



SCHOOL of GRADUATE STUDIES HANDBOOK

Central Connecticut State University

2021 - 2022

Developed by the
School of Graduate Studies
Davidson Hall, 212
Central CT State University
New Britain, CT 06050-4010

Revised January 2022

SCHOOL OF GRADUATE STUDIES HANDBOOK

TABLE OF CONTENTS

	<u>Page</u>
<u>Campus Map</u>	1
<u>Directory/Frequently Called Numbers</u>	1
<u>Section I – School of Graduate Studies</u>	
Function	2
Location	2
Mission and Tenets	2
Resources	3
<u>Section II Campus Resources and Student Services</u>	
Academic /University Calendar	4
Banking Services/ATMs	4
Final Exam Schedule (See Academic Calendar)	4
Cafeterias/Dining	5
Campus Ministry	5
Cancellation/Delay Information	6
Career Center/CSC	6
Marcus White Student Tech Center	6
Student Wellness-Health Services/Counseling & Wellness Services	7
Events Calendar	8
Fitness Centers	8
Graduate Student Assembly	8
Help Desk (Tech Support)	8
Help Desk, Walk-in Technology	9
Elihu Burritt Library	9
Media Center/Media Technology	9
Parking	10
Parking Penalties/Appeals	10
Residence Life (On Campus Housing)	11
Sexual Misconduct Policy	11
Student Center	11
Student Code of Conduct	12
Student Disabilities Services	12
Veteran’s Affairs	12

SCHOOL OF GRADUATE STUDIES HANDBOOK

TABLE OF CONTENTS (Continued)

Section III – Registration

Where to Register	13
When to Register	13
Full time/Part time Registration	13
Course Credit Overloads	13
Alternate PIN (Personal Identification Number)	14
Change of Status	14
Registering for a Class that is Full	14
Losing Matriculation Status	14

Section IV – Financial Information

Tuition	15
Additional Department Fees	15
Resident Status	16
Financial Aid	16
Other Forms of Financial Assistance	16
Graduate Assistantship Information	16
Graduate Academic Scholarships	17
Graduate Student Assembly Scholarship	17

Section V – The Planned Program of Graduate Study

The Planned Program of Graduate Study	18
Planned Program Revisions	18
Change of Major and the Planned Program of Study	19
Forms Related to Graduate Study	19

Section VI – Transferring Credits

Transfer Credit Guidelines	20
Travel Abroad Credits	20
Number of Transfer Credits Accepted (Degree/Non-Degree)	20
Transferring Courses into the Planned Program	21
Transcript from another Institution	21
Credit form Non-Collegiate Institutions	21

SCHOOL OF GRADUATE STUDIES HANDBOOK

TABLE OF CONTENTS (Continued)

Section VII – Graduate Degree Requirements

Master’s Degree Requirements	22
Degree Candidacy	22
Capstone Requirements	22
Master’s Comprehensive Examination (Plan B)	23
Continuing Registration	24
Six-Year Time Limit	24
The Sixth-Year Certificate	25
The Doctoral Degree	25
Dissertation (Plan D)	26
Submission of Dissertation	26

Section VIII – Graduate Teacher Certification Programs

The Post-Baccalaureate Teacher Certification Program	26
Professional Program Admission Requirements	26

Section IX – Official Certificate Programs

Official Certificate Programs	26
Planned Programs	27
Academic Standards	28

Section X – Other Graduate Policies

Grading System	29
Minimum G.P.A.	29
Repeat Policy	30
Probations/Dismissals	30
Re-enrollment of Students Who Have Been Dismissed	30
Grade of Incomplete	30
Grade Appeals	31
Non-Graded Appeals	31
Fresh Start Policy	31
Transcript Policy	32
Auditing a Course	32
Dropping or Withdrawing from a Course	32
Academic Honesty	32

SCHOOL OF GRADUATE STUDIES HANDBOOK

TABLE OF CONTENTS (Continued)

Section XI – Graduation Procedures

Eligibility for Graduation	34
When to Apply for Graduation	34
Commencement	35

Section XII – General Information

Time Expectation/Investment	35
Identification Cards	35
Change of Address/Name/Phone Number	36
Transcript Requests	36
Childcare	36
Immunization Verification	36
Student Disability Services	36

Everyone who is involved in School of Graduate Studies wishes you a productive and intellectually stimulating program of study. Please consider us your educational partners whatever your choice of scholarly endeavor.

