

# GRADUATE PROGRAMS

Since 1947, Truman has offered graduate degree programs of quality and distinction. At first, graduate degrees complemented the undergraduate teacher-training mission of the university, gradually expanding to meet the needs of the Northeast Missouri region, and later, following the adoption of the liberal arts and sciences mission, the following six master's-level programs were retained:

- Accountancy
- Biology
- Communication Disorders
- Education (MAE)
- English
- Music

Each of these programs at Truman State University is highly selective in its admission standards, and provides a high quality graduate educational experience.

Three master's-level pre-professional programs prepare graduates for leadership positions within a specific career (accountancy, communication disorders, and education). Three master's-level programs in liberal arts disciplines (biology, English, and music) provide rigorous preparation for a doctoral degree or entry-level position in the field, such as research, performance, or college teaching.

- Truman's Graduate Program Objectives are:
1. To graduate master's degree students who possess appropriate depth of knowledge in specific disciplines.
  2. To graduate master's degree students qualified to enter and succeed in doctoral programs at leading universities.
  3. To graduate master's degree students able to perform in appropriate professional and academic positions.

Graduate admission and academic administration is centralized at Truman's Graduate Office. The Dean of Graduate Studies coordinates the graduate programs in cooperation with the Academic Deans. Each program has a faculty member who serves as a Graduate Program Director, and a faculty representative who serves on the Graduate Council. For more detailed information about administrative structure and responsibilities, see the Graduate Studies Handbook.

Although most information pertaining to graduate students is found in the following pages, general information of use to graduate students may also be found in the front section of this catalog (e.g., university services, student organizations, etc.)

## DEGREES GRANTED

### MASTER'S DEGREES GRANTED

- MA Master of Arts
- MAc Master of Accountancy
- MAE Master of Arts in Education
- MS Master of Science

# PROGRAMS

## AREAS OF STUDY (BY DIVISION)

### DIVISION OF BUSINESS AND ACCOUNTANCY

Accountancy—MAc

### DIVISION OF EDUCATION

- English—MAE
- Elementary Education—MAE
- Exercise Science—MAE
- Foreign Language—MAE
- Health—MAE
- History—MAE
- Mathematics—MAE
- Middle School—MAE
- Music—MAE
- Science—MAE
- Social Science—MAE
- Special Education—MAE
- Visual Arts—MAE

### DIVISION OF FINE ARTS

Music—MA

### DIVISION OF HUMAN POTENTIAL AND PERFORMANCE

Communication Disorders—MA

### DIVISION OF LANGUAGE AND LITERATURE

English—MA

### DIVISION OF SCIENCE

Biology—MS

# ADMISSION

## CLASSIFICATION OF APPLICANTS

1. **Degree-seeking students** are those who intend to pursue a degree, have submitted the required application form, all supporting materials and have met the scholastic requirements for admission to a program.
2. **Non-degree-seeking students** are persons who are interested in taking undergraduate or graduate courses but are not interested in pursuing a degree. Non-degree applicants who have a bachelor's degree should apply through the Graduate Office.
  - a. Seniors desiring to take courses for graduate credit may take up to 6 semester hours of graduate courses for graduate credit before receiving their Bachelor's degree. The students must meet the graduate performance standards demanded in the course and pay graduate tuition, *in addition* to any undergraduate tuition charged. Eligibility criteria are:
    1. Lack 24 hours or fewer of meeting baccalaureate degree requirements;
    2. Have a cumulative undergraduate GPA of 2.00 at the end of the term preceding the semester in which they wish to take a course for graduate credit;
    3. File an application for graduate study before registering for a course for graduate credit;
    4. Have the consent of the instructor of the course.
  - b. **Special graduate students** are those who (a) are eligible for admission to the graduate program but do not wish to work on a Master's degree at Truman; e.g., stu-

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dents who wish to take graduate work for professional improvement; (b) have a Bachelor's degree but do not meet the requirements for admission as a degree-seeking student but may be permitted to enroll in undergraduate courses or in workshops or in-service courses (598 or 588) for graduate credit as a non-degree-seeking student. All of these require application and admission through the Graduate Office.

- c. **Visiting students** are those who are enrolled at other colleges or universities and who are interested in taking one or two courses at Truman for transfer credit.

NOTE: Not more than six semester hours of credit, if earned prior to completion of admission as a Master's degree-seeking student, may be applied toward a degree.

### GRADUATE PROGRAM ADMISSION REQUIREMENTS

Admission for applicants who have a Bachelor's degree and intend to pursue a Master's degree is based upon acceptance by the respective program admission committee. Preferential acceptance is given to those students who possess a 3.00 undergraduate GPA or above and acceptable test scores. Students who have received less than a 2.75 undergraduate GPA are generally not eligible for admission.

Admission to graduate study at Truman State University is selective and is based on the following criteria:

1. A Bachelor's degree or Master's degree from an accredited college or university.
2. An acceptable score on the Graduate Record Examination (GRE) General Examination or the GRE Subject Examination and/or Graduate Management Admission Test (GMAT) as required by the admitting program.
3. Three letters of recommendation.
4. Interview if required by the admitting program.
5. Individual programs may have further requirements for admission. Any requirements specific to the program are listed in the individual program's description in this catalog.
6. Degree-seeking students admitted to a graduate program must enroll and begin classes at Truman State University during one of the following three semesters after receiving official notice of acceptance from the Graduate Office, or re-apply.

### APPLYING FOR ADMISSION

Procedures for all graduate and post-baccalaureate students, including full-time, part-time, on-campus, extension, and international students, who wish to apply for admission to the university are as follows:

1. The student must file a complete application, including a personal statement and 3 letters of recommendation. The application may be obtained in person, online, or by mail from the Graduate Office.
2. The student must submit official transcripts for all undergraduate and graduate credit. Only official transcripts, signed by the Registrar and stamped with the seal of the college or university, will be accepted. The transcripts should be sent to the Graduate Office at Truman State University.
3. The student must submit official GRE/GMAT test scores to the Graduate Office.
4. The application materials will be forwarded to the appropriate division.

5. The admission committee and Academic Dean will evaluate the application materials and will notify the Graduate Office of the recommendation and of any additional requirements for admission.
6. The Dean of Graduate Studies will consider the recommendations and make the final decision. The Graduate Office will notify the student in writing of his or her admission status.

Deadlines for the receipt of graduate application materials by the Graduate Office for the MAE program are as follows:

1. For the **spring or summer** semester: September 15\*
2. For the **fall** semester: February 15.

\*MAE candidates are advised to submit application materials by September 15 prior to their summer enrollment in the program to ensure an internship placement the following fall semester.

