

TABLE OF CONTENTS

	Page
PREFACE	4
CHAPTER ONE – OVERVIEW	5
Program Chairs to Know	6
Procedures to Know	7
ADMISSION.....	7
Admission to the School and University	7
REGISTRATION.....	7
Registration Guidelines	7
Continuous Registration.....	7
Late Registration	7
PAC Number	7
Address Changes.....	8
Establishing Residency to Meet State Requirements.....	8
Schedule Change and Drop Periods.....	8
Discontinuing a Class.....	9
Full-time/Half-time Enrollment Status	9
PROGRAM OF STUDY	9
Use of Courses Taken Prior to Admission	9
How to Choose/Change Your Adviser/List of Approved Faculty ...	10
Credit Overload.....	10
Class Attendance Regulations	10
Repeating A Course.....	10
Pass/Fail	11
Academic Probation	11
Time Limitations	11
Internships/Practicums/Independent Studies/Supervised College Teaching	12
Endorsements and Licenses.....	12
THE FINAL SEMESTER.....	13
Application for Graduation.....	13
Enrollment During Graduation Term	13
Final Changes in the Program of Study	13
A Master’s Checklist to Know.....	14
CHAPTER TWO – FORMS	15
FORMS TO KNOW	16
ADMISSION FORMS.....	16
GS Form 1.....	16
GS Form 4B	16
GS Form 2A	17
GS Form 2D	17
GS Form 7.....	17

INTERNATIONAL STUDENT APPLICATION FORMS	17
GS Form F1	17
GS Form 3F	17
READMISSION FORMS.....	18
GS Form 1B	18
PROGRAM OF STUDY/CHANGE OF COMMITTEE FORMS.....	18
GS Form 6.....	18
GS Form 9A	18
GRADUATION TERM FORMS	18
GS Form 25.....	18
GS Form 24.....	19
OTHER GRADUATE SCHOOL FORMS	19
GS Form 25B	19
GS Form 5A	19
GS Form EX 102.....	19
GS Form 26.....	20
GRADUATE FELLOWSHIPS AND THEIR FORMS	20
CHAPTER THREE – YOUR FINAL PAPER	21
Your Graduate Committee.....	22
Thesis, Research Paper, or Professional Paper.....	22
Approval to Conduct Human Research	23
Format Guidelines	23
Thesis	24
Thesis Format.....	24
Thesis Title	24
Filing A Signed Thesis	24
Microfilming and Copyrighting Theses.....	24
Binding a Thesis	24
Publication of Graduate Research.....	25
Registration for Research Credit	25
Final Comprehensive Examination	25
CHAPTER FOUR – RESOURCES	27
Places to Know.....	29
Student Advocacy Programs to Know	30
School of Education Resources.....	31
List Serve.....	31
Bulletin Boards.....	31
Mailboxes for Student	31
Request to Use School Supplies and Equipment	31
Research Funds	32
Statistics	32
Travel Expenses.....	32
Computer Resources.....	32
SOE	32
ACNS	33

ColoradoExchange Program	33
Financial Assistance.....	33
Financial Aid	34
Graduate Grant.....	34
Work-study	34
Stafford Federal Direct Subsidized and Unsubsidized Loans.....	34
Fellowships and Traineeships	34
The Martin Luther King Award	34
Miscellaneous Sources.....	35
Veterans Benefits	35
Assistantships.....	35
Employment	37
Library Services for Graduate Students.....	39
Borrowing Privileges	39
Reserve Lists	39
Librarians With Subject Expertise	39
New Book/Journal Requests.....	39
Self-Service Database Search Services	40
Interlibrary Loan.....	40
Graduate Student Council	40
Office of International Programs	41
International Center	42
International Friends.....	43
International Women’s Club.....	43
Office Space	43
Voter Registration.....	43
Notary Public	42
Rights and Responsibilities.....	43
Your Peers.....	44
Graduate Programs Committee	44
Policy on Sexual Harassment of Graduate Students	44
Policy on Academic Honesty	44
Grievance Procedures	44

PREFACE

On behalf of the faculty and staff in the School of Education (SOE), we wish to extend to you a very special welcome to graduate study at Colorado State University. We hope that your pursuit of a Master of Education degree in Education and Human Resource Studies, or a Master of Science degree in Student Affairs in Higher Education will be rewarding and enjoyable as well as educational.

