

# 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 eight master's-level programs were retained:

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

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

Four master's-level pre-professional programs prepare graduates for leadership positions within a specific career (accountancy, communication disorders, counseling and education). Four master's-level programs in liberal arts disciplines (biology, English, history, 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 Division Heads. Each program has a faculty member that 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

## GRADUATE AREAS OF STUDY (ALPHABETICAL)

- 501 Accountancy (MAc)
- 502 Biology (MS)
- 503 Communication Disorders (MA)
- 504 Counseling (MA)  
Education (MAE)
- 512 English
- 513 Elementary Education
- 514 Exercise Science
- 515 Foreign Language
- 516 Health
- 517 History/Social Science
- 520 Music
- 521 Science
- 523 Special Education
- 524 Visual Arts
- 506 English (MA)
- 507 History (MA)
- 509 Music (MA)

## 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

### DIVISION OF SOCIAL SCIENCE

- Counseling—MA
- History—MA

## GRADUATE INFORMATION

# 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. Students with a BA or a BS degree who return to complete requirements to teach must complete certification requirements. Students who wish to enter the MAE program must satisfy all undergraduate prerequisites.
  - b. 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. (Exceptions may be made regarding students entering the Master of Arts in Education program.) 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 less 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.
  - c. **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., students 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.
  - d. **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 taken 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 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 Division Head 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 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 pro-

grams 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 Services for Individuals with Disabilities 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 Services for Individuals with Disabilities 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 Services for Individuals with Disabilities Office, where they can be referred to a licensed psychologist. The results of the evaluation will be submitted to the Services for Individuals with Disabilities Office for verification of learning disability status.

### INTERNATIONAL GRADUATE STUDENT ADMISSION REQUIREMENTS

International graduate applicants who are not citizens of the United States must comply with the guidelines and policies as stated below.

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

1. Official TOEFL score of 550 or above for paper based or 213 or above for computer based. The TOEFL score requirement can be waived only by submitting the

appropriate standard measure of English and academic ability as approved by the International Student Office.

2. Official records or transcripts, in both English and in the native language of the country of origin, for all secondary school coursework, pre-college preparation coursework and college or university level coursework.
3. Official copies of diplomas and degrees.
4. The International Graduate Application for Admission
5. Application for the specific program if required.
6. Official GRE or GMAT scores as required by the individual program.
7. Three recommendations.
8. The Certificate of Financial Support with supporting bank documents.
9. A School Transfer Notification if transferring from a U.S. school.
10. A one to two page personal statement outlining your academic and professional goals and motivation for pursuing this program.

### OTHER POLICIES FOR INTERNATIONAL GRADUATE STUDENTS

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

1. Complete the University English Placement Test within 3 days of arrival at the University.
2. Enroll in the English course indicated by the outcome of the University English Placement Tests (e.g. ENG 352 Academic Writing: Non-Native Speakers, ENG 354 Academic Speaking: Non-Native Speakers) as required by the graduate advisor.
3. Pay tuition and fees IN FULL by the last day of the first week of the semester.
4. Purchase the University approved health insurance or make application for a waiver of the University approved health insurance by completing the Request for Insurance Exemption Form and presenting written proof of comparable health insurance coverage from your home country. Minimum requirements for approval of an insurance waiver include: \$50,000 in medical benefits, 80% coverage, deductible of no more than \$250 per year, \$25,000 in medical evacuation expenses and \$10,000 in repatriation expenses.
5. Make any deposits or prepayments required by the University and the International Student Office.

### 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 completed 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, counseling, education, English, history, and music. The recipient of an assistant-

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ship is awarded a cash stipend of \$8,000 for a nine month contract and a fee waiver for up to nine credit hours per academic semester. (Accountancy stipends are \$5,000.) 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. Admission as a degree-seeking student.

### 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 will be recommended by program faculty.

As with any admission application, once **all** materials for an assistantship are complete, they will be forwarded to the head of the division in which the student's program is located. The division head 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 GTRA'S

Graduate Teaching/Research Assistants 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 GTRA's 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 Division Head for any questions about Division-specific practices, policies and procedures.

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 accountancy, communication disorders, counseling, 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.

### ENDOWED AND ANNUAL SCHOLARSHIPS

#### Alumni/Development Office

Gifts made to Truman State University Foundation provide for over 250 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. Students may pick up listings of all available scholarships from the office Alumni/Development Office or Financial Aid beginning in December. Application deadline is generally mid-January. For more information, contact the Office of Alumni and Development 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 obtain the Free Application for Federal Student Aid (FAFSA), complete each required section of the form, and file 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. 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 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;
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.

