

THE SCHOOL OF GRADUATE STUDIES

South Carolina State University

POLICIES AND PROCEDURES MANUAL

Revised January 1999

Orangeburg, South Carolina

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APPROVALS

All graduate programs at South Carolina State University are administered by the Dean of the School of Graduate Studies through the Chairpersons of the departments and Deans of the Schools in which the programs are housed. Policies and procedures to facilitate the administration of these programs are developed by graduate faculty and approved by the Graduate Studies Council of the Faculty Senate by authority of the Constitution and By Laws of the Academic Faculty of South Carolina State University. All provisions of this Manual are subject to review and approval of the University Administration and Board of Trustees.

The original School of Graduate Studies Policies and Procedures Manual was approved by the Graduate Studies Council February 11, 1986 and by President M. Maceo Nance and the Board of Trustees on May 25, 1986. The first revision of the Manual was approved by the Graduate Studies Council on March 14, 1990. The second revision of the Manual was approved by the Graduate Studies Council on January 21, 1999.

SOUTH CAROLINA STATE UNIVERSITY

SCHOOL OF GRADUATE STUDIES

POLICIES AND PROCEDURES

MANUAL

I. PURPOSE

The purpose of this manual *is* to establish an orderly procedure whereby the faculty and students of the School of Graduate Studies can exercise their duties and responsibilities for the development of university academic policy necessary for the growth and improvement of graduate education at South Carolina State University. The manual also specifies those duties and responsibilities of the Dean of the School of Graduate Studies for the effective functioning of the Graduate School and for the implementation of academic policies as developed by the Graduate Faculty through their elected Graduate Studies Council.

II. GRADUATE FACULTY

A. Membership Standards. The Graduate Faculty is composed of the Deans of the Schools, Chairpersons of the departments in which graduate courses are offered, and certain members of the regular Academic Faculty. In 1988, new standards for appointment to Graduate Faculty were approved and two categories of membership were established, namely: (1) Graduate Faculty and (2) Doctoral Research Faculty.

1. Graduate Faculty. Individuals selected may teach 500 through 700 level courses and may serve on, but are not eligible to chair doctoral committees. An applicant for appointment must have the following minimum qualifications:

- a. an earned terminal degree appropriate for the area of teaching assignment;
- b. academic rank of Assistant Professor or above;
- c. a minimum of three years of successful teaching experience in postsecondary institutions;
- d. a minimum of three (3) publications in recognized refereed professional journals, or other comparable creative works recognized in other fields such as art or engineering, or publication of books or chapters in books/periodicals in his or her field;
- e. experience in directing master's theses, conducting field studies and/or research projects, and/or having served as a member on such committees.

2. **Doctoral Research Faculty.** Individuals accorded this status are eligible to teach courses in their academic disciplines at all graduate levels, 500-800. An applicant for appointment to this status must have the following minimum qualifications:

- a. an earned terminal degree appropriate for the area of teaching assignment;
- b. academic rank of Associate Professor or above;
- c. a minimum of five (5) years of successful teaching experience in postsecondary institutions;
- d. a minimum of six (6) publications in recognized refereed professional journals; or publication of a book or chapters in books/periodicals in his or her field;
- e. experience in directing or co-directing doctoral dissertations and/or holding membership on doctoral committees;
- f. an established record of credible research;
- g. evidence of on-going involvement in research and other scholarly activities; and
- h. evidence of effective leadership skills.

B. **Appointment Authority.** Primary responsibility for designating Graduate Faculty shall rest with the department chairperson or program director and the faculty of each program, with the approval of the Dean of the School and concurrence of the Dean of the School of Graduate Studies, following the criteria set by the Graduate Studies Council. Each program, department or school may develop criteria supplemental to the above but may not reduce or alter the basic minimum criteria. Appointments to the Graduate Faculty shall be made by the Vice President for Academic Affairs from those recommendations approved by the Graduate Studies Council.

C. **Selection Procedure.** Application for appointment to the Graduate Faculty, with sufficient documentation to establish 1 or 2 above, shall be submitted by the applicant to his or her respective departmental chairperson who shall forward their recommendation, along with the application, to the respective Academic School Dean. The School Dean shall present the application, with recommendations, to the Dean of Graduate Studies; who shall, in turn, submit the application with his or her own recommendations to the Graduate Studies Council. The Chairperson of the Council shall forward the names of approved applicants to the Vice President for Academic Affairs for appointment.

