

# Graduate School

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## INITIAL STATEMENT OF PURPOSE

The Graduate School promotes the professional competency of persons in schools, industry, and business, and prepares individuals to pursue further graduate education. Graduate degree programs are offered in the Colleges of Arts & Sciences, Business & Technology, Education & Human Development, and the College of Nursing & Health Sciences. The Dean of the Graduate School has overall administrative authority for graduate degree programs. Graduate studies provide opportunities for students to:

1. Develop methods of scholarly research.
2. Improve competency in certain areas of specialization.
3. Develop a broader understanding of human knowledge.
4. Provide professional services and leadership for communities, school systems, and other organizations.
5. Prepare for advanced graduate studies.

## DEGREES

The Master of Arts is granted in English, Health and Kinesiology, History, Organizational Communication, The Master of Arts in Teaching is granted in Teaching, and Psychology.

The Master of Business Administration is granted in Business.

The Master of Education is granted in Counselor Education, Curriculum and Instruction, School Administration and Supervision , and Special Education.

The Master of Music is granted in Music.

The Master of Science is granted in Biology, Communication Sciences and Disorders, Integrated Science and Technology, and Applied Sociology.

The Master of Science in Nursing is granted in Nursing.

## INTERCOLLEGIATE CONSORTIUM FOR A MASTER OF SCIENCE IN NURSING

An intercollegiate consortium exists among Southeastern Louisiana University, McNeese State University, the University of Southwestern Louisiana, and Southern University - Baton Rouge for the awarding of a Master of Science in Nursing degree.

## ADMISSION TO GRADUATE SCHOOL

An applicant for admission into Graduate School must submit a completed application, completed immunization form, a non-refundable fee, official copies of all transcripts, official copies of the required standardized test scores, and all other required paperwork, to the Graduate Admissions Office prior to the established deadlines.

***Individual departments have their own deadline dates and standards for admission. These standards incorporate both qualitative and quantitative criteria more specific than those established by the University. Admission into Graduate School at Southeastern, therefore, does not guarantee admission into specific degree programs. Only individual program graduate coordinators/directors or graduate faculty advisors may recommend the admission of applicants into specific graduate degree programs to the Dean of the Graduate School, who makes the final decisions on admissions.***

The categories of admission to Graduate School are Degree Status and Non-Degree Status.

## DEGREE STATUS

Degree Status includes all graduate students intending to pursue a graduate degree.

## Regular Admission

Applicants for Regular Admission into degree programs must meet the following requirements, *in addition to those of the individual departments*.

Students in Regular Admission status must:

1. Have earned a bachelor's degree from an accredited U.S. institution or its foreign equivalent.
2. Have earned a minimum 2.5 Grade Point Average (GPA) on all undergraduate work attempted, *or* have earned a minimum 2.75 GPA on all undergraduate upper-level work attempted.
3. Have earned satisfactory scores on the standardized tests required by the individual degree programs.
4. Have met all other requirements for Regular Admission into individual degree programs.
5. Have satisfactory academic standing at the last institution attended.
6. Be recommended in writing by the graduate coordinator/director or graduate faculty advisor for the individual degree programs.
7. Be approved by the Graduate Dean.

## Conditional Admission

To be considered for admission into Graduate School, a student must have achieved a minimum cumulative undergraduate GPA of 2.0.

Students desiring to pursue a graduate degree who have not met all the criteria for Regular Admission status, but who have met the individual departmental criteria for Conditional Admission status, will be placed in this category. Graduate coordinators/directors or graduate faculty advisors will recommend to the Graduate Dean whether students will be placed in Conditional Admission status and whether students qualify to advance from Conditional to Regular Admission status.

Students in Conditional Admission status may not receive credit for more than a total of 12 hours of graduate course work that will count toward completing their graduate degree.

To remain in Conditional Admission status, a student must maintain a minimum cumulative graduate GPA of 3.0, with no grade below "C" and not more than one "C" grade.

After the student completes 12 semester hours of graduate course work in which grades other than "P" are awarded, that student's Conditional status will be terminated.