Campus Map

Can be found at <http://web.ccsu.edu/campusmap/>

Directory/Frequently Called Numbers

Career Development Office_____	860-832-1615	DiLoreto, 101
Cancellation/Delay Information_____	860-832-3333	
Computer Lab_____	860-832-1722	Marcus White
Counseling and Wellness_____	860-832-1925	Willard, 101
Financial Aid_____	860-832-2200	Willard, 208
Fitness Center/RECentral_____	860-832-3734	C.J. Huang Recreation Center
Graduate Recruitment and Admissions_____	860-832-2350	Davidson 116
Graduate Studies Office_____	860-832-2363	Davidson 212
Health Services (Student Wellness Services) Help_____	860-832-1925	Willard, 101
Desk/Tech Support _____	860-832-1720	Marcus White
Library, Elihu Burritt_____	860-832-2055	
Media Center/Media Technology_____	860-832-2027	Library, 2 nd floor
Police Department-Emergency_____	911	
Police Department-Routine_____	860-832-2375	
Registrar's Office_____	860-832-2236	DiLoreto, 202
Residence Life_____	860-832-1660	Mid Campus Residence Hall, 118
Student Center, Information Desk_____	860-832-1970	Student Center
Student Rights & Responsibilities Office_____	860-832-1667	Willard, 105
Student Disability Services_____	860-832-1952	Willard, 201
Veteran's Affairs_____	860-832-2838	DiLoreto, 201

Academic Advisor: Name:_____ Phone:_____

Section I: School of Graduate Studies

Function

The School of Graduate Studies has as its primary function the development and administration of graduate degree programs which reflect high academic standards for advanced study. Graduate education operates as a separate and distinctive level of performance, easily recognized by others and resulting in graduates who make a significant contribution to their field of study or profession.

Location

The office is located in Davidson Hall, 212 and is open Monday through Friday from 8:00am to 5:00pm. The number is 860-832-2363.

The Graduate Studies website is <http://www.ccsu.edu/grad>.

Mission Statement

The School of Graduate Studies is a community of scholars devoted to increasing human awareness and understanding through scholarly inquiry, research, and study in specialized disciplines. The aim of graduate education is to provide students with the knowledge and skills to make contributions to their discipline and to the rapidly changing world. Through an atmosphere of intellectual and personal integrity, an attitude of excellence, and a spirit of creative independence, our graduates develop mastery in their field and become lifelong learners within their respective professions.

Tenets

Community of Scholars – To facilitate active and ongoing participation, communication, and interaction of faculty and students around a shared commitment to the advancement of knowledge through innovation and research.

Scholarly Inquiry – To foster a spirit of intellectual curiosity, reflective thinking and the application of rigor in the evolving formulation of knowledge.

Intellectual and Personal Integrity – To live according to personal and professional values and standards and to be cognizant of the consequences that decisions and actions have on others and the environment.

Excellence – To strive for ongoing quality improvement through careful planning, innovation, and program evaluation.

Leadership – To take initiative for shaping the direction of one's discipline by modeling high standards of professional behavior and inspiring and motivating others to do the same.

Resources

Website: www.ccsu.edu/gradstudies

The Graduate Studies website is a valuable resource. From this site you can readily access materials and information that you will need during your time at CCSU. We invite you to visit the site frequently for updated news and information. The website provides links to the following:

Academic Programs

Assistantships

Catalog

Departmental Information

Financial Aid

Forms

Graduate Housing

Handbooks

 Comprehensive Examination Handbook

 Master's Thesis Handbook

 School of Graduate Studies Handbook

 Special Project Handbook

Planned Program Templates

Scholarships

Tuition and fees

Section II: Campus Resources and Student Services

Academic /University Calendar and Final Exam Schedule

Link: <http://web.ccsu.edu/registrar/>

The academic/university calendar and the final exam schedule can be found on the registrar's website under "Calendar and Important Dates." The calendar provides information regarding deadlines for forms, withdrawals, registration etc.

Banking Services

ATMs

There are ATM kiosks located in the center of the Willard/DiLoreto parking lot, outside the Student Center near the Bookstore, and the first floor of Davidson. There is an additional ATM kiosk in the parking lot of the shopping center on the corner of Stanley Street and Paul Manafort Drive.