- D. Special Appointment.** Provision may be made in the policy and process for exceptional individuals to serve as Graduate Faculty. These individuals may include adjunct and visiting faculty, professionals in the field, and faculty members with essential skills and knowledge. These appointments to teach, to advise or to serve on thesis or dissertation committees shall be made on an interim basis, by the department chairperson or program director with the approval of the Dean of Graduate Studies and the Graduate Studies Council.
- E. ExOfficio Members.** The President of South Carolina State University, the Vice President for Academic Affairs, the Dean of Library and Information Services, the Chairpersons of departments with graduate programs, and the Deans of Schools with graduate programs shall be ex officio members of the Graduate Faculty, with membership consistent with their tenures of office.
- F. Voting.** All members of the Graduate Faculty who are full-time members of the university faculty shall have the right to vote at meetings of the Graduate Faculty and to participate in the election of representatives to the Graduate Studies Council and to the Faculty Senate.

III. FUNCTIONS AND RESPONSIBILITIES OF THE GRADUATE FACULTY

- A. Governance.** The faculty of the School of Graduate Studies, in the individual Departments and Schools, shall have responsibility for such fundamental areas as curriculum, subject matter advisement, committee membership, methods of instruction, evaluation of student achievement and research, and those aspects of student life which relate to the graduate educational process. The Graduate Faculty, in the individual departments and schools, shall formulate the requirements for the graduate degree offered in their respective programs, shall determine when the requirements for a graduate degree have been met, and shall, through the Dean of the School and the Dean of the School of Graduate Studies, recommend to the President and the Board of Trustees that the degree be conferred. Members of Graduate Faculty shall serve on standing and special committees when duly selected through procedures established by the Graduate Studies Council, by the officers, or by the committees.

The Graduate Faculty, individually or severally, may initiate action on any matter of concern to it or to graduate students; may review actions of the Graduate Studies Council at general or special meetings; and it shall serve as a reference body on matters referred to it by the Graduate Studies Council.

- B. Meetings.** The Graduate Faculty shall meet at least once during each regular semester.
- I.** The order of business at regular Graduate Faculty meetings shall be:
- a. Reading and approval of the minutes of the previous meeting; communication and announcements;
 - b. Reports of the Graduate Studies Council;

- c. Reports of standing committees of the Graduate Studies Council;
 - d. Reports of special committees and individual members of the Graduate Faculty;
 - e. Unfinished business; and
 - f. New business.
2. The agenda shall be distributed at least 5 days prior to regular meetings.
 3. Special meetings of the Graduate Faculty shall be called by the Dean of the School of Graduate Studies, or by the Chairperson of the Graduate Studies Council, upon receipt of a written petition signed by at least 20 members of the Graduate Faculty.

When special meetings of the Graduate Faculty are called:

- a. All members shall be notified and advised of the business to be considered.
 - b. The order of business at special meetings shall be limited to the transaction of business for which the meeting was called.
4. A quorum shall consist of fifty percent of the Graduate Faculty plus one member.
 5. The Dean of the School of Graduate Studies shall appoint a member of the Graduate Faculty to serve as Recording Secretary whose sole official duty shall be to record the minutes of each meeting of the Graduate Faculty.

IV. GRADUATE STUDIES COUNCIL

- A. Authority.** The Graduate Studies Council shall serve and act on behalf of the Graduate Faculty and students of the School of Graduate Studies, as authorized by the Constitution and Bylaws of the Academic Faculty of South Carolina State University (See Figure 1: Organizational Chart.)
- B. Purpose and Objectives.** The Graduate Studies Council shall be a representative body of faculty scholars and graduate students of the School of Graduate Studies. Its purpose shall be to promote high quality programs of graduate education through providing a forum for broad participation in the formulation of those academic policies which govern graduate programs. In fulfilling this purpose, the Graduate Studies Council shall recognize the need for a shared responsibility in graduate education. The Departments and Schools shall be responsible for the basic support and management of graduate programs, while the Graduate Studies; Council shall perform the functions of review and coordination. The following objectives are set forth in order that the role and responsibility of the Graduate Studies Council can be further defined:
1. To develop and maintain standards of academic quality in all graduate programs.
 2. To provide initiative and insight in developing graduate programs to meet current, new, and emerging needs.