If the appropriate graduate coordinator/director recommends to the Graduate Dean that a student's status be upgraded from Conditional to Regular Admission, the Dean will check the student's record and if the student has maintained a minimum 3.0 cumulative grade point average, with no grade below "C" and with no more than one "C" grade, the Dean will upgrade that student's status.

If the appropriate graduate coordinator/director or graduate faculty advisor notifies the Graduate Dean that after having completed 12 hours of graduate course work, a student in Conditional Admission status does not qualify for Regular Admission status, the Dean will change the student's status to Non-Degree.

## Temporary Admission

All students intending to pursue a graduate degree are placed in Temporary Admission status.

If the appropriate graduate coordinator/director notifies the Graduate Dean that, after having completed 12 hours of graduate course work, a student in Temporary Admission status does not qualify for Regular or Conditional Admission status, the Dean will change that student's status to Non-Degree seeking.

## NON-DEGREE STATUS

Non-Degree Status includes graduate students not intending to pursue a graduate degree.

1. *Extended Studies Admission*. For students seeking graduate credit, but who do not initially intend to pursue a graduate degree.
2. *Transient Admission*. For students admitted to a graduate program at another institution who wish to take courses at Southeastern for transfer credit.
3. *Master's Plus 30 Admission*. For students who already have a master's degree. These students may receive credit for a maximum of 30 hours of graduate course work. These students are not admitted into any particular degree program.
4. *Alternate Certification Admission*. For students in the Alternate Certification programs.

**No more than 12 hours earned by a student in Conditional, Temporary, or Non-Degree Status may be counted towards a graduate degree, provided the credit is recommended for approval to the Graduate Dean by the appropriate graduate coordinator/director or graduate faculty advisor.**

## CHANGE OF STATUS

Students must notify the graduate coordinators/directors or graduate faculty advisors when they wish to have their request for Regular Admission status considered by the Graduate Dean.

## APPLICATION PROCEDURES

### NEW STUDENTS

The completed application form, payment of required fees, official transcripts, and official results of standardized tests should be submitted to the Graduate Admissions Office before **July 15** for the Fall semester, **December 1** for the Spring semester, and **May 1** for the Summer term. Applications must be accompanied by the payment of the non-refundable application fee.

*Late applications may delay consideration until the following semester.*

*Individual departments may have earlier deadline dates for consideration of applications.*

### Readmission

Students previously registered at Southeastern who wish to resume their graduate studies after an absence of more than 12 months must submit an application for readmission together with official transcripts of all graduate work taken at other institutions to the Graduate Admissions Office. A student who does not attend Southeastern Louisiana University for one calendar year or longer must meet the requirements of the catalogue in effect at the time of reentry.

### International Students

Admission of international students is considered on an individual basis by the Graduate Admissions Office *and* by the appropriate graduate coordinator/director or graduate faculty advisor, with final determination made by the Graduate Dean. International students must meet all University and departmental requirements for Degree Status. In addition, international students must submit to the Graduate Admissions Office the following documents:

1. An application and payment of the application fee prior to the following deadlines: **June 1** for the Fall semester; **October 1** for the Spring semester; **March 1** for the Summer term.
2. Official, certified transcripts, certificates of degrees, etc., depicting all undergraduate and graduate courses taken and all grades received. A certified translation must accompany these documents if the language used is other than English.
3. A score of at least 500 on the Test of English as a Foreign Language (TOEFL), or a score of at least 173 on the computer-based TOEFL, for applicants whose native language is other than English. Some departments may have more stringent criteria.
4. Certification of the availability of funds to meet all the costs while the student is enrolled at Southeastern, according to INS regulations.
5. Official scores on all standardized tests as required by the individual departments.

**Southeastern Louisiana University reserves the exclusive right to determine whether the documentation provided meets the minimum criteria necessary for the admission of international students to Graduate School.**

**International students are responsible for complying with all regulations of the Immigration and Naturalization Service (INS). Failure to do so will jeopardize their status as students.**

## GENERAL REGULATIONS

**Graduate students are responsible for being fully acquainted and complying with all requirements for Graduate School and for the respective degree programs. When a particular situation is not covered in this Graduate School section of the catalogue, graduate students should refer to the General University Regulations.**

### GRADUATE DEAN

The Graduate Dean serves as the chief administrative officer for graduate programs in the university. The Graduate Dean makes final decisions on admissions, changes in degree status, admission to candidacy for the degree, certifying candidates for graduation, and all other aspects of graduate studies.

