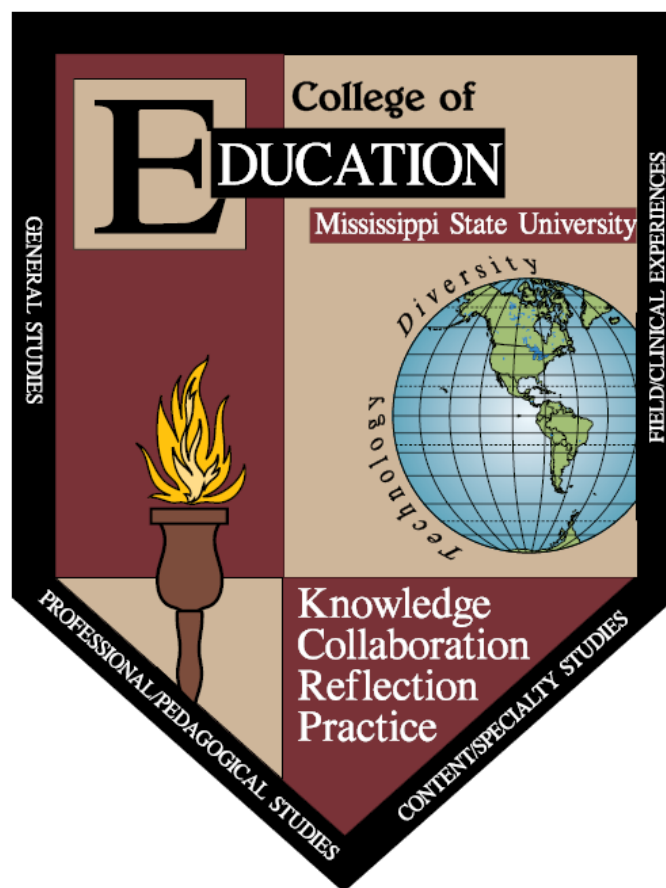


MISSISSIPPI STATE UNIVERSITY COLLEGE OF EDUCATION

GRADUATE HANDBOOK



2007

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PREFACE

Faculty members in the College of Education are committed to fulfilling the following three major functions: (1) providing undergraduate and graduate professional preparation for teachers, administrators, school service personnel, and others who assume education-related positions in settings other than schools; (2) collaborating with school personnel, educational agencies, professional groups, and others interested in the evaluation and improvement of educational opportunities, programs, and services; and (3) promoting and conducting experimental and other research studies designed to improve educational practice and to advance educational theory.

In addition to being accredited by the National Council for Accreditation of Teacher Education and the Southern Association of Colleges and Schools, the College of Education is a member of the American Association of Colleges for Teacher Education. It is the objective of this College to provide excellence in education while at the same time exhibiting a friendly attitude toward students. The teacher education programs are approved by the Mississippi State Department of Education, thereby enabling graduates to satisfy the licensure requirements for the State of Mississippi.

This Handbook is presented to each graduate student in the College of Education at Mississippi State University. It is hoped that the material presented in this document will be helpful to you.

Mississippi State University does not discriminate on the basis of race, color, religion, national origin, sex, age, handicap/disability, or veteran status.

GENERAL INFORMATION

University Mission Statement

The mission of Mississippi State University is to educate the workforce and leaders of the future, produce robust research for our state and nation, and provide expert services to our citizens, communities and businesses.

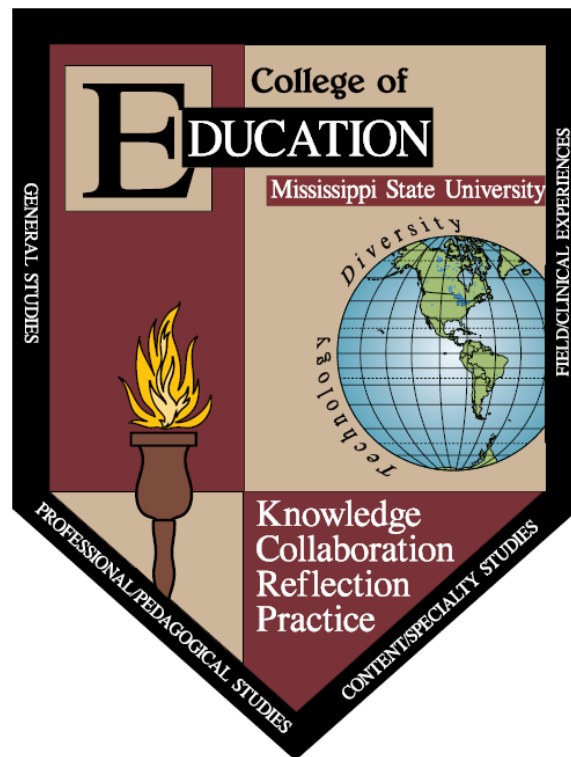
College of Education Mission Statement*

As a Land Grant institution founded in 1878, Mississippi State University has a rich and distinguished tradition of providing leadership and service to the state and its people. Within this tradition of excellence, the mission of the College of Education at Mississippi State University is to prepare highly qualified professionals for the state and region to serve as teachers, administrators, supervisors, counselors, and other professionals in public schools, industry, and human service agencies. The College of Education values outstanding teaching and is dedicated to offering nationally accredited programs that are based on essential knowledge, sound practice, relevant research, and realistic clinical training. It is committed to providing professional development opportunities at the baccalaureate, master's, specialist, and doctoral levels. Through its leadership in teaching, service, and research, the College of Education prepares professionals who contribute substantially to the improvement of the lives of many individuals in our changing, technologically complex, and increasingly diverse society.

**This statement is a result of faculty input beginning at the August 17, 1995 College Retreat and concluding at the May 2, 1996 College Round Table.*

Conceptual Framework

The organizing theme for the conceptual framework for the College of Education at Mississippi State University is **EDUCATORS/PROFESSIONALS - Dedicated to Continual Improvement of All Students' Educational Experiences**. The role of the college is to prepare its students to possess the knowledge, skills, behaviors, and attitudes to become successful educators / professionals.



The visual symbol is a shield depicting a burning torch, a metaphor for the necessary knowledge, skills, behaviors, and attitudes of educators/professionals and a globe, symbolizing the dedication of educators/professionals to the improvement of **all** students' educational experiences. The outside edges of the shield include the areas of study, which constitute the components of the educative process and are essential underpinnings for development of knowledge, skills, behaviors and attitudes of educators/professionals: (1) **General Studies** assist educators/professionals in understanding themselves and the world around them and allow them to gain both a more integrated view of knowledge and authentic view of life; (2) **Professional/Pedagogical Studies** encourage educators/professionals to connect their knowledge of those areas of specialization to an understanding of how students or clients learn and think at various stages in their development; (3) **Content/Specialty Studies** enhance and build upon the general studies, allowing students opportunity to learn to think about how knowledge in their discipline can contribute to educating a productive educator/professional; (4) **Field/Clinical Experiences** allow students the opportunity to

participate in field/site-based experiences where they explore the issues involved in the setting and develop specific competencies through guided practice, both of which contribute to effective teaching/leadership and build reflective practice to help ensure that necessary skills have been mastered.