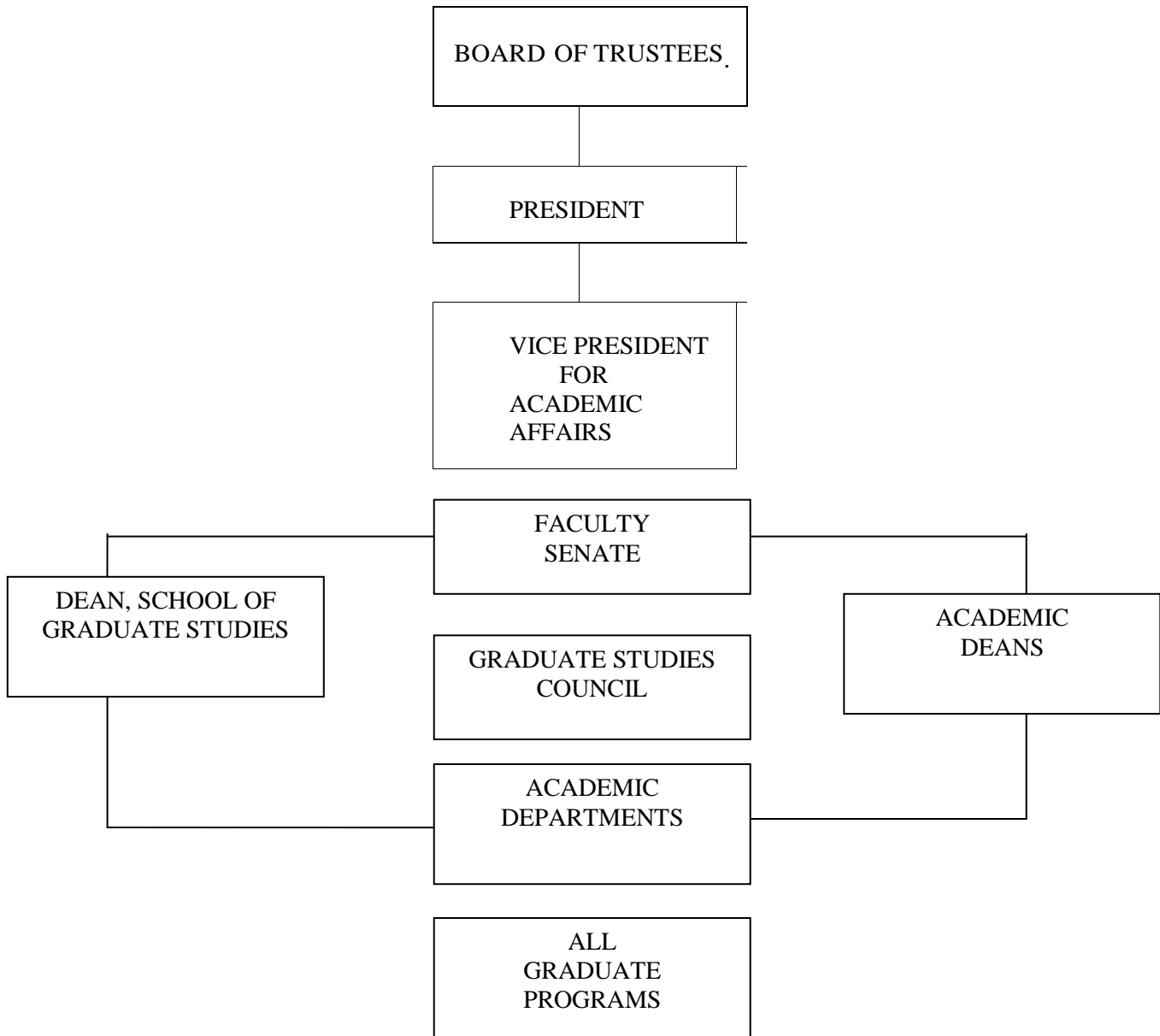


FIGURE 1. Organizational Chart of the School of Graduate Studies
 and: ——— Lines of authority
 - - - - - Lines of Communication/Coordination

3. To formulate general academic policies and procedures relating to graduate programs at South Carolina State University.
4. To foster creativity and scholarship in graduate programs.
5. To represent the interests of the Graduate Faculty and graduate students at the University.
6. To advise the Dean of the School of Graduate Studies concerning the administration of the School.