Deadlines for receipt of graduate application materials by the Graduate Office for all other programs are as follows:

1. For the **spring** semester: November 1.
2. For the **summer** semester: April 1.
3. For the **fall** semester: June 1\*.

\*Students who wish to apply for a GTRA position should submit all application materials by February 15. Most programs will begin reviewing GTRA applications on that date. Please see the information about Graduate Teaching/Research Assistantships in the Financial Aid section of the graduate catalog for more details.

### APPLYING FOR A SECOND MASTER'S DEGREE

Anyone who has already been admitted to one graduate program and wants to pursue an additional graduate degree must complete a full application to the second graduate program and be admitted according to the second program's criteria. Although some graduate credits and degree requirements may overlap, the student must meet requirements of both programs to receive both degrees.

### ADMISSION OF STUDENTS WITH DIAGNOSED LEARNING DISABILITIES

Students with diagnosed learning disabilities apply and are considered for admission to the University in the same manner as any other applicant and must meet the same admission standards. Applicants may submit scores from a non-standard (e.g., extended time) administration of the Graduate Record Exam (GRE) or Graduate Management Admissions Test (GMAT) to be used in evaluating credentials for admission.

Upon acceptance, students with diagnosed learning disabilities may gain access to support programs by providing the following documentation of their disability to the Disability Services Office:

1. A comprehensive psycho-educational evaluation conducted within the past three years by a licensed psychologist; or,
2. Verification that the student was diagnosed by a licensed psychologist or credentialed special education professional using commonly recognized protocols, and received services within the past three years as a learning disabled student; and
3. Any relevant educational, medical, or diagnostic records which would provide additional information.

If these criteria cannot be satisfied, students may present the results of a current evaluation performed at their own expense by a licensed psychologist to the Disability Services Office for verification of a learning disability.

Students already enrolled at Truman State University who suspect that they have a specific learning disability should seek assistance from the Disability Services Office, where they can be referred to a licensed psychologist. The results of the evaluation will be submitted to the Disability Services Office for verification of learning disability status.

**INTERNATIONAL GRADUATE STUDENT ADMISSION REQUIREMENTS**

International students are defined as any applicant who is not a citizen or lawful permanent resident of the United States, or who has two years' or less experience with the American educational system, regardless of immigration status. All international graduate student applicants must comply with the guidelines and policies listed below.

**When applying for admission, submit the following to the International Student Affairs Office:**

1. Official TOEFL score of 213 or above on the computer-based TOEFL, 550 or above on the paper-based TOEFL, or 79 or above for the Internet-based TOEFL test. The TOEFL score requirements can be waived only by submitting the appropriate SAT, ACT, IELTS or other standard measure of English and academic ability as approved by the International Student Affairs Office.
2. The International Student Application for Admission.
3. Official results or transcripts, in English, for all secondary school coursework, pre-college preparation coursework and college or university-level coursework.
4. Official copies of diplomas and degrees.
5. Application for the specific graduate program if required.
6. Official GRE or GMAT scores as required by the specific program.
7. The Certificate of Financial Support with supporting bank documents.
8. A two-page personal statement outlining the student's academic and professional goals and motivation for pursuing the program.

**To obtain and maintain course registration for the semester, the international student must complete the following requirements:**

1. Complete the University English Placement Test(s) within 3 days of arrival at the University.
2. Enroll in the English course(s) indicated by the outcome of the University English Placement Tests.
3. Pay tuition and fees IN FULL by the last day of the first week of each semester.
4. Purchase the University approved health insurance.
5. Make any deposits or prepayments required by the University and the International Student Affairs Office.
6. Know that all students are responsible for maintaining their legal immigration status.

**INTERNATIONAL STUDENTS ARE SUBJECT TO ALL UNIVERSITY POLICIES.**

**ADMISSION FOR NON-DEGREE SEEKING GRADUATE STUDENTS**

Non-degree seeking students may apply in the Graduate Office. Not more than six semester hours of graduate

credit acquired at Truman, if earned prior to admission to a graduate program, may be applied toward a Truman graduate degree. See "Classification of Students" for descriptions of non-degree graduate-level students and admission requirements.

**FINANCIAL AID**

**GRADUATE TEACHING/RESEARCH ASSISTANTSHIPS . . . . . Graduate Office**

The university offers a number of Graduate Teaching/Research Assistantships (GTRA) in the master's degree programs in accountancy, biology, education, English, and music. The recipient of an assistantship is awarded a cash stipend (amount varies) and a fee waiver for up to nine credit hours per academic semester. All books, supplies, and special course fees are the responsibility of the student. The appointee is contracted to work on a quarter-time basis. Graduate Assistants are not eligible for other university employment during the GTRA contract period.

**Requirements:**

1. Minimum undergraduate grade point average of 3.0;
2. Satisfactory score(s) on the Graduate Record Examination (GRE) General and/or Subject tests or Graduate Management Admission Test (GMAT) as determined by each program;
3. Degree-seeking graduate student status.

**Application Process**

GTRA applicants must complete an admission application before they will be considered for the assistantship. Intent to pursue the assistantship must be indicated on the application form, or submitted in writing if the student has already been admitted. Renewal of the GTRA may be recommended by program faculty.

As with any admission application, once **all** materials for an assistantship are complete, they will be forwarded to the Dean of the division in which the student's program is located. The Academic Dean will return the materials to the Graduate Office as either recommended or denied. The Dean of Graduate Studies will review recommended application materials and, if in agreement with the recommendation to award the assistantship, will forward the materials to the Vice President for Academic Affairs, who will take similar action and forward it to the President of the University. The President will review the materials and, if in agreement, will approve the appointment. The Graduate Office will then notify the student and issue the contract.

**SPECIAL RULES FOR GTRAS**

Graduate Teaching/Research Assistants with academic year appointments are required to carry a combined total of 15 hours of graduate courses per academic year (a minimum of 9 hours in the fall semester and 6 hours in the spring), and to maintain a 3.00 graduate grade point average.

All GTRAs with teaching duties are subject to the same faculty responsibilities, practices and policies as regular faculty members. Teaching assistants should refer to the University's Faculty Handbook for current practices, policies and procedures, and to their Academic Dean for any questions about Division-specific practices, policies and procedures.

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In compliance with section 170.012 of the Missouri statutes, graduate students who have not received both primary and secondary education in a nation or territory in which English is the primary language, cannot teach during their first semester. In order to teach after that time, the student must pass an English Proficiency exam.

