

MSU

Advisor Handbook

The Graduate School



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GETTING IN

APPLYING TO GRADUATE SCHOOL

Admission to graduate study is granted to students who meet the academic requirements and who hold a baccalaureate degree from Morehead State University or some other accredited institution of higher education, and to certain qualified Morehead seniors. A minimum grade point average (g.p.a) of 2.5 is required on all undergraduate work. Some degree programs require a higher grade point average. Minimum scores on the GRE, GMAT, or MAT are established by program.

DEADLINE FOR ADMISSION

The deadline for applying to the graduate school is the semester prior to planned entrance. Applying after that date will cause delays in the admission procedures.

APPLYING FOR ADMISSION

1. A student may pick up or be mailed an application from the Graduate Office or Enrollment Services. They may also apply on-line via the Internet at www.moreheadstate.edu. There is a \$30.00 application fee for first time MSU graduate students.
2. The student returns the completed application along with the following materials by the deadline: official undergraduate transcript if other than MSU; GRE, GMAT, or MAT score if required; and if applying to an education program, a copy of the teaching certificate, or statement of eligibility.
3. The information is compiled and the student's information is sent to the department representative for approval.
4. The department representative sends the information back to Enrollment Services noting whether the student is accepted or denied. If accepted, the department representative assigns the advisor.
5. The Enrollment Services representative in turn corresponds with the student regarding the type of admission and the name, location and phone number of the assigned advisor. The student is given their ID# with instructions to login and access their degree audit.

TYPES OF ADMISSION

1. Unconditional – the student who meets the requirements for both general admission to graduate study and admission for a particular program.
2. Conditional – the student who meets the general requirements for admission to graduate study, but fails to satisfy one or more special requirements for admission to a particular program. This is a temporary classification, and must be changed as soon as the specified conditions are satisfied. The student will not be allowed to take more than 12 hours without being unconditionally admitted.
3. Unclassified – the student who meets the requirements for admission to graduate study but does not wish to work toward a graduate program. Students should note that no more than 12 semester hours of graduate credit earned as an unclassified student may later be applied toward a program, and only then at the discretion of the advisor and the dean of graduate programs.
4. Attempt-To qualify – the student whose undergraduate grade-point average is slightly below 2.5, but not less than 2.3. Students so admitted may, after completing a minimum of 12 semester hours of graduate work with a g.p.a. of at least 3.0, be considered for admission to a degree program. Upon admission to a program, six of the 12 semester hours of graduate credit may be counted toward meeting degree requirements.
5. Non-degree program – the student who wishes to do a planned graduate program that leads to renewal or additional certification, but not to a degree. Prerequisites are a baccalaureate degree and a teaching certificate.
6. Visiting Students – the student who has been admitted to a graduate program at another institution. Such a student may enroll at MSU by submitting a visiting student application upon which his or her graduate dean or registrar certifies that the student is in good standing and has permission to enroll for graduate work at MSU.
7. Seniors at the University – Students in the final semester of undergraduate study who have a minimum g.p.a. of at least 2.5 may apply to enroll concurrently in courses for graduate credit according to limitations outlined in the graduate catalog.

REMINDER OF THINGS TO DO

CONSULTING WITH THE ADVISOR

College seniors and other prospective graduate students may be referred to faculty for consultation about graduate study prior to program admission. Often the student will want to know if his/her baccalaureate work fulfills the admissions course work criteria, and/or if graduate work taken elsewhere can be applied toward MSU programs. The clearest way to provide the information is to give the inquirer a checklist. It would be wise, particularly in programs where there are a number of advisors, to label the checklists as SAMPLE, UNOFFICIAL, or some other designation denoting that they

are an informal analysis sheet and not the prospective students' official checksheet. You may also refer the student to the "what if" section of webadvisor.

The following documents should be included in an advisee's file:

1. Copies of program admissions letters, transcripts, (GRE, GMAT, TOFEL for International students) test scores.
2. Program checksheet.
3. Course substitution forms (if needed).
5. Copy of program completion form.

OBTAINING A CHECKSHEET

In the admission letter a new student is provided with a computerized checksheet. A completed checksheet signifies the formal agreement between the student and the University for a specific course of study. It guides the student through a sequence of courses and provides official notice of the program to be followed.

While it is the responsibility of the advisee to seek out his/her advisor, some advisors initiate contact by sending out letters introducing themselves to new advisees and encouraging them to schedule an appointment.