C. Duties. The duties of the Graduate Studies Council shall be:

1. To review and approve minimum standards for graduate student admissions appropriate to the graduate program for which the student seeks admission.
2. To review and approve basic requirements for graduate degrees.
3. To review and approve new and revised graduate courses and degree programs. (See Figure 2.)
4. To recommend policies on research, financial, and other support for graduate students and faculty.
5. To develop strategies for increasing support for graduate students and faculty.
6. To review the administrative structure of graduate programs which involve more than one school.
7. To provide for periodic qualitative review of graduate programs.
8. To serve as a formal channel of communication between and among the Graduate Faculty, deans, and graduate students.
9. To facilitate career growth and professional development among the Graduate Faculty, to include development of a sabbatical policy, and to insure coordination of research and inquiry designed to facilitate excellence in teaching efforts at the graduate level.
10. To develop general criteria and procedures for the identification of members of the Graduate Faculty.
11. To provide copies of the minutes of all meetings to the faculty of the Graduate School and to the Faculty Senate.
12. To report to the Graduate Faculty and to the Faculty Senate at least once during each academic year.

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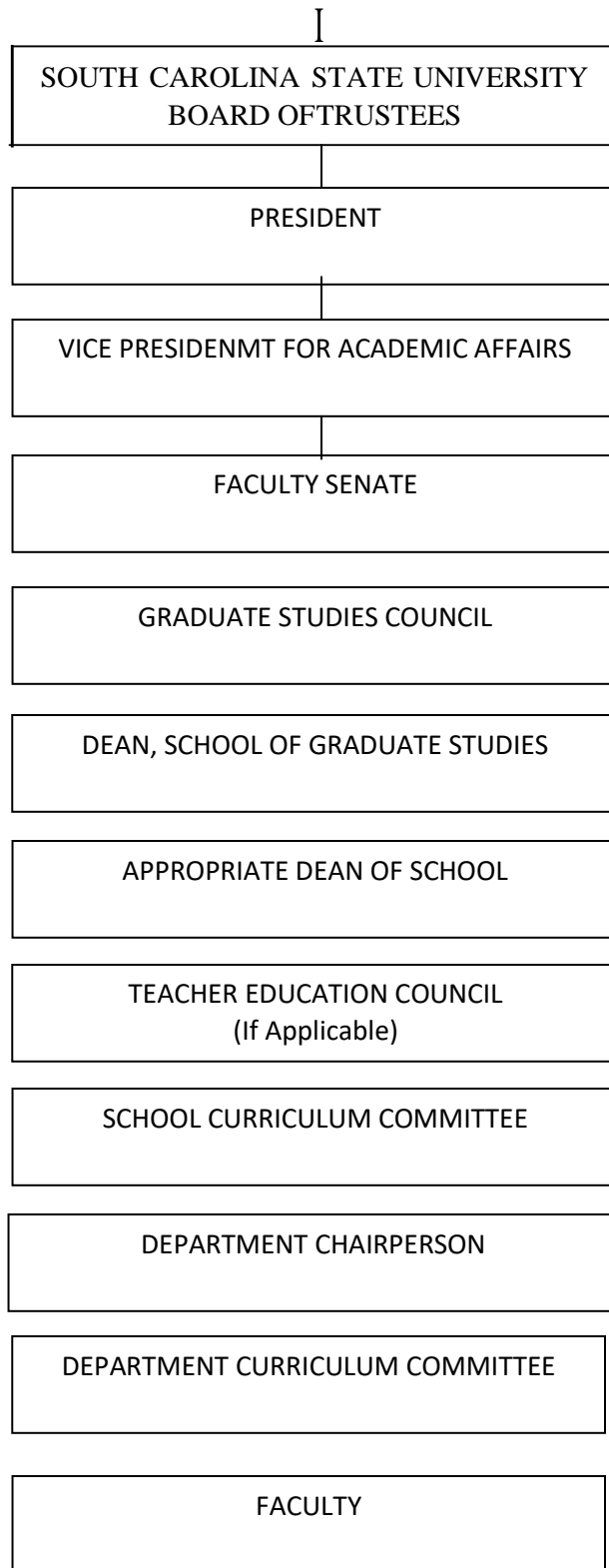


FIGURE 2. Approval Routing of New Advanced Programs and Courses at South Carolina State University

