree in the specified time frame can mean loss of credit. A validation process may allow a student to retain a course for an additional two years with special approval from the Graduate Dean. Contact the Graduate School or consult the University Catalog for more information on this process.
- ✓ *No more than 50% of the credit hours on a program may be transferred to FHSU.* Departments approve all requests for transfer credit.

To file an electronic program using the Graduate School Workflow, follow the directions below:

**GRADUATE SCHOOL WORKFLOW
PROGRAM OF STUDY**

- Load the Graduate School Workflow database.
- Click on Enter Program of Study.

- If you are creating an amended program, click on Amended Form.
- If program is for the MFA or EDS, make the choice in the drop down box at the top of the page.
- Enter student's name, e-mail address, and student ID number in the brackets at the top of the page.
- Select major using the drop down box.
- Choose course number using the drop down box, or type in course number. Type the course section number in the second bracket, if applicable.
- Click in the bracket under Title of Course and the course title will appear. The second bracket is for the course subtitle, such as a description of a readings course.
- Put an asterisk or other demarcation after the Research Course using the second bracket. Put an asterisk or other demarcation before Research Course in the comments section.
- Type the description of transfer courses under Title of Course exactly as they appear on the transcript. Put a demarcation after the course title and in the comments section type the name of the university.
- Enter grade under GR, if the course has already been taken.
- Enter number of credit hours under CR.
- Enter semester using drop down box, or type it, such as S11.
- Select advisor and committee members using the drop down boxes.
- Total program hours will appear when you click the total area at the bottom of the program.
- If you have selected the wrong course and need to delete it, change the credit hours to 0, then highlight the course number and hit the delete button.
- Before submitting the program for approval, you must Edit the Approver List; you must edit the top two selections, "Enter when submitted." Click on OK to edit the first Approver. If a staff member types the program, the first line should be changed to the advisor's name. Click

on the drop down box and choose the advisor's name in the FHSU address book. Select OK to exit address book. Select OK to complete. Repeat this process and change the second approver to the Department Chair. (Do not change the third and fourth lines of the approver list.)

- Some departments may not route programs through the department chair. If a staff member types the program, the first approver would be the advisor; the second approver would be changed to Program Study. If an advisor creates and forwards the program without routing it through the chair, the top two approvers would be changed to Program Study.
- Submit program for approval. Lotus Notes will forward a message to the next approver. Once the program is approved, it will be entered in the graduate degree audit system. An electronic message will be sent to student and advisor when the program is available to view in Workday.
- If you want to create a template, copy the program before submitting it for approval. Close the program and save. The program should be highlighted in your database; Control C to copy, Control V to paste.
- Click on View to see programs that have been approved or those awaiting approval.

APPLICATION FOR PROGRAM COMPLETION

The student who plans to graduate at the end of a given semester or summer term must file an Application for Program Completion form **in Workday** at the time of enrollment or before the filing deadline. **Filing an Application for Program Completion provides the Graduate School with an opportunity to review the graduate student's file to insure that all degree requirements have been met and so that a diploma can be ordered.**

In the event the student does not graduate after filing an Application for Program Completion , a new Application for Program Completion form must be completed before the deadline for the semester or summer term in which the student plans to complete requirements.

Graduate School Checklist for International Applicants

<https://fhsu.edu/academic/gradschl/admissions/index.html>

Admission Documents:

- ☐ **International Application**
- ☐ Available on-line- <https://webapps.fhsu.edu/admissions/International.aspx>
- ☐ **Application Fee**
- ☐ Your fee may be paid by credit card, check, or money order

Revised: 2-7-23

☐ **Personal Statement**

- ☐ Indicate your major area of study and the exact interest within the major including some of your professional and/or career goals and pertinent past work experience. For access to instructional video, please select link below and scroll to the bottom of the page.