FELLOWSHIPS,  
SCHOLARSHIPS,  
LOANS, AND  
STUDENT  
EMPLOYMENT

## FELLOWSHIPS/SCHOLARSHIPS

A limited number of fellowships/scholarships are available in communication disorders and education. Information and applications are available on request from Graduate Program Directors, or the appropriate Division office.

LOSS OF SCHOLARSHIPS FOR DISCIPLINARY  
REASONS

Recipients of scholarships are expected to display good citizenship and to observe the rules established by the University to guide student conduct. Serious misconduct in violation of such rules shall be grounds for the suspension, revocation, or non-renewal of any or all scholarships held by a student. The Financial Aid Director is authorized to suspend or revoke a scholarship, or to refuse the renewal of such a scholarship, upon notice to the student of his or her alleged misconduct and after affording the student an opportunity to be heard. The action of the Financial Aid Director may be taken in conjunction with, or independent of, an investigation and adjudication by the Dean of Student Affairs for the purpose of disciplinary action against the student.

APPEALS FOR LOSS OR NON-RENEWAL OF  
SCHOLARSHIPS

Scholarship recipients whose scholarships are suspended or revoked for improper conduct or whose scholarships are not renewed for any reason, may appeal the loss of such scholarships in writing to the Scholarship Appeals Committee, whose decision shall be final on behalf of the University. The appeals petition can be found at <http://financialaid.truman.edu>.

FOUNDATION SCHOLARSHIPS  
Advancement Office

Gifts made to Truman State University Foundation provide for over 350 annual and endowed scholarships. These scholarships are available to full-time students in varying amounts and are based on a wide variety of criteria. Scholarships are awarded during the spring semester to be used the following academic year. Current students can apply online on the Truman website ([www.truman.edu](http://www.truman.edu)) by clicking on Current Students, Foundation Scholarships. The application deadline is usually early March. For more information, contact the Advancement Office at 1-800-452-6678.

## LOANS AND STUDENT EMPLOYMENT

The basic purpose of the federal and state government aid programs at Truman State University is to provide encouragement through financial assistance to those students who might not otherwise be able to attend college. Every effort is made to consider the individual needs of each applicant. Sufficient assistance is not always available through one source, but often a combination or "package" may be possible.

Government aid applications take time to process, and funds are in limited supply. It is important to file the Free Application for Federal Student Aid (FAFSA) as early as possible. Early application and accuracy in completing the forms will ensure consideration for all campus aid programs.

Graduate students receiving financial aid for full-time attendance must be enrolled in at least 9 hours per semester. To receive aid as a part-time student, the Financial Aid Office must be notified. To continue receiving aid, normal academic progress must be shown so that the degree goals can be reached in the usual allotted time. Information about the academic progress policy will be given to aid recipients at the time of their aid-award notice. Other students interested in applying for student financial aid in the future may obtain a copy of the policy at the Financial Aid Office or online at <http://financialaid.truman.edu>. All must meet these criteria to receive consideration.

For information and applications regarding the respective aid programs, please contact the office indicated following the name of the grant, loan, or work-study. Federal aid applications can also be obtained from any college financial aid office.

FEDERAL PERKINS LOAN . . . . . **Financial Aid Office**

Perkins Loans are made available by the federal government. To be eligible for this loan, a student must be making satisfactory academic progress at the university and also must show financial need as indicated on the Free Application for Federal Student Aid (FAFSA). The loan amount is \$4,000 or less in any one year. A student may not exceed \$20,000 for all undergraduate study. Cumulative borrowing for undergraduate and graduate/professional study may not exceed \$40,000. No interest is charged or repayment expected while the student is still in school. For new borrowers, repayment begins and interest accrues at 5 percent per year on the unpaid balance nine months after the borrower ceases to be a half-time student. Repayment must be a minimum of \$40 a month and must be completed within a 10-year period.

FEDERAL SUBSIDIZED STAFFORD LOAN PROGRAM .  
**Financial Aid Office or Lending Institution**

Present guidelines regarding the Stafford Loan include the following:

1. The results of the Free Application for Federal Student Aid must be on file in the Financial Aid Office before a Stafford Loan will be processed;
2. Graduate students may borrow \$8,500 maximum per year;
3. The current interest rate is variable and capped at 8.25 percent for new borrowers.
4. Repayment begins and interest accrues six months after the borrower ceases to be at least a half-time student;

5. Repayment must be at least \$50 per month, and the loan must be repaid within 10 years.

**FEDERAL UNSUBSIDIZED STAFFORD LOAN PROGRAM . . . . .Financial Aid Office**

Students who are not eligible for a subsidized Stafford Loan (meaning the government will pay the interest on the loan while the student is in school) may apply for an Unsubsidized Stafford Loan. Students are obligated to pay the interest once the loan is disbursed to them. Interest rates are the same as the Stafford Loan, and may be paid in installments or accrued. Eligibility criteria and loan maximums are the same as the Stafford Loan. For students who have both subsidized and unsubsidized Stafford Loans, it is required that the combined loan amounts stay within the yearly maximums. Students must fill out the Free Application for Federal Student Aid form first, so need can be determined for the other federal student aid programs before an Unsubsidized Stafford Loan is approved.

Additional unsubsidized Federal Stafford Loan funding is available for independent students (independent status is determined by the FAFSA). Graduate students may borrow an additional \$10,000. The loan amount may not exceed the cost of school less any other financial aid.

**ALTERNATIVE LOAN SOURCES . . .Financial Aid Office**

- ◆ If financing is needed in addition to, or instead of, federal aid, there are several private loan sources.
- ◆ Each loan has different criteria for eligibility requirements, loan amounts, interest rates, and repayment schedules.
- ◆ Information regarding alternative loan sources is available in the Financial Aid Office or online at <http://financialaid.truman.edu>.

**TRUMAN DEVELOPMENT FUND LONG-TERM LOAN . . . . .Financial Aid Office**

Truman offers loans to graduate students who are enrolled full-time, maintain a cumulative 3.0 GPA, and are approved by the university committee. A maximum of \$3,000 per year, or \$9,000 per student over a three-year period, may be borrowed. Interest is charged at 10 percent. Minimum payments are \$60 per month; the total amount borrowed must be repaid within five years. Students should know if they are eligible for federal student aid first.

**CULTURAL LOANS . . . . .Financial Aid Office**

A limited number of cultural loans may be authorized to encourage participation in "study abroad" programs. The maximum loan is the cost of the trip but not more than \$4,000 total. Cultural loans are available to students who meet the general eligibility requirements and, in addition, who meet at least one of the following standards:

1. Earned at least a 2.5 cumulative grade point average in courses taken at the University; or
2. Earned at least a 2.5 grade point average in foreign language courses taken at the University; or
3. Enrolled in a foreign language class at the University for which a "study abroad" experience is either required or strongly recommended.