D. Composition and Continuity of the Graduate Studies Council

1. Ten (10) graduate faculty members, four (4) graduate student representatives, and the Dean of the School of Graduate Studies, subject to the provisions in 2 below, shall comprise the membership of the Council.
2. The faculty representatives must be chosen from the areas where a graduate program exists. There shall be at least one (1) representative from each School and at least one (1) from the doctoral program(s). The Faculty Senate shall elect four (4) representatives. In the event that new Schools are created with graduate programs, they shall be accorded one (1) representative each.
3. To provide continuity on the Council, the faculty representatives shall serve staggered terms. All Graduate Faculty representatives shall be elected for three (3) year terms, except in cases determined by the Faculty Senate to stagger terms. The election of faculty representatives shall be in September by the Graduate Faculty of the individual Schools, electing one (1) representative each if a term has ended, and by the Faculty Senate if the term for the representatives it chooses has expired.
4. Vacancies or unexpired terms shall be filled as they occur through elections by the respective Schools whose representatives are affected and by the Faculty Senate when the terms it fills are affected.
5. All student representatives shall serve for one (1) year terms and must be elected by the Graduate Student Body each September.
6. The first meeting of the Graduate Studies Council shall convene on or after October 1st, annually. At that time the Council shall elect a chairperson, who shall be someone other than the Dean of the School of Graduate Studies. The responsibility for calling the initial meeting shall be the chairperson for the prior academic year except in the case when the previous chairperson is not available, then the Dean of the School of Graduate Studies will call the initial meeting. There will be at least three (3) meetings per academic year, and one meeting per summer session.

E. Organization. The organization of the Graduate Studies Council shall be as follows:

1. *Officers:*
 - a. The Chairperson shall be elected from all Council members other than the Dean of Graduate Studies.
 - b. The Vice Chairperson, Secretary, and Parliamentarian shall be elected annually by the Graduate Studies Council from the membership of the Council.

2. *Meetings:*

- a. The Graduate Studies Council may meet monthly during the academic year with special meetings as called by the Chairperson. All meetings are open to graduate faculty who have a voice but are not eligible to vote.
- b. Minutes of the proceedings of the Graduate Studies Council shall be recorded and maintained by the Secretary of the Graduate Studies Council who shall be responsible for distributing copies of the minutes to Graduate Faculty and to the Faculty Senate.
- c. A quorum shall consist of 50% of the Graduate Studies Council members plus one member.
- d. Agenda items must be submitted in writing to the Chairperson at least ten calendar days prior to a regularly scheduled Council meeting. Items which involve a change in university graduate policy shall not be acted upon until the next scheduled meeting following its introduction.

3. *Committees:*

- a. Standing and special committees shall be designated by the Graduate Studies Council through the Chairperson and may include representatives who are not members of the Council.
- b. The standing committees may comprise the following:
 - (1) Program Review and Evaluation
 - (2) Internal Standards Review
 - (3) Admissions and Retention
 - (4) Catalog
 - (5) Students Appeals
 - (6) Graduate Faculty
 - (7) Student Affairs
- c. Special Committees: The Graduate Studies Council may create and appoint such special committees as necessary or desirable.

V. ADMINISTRATION OF THE SCHOOL
OF GRADUATE STUDIES

A. The Role of the Dean of Graduate Studies. The chief administrative officer of the School of Graduate Studies shall be the Dean of Graduate Studies;

1. The Dean of the School of Graduate Studies shall be responsible for the following:

- a. Administering and supervising the School of Graduate Studies and all graduate programs through the academic Deans and Chairpersons. (See Figure 1.)

- b. Collaborating with the academic Deans to implement graduate academic policy as developed through the Graduate Studies Council.
- c. Convening the Graduate Faculty at least once each semester.
- d. Maintaining liaison with the Deans and designated administrators of graduate programs.
- e. Other committee assignments and duties as assigned and specified by the President or the Vice President for Academic Affairs.

