

# Graduate School

A. JERALD AINSWORTH., *Dean of Research and Graduate Studies*

## 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, Humanities & Social Sciences, Business, Education & Human Development, Nursing & Health Sciences, and Science and Technology. The Dean of Research and Graduate Studies 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, and Psychology.

The Master of Arts in Teaching.

The Master of Business Administration.

The Master of Education is granted in Counselor Education, Curriculum and Instruction, Educational Leadership, Technology Leadership, and Special Education.

The Master of 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.

The Doctor of Education is granted in Educational Leadership.

## INTERCOLLEGIATE CONSORTIUM FOR A MASTER OF SCIENCE IN NURSING

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

An intercollegiate consortium between Southeastern Louisiana University and University of Louisiana at Lafayette is in place for the awarding of a Doctor of Education in Educational Leadership degree.

## ADMISSION TO GRADUATE SCHOOL

The Office Research and Graduate Studies is responsible for the administration of the University graduate admission policy. The University Admissions Office receives and processes all applications for Graduate School. The following points apply to all applicants regarding admission to a graduate degree program.

- Admission decisions are based on a variety of factors such as past academic performance and standardized test scores. In some cases degree program may have additional requirements such as a statement of purpose by the applicant or a restriction on the number of students that can be admitted based on accrediting agency requirements.
- Meeting the requirements for admission does not guarantee admission, only eligibility.
- An applicant is admitted to the Graduate School upon acceptance and admission into a specific graduate degree program.
- Only those applicants who demonstrate the potential to successfully complete a degree program are admitted.
- The graduate coordinator of each program is authorized to determine if admission to the graduate program will be recommended to the Dean of Research and Graduate Studies.
- Only a written notice of admission is valid proof of admission.
- Admission is valid for the semester for which it is awarded. Deferment to the next semester requires written approval from the program graduate coordinator.
- A non-refundable application fee is required of all applicants.

Admission to Southeastern Louisiana University for graduate study is open to qualified students regardless of race, creed, color, natural origin, handicap, sex, or veteran status. To be considered for admission, all supporting materials should be in the Office of Admissions based on the schedule provided in the Application Procedures section of this publication.

## ADMISSION PROCEDURE

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 may 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. 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 Research and Graduate Studies, who makes the final decisions on admissions. To be admitted to the Graduate School an applicant must meet the general University requirements and specific program/departmental requirements for which the applicant is applying. Admission to the Graduate School is granted upon admission to a specific degree program or other non-degree classification.

The categories of admission to the Graduate School are Degree Status (Regular, Contingent, or Provisional) and Non-Degree Status (Non-Degree or Unclassified). Individuals seeking admission to a degree program or non-degree classified status must have a bachelor degree from an institution accredited by an agency recognized by the U.S. Department of Education.

Students seeking the Doctor of Education degree must comply with all admissions criteria listed under that degree in the catalogue and on the web site of the department of Educational Leadership and Technology and in the “Doctoral Candidate Handbook” for the Consortium.

## ADMISSION CLASSIFICATIONS

### DEGREE STATUS

Degree Status includes all graduate students intending to pursue a graduate degree. The listing of regular, provisional, and contingent admission status does not mean that all programs admit students in each of the classifications.

A bachelor’s degree is required of any individual admitted for graduate study.

### *Regular admission*

**Graduate programs may prescribe requirements for regular admission in addition to those described below.** In addition to holding an undergraduate degree, an applicant who receives regular admission status must satisfy one of the following minimum graduate admissions requirements based on the level of work completed at the time of the application and program/degree specific admission requirements.

1. 2.50 GPA on the undergraduate degree or
2. 2.75 GPA on approximately 60-70 semester hours or 90-100 quarter hours of upper level undergraduate academic course work earned during the last half of the degree or
3. 2.75 GPA on 30 or more semester hours undergraduate credit after earning the first bachelor’s degree or
4. 2.75 GPA on approximately 60-70 semester hours or 90-100 quarter hours of undergraduate academic course work earned during the last half of the degree and a 3.00 GPA on fewer than 24 hours graduate course work or
5. 3.00 GPA on 24 or more graduate hours or
6. An earned master’s degree or higher-level degree and
7. Earned satisfactory scores on the standardized tests required by the individual degree program
8. Be in satisfactory academic standing at the last institution attended.