The School has been preparing teachers and teacher educators, P-20 educational leaders, and trainers for over 70 years. Our alumni are playing significant roles in the development and improvement of education and training in Colorado and across the nation in both the public and private sectors. We eagerly anticipate that your admission to our graduate program will culminate in a Master of Education or Master of Science degree and will include you among this elite group of School alumni.

This handbook was prepared to help you plan and complete your master's program. We hope it will answer your questions as you progress toward your degree. We recognize that some specific points may not be covered and that policies and procedures both in the School and University are continually changing. It is, therefore, important that you work closely with your adviser and the Graduate Programs Office as you use this handbook. The Graduate Programs' staff will help provide direction and support for your experience.

We are pleased that you have selected the School of Education at Colorado State University to pursue your master's degree. We hope that you find it to be a positive experience and we wish you the utmost success.

Graduate Programs Office Staff

CHAPTER ONE OVERVIEW

CHAPTER ONE

The first section of your handbook contains some of the most essential information about the School of Education's (SOE) master's programs. We have organized this information around a number of "...to knows," beginning with the Master's Program Chairs below.

Program Chairs To Know

There are five master's degree program specializations. The following people are program chairs for the current academic year:

PROGRAM	PROGRAM CHAIR
Adult Education and Training	Dr. Cliff Harbour Room 102 ED, 491-5425 harbourc@cahs.colostate.edu
Counseling and Career Development	Dr. John Littrell Room 225 ED, 491-5160 jlittrell@cahs.colostate.edu
Educational Leadership, Renewal and Change Option 1 – Curriculum and Instruction	Dr. Rod Lucero Room 242 ED, 491-1916 rlucero@cahs.colostate.edu
Option 2 – Principal Licensure	Dr. Rod Lucero Room 242 ED, 491-1916 rlucero@cahs.colostate.edu
Option 3 – with teacher licensure	Dr. Rod Lucero Room 242 ED, 491-1916 rlucero@cahs.colostate.edu
Organizational Performance And Change	Dr. Jerry Gilley Room 246 ED, 491-2918 Jerry.Gilley@cahs.colostate.edu
Student Affairs in Higher Education	Dr. Linda Kuk Room 242 ED, 491-7243 Linda.Kuk@colostate.edu

Procedures to Know

ADMISSION

Admission to the School and University

You are admitted to the SOE (School of Education) and the University officially when you are granted admission by the Colorado State University Graduate School. You will receive an official acceptance letter from the Admissions Office and the SOE.

Admission as a Guest student or Continuing Education student does *not* constitute admission to the SOE.

REGISTRATION

Registration Guidelines

For admitted students on campus:

You must register for each fall and spring term through the Ramweb online registration system for courses or for each term you are using the library or meeting with your adviser for advising, research, or thesis preparation assistance. You must also register for summer if you are using the library or meeting with your adviser. Anyone not registered for fall or spring will need to be *readmitted* to the University by filling out a readmission form and submitting a fee. The maximum number of credits you can take as a graduate student in the fall or spring semester is 15, regardless of course level or your admission status. You must take a minimum of 21 credits at Colorado State after your official admission and 24 credit hours must be from CSU.

For admitted students off campus:

You must register for each fall and spring term through the SOE Continuing Education office or Division of Continuing Education for courses or for each term you are using the distance library or meeting with your adviser for advising, research, or thesis preparation assistance. You must also register for summer if you are using the library or meeting with your adviser. Anyone not registered for fall or spring will need to be *readmitted* to the University by filling out a readmission form and submitting a fee. The maximum number of credits you can take as a graduate student in the fall or spring term is 15, regardless of course level or your admission status. You must take a minimum of 21 credits at Colorado State University after your official admission and 24 credit hours must be from CSU.

Continuous Registration

The University has a continuous enrollment policy for all graduate students. You must maintain continuous enrollment each fall and spring semester. If you are unable to register for courses, you must sign up for CR (Continuous Registration) credit.

Additional details are available in the Graduate Bulletin. Failing to register for a course or CR will result in needing to be *readmitted* to the University for the following semester by submitting a readmission form and a fee.

Late Registration

For both on campus and off campus students, late registration begins the first day of the term and extends until the close of the registration period listed under the University calendar for that term. A late registration fee will be assessed for adding your first class on or after the first day of classes each semester. If you do not register by the closing date of each semester (usually around the 2nd week of classes for fall and spring term and usually the third day of classes in a four week summer term), you must wait until the following semester to be readmitted and register for courses. This requires a readmission form and fee.