2. Other specific responsibilities of the Dean of the School of Graduate Studies shall include:

a. Matters affecting graduate students

- (1) Coordinating the admission and graduate progress of all graduate students.
- (2) Cooperating with the Office of Records and Registration in maintaining a system of academic records for all graduate students.
- (3) Certifying all individual clearances for graduation for all candidates for Graduate degrees.
- (4) Providing the institution's final approval of all theses and dissertations by Dated signature on the original, final corrected copy of each document.
- (5) Setting, posting, and publishing deadlines for all applications, programs of study, examinations, defenses and other key steps for all students' progress toward meeting degree requirements.
- (6) Assisting the process of recruitment of graduate students.
- (7) Suggesting policies and procedures for financial aid, fellowships and assistantships for graduate students.
- (8) Seeking additional financial support for graduate students and for graduate faculty development.
- (9) Serving as the central office for admission and assistance for graduate students.
- (10) Recording and announcing appointments of dissertation and thesis committees and neutral chairs.
- (11) Assisting in the development of an appropriate system of graduate student governance.
- (12) When requested, assisting graduate students' in matters relating to their general welfare.
- (13) Directing fellowships and other funded programs as indicated.

b. Matters related to the Graduate Studies Council

- (1) Implementing and communicating actions of the Graduate Studies Council.
- (2) Administering the qualitative review of graduate programs.
- (3) Providing staff support for the Graduate Studies Council and its Committees.

c. Graduate Publications for the University

- (1) Producing and distributing the Policies and Procedures Manual, General Requirements for Master's Theses and Doctoral Dissertations (Supplementary Document), and other documents as determined by the Graduate Studies Council.
- (2) Editing all materials provided by departments and programs for the School of Graduate Studies Catalog.

d. Records and Reporting

- (1) Developing and maintaining a system of records necessary for reporting to the University administration and State and Federal agencies.
- (2) Maintaining unofficial individual record folders for all active graduate students for advisement purposes and providing copies of all student actions to students and their advisors, as appropriate.
- (3) Microfilming these informal records of all graduates of degree programs.

e. Long-Range Planning and Development

- (1) Advising and assisting the Schools and Departments in the development of new and existing graduate programs.
- (2) Participation in planning and development of graduate education at the University level with assistance from the Graduate Studies Council.

f. Advocate and Spokesman for Graduate Education

- (1) Advising the Deans of the Schools of the primary appointment of graduate faculty according to established University policy.
- (2) Serving as a member of the University's Educational Policies Council.
- (3) Serving as a member of other appropriate academic Councils of Deans.
- (4) Assisting in the coordination of research and graduate education throughout the University.

B. Admissions Policy. Graduate study is significantly different from undergraduate study, particularly in its focus on independent inquiry and scholarly pursuit of new knowledge in highly specialized fields of study. Therefore, admission into the School of Graduate Studies is primarily dependent upon the applicant's demonstrated ability to pursue scholarly academics, research, and writing at the rigorous level required in advanced study. The Admissions and Retention Committee seeks to admit only those students who can meet the high standards set by a well-qualified graduate faculty in high quality graduate programs. To meet its responsibility, the Committee thoroughly reviews each individual application files for evidence of demonstrated academic promise with each member voting to approve or disapprove based on, but not limited to, completeness of required documentation, undergraduate academic record, relevance of past undergraduate and/or graduate study to proposed area of study, GRE, NTE, MAT or GMAT test scores, and professional recommendations. An applicant is eligible to register and pursue graduate courses within the limits of his/her admissions status only after receiving official notification of the Committee's recommendation(s) in a letter signed by the Graduate Dean.

- C. **Admissions and Retention Committee.** A committee of six (6) persons shall be recommended (by the Graduate Dean) to the Graduate Studies Council from graduate faculty representatives of the various graduate programs. The appointments, as approved by the Graduate Studies Council, shall run for four years, with vacancies being filled by immediate recommendation and appointment to four-year terms. The Graduate Dean shall serve as *ex officio* Committee Chairperson and, as such, is responsible for coordinating and supervising the collection, collation, and referral to the Committee the official application credentials for all degree-seeking students. (See Appendix A.)
- D. **Admissions Standards and Procedures.** Admission into any graduate degree program at South Carolina State University is essentially two-tiered *so* that each degree applicant *must* first (a) meet the standards for Full Admission status into the School of Graduate Studies and, then, (b) file for admission to the specific program of study. Applicants who fail to meet the minimum standards for admission described hereinafter in Appendix A, but who provide sufficient other evidence of academic promise may be recommended by the Admissions Committee for Conditional status. The intent of the latter status is to provide an opportunity for a disapproved but marginally qualified applicant to prove her or his academic promise through meeting highly rigorous academic conditions within a restrictive time period. Failure to meet any condition(s) within the prescribed time will result in immediate dismissal. Specific details for Admissions Committee activities, procedures and standards are in Appendix A.
- E. **The Graduate Studies Catalog.** The current Graduate Catalog shall serve as the primary means for publishing and disseminating up-to-date and detailed procedures and guidelines to implement this Policies and Procedures Manual;_with the latter serving as the final written authority in instance of conflicting interpretations. (Of course, permanent changes to or ad hoc deviation from the Manual's requirements may be sought by graduate students and/or faculty through petition to the Graduate Studies Council.)

