



TITLE: Program Approval-Graduate Students

EFFECTIVE DATE: July 1, 2013

LAST REVIEW:

NEXT REVIEW:

POLICY OWNER: Associate Provost and Dean of Graduate Studies

PROCEDURE CONTACT: School of Graduate Studies

POLICY/PROCEDURE:

Program approval is required for all graduate degree candidates. Students are required to develop a program of studies which must be approved by the student's advisor and the graduate dean.

Program approval may take place at any time after the student has been formally admitted to a graduate program, but prior to the completion of 16 credits applicable to the graduate program (including transfer credits). Each student must contact the School of Graduate Studies to request the program forms or download the forms online at <http://www.stcloudstate.edu/graduatestudies/current/stuForms.asp>.

To be eligible, the student must have:

1. Satisfied all conditions attached to admission.
2. Satisfactorily completed the departmental examination(s). Contact the advisor or the department office to determine if required.
3. Maintain a 3.0 grade point average in the major field, the total program, and all graduate course work taken at this university.

The School of Graduate Studies reviews the student's record to determine eligibility for an approved program according to the criteria listed above and notify the advisor of the student's status. The student should develop a proposed program of course work in consultation with the assigned advisor, according to procedures established by the graduate program. The student should review the program requirements outlined in this bulletin. Upon being approved, one copy of the program form should be returned to the School of Graduate Studies by the advisor.



The Dean of the School of Graduate Studies reviews the proposed program and gives final approval. In cases where changes are required, before final approval is given, the dean consults with the advisor and the student.

Under each of the program options, the departmental requirements may exceed the minimum established as graduate school policy. Please review the departmental requirements and the sections on academic regulations and final evaluation procedure for additional information relating to the program requirements.

Once the program has been approved, any deviation from it must receive prior approval of the advisor and the graduate dean through the petition process. The petition to make a change is available in the School of Graduate Studies and online at <http://www.stcloudstate.edu/graduatestudies/current/stuForms.asp>. Once completed, the form should be submitted to the School of Graduate Studies. When the program is given final approval, the student will receive a copy of the approved program for her/his records.

Program Approval for the Doctoral Degree

All doctoral degree programs require a doctoral culminating project. Doctoral degree programs require a minimum of 72 credits including 12 credits awarded for the doctoral culminating project.

Program Approval for the Specialist

All specialist degree programs require a field study. Specialist degree programs require a minimum of 30 credits including the credits awarded for the field study.

Program Approval for the Master Degree

Departments offering the master's degree may provide one or more of three different options.

Plan A: Under Plan A, a thesis or creative work is required. Plan A requires a minimum of 30 credits including the credits earned for the thesis or creative work. A preliminary and a final oral examination are required, and a final written comprehensive examination may also be required at the option of the department.

Plan B: Under Plan B, a minimum of 32 credits is required. Some departments require one or more starred papers. Students completing starred papers are required to



complete a preliminary and a final oral examination and, at the option of the department, may also be required to complete a final written comprehensive examination. Students completing Plan B programs without starred papers must complete a final written comprehensive examination.

Plan C: Under Plan C, a minimum of 36 credits is required. Students under Plan C programs must complete a preliminary and a final oral examination focusing on a portfolio of projects and papers which are submitted in accordance with the requirements of the program. A final written comprehensive examination may also be required at the option of the department. Students are encouraged to engage in a continuing planning process with their advisor to develop an acceptable portfolio of projects for the final oral examination.

Program Approval for the Sixth-Year Certificate

Program approval is required for all sixth-year certificate candidates. Students are required to develop a program of studies which must be approved by the student's advisor and the graduate dean.

Program Approval for the Fifth-Year Certificate for Teachers

Before completion of 11 semester credits of course work on the fifth-year program, the student, with counsel from the advisor, must outline the courses to be completed to meet the fifth-year program requirements. The necessary forms may be obtained from the School of Graduate Studies, online at <http://www.stcloudstate.edu/graduatestudies/current/stuForms.asp> or from the student's advisor. After the advisor has endorsed the copy, the student sends it to the School of Graduate Studies for approval. Copies are placed in the applicant's file in the School of Graduate Studies, and sent to the advisor and the student. Any subsequent changes in the student's fifth-year program must have the prior approval of the student's advisor and the dean of the School of Graduate Studies via the petition process.

All transfer work used on a fifth-year program must be substantiated by one copy of official transcripts sent from the colleges or universities where the work was taken.



Program Approval for Certificates

Once a student has been formally admitted to a certificate program, he/she should meet with the certificate coordinator to complete the certificate program form. This form must be signed by the student and the certificate coordinator before it is submitted to the School of Graduate Studies.