An applicant not satisfying the academic standards by not having the minimum GPA noted above may be admitted to a degree program as a provisional student if recommended by the graduate coordinator of the academic unit offering the degree program.

A student in a Regular admission status is eligible for a graduate assistantship.

### *Provisional Admission*

The University offers provisional admission status to students who do not meet the one of the academic standards noted under regular admission. Some graduate degree programs do not admit students with provisional status; therefore, a student must check the specific program requirements. A student admitted in provision status must advance to regular status as prescribed below.

A student admitted to provisional status is eligible (not guaranteed) for advancement to regular status after receiving a 3.00 GPA on the first nine hours of regular graduate level courses taken during the first semester at Southeastern Louisiana University. Part-time students will be allowed a maximum of 12 consecutive months in provisional status in order to complete the required nine hours with a 3.00 GPA in all courses taken while in provisional status. A student must be continuously enrolled to achieve the nine hour requirement. Graduate programs will specify for each student admitted in provisional status the academic requirements that must be met to advance to regular status. Once the required nine hours is met an admission decision will be made. Neither transfer credits nor credits earned while in Unclassified status can be used to satisfy this nine-hour requirement. A student in provisional status may be dismissed from the graduate program if the student does not complete the required 9 hours within 12 consecutive months, or if the required 3.00 GPA on all courses taken while in provisional status is not attained. Otherwise, the student’s status will be changed to Regular or Unclassified as appropriate. Academic departments may set higher standards for students admitted provisionally into their programs. While in the provisional status, a student is not eligible to hold a graduate assistantship; however, an exception *may* be granted by the Dean of Research and Graduate Studies in well-justified cases if approved by the academic department head and/or academic dean.

### *Contingent Admission*

A student needing the final transcript recording the bachelor’s degree or to provide particular scores, e.g., GRE, GMAT or PRAXIS scores, may be admitted in contingent status. The final transcript or satisfactory standardized test must be provided by the end of the initial semester of enrollment or the student will be dismissed. For example, if the applicant has met all admission requirements but is in the final semester of a bachelor’s degree, the applicant will be admitted in contingent status until the official verification documents that the degree has been awarded, at that time the applicant will advance to regular admission status. A contingent admission can also be changed to regular when the Office of Research and Graduate Studies receives GRE/GMAT or other required test scores.

An applicant may also be admitted with one or more departmental contingencies, requirements the department expects the student to fulfill by a certain deadline. Departmental contingencies are monitored by the department and usually are prerequisite courses, standardized tests, or another similar requirement.

A student in the contingent status is eligible for a graduate assistantship. Continued eligibility for a graduate assistantship beyond the initial semester would require that any such graduate assistants advance to regular status by the completion of the initial semester. Students may not be moved from contingent status to provisional status. Failure to qualify for regular admission status will prevent the student from registering for the next semester.

### *Non-Degree-Classified Admission*

An applicant not wishing to pursue a graduate degree but wishing to achieve a special certification or Master’s plus 30 credit hours for teaching purposes (applicant must have a Master’s degree), would apply for admission to the University through the Office of Research and Graduate Studies for Non-degree-regular admissions. A student enrolled at least half-time in this status is eligible for specific types of financial aid. Individuals should contact the Student Financial Aid Office for additional information. Students seeking admission as non-degree classified must meet or exceed the university minimum requirements for admission (see minimum requirements stated under *Regular* admissions).