Priority will be given to students enrolled in a Truman sponsored cultural trip.

**STUDENT COMPUTER PURCHASE LOANS . .Financial Aid Office**

Student Computer Purchase loans are designed to assist students in obtaining up-to-date computers. Loans are available for a maximum of \$2,000 toward the purchase of a computer, printer, and related software. A limited number of loans are available each year. Priority will be given to students who plan to attend Truman for two years after receiving the loan. Students must submit receipts for the full amount borrowed documenting the purchase of approved equipment within 21 days of disbursement of the loan. If receipts are less than the loan amount, the excess must be repaid immediately.

**MEMORIAL SHORT-TERM LOANS . . . . .Financial Aid Office**

The University maintains a loan fund from donations made by various individuals and agencies. It is the policy of the committee responsible for this fund to make small loans available to students on a short-term basis at a reasonably low rate of interest. To be eligible, an applicant must be enrolled full-time, have cumulative 2.2 GPA, and meet criteria set up by the committee. Applicants are expected to repay the loans within a short time.

**FEDERAL WORK-STUDY PROGRAM . . . . .Financial Aid Office**

Under the College Work-Study Program, the federal government and the university together make part-time work available to college students. Students may obtain employment with university administrative offices, Student Union, division offices, library, and various other university offices. Work time usually ranges from one to four hours per day arranged around the student's schedule. Pay is at the current federal minimum wage.

To be eligible for a Work-Study assignment, a student must show financial need as indicated by the Free Application for Federal Student Aid. Applications are available beginning January 1. Students are urged to apply early as awards and job placements are assigned on a first-come, first-served basis to those with the greatest need.

**STUDENT EMPLOYMENT . . . . .Payroll Department or office of supervisor**

Institutional employment opportunities are available to students needing financial assistance or desiring the experience of working with professors, administrators, and other staff members in a university environment. Eligibility requirements include full-time enrollment, at least a 2.00 GPA, and no conflict with other financial aid guidelines. Students receiving Work-Study are not eligible for institutional employment.

Students desiring employment may contact the Division Office. Contact may also be initiated by the university supervisor who desires student assistance. If employment and arrangements are agreed upon by both student and supervisor, the student should fill out an Institutional Clearance Form to be turned in to the Payroll Department for approval.

The University Career Center is also available to help students coordinate on- and-off campus employment. The office is located in the McKinney Center.



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**VOCATIONAL REHABILITATION . . . . .Division of Vocational Rehabilitation in student's home state**  
University students with medical disabilities may be eligible for financial assistance. Students should contact the nearest Office of Vocational Rehabilitation in their home area for further information. Rehabilitation authorizations granted to students are processed through the university Financial Aid Office.

**VETERANS BENEFITS . . . . .Registrar's Office**  
The University Veterans Representative is a staff member in the Registrar's Office, located in McClain Hall, 104. This staff member provides services to persons who are eligible to receive educational assistance (GI Bill) as administered through the U.S. Department of Veterans' Affairs. Students who are veterans, dependents of veterans or members of reserve and national guard units must visit the University Veterans Representative to initiate their G.I. Bill.

Once admitted to the University, additional veteran services provided include: certifying veterans enrolled in classes; conferring with veterans and dependents of totally disabled veterans; and ensuring that veteran students are in compliance with federal and state laws governing these educational benefits.

**MIDWEST STUDENT EXCHANGE PROGRAM (MSEP)**

Truman State University participates in the Midwest Student Exchange Program. Residents of Kansas, Michigan, Minnesota and Nebraska are considered for the MSEP tuition reduction program on a competitive basis. Recipients receive a reduced out-of-state tuition rate, currently 150% of the in-state tuition rate.

Truman State University considers students majoring in each of the following graduate programs for tuition reduction through the Midwest Student Exchange Program:

Accountancy	MAc
Biology	MS
Communication Disorders	MA
Education	MAE
English	MA
Music	MA

To be eligible for MSEP consideration, a student must meet the following criteria:

1. Be a legal resident of Kansas, Michigan, Minnesota or Nebraska.
2. Be a newly matriculating student.
3. For graduate students, be accepted for admission to a graduate degree program.

Eligible graduate students must obtain Graduate Office approval each semester before enrolling to receive the MSEP tuition reduction.

**F E E S**

**PAYMENT METHOD**

Fees are subject to revision by the Board of Governors. Payment may be made by Mastercard, Visa, Discover, cash, or check. Checks should be made payable to Truman State University.

**UNIVERSITY PAYMENT PLAN**

A payment plan is available. Information is available in the Business Office.

**PASSING OF NON-NEGOTIABLE CHECKS**

The term non-negotiable check includes any check returned unpaid to the university by a bank. Failure to take care of the check within 72 hours after being notified, or further violations, will be grounds for suspension from Truman.

Processing fee for non-negotiable checks . . . . . \$25

**ENROLLMENT FEES**

**2005-2006 Fall and Spring Semesters:**

Hrs.	Graduate (In-State)	Graduate (Out-of-State)
1	\$254.00	\$434.00
2	\$508.00	\$868.00
3	\$762.00	\$1,302.00
4	\$1,016.00	\$1,736.00
5	\$1,270.00	\$2,170.00
6	\$1,524.00	\$2,604.00
7	\$1,778.00	\$3,038.00
8	\$2,032.00	\$3,472.00
9	\$2,286.00	\$3,906.00
10	\$2,540.00	\$4,340.00
11	\$2,794.00	\$4,774.00
12	\$3,052.50	\$5,205.00
13	\$3,052.50	\$5,205.00
14	\$3,052.50	\$5,205.00
15	\$3,306.50	\$5,639.00
16	\$3,660.50	\$6,173.00
17	\$4,014.50	\$6,707.00
18	\$4,368.50	\$7,241.00
19	\$4,722.50	\$7,775.00
20	\$5,076.50	\$8,309.00
21	\$5,430.50	\$8,843.00
22	\$5,784.50	\$9,377.00
23	\$6,138.50	\$9,911.00
24	\$6,492.50	\$10,445.00

Other fees include an activity fee of \$25/semester, a student government fee of \$2/semester, and a Collegiate Leadership fee of \$9 per semester for a total of \$36 per semester.

Graduate students taking 15 hours will be charged the hourly rate above the standard 12 to 15 hour range for the 15th hour.