Establishing Residency to Meet State Requirements

If you have recently arrived from out of state, and plan to make Colorado a "true, fixed, and permanent home," you need to act quickly upon arriving to establish your residency. Information on classification for tuition purposes is available from the Office of Admissions and Records.

It is very important to establish an "intent to reside" immediately upon arrival on campus. In-state residency will not be granted until one calendar year after the dates of vehicle registration, driver's licensing, etc. For additional information, contact the Office of Admissions and Records.

Schedule Change and Drop Periods

Periods for changing schedules (adds, drops, changes of sections, grading options, or credits) are listed in the University Calendar at the front of the General Catalog and on the Ramweb registration online system. Courses dropped during this period are not reflected on your academic record, and tuition and fees may be adjusted as a result.

Consult the appropriate online class schedule for each course's deadline. The drop period begins after the schedule change period and closes at the end of the eighth week of the fall and spring term and the third day for a four week summer term. During this period courses may be dropped and a W (withdrawal) will be recorded on your academic record. No drops may be made after this period. Tuition and fees will not be adjusted for drops during this period. Courses taught in terms of less than 16 weeks are subject to proportionately shorter drop periods. If you are withdrawing from the University, you may not use the drop procedure, but must contact the Center for Advising and Student Achievement Office at 970-491-3658.

Discontinuing a Class

If you discontinue attending a class and have not officially dropped through the Office of Admissions and Records, the grade of F (failure) is recorded on your official transcript.

Full-time/Half-time Enrollment Status

Enrollment status is determined by the number of credits you are taking. Courses from which you have withdrawn or which you are auditing are not included in determining your enrollment status. For fall and spring semesters, if you are taking nine or more credits, you are considered a full-time student; if you are taking a three-to-eight credit load, you are considered a half-time student. For financial aid purposes, a load of five credits is required. For summer sessions, you are considered a full-time student if you are taking five or more credits; you are considered a half-time student if you are taking three to four credits. (NOTE: This schedule for enrollment status is different from the schedule for tuition and fees).

PROGRAM OF STUDY

Your adviser will assist you with developing a Program of Study (GS Form 6), which must be completed through the Ramweb online system by the end of the third term of study and submitted to the SOE Graduate Programs Office (rm. 111) after you have secured required signatures. Your registration may be denied for the fourth term if you haven't complied with this requirement. At least 16 credits of your master's program must be at the 500 level or above. Electives for master's credits if taken at CSU, must be at the 300 level or above with approval from your committee.

You must complete either a thesis, a professional paper, or an accumulating project depending on your specialization. Counseling and Career Development students are required to pass a comprehensive final examination.

Programs of Study need not be regarded as final once the GS Form 6 has been filed. Any changes made in course requirements will be listed on the GS Form 25, which you complete before you graduate. Courses that have been taken and graded may not be removed from the Program of Study. When the recommended graduate committee is approved and the transfer of credits is acceptable, the Graduate School will sign the GS Form 6 and email you that it has been approved.

Use of Courses Taken Prior to Admission

You may transfer a maximum of nine graduate level credits from another institution into your program of study, either before or after formal admission, subject to approval by your adviser and graduate committee members. These must be at the 500 level or above. This includes CSU Guest credits taken before formal admission. A minimum of

24 credits must be earned at Colorado State, 21 of which must be earned after admission to the Graduate School. The total number of credits required varies by specialization.

How to Choose/Change Your Adviser/List of Approved Faculty

You may have indicated a preference for adviser when completing the School's application form, and the School attempted to accommodate your preference. However, in some cases, the Director of Graduate Programs or the program chair of your specialization made adviser assignments based upon the availability of faculty.

You can change your assigned adviser if there is adequate justification, and if your present adviser and proposed new adviser agree to the change. If you have already filed your GS Form 6 (Program of Study), you must then complete a GS Form 9A, "Petition for Change in Committee."

Credit Overload

If you want to take more than 15 credits in a semester, you must complete a credit overload authorization form found online through the Records and Registration website. Approval must be obtained from your adviser and the Dean of the Graduate School.

Class Attendance Regulations

Instructors and units are responsible for establishing class attendance policies. Please refer to the individual syllabi for a course attendance policy.

Repeating a Course

The original grades and grades earned in repeated courses are used in calculating grade point averages; however, repeated credits are used only once to fulfill graduation requirements.

Pass/Fail

Graduate students taking pass/fail (satisfactory/unsatisfactory) courses are subject to limitations imposed by their graduate committees and academic units.