Full service Banks/Credit Unions

Achieve Financial Credit Union

450 West Main Street

New Britain, CT 06052

860-828-2790

Achieve Video Banking Center

CCSU Student Center Card Office

1615 Stanley Street

New Britain, CT 06050

Farmington Bank

73 Broad Street

New Britain, CT 06053

877-376-2265

TD Bank

252 Allen Street

New Britain, CT 06053

860-832-4152

Webster Bank

665 West Main Street

New Britain, CT 06052

860-225-8457

Cafeterias/Dining

Link: <https://ccsudining.sodexomyway.com/>

For up-to-date menus, hours and locations, please visit the link above.

Devil's Den, Student Center

Devil's Den is our retail location and offers 4 dining destinations:

Tres Habaneros offers burritos, quesadillas, rice bowls, taco salads, and nachos.

Natural! serves a variety of salads and wraps which includes proteins such as roasted chicken, grilled tofu, roasted turkey and hardboiled egg. Freshly squeezed juices and smoothies are also available.

SubConnection features build-your-own classic subs, premium subs, hot subs, fresh baked breads and wraps.

The Grill.

Convenient snacks, beverages, and Simply To Go Items are also available here including favorites such as hamburgers, grilled chicken, chicken tenders and French fries, featuring value combo meals.

Memorial Dining Hall (North & South), Second Floor

Traditional all-you-care-to-eat dining room, featuring a variety of seasonal and classic menu selections designed to satisfy your appetite. Continuous dining options available daily. Full-service & Continental Breakfast; Brunch available Saturday & Sunday; Vegan and Vegetarian Menus; Allergen-free food items available.

Hilltop Café

Hilltop Café is one of our two resident dining locations on campus. Here you'll find a variety of items that accommodate any taste or diet. Hilltop Café is the resident dining location that is open the latest.

Starbucks, Elihu Burritt Library

Starbucks roasts high-quality whole bean coffees and sells them along with fresh, rich-brewed, Italian style espresso beverages, a variety of pastries and confections, and coffee-related accessories and equipment. Starbucks also offers a line of premium Tazo Teas.

Campus Ministry

Link: <http://web.ccsu.edu/campusministry/default.asp>

Visit the Campus Ministry home page for information about houses of worship and faith-related student organizations.

Cancellation/Delay Information

Link: <http://web.ccsu.edu/cancel/>

To check for cancellation or delay information, visit the link above or call the Storm Phone at 860-832-3333.

At the discretion of the President, classes may be cancelled, delayed, or moved to remote learning because of inclement weather conditions or special circumstances. *The most accurate cancellation and delay information for Central Connecticut State University will be made available on the Storm Phone and on the Web: www.ccsu.edu.* These services will be updated as conditions warrant. The University may also deploy its Emergency Notification System in announcing cancellations, especially in cases of rapidly developing severe weather. The University will notify the broadcast media of cancellations or delays affecting regular classes or exams. WTIC-AM 1080 is the principal radio outlet. WFSB-TV 3, WTNH-TV 8 and WVIT-TV 30 are the principal television outlets. **However, we strongly recommend using the University's web and Storm Phone (860-832-3333) services for the most accurate information about CCSU's closings or delays.**

When evening classes are cancelled, this includes all classes beginning at 4:30 pm and thereafter.

Career Services – Career Success Center (CSC)

Link: <http://www.ccsu.edu/csc/>

The Career Success Center (CSC) provides a variety of career counseling services to all students and alumni of the University. Students are provided assistance with making the transition to employment through a program which includes workshops on resume writing, interviewing techniques, job search strategies and information on employment. Recruiters from major area corporations, government agencies, and school systems visit the campus as a part of the year-long, on-campus recruiting program. CSC coordinates the Cooperative Education program, as well as listings of various Internship Opportunities. In addition, CSC maintains a listing of full-time and part-time job opportunities. Visit the Career Success Center website for up-to-date hours.