Graduate hours over 15 will be charged the hourly rate plus \$100 for each hour.

Students enrolled in 1/2-hour increments will be charged accordingly for the extra 1/2 hour.

Students taking a combination of undergraduate and graduate hours will be assessed separately for the number of undergraduate and graduate hours taken.

Students dropping individual courses on or after the first day of the semester are not entitled to a reduction in enrollment fees for that semester.

**MISSOURI RESIDENCY STATUS**

The determination of the residency status of students is made under rules adopted by the Missouri Department of Higher Education. Residency status relates to student fee charges and to eligibility for financial aid furnished by the state of Missouri. Students who are classified by the University as non-residents and who believe they are entitled to resident status should contact the Registrar's Office to obtain a copy of the booklet entitled "Residence and Educational Fee Rules," which includes an Application Requesting Consideration for In-State Fees.

**RETURN OF ENROLLMENT FEES**

**Students dropping individual courses on or after the first day of the semester are not entitled to a reduction in enrollment fees for that semester.**

Students must notify the Vice President for Academic Affairs (McClain Hall 203) in writing if they intend to withdraw from all courses. The withdrawal date is based on the date that the Vice President for Academic Affairs receives the written notification.

A student who drops individual courses while remaining enrolled in other courses is not withdrawing from the University; therefore, the return of enrollment fees policy does not apply. General guidelines for enrollment fee reduction are given below. Specific dates will be published each semester in the calendar section of the Schedule of Classes.

1. Students who withdraw from courses prior to the first day of classes will receive a 100% reduction of enrollment fees for the semester.
2. From the first day of classes through the first 10% of the enrollment period, students will receive a 90% reduction of enrollment fees.
3. From the first 11% in time through the first 25% of the enrollment period, students will receive a 50% reduction of enrollment fees.
4. From the first 26% in time through the first 50% of the enrollment period, students will receive a 25% reduction of enrollment fees.
5. Students who withdraw after the end of the first 50% of the enrollment period pay the entire enrollment fee charge.

Down payments that are advertised as non-refundable are excluded from fee reduction. This includes the freshman orientation fee. After certain publicized cancellation dates, a housing termination fee could be imposed as well as forfeiture of the housing damages deposit.

Note on housing: All students who live on campus will have housing costs assessed through the last day of the week in which the student withdrew.

**RETURN OF TITLE IV FEDERAL STUDENT AID**

The Department of Education requires schools to determine how much federal student aid is earned when a student withdraws from all classes with 60% or less of the semester attended. What is not earned must be returned. The Title IV Federal Student Aid Programs covered by this law are: Subsidized and Unsubsidized Stafford Loans, Perkins Loans, PLUS (Parent Loans for Undergraduate Students), Pell Grants, and SEOG Grants.

A specific formula determines federal aid earned by the percentage of payment period completed. For example, if the student completed 30% of the payment period, then 30% of the assistance was earned. Once more than 60% of the payment period is completed, though, all assistance has been earned according to the guidelines. If the student received more assistance than earned, the excess funds must be returned to the federal aid programs. If the student received less assistance than the amount earned, the student may be eligible to receive a post-withdrawal disbursement. However, there are some federal funds that cannot be disbursed once a withdrawal has occurred. For example, first-time, first-year undergraduates must complete 30 days before a Stafford Loan can be disbursed. Schools must still follow such late disbursement regulations.

The University will return Title IV aid from the student's account according to the federal formula. A student may also be required to return Title IV aid if enough funds did not exist on the student's account after application of the University's refund policies. If the University notifies the student to return an overpayment, the student has 45 days to return the funds to the University. Students who do not meet the 45-day requirement will have the amount of federal aid owed forwarded to the Department of Education for collection. The student will be ineligible for further Title IV assistance until either the overpayment is paid in full or satisfactory repayment arrangements have been made with the Department of Education.

Institutional refunds and the return of federal student aid calculation will be done within 30 days of the withdrawal date. A letter with a copy of the formula results, any applicable refund, or the adjusted bill will be sent to the student's home address.

Funds are returned to the federal student aid programs in the following regulated order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Federal Perkins Loan, PLUS Loan, Federal Pell Grant, Federal SEOG, other Title IV aid programs.

For questions, or examples of the federal formula, contact the Financial Aid Office.

**AUDITING FEE**

The same fees apply for auditing courses as for taking courses for credit.

**LATE REGISTRATION**

For not completing enrollment prior to the first day of classes . . . . . \$20

**WORKSHOP FEE**

The fee charged in addition to the credit-hour tuition fee will not be refunded after the completion of the first session of a workshop. Fees may be adjusted to cover the cost of a workshop of a special nature.

**MATERIALS-LAB FEES**

In certain courses where the student is given the raw materials and retains the finished product, charges are made for materials furnished.

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**MUSIC FEES**

An additional charge is made for private undergraduate and graduate music lessons. Current fees are available from the Business Office.

**HOUSING FEES**

**DEPOSIT**

A \$75 housing application fee is required at the time of application. \$50 of the deposit is refunded at the end of the contract period provided proper room check-out procedures are followed and provided there is no damage assessment. Please allow up to four weeks for the processing of the refund.

**2005-2006 HOUSING RATES**

**Room and Board by Housing Type Per Academic Year**

**Residence Life with Meals:**

**Per Academic Year**

**Blanton Hall**

2-person room .....	\$5,455
3-4-person room .....	\$5,130
Deluxe double .....	\$5,860

**Brewer Hall**

2-person room .....	\$5,455
3-4-person room .....	\$5,130
Deluxe double .....	\$5,860

**Centennial Hall**

2-person room .....	\$5,540
3-4-person room .....	\$5,205
Deluxe double .....	\$5,950

**Dobson Hall**

2-person room .....	\$5,380
3-4-person room .....	\$5,060
Deluxe double .....	\$5,780

**Fair Apartments**

2-person, 1 bedroom .....	\$5,615
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**Grim Hall**

1-person room .....	\$6,015
2-person room .....	\$5,380

**Missouri Hall**

2-person room .....	\$5,380
3-4-person room .....	\$5,060
Deluxe double .....	\$5,780

**Nason Hall**

3-4-person room .....	\$5,130
Deluxe double .....	\$5,860

**Ryle Hall**

2-person room .....	\$5,540
3-4-person room .....	\$5,205
Deluxe double .....	\$5,950

**Residence Life without Meals:**

**Per Academic Year**

**Campbell Apartments**

1 bedroom (2-person) .....	\$2,880
2 bedroom (3 person) .....	\$2,880
Family* (1 bedroom) .....	\$4,500
Family* (2 bedroom) .....	\$5,115

**Campbell Apartments with Central Air/Heating**

1 bedroom (2-person) .....	\$3,170
2 bedroom (3 person) .....	\$3,080
Family* (1 bedroom) .....	\$4,950
Family* (2 bedroom) .....	\$5,630

**Randolph Apartments**

1 bedroom (3-person) .....	\$3,110
2 bedroom (4-person) .....	\$2,990
*Married couple	

**O T H E R F E E S**

**MOTOR VEHICLE REGISTRATION FEE**

The University requires a registration fee for all motor vehicles parked on campus.