Academic Probation

You must maintain at least a 3.0 cumulative grade point average in all courses completed after being admitted to a graduate program and in courses included in your formal Program of Study. In order to remain in good academic standing, you must accomplish each of the following:

- a) Continue to make satisfactory progress in your overall graduate program. Your individual graduate advisory committees may render judgments as to

whether you are making satisfactory progress toward your degree, taking into account all aspects of your academic performance and promise, not necessarily course work alone. A positive judgment is required.

- b) Maintain a cumulative GPA of at least 3.0 in all regular course work at all times. Regular course work is defined as that other than independent and group studies, research courses, open seminars, thesis/dissertation credits, study abroad, U.S. travel, supervised college teaching, student teaching, practicum, internship, field placement, unique title courses offered through the Division of Continuing Education, and any courses graded pass-fail.
- c) Maintain a cumulative GPA of at least 3.0 in any non-regular courses graded traditionally (A through F format). Failure to maintain good academic standing results in being placed on academic probation. The probationary period extends for one semester beyond the one in which this status is acquired. If you are in this status, you are subject to dismissal by the academic department or the Dean of the Graduate School at the end of the probationary semester unless you have regained good academic standing. This requires adequate improvement in cumulative grade point averages (3.0) and/or satisfactory progress as determined by your graduate advisory committee. For further clarification see Graduate School website.

Time Limitations

Courses you want applied toward fulfilling the requirements for a master's degree must have been completed within the ten years immediately preceding the date of completion of requirements for the master's degree. Any transfer courses taken prior to admission will be subjected to this same 10 year time limit.

Internships/Practicums/Independent Studies/Supervised College Teaching

Internships, practicum courses, independent studies, and supervised college teaching courses are all variable credit courses. If you wish to enroll in one or more of these variable credit courses, you should be aware of SOE policies in regard to how they will be counted in your degree program. For instance, you can schedule a maximum of ten credits of independent study as a part of your program of study. At least 12 credits on your program of study must be in regular (not 80's or 90's series, as in VE 590 or VE 684) course work. You should become familiar with current SOE and/or specialization policies regarding the use of variable credit courses for meeting degree requirements prior to planning and completing your GS Form 6 program of study.

If you enroll for independent study, internship, practicum, or supervised college teaching credit you must complete an application and approval form. These forms must be completed prior to your beginning the term of enrollment. A general guideline of work to

credit is 48 hours of documented study per credit hour. Upon completing the form, return it to Room 209 to obtain the Section ID number so that you may register.

There is no list of available internships, supervised college teaching experiences, etc. You should consult your adviser for suggestions, and plan to secure an internship independently.

If you are off campus for full-time internships, practica, and professional affiliations, and are not concurrently enrolled in other on-campus experiences or courses, you may be eligible to receive a reduced student fee. This fee consists of the ASCSU fee, the facilities construction fee, plus a fee determined by the principle and interest of the bonds on athletic facilities, the Lory Student Center, and the student health service. Other fees for on-campus services that you will not be using, will be removed from your fees.

If you think you meet the above registration requirements, contact the Graduate Programs Office at 491-0545.

Endorsements and Licenses

You may pursue certain instructional endorsements and licenses in school principalship while completing a degree. In some cases the requirements for these endorsements exceed minimum specialization requirements. Admission to a specific specialization does not constitute admission to an endorsement or licensure program unless it is specifically stated as such in the specialization.

To receive an institutional endorsement or license in specialty areas, you may need to meet additional requirements for admission and complete specific course work. Therefore, completion of these requirements may or may not be incorporated into the GS Form 6, "Program of Study." You should contact the SOE Graduate Programs Office to receive information concerning the completion of endorsements. It is recommended that you apply for endorsements, if you want them, when you begin your degree program.

THE FINAL SEMESTER

Application for Graduation (link grad school forms)

The application for graduation (GS Form 25) is due by the published deadline date found on the Graduate School website for fall, spring, and summer semesters.

Your signature, your adviser's signature, and the signature of the Director of Graduate Programs are all required. See "Graduation Requirements for Graduate Students" published each term, and posted on the Graduate Programs Office door (111Education) and on the Graduate School website for the exact deadline dates of acceptance of the GS Form 25.