Contained within the shield are the words *Knowledge, Collaboration, Reflection, and Practice*, identifying the essential characteristics of an effective educator / professional. The beliefs that guide program development include the following:

1. **KNOWLEDGE** - Educators/professionals must have a deep understanding of the organizing concepts, processes, and attitudes that comprise their chosen disciplinary knowledge base, the pedagogical knowledge base, the pedagogical content knowledge base and how these knowledge bases are complemented by proficiency in the use of technology.
2. **COLLABORATION** - Educators/professionals must continually seek opportunities to work together, learn from one another, forge partnerships, and assume positions of responsibility.
3. **REFLECTION** - Educators/professionals must determine their strengths and weaknesses and possess the skills, behaviors, and attitudes necessary to learn, change, and grow as life-long learners.
4. **PRACTICE** - Educators/professionals must have a rich repertoire of research-based strategies for instruction, assessment, and the use of technologies and be able to focus that array of skills on promoting real-world learning by all students or clients, while exhibiting an appreciation and commitment to the value and role of diversity.

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Department Heads and Graduate Coordinators of Graduate Programs

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(601) 484-0170 or 4-0170 (if dialed from MSU campus)

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Mississippi State, MS 39762

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E-mail Address: lrc1@ra.msstate.edu

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Departmental Web Page: www.educ.msstate.edu/CEdEPy/cedepy.html

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Departmental Web Page: www.educ.msstate.edu/dept/pe/index.html

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(662) 325-8593
Departmental Web Page: www.msstate.edu/school/humansciences/

*Doctoral program jointly administered with the College of Agriculture and Life Sciences.

College of Education Graduate Degrees and Concentrations[†]

Department of Counseling, Educational Psychology and Special Education

M. S. with majors in:

Counselor Education with emphases in:

School Counseling
Rehabilitation Counseling
Community Counseling
College Counseling
Student Affairs in Higher Education

Educational Psychology

Special Education

Ed. S. with majors in:

Counselor Education with emphases in:

School Counseling
Rehabilitation Counseling
Community Counseling
College Counseling
Student Affairs in Higher Education

Special Education

School Psychology

Ed. D. with major in:

Education with concentration in Counselor Education

Ph. D. with majors in:

Educational Psychology with emphases in:

General Educational Psychology
School Psychology

Counseling and Personnel

Counselor Education/Student Counseling

Department of Curriculum and Instruction

M. S. with majors in:

Elementary Education

Secondary Education

Ed. S. with majors in:

Elementary Education

Secondary Education

Ed. D. in Education with concentrations in:

Elementary Education

Secondary Education

Ph. D. with majors in:

Curriculum and Instruction

Elementary Education

Secondary Education

[†]All teacher education graduate programs are accredited by the National Council for Accreditation of Teacher Education (NCATE).

Department of Kinesiology

M. S. in Physical Education with emphases in:
Exercise Science
Sport Administration
Teaching and Coaching

Department of Agricultural Information Science and Education*

Ed. S. with major in Agricultural and Extension Education
Ed. D. with major in Agricultural and Extension Education
Ph. D. in Education with major in Agricultural and Extension Education

Department of Instructional Systems, Leadership and Workforce Development

M.A.T. with major in Community College Education
M. S. with majors in:
School Administration
Technology
Work Force Educational Leadership
Instructional Technology
Ed. S. in Education with concentrations in:
Educational / Community College
School Administration
Educational Technology
Ed. D. in Education with concentrations in:
School Administration
Educational Technology
Ph. D. with major in:
Elementary, Middle, Secondary, Educational Administration
Community College Leadership
Education with concentrations in:
Educational Technology
School Administration

*Joint Teacher Education programs with the College of Agriculture and Life Sciences

GRADUATE ADMISSION AND DEGREE REQUIREMENTS

Admission Policy

The decision to admit an applicant to pursue graduate study at Mississippi State University is based upon evaluations of both qualitative and quantitative information. All applicants must provide a completed application form, a statement of purpose for graduate study, letters of recommendation, records of previous academic achievements, and scores of Graduate Record Examination. All admission applications and supporting documents become the property of Mississippi State University upon receipt and will not be released.

Standardized test scores represent only one element considered in the admission decision. Scores are never used as the sole criterion, but rather are considered in conjunction with other factors, such as the applicants' purpose of study relative to the opportunities in the proposed field, the number of positions available in the program, prior professional and employment activities, and/or recommendations of the faculty in the proposed field of study, especially regarding the availability of faculty support for research. Consequently, an applicant who meets the required grade point average and/or whose standardized scores fall at or above a competitive level is not automatically granted admission. Admission is granted only to those students considered to have the potential to complete the program successfully.

The decision to admit is restricted to the degree program of study identified in the application, and the student may not enroll in another degree program without formal admission. A student may request consideration for admission to an area of study or to a degree level different from the original application through the Office of Admissions, Room 150, Montgomery Hall, or P.O. Box 6305, Mississippi State, MS 39762; 662-325-2224; e-mail: grad@grad.msstate.edu; home page: <http://www.msstate.edu/dept/grad/>. However, once a student is admitted to a degree program, he/she must remain in that program for one semester before admission will be approved to change to another degree program. Such a request will have the status of a new application for admission, subject to the current conditions. Application is usually made to only one graduate program at a time. Admission to more than one degree program requires the approval of the graduate coordinators of all the degree programs.

The decision to admit has a time validity of 12 months (with departmental approval) for use in making initial enrollment. After the lapse of 12 months without enrollment, an applicant should inquire at the Office of Admissions for procedural instructions. A student must update an application to register for a later semester than the semester of admission.

The dean has the authority to grant admission to graduate programs in the respective college, which will be communicated to applicants, and to the Office of Admissions. Only a written notice of admission is valid proof of admission. After applications and supporting credentials have been received, applicants for admission are usually notified within 30 days of the action taken on their application. Admission to Mississippi State University for graduate study is open to qualified students regardless of race, creed, color, national origin, handicap, sex or veteran status.

Critical Dates

To be considered for admission for fall, spring, or summer terms, all supporting materials should be in the Office of Admissions according to the following schedule.

Semester/Term	Initial Deadline
Fall Semester	July 1
Spring Semester	November 1
First Summer Term	April 1
Second Summer Term	May 1

Completed applications received on or prior to the deadline dates will receive priority consideration for the desired academic term. Completed applications received after the deadline dates will not be guaranteed admission consideration for the desired academic terms. It is the applicant's responsibility to ensure that all supporting materials are received. Some programs may have earlier deadlines for application that override those above. These may be found in the *Graduate Studies Bulletin* under the description of the specific programs.