### *Unclassified Admission*

A student wishing to pursue graduate-level study for purposes other than advanced degree, certificate program, or master plus 30 credit hours for teachers may be admitted in unclassified status. Upon completion of one semester in unclassified status a student

wishing to be considered for admission to a degree is eligible to apply. No more than nine (9) graduate hours of work received as an unclassified student may be counted toward credit for a degree program. For courses taken in the unclassified status that are to be counted for credit toward a graduate degree the student must have earned a grade of B or A and the courses must be approved by the department graduate coordinator and department head. In cases where a student has a graduate advisory committee, approval of courses to count toward the graduate degree must be approved by the student's graduate committee and the departmental graduate coordinator. Hours completed in this status may not be used to satisfy provisional admission requirements. Financial aid may be limited for student in unclassified status. Contact the Student Financial Aid Office for additional information. Students seeking admission as unclassified must meet or exceed the university minimum requirements for admission (see minimum requirements stated under Regular admissions).

**No more than 9 hours earned by a student in Provisional, Contingent, Non-Degree, or Unclassified Status may be counted towards a graduate degree, provided the Dean of Research and Graduate Studies approves the credit that is recommended by the appropriate graduate coordinator/director or graduate faculty advisor.**

### CHANGE OF STATUS

Changes in status from Provisional or Contingent status will occur automatically as a student completes course work or provides necessary documents. A change in status from Non-Degree or Unclassified status to Degree status must be initiated by the student. This is accomplished by completing an application for admission to a degree program.

### APPLICATION PROCEDURES

#### NEW STUDENTS

Application Deadlines to ensure consideration*:	Domestic	International
Fall	June 1	May 1
Spring	October 15	September 1
Summer 1 <sup>st</sup>	April 15	March 1
Summer 2 <sup>nd</sup>	May 15	April 1

\*Individual departments or programs may have earlier deadline dates for consideration of applications. It is the applicant's responsibility to be aware of specific deadline dates.

The completed application form, payment of required fees, official transcripts, and official results of standardized tests should be submitted to the Graduate Admissions Office on or before the date noted\* for the specific semester the student wishes to enroll. Applications must be accompanied by the payment of the non-refundable application fee.

\*Applications received after this date may delay consideration until the following semester. No applications for graduate school will be accepted after the regular University application deadlines published in the Admissions Criteria and Academic Regulations section of this catalogue.

#### 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 Dean of Research and Graduate Studies. 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: to ensure consideration, **May 1** for the Fall semester; **September 1** for the Spring semester; **March 1** for the 1<sup>st</sup> Summer term; **April 1** for the 2<sup>nd</sup> 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.

Students seeking the Doctorate of Education degree (consortium arrangement) must comply with the following regulations unless otherwise specified under the Ed.D. section of the catalogue, on the web site of the department of Educational Leadership and Technology and in the "Doctoral Candidate Handbook". The formatting of the dissertation must follow Southeastern's Theses and Dissertations Standards.

### GRADUATE DEAN

The Dean of Research and Graduate Studies serves as the chief administrative officer for graduate programs in the university. The 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 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/she has at least a 3.2 cumulative GPA on previous undergraduate work attempted and lacks no more than 21 hours to complete the baccalaureate degree requirements, unless the department of the graduate program stipulates that the student must be closer than 21 hours from the baccalaureate degree. The student may earn no more than 12 graduate credit hours while completing baccalaureate degree requirements. Courses taken for graduate credit cannot be used to satisfy undergraduate requirements. The student retains undergraduate status until awarded the baccalaureate degree. The student shall maintain a minimum cumulative graduate GPA of 3.0 while in the concurrent program. In a regular semester, the student may register for no more than 15 hours, six of which may be graduate. In a summer session, the student may register for no more than 10 hours, four of which may be graduate.

## **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 Dean of Research and Graduate Studies 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 Dean of Research and Graduate Studies 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 March for Fall semester admission, September 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.

## **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 Research and Graduate Studies.

A Master's level graduate assistant is eligible for an assistantship or fellowship each semester during a period not to exceed twenty-four (24) consecutive months and a student pursuing a doctorate will be eligible to hold an assistantship or fellowship each semester during a period not to exceed forty-eight (48) consecutive months. Students in Counselor Education Master's degree program, due to a sixty (60) hour requirement for the degree, are eligible for employment as a graduate assistant each semester during a period not to exceed thirty-six (36) consecutive months. All timeframes are based on the start date of the degree program. In all cases the clock starts for consecutive months when the student is initially awarded an assistantship. A student receiving a university funded assistantship may receive a one-time one semester extension of the assistantship upon recommendation of the student's advisor and concurrence of the student's advisory committee, where applicable and upon notification to the Office of Research and Graduate Studies. Any further extensions of university funded graduate assistantships must be approved by the Dean of Research and Graduate Studies. Externally funded assistantships shall be awarded according to the awarding agency or foundation guidelines, including the length of time a student can be awarded an assistantship.