Marcus White Student Technology Center

Link: <https://www.ccsu.edu/it/itorganization/stc.html>

Marcus White Student Technology Center Front Desk: 860-832-1700

A division of Information Technology, the Student Technology Center consists of over 200 computers (Dell PCs and Apple Macintosh computers). The Student Technology Center offers default duplex B&W printing (single-sided printing is available; see STC staff for assistance), color laser printing, scanners, and a copier, as well as a wide variety of software to meet the computing needs for your coursework. The STC also has WiFi (wireless Internet) access for those students who prefer to use their own laptop computers. When entering the Student Technology Center, all users must present a valid Central Connecticut State University Blue Chip ID card. There are no exceptions.

Regular Hours:

Monday – Thursday 7:30am-midnight
Friday 7:30am-6:00pm
Saturday 9:00am-6:00pm
Sunday 1:00pm-10:00pm

Summer Hours:

Monday – Thursday 7:30am-10:00pm
Friday 8:00am-5:00pm
Saturday Closed
Sunday Closed

Spring Break Hours:

Closed the 1st weekend of Spring break
Monday-Friday 8:00am-5:00pm

Winter/August Hours:

Closed weekends & holidays
Monday-Friday 8:00am-5:00pm

Student Wellness Services (Health Services/Counseling and Wellness Services)

Health Services Link: <http://web.ccsu.edu/healthservices/>

Counseling and Wellness Services Link:

<http://web.ccsu.edu/counselingandwellnesscenter/>

- To make an appointment request for health services or counseling services, please call 860-832-1926.
- For general inquiries please call 860-832-1925
- For all questions and concerns you may visit the Student Wellness Services office between the hours of 8:00 am and 5:00 pm Monday-Friday.

Student Wellness Services supports CCSU students by providing services and programs that enhance psychological, emotional, social and spiritual well-being.

Services are available to enrolled full and part-time students and include individual, group and relationship counseling. Staffed by counselors who possess a minimum of a master's degree in a clinical discipline, counseling services include intake assessments, crisis counseling, brief individual counseling, group counseling, and outside referrals. All counseling services are free of charge and are confidential. There is no issue that is "too small to bother".

Visit the website for tools such as self-assessments on depression, anxiety, eating disorders, alcohol abuse (eCHUG) and marijuana abuse (eTOKE). If you find that you are concerned with the results of any of the self-assessments, please print out your results and setup an appointment. Please visit the Frequently Asked Questions section of their

website for more information.

- For questions concerning alcohol and drug use or abuse or to schedule an appointment with the Office of Alcohol and Drug Education, please call 860-832-1926 or drop by the Student Wellness Services office.

Events Calendar

Link: <https://today.ccsu.edu/virtualEMS/BrowseEvents.aspx>

Visit the Events website to view the daily, weekly, or monthly Events calendar.

Fitness Centers & Esports Center

Link: <http://web.ccsu.edu/recentral/facilities.asp>

Visit the website above for up-to-date hours and information regarding locker rooms.

Student and faculty ID cards are required at all times while in each fitness center. IDs will be checked upon entering each fitness center by a RECentral staff member.

Central Connecticut State University has entered the esports realm with a state-of-the-art facility dedicated to esports academics, competition and recreation. The Esports center is located on the main floor of Memorial Hall. <https://www.ccsu.edu/esports/index.html>

Graduate Student Assembly (GSA)

Link: <http://web.ccsu.edu/gsa/>

Visit the website for additional information such as tenets, constitution, mission and officers.

The Graduate Student Assembly (GSA) of Central Connecticut State University includes as members all full-time and any part-time students. The GSA sponsors orientation activities for new graduate students, lectures, the GSA Scholarship, and Leadership Development Scholarships. The latter assists graduate students to attend conferences or to complete research associated with their Graduate Studies. The GSA also funds the activities of graduate student societies in the academic departments. In addition to sponsoring graduate student programs and activities, the GSA serves as a representative organization promoting graduate student interests on the Central Connecticut State University campus. The GSA president is a member of the President's Cabinet which includes the University's administrative officers and the presidents of the Faculty Senate and the Student Government Association. In addition, full-time and part-time students are represented on the University Planning Committee, the University Budget Committee and the Graduate Studies Committee.