### GRADE POINT AVERAGE

All references to grade point averages (GPA) regarding admission to graduate credit in degree programs refer to the *cumulative grade point average* as defined by the student's degree program and computed on all hours attempted.

### GRADUATE CREDIT

A student may receive graduate credit only for courses taught by members of the graduate faculty and only for work taken while enrolled as a graduate student or as a qualified senior undergraduate.

## **GRADUATE CREDIT FOR SOUTHEASTERN SENIORS**

A Southeastern senior may register for graduate credit if he has at least a 3.2 cumulative GPA on all previous undergraduate work attempted and lacks no more than nine (9) hours for a regular semester or six (6) hours for a summer session to complete the baccalaureate degree. In a regular semester he may register for no more than fifteen (15) hours, six of which may be graduate. In a summer session he may register for no more than ten (10) hours, four (4) of which may be graduate. He must register to complete all requirements for the baccalaureate degree and must be recommended by the appropriate academic dean. The student retains undergraduate status until awarded the baccalaureate degree. Credit for graduate courses will be awarded when all undergraduate degree requirements are met.

## **TRANSFER CREDIT**

After having earned a minimum of twelve (12) hours of graduate credit at Southeastern, a student may appeal to the graduate coordinator/director or graduate faculty advisor for approval to apply for transfer credit from another university. That university must be an accredited institution that regularly grants the master's degree or an equivalent foreign institution. The student must be eligible for readmission to the institution from which credits are to be transferred and must have earned a minimum grade of "B" in each course to be transferred. No transfer credits may be used to remove a student from probation. No transfer credit may be earned for courses taken more than six years prior to the date of graduation. No more than one-third of the hours required for graduation may be transferred. The graduate coordinator/director or the graduate faculty advisor will recommend to the Graduate Dean the courses to be transferred, and the Dean will make the final determination as to whether any or all of the recommended courses will be accepted for transfer credit.

## **OFF-CAMPUS CREDIT**

There is no limit to the number of graduate hours a student may earn in off-campus courses. The graduate coordinator/director or graduate faculty advisor will recommend to the Graduate Dean the number of graduate hours earned in off-campus courses that will count towards a graduate degree.

## **CORRESPONDENCE STUDY**

No graduate credit is allowed for courses completed by correspondence study with any college or university.

## **STANDARDIZED TEST FOR ADMISSION**

The appropriate standardized tests should be taken no later than April for Fall semester admission, October for Spring semester admission, and February for Summer admission. Scores are to be submitted to the Graduate Admissions Office. Information about the Graduate Record Examination, the Graduate Management Admission Test, and the Test of English as a Foreign Language is available from the Southeastern Office of Testing or from Educational Testing Service, P.O. Box 955, Princeton, NJ 08540. Applications to take any of these tests should be completed and forwarded to Educational Testing Service along with the examination fee at least one month in advance of the testing date.

## **TIME LIMITATIONS**

A student must earn all credit, including transfer credit, in the graduate degree program within six (6) years immediately preceding the date on which the degree requirements are completed.

## **ELIGIBILITY OF FACULTY AND STAFF FOR GRADUATE DEGREE**

To be admitted to a degree program (any level) at Southeastern, an unclassified employee must secure the approval of his/her supervisor. All faculty members may become candidates for graduate degrees at Southeastern, provided the degrees are offered in a department other than the one in which the faculty member is employed. "Unclassified employees" includes all full-time faculty members holding rank and all twelve-month, unclassified personnel serving on the administrative staff.

## **GRADUATE ASSISTANTSHIPS**

A limited number of Graduate Assistantships are available to qualified graduate students and to students enrolled in the Alternate Certification Program. Assistantships are awarded at the discretion of the individual department heads, and assignments are made according to the needs of the University. Qualified graduate students may also be eligible for a limited number of graduate teaching fellowships. Graduate Assistants are appointed in accordance with the University of Louisiana System, Department of Civil Service, and Southeastern policies. Applications and information about the requirements and the availability of assistantships and fellowships are available in the Office of the Dean of the Graduate School.