**UNSUBSIDIZED FEDERAL STAFFORD  
LOANS . . . . .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 maxi-

mums 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.
- ◆ Brochures are available in the Financial Aid Office detailing individual loans.

**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.

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### 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

### 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
Counseling	MA
English	MA
History	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, cash, or check. Checks should be made payable to Truman State University.

### UNIVERSITY INSTALLMENT PLAN

A payment plan is available to graduate students enrolled in six or more hours per semester. Information is available in the Business Office.

### PASSING OF NON-NEGOTIABLE CHECKS

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

Penalty for passing of non-negotiable checks . . . \$10

## ENROLLMENT FEES

### 2001-2002 Fall and Spring Semesters:

Hrs.	Graduate (In-State)	Graduate (Out-of-State)
1	\$169	\$308
2	\$338	\$616
3	\$507	\$924
4	\$676	\$1,232
5	\$845	\$1,540
6	\$1,014	\$1,848
7	\$1,183	\$2,156
8	\$1,352	\$2,464
9	\$1,521	\$2,772
10	\$1,690	\$3,080
11	\$1,859	\$3,388
12	\$2,036	\$3,706
13	\$2,036	\$3,706
14	\$2,036	\$3,706
15	\$2,205	\$4,014
16	\$2,474	\$4,422
17	\$2,743	\$4,830
18	\$3,012	\$5,238
19	\$3,281	\$5,646
20	\$3,550	\$6,054
21	\$3,819	\$6,462

Graduate students taking 15 hours will be charged the hourly rate above the standard enrollment fees for the 15th hour.

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

For more complete information on graduate course load, see "Academic Procedures and Registration."

Students enrolled in 1/2 hour increments will be charged accordingly.

### 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

#### PARTIAL WITHDRAWAL

**THERE IS NO REFUND FOR REDUCTION IN COURSE LOAD DUE TO DROPPING INDIVIDUAL CLASSES, EFFECTIVE THE FIRST DAY OF CLASSES.**

#### FULL WITHDRAWAL

Students must notify the Vice President for Academic Affairs Office (MC 203) in writing of their intent to fully withdraw from courses. The actual withdrawal date is based upon the date that written notification is received.

Down-payments that were advertised as non-refundable are excluded from fee reduction. This includes the \$60 enrollment fee down-payment made by returning students and transfer students. It also includes any housing down-payments or contract deposits which have been advertised as non-refundable after certain publicized cancellation dates. Housing currently has a \$65 breach of contract fee and \$50 contract deposit.

The University is required to repay federal financial aid according to Department of Education guidelines. If the institutional refund policy differs from the federal policy, the Financial Aid Office and Business Office will compare results and give the most beneficial option to the student. Examples of the federal formula are available in the Financial Aid Office. The University must repay the aid programs in the following prescribed order: 1) Unsubsidized Federal Stafford Loans, 2) Subsidized Federal Stafford Loans, 3) Federal PLUS Loans, 4) Federal Direct Stafford Loans, 5) Federal Direct PLUS Loans, 6) Federal Perkins Loans, 7) Federal Pell Grants, 8) Federal SEOG Grants, 9) other Title IV programs, 10) other federal, state, private, or institutional student financial assistance, and 11) the student. Students who receive federal aid funds for off-campus expenses may be required to repay all or part of the federal aid received.

Since federal aid is repaid first, in some instances students may owe fees to the University as a result of this repayment of federal aid. Fees owed to the University must be paid by the student upon receipt of notification from Truman.

If the student was to receive a portion of the refund calculation, yet owes the University unpaid charges (like phone bills, housing/meals used, short-term loans), then the student's amount will be applied to the outstanding University's charges. Any remaining balance is due upon receipt of a final bill from the University.

If the student paid more than the amount required, a refund will be processed to reimburse the student. Refunds generally occur within 30 days of the withdrawal date.

No student dropping individual courses while remaining enrolled in other courses is entitled to a reduction in fees.

#### SECTION A

All **returning students**, whether they receive federal financial aid or not, and **first-time students who do not receive any federal financial aid** will fall under the following guidelines.

Specific dates are 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 that semester.
2. Effective the first day of classes through the first 10% in time of the enrollment period, students who withdraw will receive a 90% reduction in enrollment fees charged.
3. Students who withdraw from school beginning with the first 11% in time and through the end of the first 25% in time of the enrollment period will receive a 50% reduction in enrollment fees charged.

## GRADUATE INFORMATION

**GRADUATE  
INFORMATION**

4. Students who withdraw from school beginning with the first 26% in time and through the end of the first 50% in time of the enrollment period will receive a 25% reduction in enrollment fees charged.
5. Students who withdraw from the University after the end of the 50% point in time must pay the entire enrollment fee charge.