Annual fee .....	\$50
Spring semester fee .....	\$25
Summer semester fee .....	\$14

GTRAs are issued faculty/staff permits during the contract period free of charge. (See the Public Safety Department for regulations.)

For each additional decal requested, a fee of \$7 is charged. All vehicle registration is verified through the Department of Revenue. Roommates and engaged couples do not qualify for the additional decal discount.

**LOST ID CARD**

The Truman ID Office is located in Kirk Building 112.  
Replacement of ID card fee .....

Replacement of ID card fee .....	\$20
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**REPLACEMENT OF ORIGINAL DIPLOMA**

Upon request, a duplicate diploma can be ordered.  
Replacement of diploma .....

Replacement of diploma .....	\$10
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**GRADUATION FEES**

The fees below do not include the cost of the cap, gown, and tassel which are sold at the Truman Bookstore located in the Student Union Building. Fees are to be paid during the last semester in residence before the degree is conferred.

Graduation fee .....	\$30.00
Hood purchase .....	\$25.00
Hood rental .....	\$7.50

**THESIS BINDING FEES**

A receipt from the Business Office showing payment for the binding of the three required copies must be presented at the time the thesis is submitted to the Graduate Office.

Charge per thesis for binding the first three copies .....	\$30
Charge per thesis for binding additional copies .....	\$27

**ACADEMIC  
PROCEDURES &  
REGISTRATION**

**ACADEMIC CALENDAR**

The University academic year is divided into fall and spring semesters, a summer term, and December, May, and August Interims. The summer term classes are generally of five or eight weeks in length. Interim session offerings are of three weeks or less in length. Admission to Truman may be effected at the beginning of any semester or term.



## ACADEMIC ADVISING

Upon acceptance, the student will be assigned a graduate faculty member as his or her advisor by the appropriate division.

## REGISTRATION PROCEDURES AND REGULATIONS

In no case is credit allowed in any course for which the student is not duly registered. All courses for which the student is registered are recorded as passed (with a letter grade), failed (F), incomplete (IC), in progress (IP), or withdrew (W). No student shall be granted credit for a course which is not properly entered on his or her official registration card. Registration is not complete until all fees have been paid.

## LATE REGISTRATION

Students who initially enroll after the first day of classes are limited to a schedule with a reduced number of semester hours. No late registrant may enter a class after the first week of classes without consent of the instructor, advisor, and Dean of the course. After the fourth week of classes, the approval of the Vice President for Academic Affairs is also required. Normally, students may register for no more than 14 semester hours during the first three days of classes and no more than 12 hours during the fourth and fifth days of classes. Except in extraordinary circumstances, students may not enroll after the first five days of classes.

## ADDING CLASSES AFTER THE PUBLISHED DEADLINE

Students are not allowed to add full-semester or block courses after the published deadline, except in extraordinary circumstances. In those circumstances, the student must submit a Change of Program form signed by the instructor, the academic advisor and Dean of the course discipline(s.) After the fourth week of classes, the approval of the Vice President for Academic Affairs is also required. (Students may add second block courses prior to the start of these courses with their advisor's signature only.) If approved, the student must process the Change of Program form through the Registrar's Office. A \$50 per day processing fee will be charged for changes initiated by the student after the first five days of the semester (or the equivalent period of time for summer and special sessions). A student may not drop a full-semester course and take the same one as a block course in the same semester.

## GRADUATE COURSE NUMBERS

The 500G-600G classification indicates that a graduate performance level is demanded in the course. 500-level courses may be taken for undergraduate or graduate credit. 600-level courses are for graduate credit only.

## GRADUATE COURSE LOAD

### CREDITS AND THE SEMESTER HOUR

The unit of academic credit at Truman State University is the semester hour. A semester hour is based on 15 hours of lecture and/or recitation. A graduate student commonly completes 18 to 24 semester hours in an academic year. A typical class carries 3 semester hours credit. The terms semester hour and credit hour are synonymous.

## LOAD POLICY FOR GRADUATE STUDENTS

For graduate students a **normal** graduate course load (for fall and spring semesters) is 9-12 credit hours. Nine credit hours must be taken to be considered a full-time student for financial aid and other purposes, including veteran benefits. Six credit hours must be taken to be considered half-time.

The **maximum** standard graduate class load (for fall and spring semesters) is 14 hours. **Graduate students must obtain permission from the Dean of Graduate Studies to enroll in 15 graduate hours or more.** An overload fee is charged for 16 hours or more.

For any combination of five-week or eight-week summer sessions, the minimum number of hours required for full-time status is six credit hours. The maximum course load for a single five-week session is six hours, and the maximum course load for an eight-week session is fourteen hours.

For Graduate students enrolled under Public Law 89-358 (Veteran's Educational Assistance), 9 graduate semester hours (for fall and spring semesters and eight-week summer sessions) or 3 graduate semester hours (for five-week sessions) are required for maximum benefits.

**Graduate Teaching/Research Assistants** are required to carry 9 hours in the fall and 6 or more hours in the spring semester when they are under contract. **Any deviation from this rule, regardless of the circumstances, must be approved by the Dean of Graduate Studies.**

## GRADUATE SUBSTITUTION/ INCLUSION FORM

The Graduate Substitution/Inclusion Form is required for the following:

1. undergraduate prerequisites and/or other deficiencies noted at admission (MAE students use "Individual Plan of Study"),
2. graduate hours completed before admission to be included in the major (a maximum of 6 hours or two courses totaling no more than 8 hours), and/or
3. substitutions (from Truman or from another university) for courses explicitly required on the Graduate Program Worksheet.

If any of these items apply, the graduate student must submit the Graduate Substitution/Inclusion Form to the Dean of Graduate Studies **before** applying for graduation. If approval for the above items is not on file, the graduation application will be denied.

## TRANSFER CREDIT

Graduate students may include up to 6 hours (or up to 8 hours for 2 courses) of transfer credit in the Masters degree.