## **FULL-TIME STATUS**

**For All Graduate Students**, full-time status is defined as enrollment in at least 9 hours of course work or the equivalent during the Fall and Spring semesters, and at least 3 hours during the Summer term.

## COURSE LOADS

### Graduate Students Not Holding Assistantships or Fellowships

Maximum course load registration is 16 hours of course work during the Fall and Spring semesters, and 9 hours during the Summer term.

### Graduate Assistants and Graduate Teaching Fellows

**Maximum** course load registration is a combined total of 12 hours of graduate course work and/or undergraduate prerequisite course work during the Fall and Spring semesters and 9 hours during the Summer term.

**Minimum** course load registration is a combined total of 6 hours of graduate course work and/or undergraduate prerequisite course work during the Fall and Spring semesters and 3 hours during the Summer term.

### All Graduate Students

Course load registration must be approved by the student's graduate coordinator/director or graduate faculty advisor. Appeals for increasing or decreasing the course load requirements should be made to the Graduate Dean, whose decision is final.

## ADDING AND DROPPING COURSES

A course may be added or dropped only in accordance with the dates indicated in the University Calendar. After the drop/add and late registration period is over, a student may withdraw from a class or resign from the University by completing the proper form(s) and obtaining the required signatures. Withdrawal/Resignation forms are available in the Records and Registration Office.

## COMBINED COURSES

Courses combining instruction of undergraduate and graduate students clearly differentiate the course requirements for both groups and require the graduate student to perform work at a substantially higher level of complexity and maturity.

## THE GRADUATE FACULTY ADVISORY COMMITTEE

All Graduate Faculty in each degree-granting program will serve as members of the Graduate Faculty Advisory Committee. This Committee will have an opportunity to review the progress of all graduate students during meetings to be held at least once per year. Students deemed to be making insufficient progress toward their degrees will be notified of the problems identified by the committee, and will be given up to one semester to make improvements. How these problems are rectified will determine whether or not the student is permitted to continue in the program. Additional progress guidelines and degree requirements may be added by the Graduate Faculty.

## THE GRADUATE GRADING SYSTEM

A = 4 quality points per semester hour  
B = 3 quality points per semester hour  
C = 2 quality points per semester hour  
D = 1 quality point per semester hour  
F = No quality point value  
P = Passing (See Pass-fail Option)  
I = Incomplete (See Incomplete Grades)  
IP = In Progress (Thesis Courses Only)  
W = Officially withdrawn as stipulated in catalogue

## “D” AND “F” GRADES

No grade of “D” or “F” may be counted toward a degree.

A grade of “D” means unacceptable work, and all courses to be counted toward a degree in which a “D” is earned must be repeated with a grade of at least “C”.

A grade of “F” means failure, and all courses to be counted toward the degree in which an “F” is earned must be repeated with a grade of at least “C.”

No more than 6 hours of “C” grades may be counted toward a degree.

## INCOMPLETE GRADES

A grade of "I" means incomplete and is given *only* for courses in which, *because of circumstances beyond the student's control*, cannot be completed during the semester in which the course is taken.

**AN "I" GRADE MUST BE REMOVED FROM A GRADUATE STUDENT'S TRANSCRIPT BY THE END OF THE NEXT SEMESTER, INCLUDING SUMMERS, UNLESS EXTENDED BY THE GRADUATE DEAN. IF THE "I" GRADE IS NOT REMOVED, IT WILL AUTOMATICALLY BE CHANGED TO AN "F."**

## PASS-FAIL OPTION

### All Courses

Graduate students have the option of registering for graduate courses with a P (Pass) - F (Fail) option. *Except for thesis courses and certain internships, Pass grades may not be counted toward a graduate degree.* Graduate students may change from regular letter grading to Pass - Fail, or vice versa, up to the last day for adding courses. Students must notify the instructor in writing of this decision. For graduate credit courses, only "C" quality or better work will earn the grade of "P."