<https://fhsu.edu/academic/gradschl/apply/index.html>

☐ **Letters of Recommendation**

- ☐ If required by major, you may need to submit two to three letters of recommendation depending on the individual program requirements. Submit scans of signed letters on letterhead or stationary to gradschool@fhsu.edu

☐ **Transcript Evaluation**

- ☐ For institutions outside the United States and Canada, a World Education Service (WES) International Course-by-Course Transcript Evaluation is required for translation. Nursing applicants must submit their transcripts for a Commission of Graduates of Foreign Nursing Schools (CGFNS) evaluation.
- ☐ **Only non-citizen domestic residents with a valid RN license are eligible for Nursing programs.*

☐ **English Language Proficiency**

Provide one of the following: (1) A minimum TOEFL (Test of English as a Foreign Language) score of 213 on the computer-based, 550 on the paper-based test, or 79 on the Internet-based test (approximately 40th percentile) ; (2) Overall band score of 6.5 or higher on the IELTS (International English Language Testing System); (3) Verification of English as native language of undergraduate institution; (4) Evidence of a baccalaureate degree or higher from an accredited U.S. institution of higher education; or (5) Documentation of completion of an approved intensive English language program. FHSU will grant conditional admission to students who are willing to enroll and successfully complete the FHSU ESL program.

☐ **Resumé**

If required by major (Business, Art, Education Administration, Speech-Language Pathology) should include education, degrees awarded, accomplishments, special skills, work experience, awards, grants, publications, etc.

☐ **Entrance Examinations**

Submit scores from any entrance examinations if required by the major (GMAT for MBA; GRE for Speech- Language Pathology, Geosciences, Psychology; GRE or MAT for Health and Human Performance; MAT for Nursing).

☐ **Additional Departmental Requirements**

A few departments require additional application materials (Art- Slides; History- Writing Sample; Instructional Technology- 2 page essay)

☐ **Send Admission Documents**

Send admission documents via email to gradschool@fhsu.edu or snail mail to Fort Hays State University Hays, KS 67601.

Immigration Documents:

☐ **Financial Form and Bank Certification (On-campus Students)**

Must indicate that the required funding will be available to cover your expenses during your first year of study at FHSU. Complete the FHSU Financial form or provide a letter of financial support signed by your sponsor. <https://www.fhsu.edu/academic/gradschl/admissions/financial-form-revised>

☐ **Passport I.D. page**

Copy of I.D. page that includes passport number, picture, name, date of birth, sex, place of birth, date issued, and the expiration date

Send immigration documents to:

International Student Services Fort Hays State University Hays, KS 67601

Email address: international@fhsu.edu

Phone number: (785) 628-4176

Important Notes and Reminders

- No application will be processed without all of the required documents.
- Communication or questions regarding application materials should be between the Graduate School and the applicant.
- Deadlines to submit application materials:
 - Fall admission- June 1st
 - Spring admission- October 1st
- **Summer starts not permitted for on-campus students**
- Virtual international students will be required to complete their applications by the individual program deadlines. Please see our programs page for information regarding program deadlines (<https://fhsu.edu/academic/gradschl/programs/index>).
 - A financial statement will not be required for online international students.

Admission Process

As soon as the application and all supporting materials have been received by the Graduate School, the applicant's file is sent to the specific department for review. After the file is returned to the Graduate School with the departmental recommendation on admission, the file is reviewed by the Dean of the Graduate School. You will then receive a letter of acceptance or denial based upon these reviews. Applicants not enrolling for the semester in which they are admitted may be required to reapply; check with your program for specifics. International applicants may defer admission for a maximum of two semesters unless otherwise restricted by individual programs. If you are accepted, you will also receive an I-20 from Fort Hays State University. Letters will be mailed to the address listed on your application or to the individual who is the point of contact at your university.

Graduate School Appeals Policy

A graduate student who believes that a course grade, a professional disposition decision, or the result of a learning experience (e.g. academic dishonesty allegation or penalty, comprehensive examination, fieldwork, etc.) has been assigned in an arbitrary and capricious manner by the instructor, program, may pursue a resolution of the dispute by submitting an appeal. The time limit for filing this appeal shall be within six months of the end of the academic semester in which the evaluation or decision has occurred. The student should carefully consider his/her own performance prior to submitting an appeal. The process is designed to resolve a dispute at the lowest possible level. Attempting to resolve the dispute with the instructor or program is the first necessary step before further action can be initiated.