Help Desk (Tech Support)

Link: <https://www.ccsu.edu/it/>

Phone: 860-832-1720

Email: techsupport@ccsu.edu

Hours

Monday - Thursday 7:30am -8pm, Friday 7:30am - 5pm

The IT Help Desk serves as the single point of contact for assistance with all supported software, hardware, and other IT services. They act as the liaison between all groups within IT and the University community. Support is provided to all faculty, staff, and students. To quickly resolve your issue, please have the following information ready:

- Your Role(i.e., student in the residence hall, faculty in a computerized classroom)
- BlueNet Account username
- Operating System (Windows 2000, XP, Vista; Mac OS X)
- Computer Name (for University-owned computers)
- If you are experiencing network connectivity issues from your office, provide the data drop number (found on the network jack where you plug your computer in, next to the telephone jack)
- Your call back information in case we are unable to immediately resolve your issue

Help Desk-Walk-in Technology Support

No appointment is necessary. Support is provided on a first-come, first-served basis.

Walk-in Tech Support provides in-person technology support for your portable computer and campus technology. Services include computer configurations to access the campus network, virus and spyware removal, remote application configuration, assistance with campus systems (CentralPipeline, WebCentral-Banner Web), software training and more.

- Due to liability, we cannot repair personal hardware (i.e. hardware crashes, memory installation, blue screen).
- Please review our IT Walk-In Support Policy prior to coming to the Walk-in Technology Support area.

Regular Hours: Monday - Thursday 10am - 5pm, Friday 10am - 4pm

Library

Link: <http://library.ccsu.edu/>

Visit the website for information about the library's hours, finding materials, research help and other services.

Media Center/Media Technology

Link: <http://www.ccsu.edu/mediaCenter/>

The Media Center supports the academic mission of the University by maintaining facilities, materials, and equipment for the production, distribution and utilization of instructional media. It also provides assistance and instruction in the purchase and effective utilization of media equipment and materials.

What We Do

Audio Production | Campus Television | Central Arts | Central Authors | Engineering-

Technical | Equipment Distribution | Graphic Design | Media Equipment Purchasing | Media Duplication | Multimedia Classrooms | Off-Air Recordings | Streaming Media | Video Production and Editing

Parking

All vehicles operated or parked on the campus at any time must display valid CCSU parking decals. This applies equally to all members of the University community -- whether full or part-time.

All students, graduate and undergraduate, full and part-time, commuters and residents, are required to obtain parking permits from the University Police for any vehicles that will be operated or parked on campus. The registrant must present the vehicle registration certificate, his or her driver's license, and his or her valid University identification card at the time of registration. Students may only park in lots designated by the flag matching the color of their decal. Vehicles parked in parking lots that do not bear a matching parking decal may be ticketed and/or towed at the owner's expense.

Lost Decals: Lost or stolen decals must be reported to the University Police Department immediately. The purposeful false reporting of any incident to the police (including the loss or theft of decals) is punishable under Connecticut law.

It is the responsibility of each vehicle registrant and vehicle operator to know these regulations and comply with them. The responsibility to find a valid and lawful parking space rests with the vehicle operator. A lack of adequate parking space shall not constitute an excuse for violation of these regulations.

Parking Penalties:

- All parking violations are subject to fines in accordance with the following schedule:
- Not displaying a University Parking Permit - \$25.00
- Snow Ban - Tow - \$25.00 (in addition to towing fees levied by the contractor)
- Parking in a Faculty/Staff Lot without Proper Permit - \$25.00
- Fire Lane - Tow Zone - \$25.00
- Improperly Parked (Includes all other violations of these regulations) enumerated herein) \$25.00
- Violations of Safety Rules related to Skateboards, Rollerblades, Roller-skates, Bicycles and Mopeds - \$25.00

All fines levied in connection with violations of these regulations must be paid within ten (10) days of receipt of a violation notification or the amount due will double automatically. All campus parking violation notices must be paid in person or by mail to the University Bursar's Office, Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. Checks should be made payable to CCSU. Cash payments will be accepted only at the Bursar's Office.

Appeals

All University parking violation notices may be appealed to the University Parking Violations Appeals Committee. Appeal forms are available at the University Police

Department. Note: All fines must be paid in full before the Committee will consider an appeal. The appeal form must be filed within ten days of the issue date of the violation.