### Thesis Courses

The grade of "P," with a maximum credit of 6 hours, shall be assigned to all Thesis courses, upon final approval of the Thesis by the faculty and by the appropriate authorities, and upon receipt of the final approved copy of the thesis in the office of the Graduate Dean.

## GOOD STANDING — GRADE REQUIREMENT

A graduate student is in good standing and is considered to be making satisfactory progress if a 3.0 semester and 3.0 cumulative GPA is earned in all graduate courses.

## APPEALS OF GRADES

Appeals of grades must first be made to the instructor within 45 days of grade reports. If the instructor's decision is not satisfactory, the student may appeal, in writing, to the instructor's department head (or the graduate director for Nursing students), with a copy to the instructor, and the instructor's academic dean. The department head (or the graduate director for Nursing students) will render a decision within ten working days. If the decision of the department head (or the graduate director for Nursing students) is not satisfactory, the student may appeal, in writing, to the instructor's academic dean, with copies to the instructor and department head (or the graduate director for Nursing students). The dean will render a decision within ten working days. The decision of the dean is final.

## PROBATION, SUSPENSION, READMISSION, AND DISMISSAL

**Probation.** Graduate students whose semester or term GPA and/or cumulative GPA in graduate courses falls below 3.0 shall be placed on probation. During their next semester or term of enrollment in Graduate School, students on probation *must* achieve a minimum 3.0 GPA for that semester/term and may not register for any courses on a Pass-Fail basis.

**Students will remain in Probation status as long as their cumulative GPA remains below 3.0.**

**Suspension.** Students whose semester or term GPA falls below 3.0 for two semesters of enrollment, including summers, will be suspended from Graduate School.

**Students suspended for the first time may not enroll in Graduate School for at least one semester following notification of Suspension status.**

**Readmission.** After an absence of at least one semester, suspended students may apply for readmission by submitting a completed appeal form to the graduate coordinator/director or graduate faculty advisor. The graduate coordinator/director or graduate faculty advisor will submit the form, with a recommendation to readmit or not to readmit, to the Graduate Dean. The decision of the dean is final.

Upon a second suspension, students seeking readmission must follow the same procedure, except that the student will have been suspended from Graduate School for a minimum of one calendar year.

**Dismissal.** Graduate students with two suspensions must maintain a minimum 3.0 GPA each semester for the remainder of their graduate career, or be dismissed from Graduate School. This dismissal is final.

# GENERAL REQUIREMENTS FOR THE MASTER'S DEGREE GRADUATE FACULTY ADVISORY COMMITTEE

All Graduate Faculty in each degree-granting program will serve as members of the Graduate Faculty Advisory Committee. This Committee will have an opportunity to review the progress of all graduate students during meetings to be held at least once per year. Students deemed to be making insufficient progress toward their degrees will be notified of the problems identified by the committee, and will be given up to one semester to make improvements. How these problems are rectified will determine whether or not the student is permitted to continue in the program.

## HOURS REQUIRED

The minimum requirement for a master's degree is 30 graduate semester hours, at least 24 hours of which must be in course work. No more than 6 hours of graduate credit for a Thesis may be counted toward the master's degree. Each individual degree program has its own specific course requirements which students must follow.

## COURSE LEVEL

A student must earn at least one half of the coursework in graduate courses for which there are no advanced undergraduate companion courses.

## STUDENT ADVISING

Each department has a graduate coordinator/director or assigned member of the graduate faculty who serves as advisor for all graduate students in the department. In some departments, additional graduate faculty members are used in advising graduate students. The graduate coordinator/director or graduate faculty advisor advises students about course selection, determines each student's specific degree plan, and may select the student's major professor and graduate faculty committee, schedule and administer comprehensive examinations, and supervise other matters related to graduate studies.

*All graduate students must consult with the departmental graduate coordinator/director or assigned graduate faculty advisor before scheduling and registering for courses.*

## DEGREE PLAN

The departmental graduate coordinator/director or graduate faculty advisor will determine the degree plan for each graduate student in the respective departments. The degree plan *must* be finalized prior to a graduate student's registering for more than 12 hours of graduate credit. The degree plan will be formulated in accordance with the general regulations of the University, as well as those of the student's college and department. The degree plan will be filed in the office of the Graduate School.