Enrollment During Graduation Term

You must be enrolled for a minimum **of two resident instruction credits in the term in which you graduate**, unless all of your requirements for the degree are met prior to the registration day for the semester in which you will graduate in which case you could register for CR ON (Continuous Registration On-Campus) as required by the Graduate School (see page 7 above for explanation of Continuous Registration).

Final Changes in the Program of Study

All additions or deletions to the original GS Form 6, "Program of Study" must be listed on the GS Form 25, "Application for Graduation" and signed by your adviser and the Director of Graduate Programs. Your committee members should approve changes in your program of study when they occur. Courses with grades will not be removed from the program.

Requests for substitutions or waivers of School requirements need approval of your committee and the Director of Graduate Programs on Form SOE-33a. Substitutions or waivers of specialization requirements require your committee approval only.

CHAPTER TWO
YOUR FINAL PAPER

CHAPTER THREE

The purpose of this section is to provide information about completing your final master's project. The nature of the project you complete is decided by you with guidance from your adviser. Your graduate committee also helps guide your efforts. Your oral presentation regarding this project signals the completion of your work on this project.

Your Graduate Committee

Your committee's purpose is to advise and assist you in the preparation of your program of study, to generally supervise your research thesis or professional paper, and to administer and evaluate your final examination. With the help of your adviser, you must select your graduate committee members from the academic faculty as soon as possible after your admission to the Graduate School. The formal appointment of the committee, except for outside member, is made by the Director of the Graduate Programs with the approval of the Graduate Dean.

The SOE requires a master's degree committee be comprised of a minimum of three faculty members - two from the SOE and one outside the SOE. Outside members bring different insights and diverse points of view to the committee proceedings by virtue of training and experiences in disciplines different from the one in which the student is studying. The presence of such members also helps to insure that there is some degree of consistency of practice among all the units. More complete knowledge and better understanding of the degree programs across the University should result. At Colorado State, all graduate committees have an outside person who you select and who is approved by the Graduate School.

In addition to the three members described above, you may have additional faculty on your committee if you desire. Occasionally students want a committee member from outside the university. Non-faculty appointments are subject to certain restrictions, and a detailed appointment process. If you want to add a non-faculty member to your committee, see the "Guidelines for Graduate Advising & Committee Service Graduate School Bulletin."

Committee membership must be approved by the Director of Graduate Programs and Dean of the Graduate School. Changes in your committee (after filing the GS Form 6) must be made with a GS Form 9A.

Thesis, Research Paper, or Professional Paper

In order to fulfill the research requirements for a master's degree, students must complete a final project. This project may be a thesis (Plan A), research paper (Plan B) or a professional paper (Plan B). Theses typically involve conducting research. Research papers and professional papers can take several different forms including

position papers, evaluations or case study research or in-depth literature reviews. Regardless of the type of paper you write any performance of research activities and dissemination of findings requires that a human subjects application is submitted to the CSU Office of Regulatory Compliance.

Approval to Conduct Human Research

Under the guidelines established by the U.S. Department of Health and Human Services, and in order to protect the University's privilege to do research, approval of an Institutional Human Subjects Research Committee is required for projects involving research in which human beings are the subjects, regardless of the source of funding.

Students conducting research with human subjects as a part of their degree requirements must receive committee approval prior to conducting the actual research. Forms for submitting the proposed research to the Human Subjects Research Committee are available on the University Web Page (<http://www.research.colostate.edu/regulatory>).

A copy of the approved thesis or research proposal must be included with the application for approval. Your adviser is listed as the principal investigator since the principal investigator must be a faculty member.

The Administrator for the Human Subjects Research Committee (HSRC) is Celia Walker, who is located in the University Services Center. Committee meetings are held on the third Thursday of each month. **THE DEADLINE FOR SUBMISSION IS AT NOON ON THE SECOND THURSDAY OF THE MONTH.** You need to allow seven to ten business days after the date of the meeting for a response. Also, budget time on your timeline for making adjustments to your proposal, and resubmission at another Human Subjects Research Committee meeting. This timeline may change so be checking with Celia Walker for up to date details.

Format Guidelines

The School requires that all of your papers and reports which are class assignments utilize the style in the American Psychological Association Publication Manual, 4th Edition, with modifications as outlined in Appendix B. The APA publication manual is available from the Book Store. This requirement also applies to your professional paper, research report, or thesis. There are differences between the APA style and the requirements for a thesis, professional paper, or research report. Appendix B provides a useful handout written by Dr. George Morgan. This handout should be followed for all papers written in the School as well as your research paper. Appendix C contains a handbook written by Dr. Bart Beaudin which you will find helpful in guiding you through the proper procedures and format for figures and tables.