For those students who do not have a computerized checksheet, they will need to complete a manual checksheet at the beginning of their program. Once the checksheet has been filled out and signed by the advisor and advisee who both retain a copy. One copy should be placed on file in the Graduate School. Subsequently, conditions may dictate a need to make course changes on the checksheet.

OBTAINING A GRADUATE CATALOG

Catalogs are available at www.moreheadstate.edu/catalog

Once a student has been admitted to a program, he/she will follow the rules and regulations in the graduate catalog at the time of admission. Example: a student who is admitted October 4, 2002, will be responsible for following the 2002-03 graduate catalog. If along the way a student completes a "change of program" (new application form) and is admitted to the new program, he/she will be required to follow the graduate catalog that corresponds with the date the change to the new program was approved.

STUDENT COURSE LOAD

The minimum full-time graduate load for a semester is nine semester hours; for each summer term, it is three semester hours. The maximum load is 15 hours for a semester and six hours for each summer term. Half-time status is 4 hours for the fall and spring semesters.

ASSISTANTSHIPS

A number of graduate assistantships are available each year for students who have been admitted unconditionally to a graduate degree program. Students enrolled in non-degree or certification programs are not eligible. Assistantships provide a stipend of \$10,000 per year (fall and spring semesters). A graduate assistant must be a full-time student who

maintains a 3.0 grade point average and registers for at least nine graduate credit hours (600 level), but no more than 12 hours credit each semester. If a student fails to maintain a 3.0 g.p.a. they will be removed from their position. Twenty hours a week must be devoted to the duties of an assistantship. Non-resident students are not required to pay out of state tuition; all recipients must pay the regular Kentucky resident and incidental fees.

Students must apply for reappointment each fall semester in the department. If a student has been a graduate assistant for the academic year they are eligible for in-state status if they wish to enroll in summer courses.

STEPS FOR APPLYING FOR A GRADUATE ASSISTANTSHIP

1. Must submit an application at www.moreheadstate.edu/hr
2. Departments planning to use graduate assistants should identify a member of the graduate faculty to coordinate the activities of the graduate assistant(s).
3. The faculty member should furnish each graduate assistant with a job description which outlines his/her duties. The graduate assistant must agree to these duties and sign an acceptance form.
4. Unless exempted by SACS standards, a graduate assistant, who has teaching responsibilities, must have completed at least 18 graduate semester hours in his/her teaching field and must be supervised by a graduate faculty member with teaching experience in the same field. The graduate assistant's supervision on the part of the faculty member must include in-service training and evaluation.
5. Any grievance must be routed through the supervising faculty, department chair, or director and the Graduate Dean.

PROCEDURES & POLICIES

TRANSFER CREDIT POLICY

In most cases the student has already completed the course at another institution and is asking that it be transferred. The desired process is for the student to meet with his/her advisor first, obtain authorization and then complete the course at another institution.

In order for a course to be transferred to MSU, a course substitution form must be completed. The form is available at www.moreheadstate.edu/graduate. The student and the advisor initiate the form, the form is then forwarded to the department chair for approval, and on to the graduate dean for approval. When the form reaches the Graduate School, the student should make sure that an official transcript is in his/her file for the transfer to be made. The Graduate School representative then reviews the form and transcript for accuracy and instructs the Registrar's Office to place the course on the student's transcript.

A maximum of nine semester hours of graduate credit earned at another accredited institution may be accepted toward meeting requirements for the graduate program provided:

1. the credit has been earned at an accredited graduate institution within 10 years of the date on which the graduate program requirements are completed;
2. the work is acceptable as credit toward a comparable program at the institution from which transfer is sought;

3. the course(s) to be transferred carry a mark of “B” or better (9 quality points); and
4. the course(s) are approved by the advisor, department chair and the graduate dean.
Approval is based on the evaluation of an institution using these criteria: length of the instructional term, frequency and length of class sessions, availability of library services, course syllabus and/or statement of requirements, and faculty member’s qualifications

Transfer credits taken during the final semester of a program will delay program completion until official transcripts of the courses have been received in the Graduate School.

COURSE SUBSTITUTION POLICY

The course substitution form is to be used when a student has taken a different MSU course than the one listed on the checksheet. The student meets with the advisor in advance of taking the course. They review the course to be substituted, and the advisor will then complete a course substitution form notifying the department chair, the graduate dean, and the graduate office of the change. The course to be substituted must be no older than 10 years, must carry a mark of “B” or better (9 quality points), and must be relevant to the required course listed on the checksheet.