Graduate Admission Procedures

An individual who desires consideration for admission to graduate education and possesses qualifications appropriate to the above described criteria may request information and application materials from the Office of Admissions. The packet of information and forms sent in response to a request will contain the specific instructions for completing the forms and making an application for admission. Application for admission may also be completed online.

The academic year comprises two regular semesters, beginning in August and January, and summer sessions beginning in May/June. An individual who submits an application for admission to Graduate education should act promptly to see that all required supporting documentation also reaches the Office of Admissions. Applicants are advised that all documents needed to support an application for admission should reach the Office of Admissions at least by the dates given in the Critical Dates listing, or dates specified by particular departments. An individual must have a valid admission status to secure enrollment. Admission to graduate study is limited to the curriculum for the degree and the field of study as specified in the student's application and statement of purpose.

Other submittals may be required from the following individuals:

1. an individual pursuing the requirements of one graduate degree who desires to pursue the requirements of another graduate degree;
2. an individual who has completed the requirements of one graduate degree and who desires to pursue the requirements of another graduate degree;
3. an individual who desires to pursue the requirements for a graduate degree in a field of study different from one of a current admission; or

Regular Admission

1. A bachelor's degree from an accredited institution in the United States, or its equivalent, as determined and approved by the Office of Admissions. **(NOTE: The Department of Curriculum and Instruction requires that the applicant be eligible to receive initial teacher licensure.)**
2. Fluency in English. International applicants must submit scores on the Test of English as a Foreign Language (TOEFL) equal to or above 550 (not over two years old) from date of application, unless the applicant holds a degree from an U.S. institution. **(NOTE: The Department of Curriculum and Instruction requires a TOEFL score of 600 or higher for admission to its graduate programs.)**

3. Adequate subject preparation for the proposed graduate major.

Other General Considerations

1. The compatibility of the purpose of study and the opportunities in the proposed field of study.
2. Students applying for the Master of Education degree in Elementary Education, Secondary Education, or Special Education must meet requirements for initial teacher licensure. Students who are eligible for initial licensure will not be given credit for advanced licensure associated with the Master’s degree until they obtain initial licensure.
3. A recommendation of the faculty in the proposed field of study, including the availability of faculty support for the student's research.
4. Acceptance by the committee on graduate admission in the appropriate program.

An applicant whose credentials meet the stated criteria may still be denied admission.

The decision to admit is restricted to the program of study identified in the applicant's submittals, and the student should not attempt to enroll in another program of study without admission to it. A student may request consideration for admission to an area of study or to a degree level different from the original purpose by application to the Office of Admissions. Such a request will have the status of a **new application for admission**, subject to current conditions.

Master's Degree Minimum Admission Requirements*

1. Hold a bachelor's degree from a fully accredited four-year educational institution.
2. Have a minimum GPA of 2.75/4.00 on the last four semesters (60 hours) of baccalaureate work in a degree program.
3. Submit GRE verbal, quantitative, and analytical writing scores.
4. Provide acceptable letters of recommendation from supervisors/employers, professors, or both.

*Students should check with the respective department concerning specific or additional requirements.

5. Effective Fall 2001, the Department of Curriculum and Instruction established the following admission deadlines:

Semester/Term	Deadlines	
Summer/ Fall	April 1 st	Complete packet must be in Office of Admissions
Summer/ Fall	April 15 th	Complete packet must be in the Department of Curriculum and Instruction
Spring	Nov. 1 st	Complete packet must be in Office of Admissions
Spring	Nov. 15 th	Complete packet must be in the Department of Curriculum and Instruction
Fall	July 1 st	Complete packet must be in Office of Admissions

Fall

July 15th

Complete packet must be in the Department of Curriculum and Instruction

Educational Specialist Degree Minimum Admission Requirements*

1. Hold a Master's or Bachelor's degree from a fully accredited educational institution.
2. Have a minimum GPA of 3.20/4.00 on all prior graduate study.
3. Submit GRE verbal, quantitative, and analytical writing scores.
4. Provide acceptable letters of recommendation from supervisors/employers, professors, or both.
5. Submit a written statement of purpose.

* Students applying for admission to the Master's or Educational Specialist program in Educational Leadership who seek Mississippi administrator licensure must possess a standard educator's license and document successful educational experience. In addition to the general requirements of the graduate education, potential candidates will: (a) submit an application portfolio containing evidence of leadership ability/capacity, interpersonal skills, professional development activities, and written communication skills; and (b) successfully participate in a structured interview process that assesses educational development activities and written communication skills.

Doctoral Degree Minimum Admission Requirements

(For more information concerning doctoral degrees in the College of Education, see the College of Education *Doctoral Students' Guide*.)

1. Candidates holding only a bachelor's degree **may be admitted** to the Ph.D. programs provided the candidate possesses those qualifications that in the opinion of the graduate faculty of the department indicate ability to do graduate work at the doctoral level.
2. Candidate must have a minimum GPA of 3.40/4.00 on all prior graduate study.
3. In addition, the Departments of (a) Agricultural Information Science and Education, (b) Counseling/Educational Psychology/Special Education, (c) Curriculum and Instruction, and (d) ISLWD require an interview as part of the admission process for the doctoral program.

(a) Counselor Education Doctoral Programs

The Department of Counseling, Educational Psychology, and Special Education requires that students who are interested in the Doctor of Philosophy degree programs in Counseling (Student Development in Higher Education Counseling, College Counseling, Community Counseling, Rehabilitation Counseling) and the School Counseling Ph. D. program submit scores on the Graduate Record Examination (GRE) and a current vitae or resume with application materials. Application materials include a completed application for admission to the Office of Admissions, a statement of purpose, three letters of recommendation, and an official copy of all transcripts from institutions of higher education in which the applicant has been enrolled. In making admission recommendations, the department will consider the applicant's GPA, GRE scores, letters of recommendation, prior academic performance, employment and other counseling related experience, results of the interview

with the doctoral program admissions committee, written statement of purpose, and any other information the applicant wishes to offer.

(b) Educational Psychology Doctoral Programs

The Department of Counseling, Educational Psychology and Special Education requires that students who are interested in the Doctor of Philosophy degree program in Educational Psychology with an emphasis in general educational psychology or school psychology submit scores on the Graduate Record Examination (GRE) and a current vitae or résumé with their application materials. Application materials include a completed application to the Office of Admissions, a statement of purpose, three letters of recommendation, and an official copy of all transcripts from institutions of higher education in which the applicant has been enrolled. In making admission recommendations, the Department will consider the applicant's GPA, GRE scores, letters of recommendation, prior academic performance, employment and other educational psychology or school psychology related experience, results of the interview with the program doctoral admissions committee, written statement of purpose, and any other information the applicant wishes to offer.