The Appeals process has not been designed to produce changes which are the result of a reevaluation of an instructor's professional judgment about academic performance and the substantive content of assignments completed by a student. In other words, the focus of the appeal is procedural due process (e.g. course management, errors in application of the course grading arrangements, review of professional dispositions, etc.); not about the rightness or wrongness of the faculty member's content expertise or judgments about the relevancy of assigned readings, choice of materials, etc.

When a student feels that an assigned grade or result has been applied with arbitrary or capricious standards or procedures, and when the initial informal student-instructor or program level consultations have failed to resolve the situation, the following steps and procedures will be utilized:

1. Appeal to the department chair. (Note: in the case of MLS, MPS, & MBA appeals, a course appeal will be reviewed by the department chair in the department offering the course. A program appeal will be given to the Dean of the College of Arts, Humanities, and Social Sciences for the MLS, the Dean of the College of Health and Behavioral Sciences for the MPS, and, in the case of the MBA program, the Dean of the College of Business and Entrepreneurship with advisory copies routed to the academic department chairs involved. Other programs that may not clearly be assigned to an academic department shall be clarified by the graduate dean.) The student will submit the approved Graduate School Appeals Form to the department chair with attachments to support his/her case. The department chair will investigate the issue by interviewing all parties involved. Although legal counsel is not considered appropriate or necessary to such a proceeding, the appellant may request the presence of an advisor or advocate. The advisor or advocate must be a graduate student at FHSU at the time of the appeal. The purpose of the inquiry is fact- finding. The department chair will then communicate his/her recommendation to the student in writing within ten (10) working days of receipt of the appeals form. This documentation will be attached to the [Graduate School Appeals Form](#) and become part of the record of the appeal. This written communication shall be sent by electronic mail as well as by standard mail to the mailing

address given by the student on the appeal form. If the student wishes to continue to resolve the appeal process, he/she may pursue step 2, below.

2. Appeal to the graduate dean. The department chair will forward the record of the appeal to the graduate dean. The graduate dean shall investigate the appeal by establishing a three-member hearing committee consisting of university graduate faculty. The graduate dean shall convene the committee, issue a charge, and then withdraw from the proceedings. Although legal counsel is not considered appropriate or necessary to such a proceeding, the appellant may request the presence of an advisor or advocate as defined in step 1, above. The purpose of the inquiry is fact-finding. The appeal committee will make a recommendation to the graduate dean. In response, the graduate dean shall issue his/her recommendation to the provost with copies to all involved parties and the appropriate college dean within ten (10) working days. This documentation will be attached to the [Graduate School Appeals Form](#) and become part of the record of the appeal. This written communication shall be sent by electronic mail as well as by standard mail to the mailing address given by the student on the appeal form. If the student wishes to continue to resolve the appeal process, he/she may pursue step 3, below.
3. The provost shall consider the record of the appeal, and the recommendations of the department chair, the hearing appeal committee and graduate dean to render a written decision. Copies of this document will be sent to all parties involved in the appeal including the student, instructors, department chair, and graduate dean. The decision shall embody one of the following:
 - a) agreement with the instructor, program, or committee's original assignment of grade, sanction, or result,
 - b) a change of the original assigned grade, sanction, or result. A change of grade will be noted on the grading record as an administrative grade change by the provost,
 - c) if possible, a retake of the course with another instructor,
 - d) other remedy determined by the Provost to be reasonable in light of the circumstances of the appeal.

In all instances, face-to-face meetings will be the preferred method of communication and parties involved should endeavor to make that possible. However, in situations where meeting face-to-face is not possible, communication may occur over telephone and/or electronic mail. The method of communication used by parties in this process shall have no effect upon the appeal.