The current Catalog shall contain, but not be limited to, (a) an up-to-date-University Calendar, (b) General Requirements for all graduate degree and non-degree programs offered at South Carolina State University, (c) Academic regulations, (d) Programs of Study, (e) Descriptions of Graduate Courses, and (f) pertinent instructions to assist and guide graduate students and their faculty advisors.

- F. **Policies Governing Educational Administration Degree Programs (Ed. D. and Ed. S.).** The Doctor of Education (Ed. D.) degree at South Carolina State University is awarded in recognition of distinguished attainment in Educational Administration. It is evidenced by coursework, examinations, and by the completion of a dissertation presented to a Doctoral Committee and successfully defended by a Degree Candidate. The Chairperson of the Department of Educational Administration and departmental faculty shall publish and distribute policies and procedures manuals and other guidelines approved by the Graduate Studies Council.

G. Thesis and Dissertation Guidelines. All candidates for the M.S. and M.A. degrees who elect the thesis option and all candidates for the Ed. D. degree must conduct original research on a problem germane to the major field of study, and then, must present, defend, and publish a thesis (master's level) or dissertation (doctoral level). Research reports must follow the stylistic guidelines set forth in the Publication Manual of the American Psychological Association, current edition, and the School of Graduate Studies publication, General Requirement or Master's Theses and Doctoral Dissertations (may be found in the Graduate Office).

VI. PARLIAMENTARY AUTHORITY

The rules contained in Roberts Rules of Order, Newly Revised, shall govern all meetings and in all cases to which they are applicable and in which they are not inconsistent with other provisions of this Manual.

VII. AMENDMENTS

A proposed amendment to this Manual shall be submitted in writing to the Chairperson of the Graduate Studies Council at least fifteen calendar days prior to the regular meeting at which it is to be discussed.

Any 30 members of the Graduate Faculty of the School of Graduate Studies or a majority of the Graduate Council at an official meeting may propose amendments to this manual.

Any proposed amendments shall be submitted to the Graduate Faculty and shall become effective upon approval by two-thirds of the Graduate Faculty members voting within thirty days of the day on which the ballots are distributed.

APPENDIX A

ADMISSIONS AND RETENTION COMMITTEE GUIDELINES

Graduate Study is significantly different from undergraduate study, particularly in its focus on independent inquiry and scholarly pursuit of new knowledge in highly specialized fields of study. Therefore, admission into the School of Graduate Studies *is* primarily dependent upon the applicant's demonstrated ability to pursue academics, research, and writing at the rigorous level required in advanced study. The Admissions and Retention Committee is responsible for reviewing the application file of each applicant and recommending to the Dean of Graduate Studies "Full" or "Conditional" admission standing or "Non-Admission." The Committee's recommendations are based on, but not limited to, completeness of required documentation, undergraduate academic record, relevance of past undergraduate and/or graduate study to proposed area of study, GRE, MAT, NTE or GMAT (*Agribusiness Only*) test scores, and professional recommendations. An applicant is eligible to register and pursue graduate courses, within the limits of his/her admissions status, only after receiving official notification of the Committee's recommendation(s) in a letter signed by the Dean of the School of Graduate Studies.

A. Admissions and Retention Committee. A committee of six persons shall be recommended by the Graduate Dean to the Graduate Studies Council from graduate Faculty Representatives of the various graduate programs. The appointments approved by the Graduate Studies Council shall serve *for* four years, with vacancies being filled by immediate recommendation and appointment to four year terms. The Graduate Dean shall serve as *ex officio* Committee Chairperson and, as such, is responsible for coordinating and supervising the collection, collation and referral of the application credentials for all degree seeking students to the Committee.