Your written final project consists of three to four major sections, Chapter 1, the introductory chapter, your literature review, Chapter 3, your method (for research

studies) and Chapter 4, the discussion. A brief description of these sections is included at the end of this chapter. More information about activities related to the completion of the thesis is described next.

Thesis

Thesis Format

If you opt to prepare a thesis, the "Thesis Manual" published by the Colorado State University Graduate School provides information on the correct format. See the web for this publication at: <http://www.colostate.edu/Depts/Grad/adminsrv.html>. The School requires that all publications utilize the style recommended in the APA Publication Manual, 4th Edition. The Graduate Programs Office has a recommended format for theses, along with some additional recommendations for use of the APA Publication Manual, 4th Edition in the thesis. Also refer to Appendix B for information which will help guide you through differences between the APA requirements and Graduate School requirements.

Thesis Title

Certain limitations on the length and format for the thesis title are imposed by the Graduate School. Please refer to the "Thesis Manual" for specific guidelines.

Filing of Signed Thesis

Submit two copies of the thesis in final form to the Graduate School in separate envelopes with your name, school, degree and term of graduation written on the outside of the envelopes.

After the Graduate School has approved the thesis, you are responsible for depositing the two unbound copies in the Library. These must be submitted no later than the end of the eleventh week of the graduation term for fall or spring semesters and by the end of the fifth week of the eight-week summer term.

Microfilming and Copyrighting Theses

You may want to copyright your thesis. Consult with your adviser on the benefits of a copyright. These procedures are outlined in the "Thesis Manual" published by the Graduate School.

Binding of Thesis

One hard-bound copy of the thesis must be submitted to the Graduate Programs Office for distribution to the student's adviser before the student will be permitted to graduate (Plan A only). The standards for binding are available from the Graduate Programs

Office. Students are responsible for the arrangements of binding. The School requires that soft-bound copies of the thesis be given to all committee members if they desire.

Publication of Graduate Research

Where graduate student research results are deemed worthy of publication, the adviser of the student shall retain the right to publish this research if, twelve months after the completion of the research, the student has not prepared at least a draft manuscript for publication. Whether published by the student or the adviser, due credit in the form of second authorship will be given to the other contributor to the research and also to any other researchers involved. It is recommended that publications resulting from student research be prepared and submitted jointly by the student and adviser. Normally, as recommended by APA, the student is listed as first author on publications submitted from thesis work. Guidelines for order of authorship can be found the APA Manual.

Registration for Research Credit

You must be enrolled for appropriate credit when utilizing your adviser's time or University facilities during the conduct of your research. A minimum of three (3) credits of research (either 698 or 699) must be completed as part of your program of study.

Final Comprehensive Examination

To become a candidate for a degree, you must pass a final comprehensive examination that must be held prior to the end of the eleventh week of the graduating term for fall or spring semester and by the end of the fifth week of the eight-week summer term. The exam may include a written portion in addition to the defense of the thesis, research report, or professional paper. **All final exams are open to the public. Students are encouraged to attend final exams of their peers to acquire a sense of the process.**

Your adviser chairs the final oral examination, and will control the extent to which faculty members not on your committee may participate. Only members of the committee may vote on the success or failure of the candidate. All committee members must be present at and participate in examinations. The Graduate School will not recognize examinations at which all members or approved replacements are not present.

Voting at all final comprehensive exams shall be limited to the members of your committee and a majority vote is necessary to pass the exam. A tie vote means you have failed to pass the examination. Providing the committee approves, if you fail the exam you may be re-examined once, and prior to the reexamination, may be required to complete further work. The reexamination must be held not later than twelve months after the first examination, and not earlier than two months after the first examination. Failure to pass the second exam results in dismissal from the Graduate School. Examination requirements, procedures, and scheduling are described in the Graduate

and Professional Bulletin. The committee is charged to take disciplinary action in the event that a student engages in academic dishonesty.

The vote will be indicated on the "Report of the Final Examination", GS Form 24, by the signatures of the committee members. All must sign the examination forms. You will then need to take your GS Form 24 to the Graduate Programs Office within two working days.

Students are neither expected nor encouraged to provide food or drink for the exam session. In fact, students should be aware that providing food is seen by some faculty as an attempt to persuade a passing vote. Instead, bring your mind full of knowledge from your program and your studies.