All graduate transfer credit must be completed, with a final official transcript submitted to the Graduate Office, at least one semester before the degree is to be conferred. Approval for transfer courses to be included in the Master's degree must be obtained via the Graduate Substitution/Inclusion form.

## CHANGE OF MAJOR

A graduate student who wishes to change his/her graduate major after admission to a graduate program as a degreee-

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seeking student should make formal application to the Graduate Office. The application will be forwarded to the admissions committee of the new graduate program for action in accordance with the procedures for admission of new students.

**REPEAT COURSES**

A graduate student is allowed to repeat one course (of 4 semester hours of less) in which a "D" or an "F" was received. Approval to repeat the course must be obtained using the "Request to Repeat Course" form. Both grades will remain on the record, and Truman State University will use both grades in determining the grade point average.

In addition, no student will receive a master's degree who has attempted more than two 3-hour or 4-hour courses, or a total of 6 hours for any other combination in courses for the degree, in which a grade of "C" or below was earned. This includes grades for any graduate course that has been repeated.

Individual graduate programs may have additional policies on student achievement. Please refer to the graduation requirements section for each program in the graduate section of this catalog.

**IN PROGRESS**

The grade of "IP" (in Progress) is assigned only in cases such as graduate readings or thesis courses when it is expected that more than one semester will be required for completion. All "in Progress" must be resolved prior to graduation.

**GRADUATE TRANSCRIPT CORRECTIONS**

Student requests for transcript corrections, i.e. grade, grade type, course number, level (undergraduate to graduate), etc., will **not** be considered more than two years after the issue of the grade(s), unless the grade appeal process has been activated but not yet resolved for the course(s) in question.

**GRADUATE ACADEMIC WAIVER REQUEST**

The graduate academic policies and procedures set forth by the faculty governing bodies and the Vice President for Academic Affairs are intended to communicate the high standards and expectations for the degree and to provide direction as the student progresses in the degree program. In certain cases, the student may wish to request a waiver of a specific academic policy or procedure. An academic waiver request will not be recognized by the Graduate Office without the approval signatures of 1) the graduate advisor, 2) the appropriate Academic Dean, and 3) the Dean of Graduate Studies.

Any graduate student considering a waiver request should consult with his/her advisor before submitting any written request.

**OFF-CAMPUS GRADUATE PROFESSIONAL DEVELOPMENT**

The Professional Development Center works with clients both on and off campus, to develop and disseminate educational programs for credit or non-credit.

Acceptance into Professional Development classes does not constitute acceptance into on-campus degree programs. A student may not take Professional Development classes which will result in an overload (more than 17 semester hours) without approval from the Vice President for Academic Affairs.

Non-credit Professional Development courses make a significant contribution to the individual in achieving personal and career goals, and to organizations as well, through increased productivity outside the traditional credit format. These courses enable the student to learn in an informal, non-competitive environment. Acceptance into non-credit courses does not constitute acceptance into degree programs and non-credit courses cannot be applied to a degree program.

Continuing Education Units (CEUs) are awarded to individuals for successful completion of qualified non-credit programs. The CEU is a recognized unit of measurement of a non-credit continuing education experience even though such an educational effort is not applicable toward a formal degree.

Both credit and non-credit Professional Development courses provide the student the opportunity for the broadening of knowledge and the refinement of skills. Interested parties may obtain additional information from the Professional Development Center located in Violette Hall, Room 2200.

**GRADUATION  
REQUIREMENTS****DATE OF CATALOG FOR CHECKING  
CREDITS**

The date of the General Catalog by which credits are checked may not be more than five years earlier than the date of the issuance of the degree. A student may not be checked by a catalog dated earlier than the time of his/her entrance. If a student's work is interrupted by required service in the armed forces, an extension of time will be allowed equal to the period of interruption.

**THESIS**

The thesis may be of a research, expository, or critical nature. It must show evidence of a thorough knowledge of original sources. The selection of the topic is to be made with the agreement of the student and the advisor and/or program committee or determined by the discipline and must be approved by the Dean of Graduate Studies.

The respective disciplines will inform students about acceptable style manuals and other procedures for the thesis. The student must work closely with the thesis advisor and must adhere to the procedures outlined in the "Master's Thesis Guidelines" (available online).

**THESIS COMMITTEE APPROVAL FORM**

A Thesis Committee Approval Form must be submitted to the Graduate Office at least one semester prior to the expected completion date.

**THESIS DEFENSE/WRITTEN COMPREHENSIVE EXAM**

For those students who submit a thesis, the comprehensive examination shall include an oral defense of the thesis. Programs may also require a written comprehensive examination. The examining committee should include the student's advisor and not fewer than two other graduate faculty members.

**THESIS COMMITTEE**

The thesis examination committee is chaired by the student's thesis advisor and includes at least one other graduate faculty member from the discipline in which the thesis was written and one graduate faculty member from another discipline approved by the Dean of Graduate Studies. The student is responsible for submitting the names of the divisional and external thesis committee members to the Dean of Graduate Studies for approval and the chair may assist in notifying the committee members of the time and place of the examination. The thesis committee chair is responsible for reporting the committee's approval of the finished thesis to the Dean of Graduate Studies via the "Report of the Examining Committee" form.

**SCHEDULING THE EXAMINATION**

The examination shall not be earlier than seven days after the members of the committee receive copies of the thesis and not later than three weeks prior to the commencement at which the student expects to receive the degree. Results of the examination are forwarded by the thesis advisor to the Graduate Office at least one week prior to commencement.

**SUBMISSION OF THE THESIS**

All corrections or changes required by the committee and the Academic Dean must be made before the thesis can be accepted by the Graduate Office.

When submitting the final thesis, the student must present the following items to the Graduate Office.

1. A minimum of three complete copies of the thesis. Each copy must be submitted in a separate envelope.
2. A signed, original approval sheet included with each copy of the thesis. An approval sheet must also be included in any personal copy.
3. A receipt showing payment of binding fees (for the three required and any personal copies) paid to the Business Office. The receipt may be a copy of the original.
4. A completed microfilm agreement form.
5. One additional copy of the title page.
6. One additional copy of the abstract page.

The thesis will only be accepted if all the above items are submitted. Students who wish to apply for registration of a claim of a U.S. Copyright should submit a check or money order in the amount indicated on the Microfilm Agreement Form.

After the degree has been granted, all copies of the thesis will be bound. Three copies will be retained by the University and personal copies will be mailed to the student.