B. Admission Standards and Procedures

- I. Each applicant for Full Admission to the School of Graduate Studies, for purposes of pursuing any master's degree program, must submit:
 - a. Official copies of a baccalaureate degree earned at a regionally accredited institution, showing requisite study for the proposed master's degree program with a cumulative GPA of 2.5 or higher on a 4.0 scale.
 - b. Official copies of the Graduate Record Examination (GRE) General Examination (Verbal, Quantitative and Analytical). Scores at or above the 25th percentile are preferred. National Teacher Examination (NTE) scores for the area examination are acceptable for applicants for M.Ed. programs only. Miller Analogies Test (MAT) scores may be filed in lieu of the GRE.

- c. A completed application form with a written section which clearly and satisfactorily explains the applicant's career and graduate degree objectives.
 - d. A satisfactory score on the English Proficiency Examination (EPE).
2. Applications for advanced level degree programs (Ed.D. and Ed.S.) may be submitted once per semester on or before the deadline to be considered for admission for the following semester. Application forms are available from the Dean of the School of Graduate Studies. Minimum credentials required are (a) a completed Graduate Application form, (b) official transcripts of all undergraduate and graduate work, (c) Graduate Record Examination, general area, or Miller Analogies Test score reports, and (d) three letters of recommendation.
 3. The Graduate Admissions Counselor will assemble all completed applications and notify Committee members of review sessions called by the Graduate Dean, as needed, but not less than three times per academic session. Not less than four Committee members must review each degree applicant's file and a simple majority is needed for approval, disapproval or Conditional Admission. Individual committee member votes are guided by the above minimum standards, with the following recommendations possible:
 - a. **FULL ADMISSION.** This status is limited to those applicants who have applied to work toward a master's degree and who have provided sufficient evidence of their ability to complete a degree program. Each fully admitted student must follow carefully all sequential steps leading to degree candidacy in order to maintain good standing, the first of which is to apply for admission into the chosen degree program in accordance with that program's admissions requirements.
 - b. **CONDITIONAL ADMISSION.** This status is allowed with a recommendation from the Graduate Admissions and Retention Committee when an applicant for a degree program is disapproved for Full Admission but shows good academic potential. Specially, any applicant with a GPA below the minimum 2.50 but who (a) performed well in the last two undergraduate years, and (b) earned a GPA not less than 2.35, may be considered for "Conditional" status by the Committee. The nature, extent, and number of conditional courses and examinations to be met by each Conditional student will be determined by the Graduate Admissions Committee and communicated to each Conditional student. Successful completion of all conditions set by the Admissions and Retention Committee is considered the equivalent of an earned undergraduate GPA of 2.50, and the applicant is automatically awarded full admission to the School of Graduate Studies when the final condition is met. All conditions must be met as specified; courses taken in this status must be earned with a B or higher grade; and all conditions must be completed within three consecutive academic sessions unless otherwise specified by the Committee in writing. Failure to meet one or more conditions as specified *will result in immediate dismissal* from graduate

study, subject to appeal to the Graduate Studies Council. Failure on a second attempt to meet a condition or failure of two or more of the conditions may not be submitted for appeal for one full calendar year from the date of dismissal. *The Dean of the School of Graduate Studies will serve as advisor for all "conditional" students.*

- c. **NONDEGREE ADMISSION.** This status is provided for nondegree-seeking students who have earned bachelor's degrees from regionally accredited institutions with cumulative undergraduate GPAs of 2.35 or higher and who wish to pursue limited graduate study. Nondegree students may pursue a limited number of 500- and 600- level graduate courses so long as they maintain good academic standing, meet any course prerequisites or requirements, and received approval of the Department Chair and Dean of the School of Graduate Studies. If a nondegree student later meets all requirements for admission to a degree program, he or she may apply in writing to the Admissions and Retention Committee. If an applicant with a cumulative undergraduate GPA of less than 2.50 is admitted in nondegree status, he or she must later attain the 2.50 minimum or its equivalent to become eligible for any master's degree program. In addition, a maximum of 15 semester hours of graduate credit earned in nondegree status may be approved for transfer to any graduate degree program.

Note: A nondegree student with a master's degree from an accredited institution may enroll in an unlimited number of 500-, 600- and 700-level courses after filing the official master's transcript with the application and receiving a letter of admission signed by the Dean of the School of Graduate Studies. However, the 15 hour transfer limit applies to any person in this category who later seeks admission to any other graduate program;