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

**SECTION B**

Any student who is attending the University for the **first time and is receiving some form of federal financial aid** will receive a pro-rated reduction of fees, room, board, and other charges under the following guidelines.

1. First-time Truman students who receive federal financial aid and withdraw prior to the first day of the enrollment period (which includes any mandatory orientation programs) will have all fees reduced to zero except for the exclusions noted previously.
2. First-time Truman students who receive federal financial aid and withdraw on or before the first 60% in time of the enrollment period will have their fees reduced in increments of 10% equal to the portion of the enrollment period that remains. The portion of the enrollment period that remains is calculated by dividing the number of weeks remaining in the term by the total number of weeks in the enrollment period, rounded down to the nearest 10%.
3. First-time Truman students who receive federal aid and withdraw after the end of the first 60% of the enrollment period will not receive a reduction of tuition or other enrollment fees.

**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 . . . . . \$10
- For each day thereafter, not including Saturdays and Sundays . . . . . \$2/day
- Maximum charge for late registration . . . . . \$20

**WORKSHOP OR CONFERENCE 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.

**MUSIC FEES**

An additional charge is made for private undergraduate and graduate music lessons, and is payable at the time of enrollment. 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 providing proper room check-out procedures are followed and providing there is no damage assessment. Please allow up to four weeks for the processing of the refund.

**2001-2002 HOUSING RATES**

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

**Residence Halls:**

**Per Academic Year**

Double room in residence hall/college . . . . .	\$4,736
Deluxe Double Room . . . . .	\$5,016
Multiple room (3-4 person) . . . . .	\$4,448
Single room in residence hall/college (if available) . . . . .	\$5,576

**Apartments:**

<b>Fair Apartments (Room and Board)</b>	
2 per apartment (per person) . . . . .	\$4,880
3 per apartment (per person) . . . . .	\$4,448
Randolph Apartments . . . . .	\$1,984

<b>Campbell-One Bedroom Apartment (Room only)</b>	
2 per apartment (per person) . . . . .	\$2,216
3 per apartment (per person) . . . . .	\$1,928

<b>Campbell-Two Bedroom Apartment (Room only)</b>	
3 per apartment (per person) . . . . .	\$2,152
4 per apartment (per person) . . . . .	\$1,856

<b>Campbell-Married Apartment (Room only)</b>	
1 bedroom . . . . .	\$3,624
2 bedroom . . . . .	\$4,168

**OTHER FEES**

**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

GTRA's 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 \$5 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 . . . . . \$20

**REPLACEMENT OF ORIGINAL DIPLOMA**

Upon request, a duplicate diploma can be ordered.  
Replacement of diploma . . . . . \$10

## GRADUATION FEES

The fees below do not include the cost of the cap, gown, and tassel which are available for purchase 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 . . . . .	\$25.00
Hood purchase . . . . .	\$25.00
Hood rental . . . . .	\$.750

## 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's academic year is divided into fall and spring semesters and a summer term. The summer classes vary in length depending on the demands of the courses. Although many graduate programs offer introductory coursework in the fall semester, coursework can commence in any semester following admission.

## 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

No late registrant may enter a class after the first week of classes, without consent of the instructor, advisor, and division head. Except in extraordinary circumstances, students may not file a Permit to Enroll form 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 division head of the course discipline(s). (NOTE: 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 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 500-600 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 and eight-week summer sessions) is 9-12 graduate semester hours. Nine graduate hours must be taken to be considered a full-time student for financial aid and other purposes, including veteran benefits. Six graduate hours must be taken to be considered half-time.

For five-week summer sessions, the **normal** load is 3 graduate semester hours.

The **maximum** standard graduate class load (for fall and spring semesters and eight-week summer sessions) 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 five-week summer sessions, the **maximum** graduate class load is 6 hours. **When five-week courses are included in a load of 7 summer graduate hours or more, students must obtain permission from the Dean of Graduate Studies.**

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

## GRADUATE INFORMATION

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 degree-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.

### 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 division head, 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 in the Graduate Office).

**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 division head 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. This check should be made out to University Microfilms, Inc.

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 or an 8-week summer session, or a minimum of 5 semester hours of graduate credit in each of two five-week summer terms; 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, Division Head, 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**

## GRADUATE INFORMATION

- 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 each program is indicated in the graduate section of the Catalog. These credit hour minimums range 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 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. 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 at the Graduate Office at least one semester before the degree is to be conferred (deadlines are printed in the course schedule booklet). 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 in the Graduate Office).
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 sessions. Degree candidates should be present except under unusual circumstances. Persons wishing to receive their degree *in absentia* must notify the Vice President for Academic Affairs 30 days prior to the applicable commencement ceremony.