

**COLLEGE OF EDUCATION AND HUMAN SERVICES
EDUCATION STUDENT SERVICES CENTER (ESSC)
RT 1401**

HELPFUL HINTS

1. CHANGING FROM NON-DEGREE TO DEGREE STATUS

(If you are completing the 12 hour requirement, submit the following while enrolled in your last course)

- a. A new application applying as “Graduate Degree-Seeking” must be submitted and
- b. Official transcripts from your undergraduate and graduate degrees (if applicable).

2. ADVISOR ASSIGNMENT

Once you have been admitted and registered as a degree-seeking student, around the mid-point of the semester you were admitted you will receive a faculty advisor. You are to make arrangements to meet with this person to complete a program of study form which comes with not only your admission letter but the advisor assignment letter as well.

3. PROGRAM OF STUDY

This form is a “contract” between you and the College listing all courses being completed for the master’s degree. It can be changed by your faculty advisor at any time.

This form should be completed during your first meeting with your assigned faculty advisor. This form is also used to process your Graduation Application.

4. SIX AND 10 YEAR STATUTE OF LIMITATIONS

All graduate students are given six (6) to 10 years to complete the masters’ degree from their first semester of enrollment (even if course work was completed as non-degree).

Students must petition the College of Education (forms available in the ESSC, RT 1401) to extend this limit. Students must know exactly when they will be graduating, semester and year, including their exit requirement, i.e., comprehensive exam, thesis or project, or portfolio.

Course work that is 10 years or older must be petitioned using a Graduate Student Petition Form (forms available in the ESSC, RT 1401 or the College of Graduate Studies, Parker-Hannifin Building, 218) . The final decision is made by the College of Graduate Studies.

5. TRANSFER CREDIT

Students no longer have to request acceptance of non-degree courses.

With prior approval, course work completed at another institution may be transferred to your Cleveland State record. Up to 9 semester hours will transfer. Anything over 9 hours must be petitioned. No 400-level courses taken as an undergraduate may be used for graduate credit.

Official transcripts and course descriptions must be attached to this request and submitted to your faculty advisor. Forms may be obtained in the Education Student Services Center (ESSC), RT 1401.

6. GRADES

Graduate students must maintain a 3.00 overall grade point average throughout their degree programs. However, eight hours of "C" grades may apply towards the master's degree with program approval. Failure to maintain this grade point average may lead to dismissal by the College or the College of Graduate Studies.

7. GRADUATION (*Commencement is held in May and December.*)

Students should apply for graduation 2 semesters in advance. Applications are located at Campus 411 in University Center. There is a \$25 application fee. You no longer have to be registered your last semester unless you are taking the comprehensive examination as your last requirement.

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| DEADLINES: Fall Semester | April 14 th |
| Spring Semester | September 9 th |
| Summer Semester | February 1 st |

8. COMPREHENSIVE EXAMINATION

(*This exam is given once a semester.*)

You must do the following to be placed on the exam list:

- a. Apply for graduation (Campus 411, Main Classroom 116 or the ESSC RT 1401).
- b. Have a Program of Study on file in the ESSC.
- c. Register for at least one credit hour of graduate level course work the semester you are taking the exam. If you have completed all course work, you may register for the following one credit hour course:

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| EDB 691 | Curriculum and Foundations, CASAL |
| EST 691 | Teacher Education |
| HPR 691 | Health, Physical Education, Recreation & Dance |

- d. Talk to your advisor about the exam itself.
- e. If you take the exam before your graduation date, please indicate this in writing directly on the graduation application.

9. THESIS/PROJECT OPTION

Guidelines and approval forms and can be obtained from the ESSC, RT 1401. You must have three graduate faculty as part of your Thesis/Project Committee.

You must have approval of your Thesis proposal before you register for Thesis credit. Once you register for thesis credit you must register for one credit hour until it is complete. This does not apply to Project credit.

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| EDA 699 (Thesis) | EDA 698 (Project) | CASAL |
| EDB 699 (Thesis) | EDB 698 (Project) | Curriculum and Foundations |
| EST 699 (Thesis) | EDB 698 (Project) | Teacher Education |
| HPR 699 (Thesis) | HPR 698 (Project) | Health, Phys.Ed. Recreation & Dance |