## FULL-TIME STATUS

**For All Graduate Students**, full-time status is defined as enrollment in at least nine (9) hours of course work or the equivalent during the fall and spring semesters, and at least six (6) hours during the Summer term. The full-time equivalent status for students receiving a graduate assistantship is 6 hours in the fall and spring semesters and 3 hours in the summer.

## 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 Dean of Research and Graduate Studies, 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 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 Research and Graduate Studies.

## 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. Ed.D. students must maintain a 3.25 GPA on all graduate coursework.

## 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 Dean of Research and Graduate Studies. 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.

## 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.

## GENERAL REQUIREMENTS FOR THE MASTER'S DEGREE

### TIME LIMITATIONS

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

### HOURS REQUIRED

A minimum of 30 semester hours of graduate course work is required in all master's degree programs. If a thesis option is chosen, the degree plan must contain at least twenty-four (24) hours of graduate course work and up to six (6) hours of thesis / research. If the non-thesis option is chosen, the degree plan must contain at least 30 hours of graduate course work. Each individual degree program has its own specific course requirements that 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, graduate faculty advisor, or major professor 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 Research and Graduate Studies.

### 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 Dean of Research and Graduate Studies. 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.

## **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 filed in the degree program office.

## **THESIS**

A student pursuing a thesis-option Master of Arts or Master of Science degree is required to present a thesis. 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.

The thesis defense shall include a presentation by the student, open to the public, and an oral examination on the thesis held before the Thesis Committee and other persons invited by the committee. An announcement of thesis defense form must be submitted to the Office of Research and Graduate Studies two weeks prior to the defense.

1. 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.
2. 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 after the Thesis Committee certifies that the student has passed the defense, and after all copies of the thesis have been approved by the Office of Research and Graduate Studies, a final grade of "P" shall be given.
3. The thesis format, style requirements, and other technical matters shall conform to the University's Theses and Dissertations Standards.
4. Following acceptance of the thesis by the Thesis Committee, the student will conduct a presentation open to the public and an oral defense of the thesis before the committee. After the defense, the thesis committee shall approve or reject the thesis. Students must make all corrections and changes in the thesis as agreed upon and recommended by the committee prior to final approval.
5. Two original copies of the thesis must be submitted to the Graduate School Office for binding. These bound copies will be housed in the library. Students may request bound copies of the thesis at their own expense. The Library will provide assistance to students requesting bound copies of the thesis.
6. The University has an agreement with ProQuest Information and Learning Company (ProQuest) for the microfilming of all thesis and dissertations. Under this agreement, two copies of the completed thesis will be made and, if desired, the document will be copyrighted with the copyright in the name of the author. The microfilm will be published in the ProQuest Dissertations and Theses (PQDT) electronic database and the full document made available to subscribing institutions. Current fees for microfilming/publishing are available from the Library.

## **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 Dean of Research and Graduate Studies.

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

## **COMPREHENSIVE EXAMINATION**

All students must pass a comprehensive exam or its equivalent. A student should speak with his/her graduate coordinator about the comprehensive exam or equivalency policies.

## **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.

## **GRADUATION REQUIREMENTS FOR THE MASTER'S DEGREE**

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 or for MSN students, have earned a grade of "B" or better in all coursework and earned a grade of "P" in NURS 699 or a grade of "B" or better in NURS 695.
6. Be recommended for the degree by the faculty committee, department head (or graduate director for Nursing students), and Dean of Research and Graduate Studies.
7. Have filed the application for graduation.
8. Be approved for the degree by the Dean of Research and Graduate Studies.
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.**

## **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.

## **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.