(c) Curriculum and Instruction Doctoral Programs

The Department of Curriculum and Instruction requires students applying to the Doctor of Philosophy or Doctor of Education degree programs to submit a current vitae or résumé, GRE scores and examples of written work. Such examples may include published articles, manuscripts submitted for publication, assigned papers, etc. An admission decision will not be made until after the successful completion of the doctoral interview.

(d) Instructional Systems, Leadership, and Workforce Development Doctoral Programs

Students applying to a doctoral program in the Department of Instructional Systems, Leadership, and Workforce Development must take the Graduate Record Examination (GRE), including the writing section, and submit current vitae or Resume and a writing sample.

Minimum Admission Requirements for International Applicants

1. In addition to the admission standards described above, international applicants must provide a financial statement of financial support for graduate studies. (Please see *Graduate Studies Bulletin*).
2. In most programs, students who attain a TOEFL (Test of English as a Foreign Language) score of 550 will be considered proficient in English and be given full admission to Graduate Studies. In those few programs with a TOEFL requirement higher than 550, students will have to attain this higher score or be admitted conditionally pending satisfaction of this departmental requirement or its equivalent as defined by that program. For example, the Department of Curriculum and Instruction requires a TOEFL score of 600. (Please see *Graduate Studies Bulletin*.)

Unclassified Admission

Applicants seeking non-degree or UNCLASSIFIED status must provide verification of receipt of the baccalaureate degree. Applicants in the unclassified category will be admitted by the Office of Admissions. **Only nine semester hours of credit earned in unclassified admission status may subsequently be applied to a degree program with the approval of the students' major professor and graduate coordinator.** Upon completion of nine semester hours, an unclassified student is **not automatically** guaranteed admission

as a regular student. These courses and respective grades may not be used for admission consideration. Individual departments or programs may place restrictions on unclassified students taking courses in their areas. In the Department of Curriculum and Instruction, unclassified status must receive prior approval from the graduate coordinator.

Provisional Admission

Applicants for graduate study who do not meet the admission requirements may be admitted (if recommended by the department) to a degree program as a PROVISIONAL student. Provisional students must receive at least a 3.0 GPA on the first nine semester hours of regular graduate-level courses on their program of study taken at Mississippi State University (transfer hours will not apply) in order to achieve regular status. If a 3.0 is not attained in the first nine hours, the provisional student will be dropped by the Office of Graduate Studies.

Enrollment in Additional Hours

A candidate for the master's degree lacking six or fewer semester hours of credit on the master's degree program may enroll in additional hours to complete a normal load during the final semester for the master's degree. These courses may count on the educational specialist degree, provided the student has prior approval from the major professor and graduate coordinator and meets all regular admission requirements for the educational specialist degree program. The same procedure may be used by the educational specialist students within their last six (6) hours who wish to enroll in doctoral courses.

Graduate Readmission

Once enrolled in graduate studies, students who subsequently fail to enroll for a semester or more during the academic year must complete an Application for Readmission before they will be permitted to continue their enrollment. This form may be obtained and completed in the Office of Admissions.

For readmission to any graduate degree program in the department of Counselor Education, Educational Psychology, and Special Education, the department requires that students who have not been enrolled for one regular semester (fall or spring) submit a readmission form. The graduate coordinator for the department of Counselor Education, Educational Psychology, and Special Education must approve the readmission. If a student has not been enrolled at Mississippi State University for one calendar year, he or she must submit a new application and statement of purpose to be considered for readmission into his or her respective program of graduate study.

Graduate Admission Tests

The Graduate Record Examination (GRE) and the Graduate Management Admissions Test (GMAT) are administered by the Computer Based Testing Center, 54 Magruder Street (Starkville Campus). Appointments may be set up by calling 662-325-6610. The mailing address is Computer Based Testing, P.O. Box 9747, Mississippi State, MS 39762. Applicants to a graduate program should have appropriate test scores, if required, sent to the Office of Admissions, P.O. Box 6305, Mississippi State, MS 39762.

Undergraduate Enrollment in Graduate Courses

An undergraduate student at Mississippi State University who has 12 or fewer hours of undergraduate credits remaining to complete the undergraduate degree may seek approval to enroll in courses for graduate credit in the semester or term he/she is graduating. The undergraduate student should meet the grade-point average

requirement for regular admission to graduate study. Prior to enrollment, the undergraduate student must obtain written permission from the department head and academic dean of the unit in which graduate courses are to be taken. An undergraduate may take up to nine (9) graduate credit hours. The combination of undergraduate and graduate credit hours may not exceed 13 hours.

Nondiscrimination Policy

Mississippi State University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. MSU conforms to Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Adjustment Assistant Act of 1974, and The Americans with Disabilities Act of 1990. The University Affirmative Action Office, P.O. Drawer 6199, Mississippi State, MS 39762, (662) 325-2493, has been designated as the University office responsible for the coordination of efforts to carry out responsibilities and make investigations of complaints related to discrimination.

OTHER GRADUATE SCHOOL AND UNIVERSITY POLICIES

Prerequisites

The department or area of program emphasis concerned will decide when prerequisites are satisfied. **(NOTE: The Department of Curriculum and Instruction requires that the applicant be eligible to receive initial teacher licensure.)**

Normal Schedule

A normal (full) load is considered 9-13 hours of graduate study during a semester. Graduate students enrolling in more than 13 hours must complete a request to schedule overload form and pay an overload tuition fee for each semester hour over 13. The absolute maximum load that a student may schedule during a regular term is 16 hours. During a term of summer school, student may schedule 7 semester hours unless enrolled in 10 week courses. (International students are expected to register for a minimum of six semester hours during the first regular semester of enrollment and at least nine hours each regular semester thereafter.)

A student may not schedule courses on the main campus and in external programs concurrently to exceed the maximum number of hours that may be earned during any semester or term.

Students must be enrolled in at least one semester hour of credit during the semester/term in which they schedule the comprehensive examination (Master's and Educational Specialist degree programs), the Supporting Area/Minor Examination, the Written Preliminary Examination, the Oral Preliminary Examination, or the Final Oral Examination (thesis/dissertation defense).

Normal Load with a Graduate Assistantship

Graduate assistants should be full-time (registered in at least nine graduate credit hours) during the Fall and Spring semesters and may not enroll in more than 13 graduate credit hours. The required nine (9) graduate credit hours must be maintained throughout the entire semester. Therefore, no course may be dropped if the resulting course load is less than the required nine (9) graduate credit hours, nor may any courses constituting the nine (9) hour load consist of or be converted to an audit status. Further, the course load may not be composed of undergraduate courses, unless the course is a program prerequisite, in which case only one such course is permitted per semester.

Students holding graduate assistantships during the summer months must be registered for a total of six (6) graduate credit hours. However, a total of nine (9) credit hours may be taken in any combination during the summer school sessions. During the five-week terms, graduate assistants may not enroll in more than six (6) semester hours.