**GRADUATION APPLICATION AND PROCEDURES**

Application for graduation must be filed in the Graduate Office at least one semester prior to the expected date of graduation. A Graduate Program Worksheet, detailing the student's course history, must accompany the application for graduation. A Graduate Substitution/Inclusion Form

indicating approval for all exceptions to the Graduate Program Worksheet must be on file in the Graduate Office before the Application for Graduation will be accepted.

Approval of the Application for Graduation is based upon:

1. Admission to a graduate program.
2. Successful completion of all graduate coursework and all other requirements for the specific graduate program.
3. Approval of all:
  - a. coursework taken to satisfy undergraduate prerequisites and/or other deficiencies noted at admission,
  - b. graduate hours earned before admission to be included in the major, and/or
  - c. substitutions (from Truman or from another university) for courses explicitly required on the Graduate Program Worksheet.

Approval for these items may be requested using a Graduate Substitution/Inclusion Form.

4. The following additional requirements:

- a. Residence Credit Requirement
 

The period for graduate study must include a period of residence work. Residence for graduate students is defined as: 1) Completion of a minimum load of 9 semester hours of graduate credit during one semester; 2) being available during that period for conferences with instructors, work in the library or laboratory and similar out-of-class experiences. Any waiver of this requirement must be approved by the advisor, Academic Dean, and Dean of Graduate Studies.
- b. Transfer
 

A maximum of 6 hours or two courses totaling no more than 8 hours of transfer credit may be applied toward the Master's degree with the approval of the student's graduate advisor and the Dean of Graduate Studies. Formal approval is obtained with the Graduate Substitution/Inclusion Form. The transfer credit must be from an accredited institution offering graduate degrees. An official transcript for the transfer credit must be submitted to the Graduate Office by the application for graduation deadline. When the transcript and Graduate Substitution/Inclusion Form are received in the Graduate Office, the request will be considered by the Dean of Graduate Studies. The Application for Graduation will not be approved until all transfer credit has been approved. The Graduate Program Worksheet must indicate **all** approved graduate credit to be applied toward the degree program.
- c. Workshop/In-Service
 

No in-service or workshop courses may be applied toward a master's degree.
- d. Correspondence Credit
 

No correspondence credit is allowed as part of a master's degree.
- e. Course Number Requirements
 

At least 50 percent of the semester hours must be taken in academic work at the level of 600 or above.
- f. Credits and Time Limitation
 

Credit for courses which were completed more than six years prior to the granting of the degree will not be allowed as credit toward the degree. An additional year may be taken for completion of the thesis. The minimum number of credit hours for graduate programs ranges from 30 to 48 hours.
- g. Incomplete/In Progress Grades
 

For graduate students, "Incomplete" or "In Progress" grades are allowed to remain on the transcript after graduation **only if they are not required for the degree to be conferred** (for example, they may

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remain for an additional graduate degree which is not yet complete.) However, if the course(s) for an additional graduate degree is/are not completed within 7 years, the grade(s) will be changed to "F".

- h. **Grade Point Average**  
A graduate GPA of 3.0 is required 1) for approval of the application for graduation, 2) for permission to sit for the comprehensive exam, and 3) at the time the degree is granted.
- i. **Grades Below Average**  
No student will receive a master's degree who has attempted more than two 3-hour or 4-hour courses, or a total of 6 hours for any other combination in courses for the degree, in which a grade of "C" or below was earned.
- j. **Repeat Courses**  
A graduate student may repeat one course (of 4 semester hours or less) in which a "D" or an "F" was received. When a course is repeated, both grades will remain on the record and both grades will be used by Truman State University in determining the grade point average. The initial "D" or "F" will **continue** to be counted by Truman State University toward the "Grades Below Average" policy which states that: No student will receive a master's degree who has attempted more than two 3-hour or 4-hour courses, or a total of 6 hours for any other combination in courses for the degree, in which a grade of "C" or below was earned.
- k. **Pass/Fail**  
No courses in which the grade was pass/fail can be applied toward a degree except the MAE Internship and the MAE Research requirement.
- l. **Credit/No Credit**  
The Credit/No-Credit grading option applies only to undergraduate credit. Pre-MAE students should be advised that courses used to meet state certification requirements **cannot** be taken credit/no credit.
- m. **Examinations**  
All approved candidates shall successfully complete a comprehensive examination, thesis examination, research project, or case study. The comprehensive examination may be written and/or oral. The type of examination is determined by division policy. The comprehensive examination is usually taken during the last semester of study. Permission to sit for the exam is granted by the division. Students must have attained a 3.0 graduate GPA before taking the exam. The results of each examination will be reported in writing to the Dean of Graduate Studies, and to the examinee, on or before the designated deadline (one week before the degree is to be conferred).

**GRADUATION PROCEDURES SUMMARY:**

1. Application for graduation is filed in the Graduate Office at least one semester before the degree is to be conferred. A Graduate Program Worksheet accompanies the application, detailing the student's course history. In the event a student's application for the degree is not approved, the student must correct any deficiencies to re-activate the application. An application may be re-activated during the first four weeks of the graduation semester. After that time, the student will be considered for the following semester's commencement.
2. Thesis writers must submit a completed Thesis Committee Approval Form to accompany the Application for Graduation and Graduate Program Worksheet. If the thesis is to be completed before the graduation semester, the Thesis Committee Approval Form must be submitted at least one semester prior to thesis completion. The Master's Thesis Guidelines booklet must be used for correct formatting of the thesis (available online).
3. A Graduation Clearance packet is mailed to each candidate approved for graduation approximately 3-4 weeks prior to the expected date of graduation by the Graduate Office. The degree candidate must complete papers to be filed (or update existing papers on file) in various administrative offices, and the candidate must pay the graduation fee to the Business Office.
4. All required materials for thesis processing must be submitted to the Graduate Office by the specified deadline (2 weeks before commencement). For a list of the required materials, see the "Thesis" section.
5. The comprehensive/thesis exam will be given on the date set by the advisor and student. (For guidelines regarding the scheduling of thesis exams, see the "Thesis" section.)
6. Master's degrees are conferred at May, August, and December commencement ceremonies.

**COMMENCEMENT CEREMONIES**

Commencement exercises are held at the end of the fall, spring, and summer semesters. To participate in the commencement ceremony, students must have an approved graduation application on file in the Registrar's Office, and must have been cleared to graduate pending the satisfactory completion of final degree requirements.

Degree candidates should be present for commencement except under unusual circumstances, and should usually participate in commencement at the end of the semester during which they complete their degree. Students may petition to participate in a later commencement ceremony by filing a petition through the Vice President for Academic Affairs. Students may not participate in the commencement ceremony in a semester earlier than their semester of graduation.