## EFFECTIVE CATALOGUE

The degree plan shall be formulated according to the requirements published in the catalogue in effect at the time of the student's admission to Degree Status or at any subsequent time during the six-year limit for completing the degree. A student may adopt a subsequent catalogue only with the approval of the graduate coordinator/director or graduate faculty advisor, and of the Graduate Dean. A student who does not attend Southeastern Louisiana University for one calendar year or longer must meet the requirements of the catalogue in effect at the time of reentry.

## GRADUATION REQUIREMENTS

To be eligible to receive a master's degree, students must:

1. Complete all requirements in their degree plans.
2. Have filed a completed Admission to Candidacy for the Degree.
3. Have earned a cumulative 3.0 GPA in all graduate work pursued, including their majors.
4. Have earned no more than 6 semester hours of "C" grades in courses that count toward their degree.
5. Pass the comprehensive examination, except MBA students, who must earn a grade of "B" or better in Management 683 and CSD students who must receive a grade of "P" in CSD 770.
6. Be recommended for the degree by the faculty committee, department head (or graduate director for Nursing students), and Graduate Dean.
7. Have filed the application for graduation.
8. Be approved for the degree by the Graduate Dean.
9. Have settled all University accounts.

**INDIVIDUAL DEGREE PROGRAMS HAVE GRADUATION REQUIREMENTS MORE STRINGENT THAN THESE GENERAL REQUIREMENTS LISTED ABOVE. ADDITIONALLY, STUDENTS MUST MEET ALL INDIVIDUAL DEGREE PROGRAM REQUIREMENTS TO BE ELIGIBLE FOR GRADUATION.**

## ADMISSION TO CANDIDACY FOR THE MASTER'S DEGREE

All students seeking a master's degree *must* be admitted to candidacy for the degree. This entails the following:

1. Admission to candidacy for the master's degree provides official recognition that the student has attained a stage in advancement toward the degree.
2. Prior to admission to candidacy for the master's degree, students' satisfactory progress toward the degree will be attested by their:
  - a. Having achieved Regular Admission status.
  - b. Having completed 12 hours of graduate degree credit at Southeastern with a cumulative GPA of at least 3.0.
  - c. Having a degree plan approved by their graduate coordinator/director or graduate faculty advisor.
3. The application for admission for candidacy for the master's degree must be completed and signed by the student and by the graduate coordinator/director or graduate faculty advisor and submitted to the office of the Graduate Dean *no later than* 15 days after the first day of class of the next semester or term in which the student is enrolled.
4. The Graduate Dean will verify the accuracy of all information in the application and sign the form, thus officially certifying the admission of the student to candidacy for the master's degree.
5. The completed, signed, and approved admission to candidacy form must be on file in the offices of the graduate coordinator/director or graduate faculty advisor and Graduate School *at least* two semesters prior to graduation.

## APPLYING FOR GRADUATION

Students shall apply for graduation in the semester preceding the anticipated semester of graduation, according to the published deadlines.

Students who do not graduate in the anticipated semester of graduation must reapply for graduation and pay an additional application fee for each succeeding semester of application.

Students applying for graduation must:

1. Secure and complete the appropriate forms in the departmental office.
2. Pay the application fee.
3. Complete the on-line application procedure, including the exit survey.

## THESIS

### General Statement

A master's thesis should demonstrate the student's ability to conduct independent research and to present the results of that research in a scholarly format. It should provide a significant contribution to knowledge in the discipline and reflect independent research of high quality.

### Format

The thesis format, style requirements, and other technical matters shall conform to the regulations of the department in which the student is majoring.

### Defense

All students shall defend their theses in an oral examination held before the Thesis Committee and other persons invited by the committee.

### Thesis Committee

A Thesis Committee consisting of at least three members shall supervise the research for and writing of the thesis. This committee shall be appointed by the graduate coordinator/director or graduate faculty advisor.

### Final Approval

The Thesis Committee shall approve or reject the thesis. Students must make all corrections and changes in the thesis recommended by the committee prior to final approval.