Mini-Courses or Interim Courses

Courses taken between terms at MSU are not counted against the course load of the previous or subsequent terms as long as they begin after the previous term has ended and conclude before the subsequent term begins. Under no circumstances will a student be allowed to count more semester hours credit than there are weeks in the mini-course or interim course period.

Program of Graduate Study

The student is required to submit, for approval, a formal program of study to the departmental graduate coordinator by the second semester of enrollment. A copy will be forwarded to the Office of Graduate Studies for informational purposes. The program must be developed with the advice and concurrence of the student's major professor (through the office of the director of the degree-granting center if one is a degree-granting center student) and such other faculty members as may constitute the student's graduate committee. Courses to be counted toward fulfilling degree requirements must be included on the student's approved program. All student requests for program changes should be made in writing and approved by the student's committee the departmental graduate coordinator.

Program changes must be made on approved forms and completed prior to the time the student enrolls in a course not appearing on the approved program. The original program and program changes must be signed by all graduate committee members.

Level of Hours on the Program of Graduate Study

At least 15 hours on a non-thesis program must be at the 8000 level; Fifty percent of course work exclusive of thesis research, must be at the 8000 level for a thesis program. In the Department of Curriculum and Instruction, two-thirds or more of the hours on the graduate program, exclusive of dissertation credit, must be 8000 level, or their equivalent, for the Ed.D. and Ph.D. Approved 7000 Special Problems may count toward 8000-9000 level requirements.

Minors

The option or requirement of a minor is at the sole discretion of the major area in which the program is offered and must be designated on the students' program of study. Minors may be obtained only in established areas of graduate study. A minor on a masters' program requires at least nine hours of graduate course work; approval of the student's major professor; approval of the graduate coordinator from the minor area on the student's program of study; and any additional requirements as specified by the major and minor areas. A minor in a doctoral program requires at least twelve hours of graduate course work; approval of the student's major professor; approval of the graduate coordinator from the minor area; a member from the minor area on the students' graduate committee; and any additional requirements as specified by the major and minor areas.

Workshops and Special Problem Courses

No more than six semester hours of graduate credit earned in workshop courses or six semester hours of special problem courses, may be included on the student's approved degree program. No more than nine

semester hours of a combination of workshop and special problem courses may be included on the student's approved degree program.

Correspondence Credits

Credits clearly designated as correspondence or independent study credits **are not acceptable** for any graduate degree.

Grades (on Courses Taken at MSU)

No grade below a "C" will be accepted for graduate credit. Any course in which a "D" is earned must be repeated and a higher grade earned for it to count toward graduation. Only one course may be repeated per degree. Permission to repeat a course must be granted by the Dean. In order for credit to be applied toward a degree, the student must average "B" or above on all courses attempted for graduate credit after admission to the current graduate program. A student may not repeat a course in which a grade of "C" or higher was assigned. Graduate students are not permitted to enroll in courses carrying pass/fail credit except thesis or dissertation hours.

Incomplete Grades (Grades of I)

A grade of I (incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in his or her immediate family, or similar circumstances beyond his or her control, is unable to complete the course requirements or to take final examinations. **Graduate students who receive a grade of I must complete all work no later than the last day of class of the next semester (excluding summer) whether the student is enrolled or not. Failure of graduate students to remove an I grade during the specified time will result in an automatic grade of F.** In cases of students receiving VA benefits, all courses scheduled will appear on the permanent record and a final grade will be recorded for each course. If the student withdraws from school and/or drops a course, the last day of attendance will be recorded.

NOTE: For those in the position to advise undergraduate students, be aware that the regulations governing the removal of incomplete grades differs for undergraduate students.

Quality Point Average

Graduate students must have a graduate quality point average (QPA) of 3.00 or higher after being admitted to a program to be eligible to take the comprehensive examination for any graduate degree. Students must also have a graduate GPA of 3.00 or higher in order to be awarded a graduate degree. **NO exceptions to this policy are granted by the Office of Graduate Studies.**

Auditing

During registration and the first ten days of class in the semester, students are not permitted to enter classes as auditors unless authorized by the dean of the student's college and by the Registrar, **upon recommendation of the instructor concerned.** A student may not change from credit to audit or audit to credit status after the tenth day of class. A course being audited counts as part of the regular load on the same basis as if taken for credit but may not be used to satisfy minimum credit hours for graduate assistants. Auditors are not required to take tests and/or examinations or to prepare other written assignments. Otherwise, conformity to regular classroom decorum is the same as that required for all students. At the time the request for audit is approved, the professor will inform the auditor of attendance expectations.

Academic Add/Drop Policy

1. Add/Drop without a Penalty. Effective Fall 2001, students have up to 5 days into the semester to add a class and 10 days to drop a class without receiving a penalty.
2. Drop after 10 days through six weeks into the semester. All students who elect to drop a course during this period must receive the approval of their advisor, will be assigned a W on their transcript, and be assessed a fee of \$50 per course. The dean who permits the drop will validate the student's last day of class attendance.
3. Drop after six weeks into the semester. Students cannot drop courses after this six week period except in documented cases of serious illness, extreme hardship, or failure of the instructor to provide any assessment of their performance. This must be approved by the student's advisor and academic dean. The dean who permits the drop will validate the student's last day of attendance. Students receiving permission to drop will receive a W on their transcript and be assessed a fee of \$50 per course. Poor academic standing is not justification for dropping a course.
4. **Faculty are expected to provide students with specific evidence or assessment of their class performance within the first six weeks. Students enrolled only in one course must process a withdrawal from the University rather than processing a schedule change.**

Academic Performance and Continued Enrollment

Please refer to the Office of Graduate Studies Policy on Academic Performance and Continued Enrollment in the *Graduate Studies Bulletin*. In addition the College of Education defines unsatisfactory performance which may result in forced withdrawal as follows:

A student whose academic work is unsatisfactory at any period during a given semester or term may be forced to withdraw from graduate studies upon recommendation of the major professor, the departmental graduate coordinator, and the dean. The College of Education defines unsatisfactory as having a GPA of less than 3.0 or making more than two grades of C or lower in courses taken for graduate credit. A student forced to withdraw will be readmitted only upon the recommendation of a departmental appeals committee and the consent of the college dean. Students have the right to appeal any grade assignments or changes in their academic status. (See Appeal of Grades and Appeal of Academic Status in the *Graduate Studies Bulletin*.) See the Graduate Bulletin for details.

Course Examinations

Written examinations in courses taken for graduate credit are required, except for graduate seminars and directed individual study courses, for which other appropriate methods of evaluation may be used at the discretion of the professor.

Degree Completion

To be eligible for graduation, a student must have completed all program requirements and have achieved a B average or better in all course work taken at Mississippi State University while in the degree program. Individual programs may have additional requirements. In order to receive a degree, student must apply for the appropriate degree by the published deadline.