10 YEAR EXPIRATION POLICY

From the time he/she begins work on it a student has 10 years to complete a program. If a degree or program is not completed within the required time, suitable courses must be completed to replace those more than 10 years old.

GRIEVANCE PROCEDURES

The student complaint procedure for resolving an academic grievance is outlined in four steps. Please refer to the general information section of the graduate catalog.

UNIVERSITY SERVICE & SUPPORT

The Morehead State University Graduate School maintains a toll free number: 1-800-585-6781. The number is to be used only for business in the Graduate Office and for contacting the advisor.

Listed are the most commonly used graduate support offices and their functions as outlined below.

Registrar’s Office - Ginger Hall 201 – phone 783-2008

Transcripts are obtained from this office 24 hours after a request is submitted. On campus students may go in person and submit a transcript request form. Each official transcript costs \$4.00. Transcripts may be picked up at the transcript window the day after request submission. Students not on campus must make transcript requests in writing or on the Web; phone requests are not taken.

The Registrar’s Office posts graduate student semester grades after the close of each term. Students will want to check their online account. Graduate students do not receive mid-term grades.

Testing Center – Ginger Hall 501 – 783-2526

Information about GRE, GMAT, MAT and TOEFL test dates, cost and application procedures are available from Testing Center personnel. Students do not have to take the tests at Morehead State University, but they need to indicate on the appropriate forms that their scores are to be sent to this institution.

Graduate School – Ginger Hall 701 – 783-2039

The Graduate School serves as a repository for forms, catalogs, and student records. Students and advisors can pick up applications for program admission, program completion applications, and TC-1 Forms. The office maintains University Graduate Committee minutes and materials for graduate faculty membership

A SECOND MASTER’S DEGREE

POLICY & PROCEDURES

Students completing one master’s degree may apply for admission to another degree program. To complete a second master’s degree, a student must:

1. meet admission requirements;
2. complete a minimum of 15 graduate semester hours of Morehead State University residence credit in approved courses after the first master’s degree has been awarded. (Additional courses may be necessary to meet the degree requirements)
3. pass an exit examination.

A student who enters the master’s degree program after completing the non-degree Fifth-Year Program must:

1. present GRE scores required by the master’s degree program;
2. complete a minimum of 15 graduate semester hours of MSU residence credit. (In meeting specific degree requirements, a minimum of 18 semester hours will be required if only 12 semester hours of graduate work was done for the Fifth-Year);
3. pass an exit examination.

THESIS GUIDELINES

Several master’s degree programs offer the student the option of writing a thesis. If a student plans to write a thesis, he/she should contact the advisor about the intent as early in the program as possible. Prior to beginning work on a thesis, the student must obtain a copy of the official guidelines from the Graduate School or at www.moreheadstate.edu/gradschool. A minimum of two copies of the final thesis, signed by the student’s committee, must be submitted to the graduate office at least two weeks prior to the end of the term in which the student anticipates completing all degree requirements.

EXITING THE PROGRAM

APPLYING FOR COMPLETION

The student must file an application for completion of their program in the beginning of the term in which the student is anticipating completion. The application is available in the Graduate School or at www.moreheadstate.edu/gradschool. The application for degree card serves to notify Graduate School staff that a final check of the student's record should be conducted and is forwarded to the Registrar's Office where the student's name is added to the graduation list. There is a \$20 graduation fee which must be paid by the degree candidate prior to graduation. Those students updating teaching certificates and/or changing ranks will want to complete the Kentucky Division of Teacher Education & Certification TC-1 Form, also obtained in the Graduate School; it is returned there for processing.

Applicants completing Fifth Year, Rank I and other certification programs need to fill out a completion card and TC-1 form to update certificates and/or rankings. Cards and TC-1 Forms are distributed by the Graduate School and returned for processing. They are also available at www.moreheadstate.edu/gradschool

Departmental role in program completion notification.

If students have oral exit examinations, the program completion forms are filled out by the students' committees. Those students who take written exit examinations generally have the forms completed and submitted by the program coordinators or department chairs who have received the test results. Once the advisee's program completion becomes a reality, a copy of the program completion form is returned for placement in the advisee's file. The form also serves as notification that the student did finish the program successfully.

COMPREHENSIVE WRITTEN OR ORAL EXIT EXAMS

The student must pass a final comprehensive examination and/or a written exam in the field of study. If a thesis is written, this examination will include the defense of the student's thesis.