### Continuous Registration

The student must register for departmental Thesis courses *for each semester the thesis is in progress and for each semester or term in which the student receives faculty assistance and/or uses University facilities and resources.*

### Grades

At the end of each semester in which a thesis is in progress, a grade of "IP" (In Progress) shall be assigned to the student.

After final approval of the thesis by the Thesis Committee and by the appropriate authorities, and after the Thesis Committee certifies that the student has passed the defense, and after all copies of the thesis have been approved by the Graduate School office, a final grade of "P," carrying a maximum credit of 6 semester hours, shall be given.

### Binding

Students must pay the University fee for thesis binding for the minimum number of copies required by their department. Valid receipts for these copies and for any additional copies the student wishes to have bound (maximum of seven) shall be presented at the time the final copy of the thesis is submitted to the Thesis Committee for approval. After obtaining the appropriate signatures, the student will submit the required number of copies of the thesis, together with the receipts for binding, to the Graduate School office for submission to the library for binding.

Two copies of the thesis, for the Library's use, shall be printed on 20-pound weight paper of at least 50 percent cotton fiber content. All other copies shall be printed according to departmental regulations.

When the final bound copies of the thesis are returned to the Library, the Graduate School Office shall pick them up and distribute them to the appropriate offices.

## LEAVE OF ABSENCE FROM THESIS

In certain circumstances, such as illness, pregnancy, or compelling economic pressures, a student may not be able to enroll in a thesis course on a continuous basis. The University will allow leaves of absence on an individual, non-discriminatory basis, provided the student receives written permission from the appropriate graduate coordinator/director or graduate faculty advisor and the Graduate Dean.

The leave of absence policy does not affect in any manner the six year time limit for completion of the degree.

## COMPREHENSIVE EXAMINATION

Each candidate for a master's degree must pass a comprehensive examination, except MBA students, who must earn a grade of "B" or better in MGMT 683, and CSD students, who must receive a grade of "P" in CSD 770. The comprehensive examination may be written, oral, or both. Each department establishes the specific date, time and procedures. A time frame for comprehensive examinations is suggested in the catalogue.

The comprehensive examination may not be administered prior to the semester in which the student is scheduled to complete all coursework in the degree plan.

The department of Communication Sciences and Disorders considers the thesis as an appropriate substitute for the comprehensive examination.

## REQUIREMENTS FOR SECOND MASTER'S DEGREE

A student pursuing a second master's degree at Southeastern may, with approval of the degree committee, use credit from a previous master's Degree for up to a maximum of one-third of the total credit hours specified in the new degree plan. Credit will be given only for grades of "B" or better and must be approved by the new department head and academic dean.

## CHECK-LIST FOR GRADUATE STUDENTS

The following represent the *minimum* steps required of all graduate students. Additional steps may be required by individual departments.

### ALL STUDENTS

- Take GRE or GMAT prior to admission or during first semester of graduate work.
- Submit completed application, transcripts, fee payments, test scores, and any other required documentation, such as valid teaching certificate, TOEFL scores, etc., prior to published deadlines.
- Meet with graduate coordinator/director or graduate faculty advisor for admission status, degree plan, course scheduling, etc.
- Be admitted to candidacy for the degree.
- Pass comprehensive examination or the equivalent.
- Apply for graduation within posted deadlines.
- Settle all financial accounts with the University.

### THESIS STUDENTS

- Secure approval of thesis topic.
- Pass thesis defense.
- Secure final approval of thesis.

## GRADUATE FACULTY ADVISORY COMMITTEE

All Graduate Faculty in the Department of Biological Sciences will serve as members of the Graduate Faculty Advisory Committee. This Committee will have an opportunity to review the progress of all graduate students during meetings to be held at least once per year. Students deemed to be making insufficient progress toward their degree will be notified of the problems identified by the committee, and will be given up to one semester to make improvements. How these problems are rectified will determine whether or not the student shall be permitted to continue in the M.S. program. Additional progress guidelines and degree requirements may be added by the Graduate Faculty. This information will appear in the graduate Student Handbook, which is posted on the department's web page.