Repeat Policy

With the approval of the graduate coordinator and the college dean, a student may repeat one course per degree. This policy applies to all courses (even those not on the program of study related to a specific program) taken as a graduate student. Repeated courses must be taken at Mississippi State University.

A specific course may be repeated only once, except for those approved for repeated credit (e.g. internships, special topics, individual studies, thesis, dissertation, etc.). Both courses will remain on the permanent transcript and both grades will be computed in final averages. No additional program credit hours will be generated from a repeated course.

Withdrawal from the University

Any student leaving the University prior to the end of the period of enrollment, except for temporary absences, must initiate withdrawal procedures in the office of the dean. By completing this procedure the student will prevent future difficulties in obtaining transcripts, and in reentering the University, but will also avoid having Fs automatically recorded for all courses taken during the semester.

A student who withdraws after the tenth day of classes will receive grades of W for each course scheduled. No withdrawals will be allowed during the last two weeks before the beginning of final examinations for the fall and spring semesters and during the last week prior to the beginning of examinations for each five/ten week summer term.

The withdrawal of any student shall not be effective on a date prior to the actual date of withdrawal, except in documented cases of serious illness or extreme hardship, and then only upon recommendation of the student's academic dean. If the effective date of withdrawal and the actual date on which the withdrawal occurs are separated by more than one calendar year, the Provost and Vice President for Academic Affairs must approve the withdrawal upon recommendation of the academic dean.

Students dropping the only course in which they are enrolled must process a withdrawal from the University rather than a schedule change.

Graduation Application and Fee

The student must file an application for the degree with the Registrar's Office and pay a graduation fee in accordance with the date determined each semester by university officials.

REQUIREMENTS FOR THE MASTER'S DEGREE

Hours Required

At least 30 semester hours of graduate study are required in all master's degree programs. Several programs require more than 30 semester hours of course work. For instance, Counselor Education has both a 48 and a 60 hour degree.

Transfer Credit

A maximum of nine semester hours required for the degree may be transferred from another accredited institution to this institution or from another degree program at MSU and included on the student's program at the master's level. For master's programs of more than 40 hours, up to 30% of the hours may be transferred. However, the acceptance of transfer hours is at the discretion of the program concerned. Courses accepted for transfer from another accredited institution should be less than six years old at the time the program is completed. (The only way that courses more than six years old can be accepted for transfer credit is with permission of the college Dean.) In the event that the student's department decides to accept hours earned at another institution as a part of the student's program, the department should have adequate documentation from the institution where the credits were earned verifying that the courses would be accepted as a part of a master's program at that institution. **Grades of "C" or lower are not acceptable for transfer credit.**

Off-Campus Credits

Graduate credit toward advanced degrees may be earned at the Meridian Campus within policy guidelines set forth by the university and to the extent that courses for developing systematic programs of study are available. Credits toward advanced degrees may be earned in other external programs provided such courses contribute to a systematic program of study and prior approval is obtained from the graduate committee. At least one-half of the credits earned for application for meeting requirements for a master's degree exclusive of hours scheduled for thesis must be earned on the main campus, through a degree-granting center, or both.

Residence

There is no residency requirement for the master's degree. However, departments, schools and colleges can set degree specific residency requirements.

Graduate Committee

Students in Master's degree programs (with the exception of CEPSE) are required to have a graduate committee, composed of the major professor/advisor as chair and at least two other members. The major professor or the departmental graduate coordinator should complete the appropriate form requesting the appointment of the committee members before the program of study is submitted.

Thesis

Students in the Master's degree program Plan I¹ are required to complete a thesis. A minimum of six semester hours of credit is assigned to thesis research and writing. The student must conduct an oral defense of the thesis before the student's graduate committee. The document, *Guidelines for Preparing Theses and Dissertations*, should be obtained from the Office of Graduate Studies or available online at www.msstate.edu/dept/grad/thesis_guidelines.htm. The thesis will be written using a format approved by the graduate committee. In order to allow careful and thoughtful evaluation and time for clarification and discussion, it is recommended that examinations for the defense of theses be scheduled no sooner than seven (7) days after the final draft manuscript has been distributed to all committee members. **It is the major professor's responsibility to ensure that the student provides a copy of the thesis to the dean at the appropriate time.** After successful defense by the candidate, the thesis shall be endorsed with the signatures of the major advisor, the departmental graduate coordinator, members of the committee, and the Dean of the College of Education. The original copy of the thesis must be checked for appropriate format by the Technical

¹Plan I is the thesis option in the Masters Program and Plan II is the non-thesis option.

Service Department of Mitchell Memorial Library. After being approved by the Library staff, two copies of the thesis, one designated as original and the other designated as copy must be placed unbound in separate properly identified clasp envelopes and deposited with the Technical Services Department of the Library for binding. Three copies of the abstract must be submitted in one clasp envelope along with the copies of the thesis. Please see *Guidelines for Preparing Theses and Dissertations* for specific requirements for submission of the document to the Library and for required paper quality. **A copy of the bound Thesis must also be submitted to the Office of the Dean in the College of Education or HOLDS will be placed on student records.**

PRIOR TO HAVING THE THESIS BOUND, THE STUDENT IS STRONGLY ADVISED TO CHECK WITH HIS/HER DEPARTMENT TO DETERMINE THE NUMBER OF COPIES THE DEPARTMENT REQUIRES.

Candidates for the master's degree are required to pay the cost of having their theses typed and bound. A binding fee is charged each student who submits a thesis as a partial fulfillment of requirements for graduation. This fee is used to bind two copies of the thesis for permanent filing in the university library and must be paid to the Comptroller at the time the student submits the thesis to the library. No provision is made for the binding of additional copies of the thesis; this is the student's personal responsibility. The department of Curriculum and Instruction requires electronic submission.

Assignment of Grades for Thesis Research/Thesis

Grades of S or U will be assigned for all thesis research hours (i.e., 8003). A grade of U carries no credit; therefore, if a student receives a grade of U, the student will be required to repeat 8003. A-F letter grades and I's should not be assigned for thesis research hours. A student must be enrolled for a minimum of one semester hour of credit the semester the thesis/dissertation is defended and submitted to the library.

Time Limit

The time limit on credits earned that can be accepted toward fulfilling requirements for the master's degree is six years. The time begins with the oldest course on the program. Transfer credits must be no older than six (6) years upon completion of the master's degree. (See section on *Transfer Credit* on page 12 for additional information on time limit.) **The Graduate Council has reiterated the importance of completing degree requirements within the designated time limit. Therefore, it is imperative that the master's degree be completed within six years.**

Final Examination

A final examination is required of ALL degree candidates. The comprehensive examination may be taken during the semester or term in which final course work (excluding thesis and internship hours) is being completed or later. **However, the student must be enrolled for a minimum of one semester hour of credit during the semester or term in which the comprehensive examination is administered.** The comprehensive examination is administered only once during the summer session. Dates for the comprehensive examination are set by the individual departments. **Students should check with the program graduate coordinator.** If candidates are required to take both a written and an oral examination, the results of the written examination should be reported to the Office of Graduate Studies in conjunction with the report of the oral examination.

1. **Application for Final Examination:** The student must apply to take the final (comprehensive) examination by the deadline published by the department. Students should be within 6 hours of completing the coursework for the degree when they take the final examination.

2. **Checklist for Eligibility for Final Examination and/or Graduation.** See Appendix C. This checklist should be completed as part of the application for the final examination.
3. **Content and Purpose of the Final Examination.** The examination should show (a) thorough familiarity with the literature in the major field and (b) general knowledge and training (including use of oral and/or written English). Individual departments may furnish study guides or reading lists to assist in preparation. Students should check with their departmental graduate coordinator.
4. **Failure on the Final Examination.** If a student fails the final (comprehensive) examination, the student must reapply for graduation through the Registrar's Office prior to the deadline for same, as outlined in the current *Graduate Studies Bulletin*. The student must also reapply for the examination through the major department and should do this during the early part of the term in which graduation is anticipated. **The student must be enrolled in a minimum of one semester hour of credit at MSU to retake the examination.** Candidates for the master's degree will be allowed to take the comprehensive examination two times in their efforts to pass the examination. See departmental handbooks for specific requirements related to retaking final examinations.

REQUIREMENTS FOR THE EDUCATIONAL SPECIALIST DEGREE

Hours Required

The educational specialist degree is a planned program of study with a minimum of 60 semester hours beyond the bachelor's degree. The program of study leading to the degree is greater in scope, depth, and thoroughness of preparation than the master's degree, but it is distinctive from the doctorate in a number of respects. Emphasis is placed upon the preparation of the master teacher and development of leadership skills. The educational specialist degree program offers a number of areas of program emphasis; the student may select Agricultural and Extension Education, Counselor Education, Elementary Education, School Administration, Secondary Education, Special Education, or Technology and Education as his/her area of program emphasis. The course work will be divided as follows:

Area of Program Emphasis	9-24 Hours
Statistics or Research	3-4 Hours
Special Problem or Thesis	3-6 Hours
Supporting Area(s) from Related Field in Professional Education	
OR Supporting Area(s) Outside Professional Education	0-12 Hours

At least 15 hours on a non-thesis program must be at the 8000 level; Fifty percent of the course work, exclusive of thesis research, must be at the 8000 level for a thesis program.

Transfer Credit

A maximum of nine semester hours may be transferred from another accredited institution or from off-campus or resident centers of Mississippi State University, provided the courses are appropriate to the student's program and the student's committee approves. Courses accepted for transfer credit from another accredited institution should be less than six years old at the time the program is completed. In the event that the student's committee decides to accept transfer credit as a part of the student's program, the graduate committee should have adequate documentation from the institution where the credits were earned verifying that the

courses would be accepted as a part of a specialist degree at that institution. **Grades of "C" or lower are not acceptable for transfer.**

Graduate Committee

The graduate committee for the specialist degree will be composed of at least three members.

The graduate committee is chaired by the major advisor representing the area of program emphasis and must be appointed within the first six hours of course work taken after the student has been admitted into the educational specialist program. The major professor or the departmental graduate coordinator should complete the appropriate form requesting the appointment of the committee members before the program of study is submitted.

Thesis

Each student in the educational specialist degree program is required to write a thesis for six hours of credit or Directed Individual Study for three hours of credit. The thesis will be a report of either an historical, survey, descriptive, or experimental research study and will be written using a format approved by the program committee. (See section on *Thesis* on page 13 of this handbook for additional details.) The thesis may be an original contribution or replication of significant research as approved by the graduate committee. The student must submit a proposal outlining and describing the nature of the thesis to his/her graduate committee before beginning extensive work on it. After completion of the thesis, the student will defend the work in an oral examination by the graduate committee. In addition, the thesis copies must be submitted to the Mitchell memorial library, following the guidelines of that office. The grade assigned for the thesis will be a letter grade (S, U) and cannot be assigned until the final product is approved by all committee members. The completed and approved work should be assembled in bound form and copies given to each committee member prior to deadline for submitting theses and dissertations to the Mitchell memorial library (published in the *Graduate Studies Bulletin*).

Directed Individual Study

The three credit hour directed individual study, which may involve action research, curriculum development, or other projects approved by the program committee, should result in a written report in a format approved by the graduate committee. The student must submit to his or her committee a proposal outlining and describing the nature of the special problem before beginning extensive work on it. The final draft of the special problem must be approved by the student's graduate committee, with grade assignment also contingent upon the committee's approval. The completed and approved work should be assembled in bound form and copies given to each committee member.

Time Limit

All work for the educational specialist degree must be completed within a period of time not to exceed six years. The time begins with the oldest course on the educational specialist program. Courses taken as part of the master's program or for which transfer credit was given are excluded. (See section on *Transfer Credit* on page 16 for additional information on time limit.)

The Graduate Council has reiterated the importance of completing degree requirements within the designated time limit. Therefore, it is imperative that the educational specialist degree be completed within six years.

Final Examination

A written comprehensive examination is required of ALL educational specialist degree candidates. A supplementary oral examination may also be required, depending upon the student's area of program emphasis. (See below under *Supplementary Oral Examination*.) The comprehensive examination may be taken during the semester or term in which final course work is being completed or later. **However, the student must be enrolled in a minimum of one semester hour of credit at MSU during the semester or term during which the examination is administered.** Dates for the comprehensive examination are set by the individual departments. Students should check with the departmental graduate coordinator.

1. **Supplementary Oral Examination.** Departments in which the various areas of program emphasis are located may elect to administer a supplementary oral examination (supplementary to the written comprehensive examination). If a supplementary oral examination is administered, the written examination and the oral examination together will comprise the comprehensive examination; that is, the results of the two modes of examination will be combined and a single result (pass or fail on the comprehensive examination) will be reported to the Office of the Graduate Studies. If a department (or area of program emphasis) elects to administer a supplementary oral examination, the department (or area of program emphasis) must develop guidelines delineating under what conditions or circumstances students in that department (or area of program emphasis) will be administered an oral examination. These guidelines must be submitted to the Graduate Coordinators' Advisory Committee (GCAC) for approval and, after being approved, must be followed in a uniform manner for all students in that department (or area of program emphasis). These guidelines will be kept on file in the Office of the Dean in the College of Education. If the department (or area of program emphasis) finds it necessary to modify the guidelines for the oral examination, this must be done with the approval of the Graduate Coordinators' Advisory Committee (GCAC).
2. **Application for Final Examination (Main Campus).** The student must apply to take the final (comprehensive) examination during the early part of the term in which he or she plans to graduate. **Application for the examination should be made through the graduate coordinator of the major department concerned.** This is separate from the application for graduation filed with the Registrar's Office.
3. **Application Procedure and Policies Concerning Final Examination (Meridian Campus).** At registration periods, students who plan to graduate and take comprehensive examinations are required to fill out an application for graduation and an application to take comprehensive exams. Approximately one month before stated dates for comprehensive examinations, the center's academic advisement staff will check each applicant's folder for eligibility for exams and graduation. If the major professor is a MSU main campus faculty member, the student's eligibility will be cross-checked with said advisor. A list of students requesting to take comprehensive examinations, their department, degree, and major will be sent to the appropriate academic department. The graduate coordinator/department head of the academic department will send the appropriate set of exam questions to the center director. Uniform exam periods will be adhered to on the MSU main campus and the center. Exams at the center will be administered by center staff and returned to the appropriate academic department for grading by College of Education faculty. The students and center director will be notified in writing of exam results. Applications for graduation will be sent by the center to the Registrar's Office. If the student fails to graduate, the student must file a new application for graduation. A list of graduation applicants is kept at the center.
4. **Checklist for Eligibility for Final Examination and/or Graduation.** See Appendix C. This checklist should be completed as part of the application for the final examination.
5. **Content and Purpose of the Final Examination.** The examination should show (a) thorough familiarity with the literature in the area of program emphasis and supporting area and (b) general knowledge and

training (including use of oral and/or written English). The thesis or special problem will not be covered on the comprehensive examination. The examination will be arranged and administered by the department in which the area of program emphasis is located. The decision concerning whether the student passes or fails the comprehensive examination will be made by the graduate committee in accordance with the grading policy established by the department in which the area of program emphasis is located. The results will be reported to the Office of Graduate Studies.

6. **Failure on the Final Examination.** If a student fails the final (comprehensive) examination, the student must reapply for graduation through the Registrar's Office prior to the deadline for same, as outlined in the current *Graduate Studies Bulletin*. The student must also reapply for the examination through the major department and should do this during the early part of the term in which graduation is anticipated. **The student must be enrolled in a minimum of one semester hour of credit at MSU to retake the examination.** Candidates for the educational specialist degree will be allowed to take the comprehensive exam a maximum of two times in their efforts to pass the examination unless six additional credit hours of study are added to the graduate program in question. These six hours should be corrective in nature and determined by the student's committee. The student must complete and make a grade of "B" or better in each of the two courses added in order to be eligible to take the comprehensive examination a third time. If a candidate fails to make a grade of "B" or better in the two additional courses or fails the comprehensive examination once after completing the added courses, termination of the student from the degree program will be recommended to the Office of Graduate Studies.

APPENDICES

APPENDIX A..... - SELECTED UNIVERSITY POLICIES REGARDING INDIVIDUAL BEHAVIOR

DEFINITION OF A STUDENT

<http://www.msstate.edu/dept/students/doas.htm>

STUDENT CODE OF CONDUCT

<http://www.msstate.edu/dept/students/scc.htm>

DISCIPLINARY PROCESS FOR STUDENTS AND ORGANIZATIONS

<http://www.msstate.edu/dept/students/dpfsso.htm>

DISCIPLINARY SUSPENDED STUDENT'S POLICY

<http://www.msstate.edu/dept/students/dssp.htm>

POLICIES AND PROCEDURES FOR HANDLING ACADEMIC MISCONDUCT

<http://www.msstate.edu/dept/students/amcsanct.htm>

SEXUAL HARASSMENT POLICY AND SANCTIONS

<http://www.msstate.edu/dept/students/sexharas.htm>

HARASSMENT AND DISCRIMINATION AGAINST STUDENT'S POLICY AND SANCTIONS

<http://www.msstate.edu/dept/students/hardisc.htm>

STUDENT USE OF COMPUTING RESOURCES POLICY

<http://www.msstate.edu/dept/students/compuse.htm>

APPENDIX B - OTHER SELECTED CAMPUS POLICIES

GRADE APPEAL PROCESS THROUGH ACADEMIC REVIEW BOARD

<http://www.msstate.edu/dept/students/grades.htm>

DEAD DAYS POLICY

<http://www.msstate.edu/dept/students/deaddays.htm>

PRIVACY ACT AND CONFIDENTIALITY OF INFORMATION

<http://www.msstate.edu/dept/students/privacy.htm>

APPENDIX C - MASTER'S AND SPECIALIST CHECKLIST FOR ELIGIBILITY FOR COMPREHENSIVE EXAMINATION AND/OR GRADUATION

APPENDIX C

MASTER'S AND SPECIALIST CHECKLIST FOR ELIGIBILITY FOR COMPREHENSIVE EXAMINATION AND/OR GRADUATION

The checklist below can be used to determine eligibility for the comprehensive examination and/or graduation. The checklist can be used for either a master's degree program or the educational specialist degree program. The student will be asked to complete a similar checklist as part of the application for the comprehensive examination.

1. _____ Program of study has been approved by advisor and is on file in the department.
2. _____ Cumulative grade point average is 3.00 or above.
3. _____ All the courses on program of study (excluding internship hours) have been completed or will be completed during this term or summer session.
4. _____ Any changes in the original program of study have been made in the department.
5. _____ No more than nine hours on the program of study were taken in an unclassified status, i.e., taken prior to admission to a graduate degree program.
6. _____ Any course on the program of study in which a grade lower than "C" was made has been retaken. (Only one course per program of study can be repeated.)
7. _____ Have applied for graduation (in the Registrar's Office) or intend to apply for graduation. Student must apply for graduation in order to receive the degree. Check the calendar in the *Graduate Studies Bulletin* for the deadline for application for a degree.
8. _____ Must be enrolled in at least one semester hour of credit during the term in which taking the comprehensive examination. This is a requirement of the Office of Graduate Studies.
9. _____ The combination of Workshop (a maximum of six semester hours allowed) and Directed Individual Study courses (a maximum of six semester hours allowed) does not exceed nine semester hours.
10. _____ One-half of the courses on the program of study are 8000 level courses or higher (7000 level Directed Individual Study Courses count as 8000).
11. _____ All transcripts for courses transferred from another university have been sent to the Office of Graduate Studies.
12. _____ Beginning with expected date of graduation, the first course on the program of study taken at MSU was taken within the last six years.

(Continued on following page)

13. _____ The following condition relative to residence has been met:
Enrollment periods for courses have exceeded one regular semester plus one summer session
or (if the student has taken courses only during the summer) have exceeded two summer
sessions.

FOR MASTER'S STUDENTS ONLY

14. _____ At least one-half of the program was taken on the main campus, or at the Meridian Campus,
or a combination of the two.

FOR EDUCATIONAL SPECIALIST STUDENTS ONLY

15. _____ A minimum of 18 semester hours have been earned on the main campus, or at the Meridian
Campus, or a combination of the two.
16. _____ One three-hour Directed Individual Study Project or a six hour thesis has been completed (or
will be completed).