Residence Life (On Campus Housing)

Link: <http://web.ccsu.edu/reslife/>

Link for Grad Housing: <https://www.ccsu.edu/grad/housing.html>

On campus housing is available and a limited number of spaces are available for full-time, degree-seeking, graduate students. Because there are no apartments or suites with kitchens, it is mandatory for all students living on-campus to be on the meal plan. Graduate students are eligible to apply for housing once they pay the confirmation fee to the University. To be considered for housing you must submit an application and the \$250.00 non-refundable housing deposit by the established deadline. Please be aware that graduate student housing is offered on a semester to semester basis.

Sexual Misconduct Policy

Link: <https://www.ccsu.edu/diversity/policies/BORSexualMisconductFeb2015.pdf>

Central Connecticut State University (CCSU) will not tolerate sexual misconduct against students, staff, faculty, or visitors, whether it comes in the form of sexual assault, sexual exploitation or sexual harassment, as defined in this policy. CCSU will also not tolerate intimate partner violence among its students. In an ongoing effort to prevent sexual misconduct and intimate partner violence on the CCSU campus, the University provides education and prevention programs for the CCSU community and pursues all criminal and administrative remedies for complaints of sexual misconduct.

The Red Flag Campaign is a public awareness campaign designed to address dating violence and promote the prevention of dating violence on college campuses. Through using the “bystander intervention” strategy, the campaign encourages friends and other campus community members to “say something” when they see warning signs (“red flags”) for dating violence in a friend’s relationship.

Link: <http://www.ccsu.edu/diversity/redflag/index.html>

Student Center

Link: <http://web.ccsu.edu/studentCenter/>

The Student Center is a state of the art facility, and is considered "the living room" of our campus community. The 80,000 square feet of space provides our University community with quality meeting, dining and programming space. The Student Center is also the heart of campus activities, as it houses the offices of Student Government, Central Activities Network, the Mosaic Center, the Women's Center, the Student Activities/Leadership Development Office (SA/LD), as well as other student organization offices.

The Student Center offers a food court and an expanded Bookstore. There is a student mailbox area where all resident and many commuter students have their own postal box. You can study in the many lounges or meet there with friends. If you want to relax, the Breakers Game Room offers eight tournament billiard tables, electronic amusements, board games and sports televisions. We are also home to the Milton R. Bellin collection of WPA era murals that were once decorating the walls of our administration building. We invite all recognized student organizations and campus departments to utilize the Student Center for meetings or programs. You can call the Central Reservations Office at 860- 832-1964 or stop by our office near the Information Desk. Our Event Coordinators can assist with all of your facility and service needs for events. Find out what's going on today, or this week online!

Student Code of Conduct Policy

Link: <http://web.ccsu.edu/studentconduct/>

Visit the above website to report an incident to the Office of Student Rights & Responsibilities or to view the Code of Conduct Policy.

Student Disabilities Services

Link: <http://www.ccsu.edu/sds/>

Student Disability Services (SDS) facilitates services and supports that promote educational equity for students with disabilities. Assistance includes arranging reasonable accommodations and auxiliary aids that are necessary for students with disabilities to pursue their academic studies, both in and outside of the classroom. SDS provides students, faculty, and staff with assistance and information on issues of access and fosters opportunities for students to participate in a barrier-free learning environment at CCSU as required by the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. Student Disability Services also provides consultation, accommodations and services for students with temporary impairments. Please visit our office location or our website link for any additional information.

Veteran's Affairs

Link: <http://web.ccsu.edu/veteransaffairs/>

The mission of the Veterans Affairs Office at Central Connecticut State University is to assist veterans, guardsmen, and reservists in taking full advantage of the educational benefits available to them through the Montgomery GI Bill (MGIB) and other programs. They help students make the transition from active military duty to Central Connecticut State University, and from CCSU to active military duty. Whether you are a new student who has completed your service, a student who has interrupted your education to serve and are now returning, or a student who began your studies elsewhere and are transferring here, we will help guide you to the resources you need to make the most of your experience.

Veteran Drop in Center

Please stop by the Veteran Drop in Center located in Willard-DiLoreto Hall. The Drop in Center provides a place for student veterans to study, network with other student veterans, utilize computers, have lunch, share conversation and participate in Veterans Student Organization (VSO) meetings as well as other veteran related activities.

Drop in Center Hours:

8:00am to 9:00pm: Monday-Thursday

8:00am to 5:00pm: Friday

Section III: Registration

Where to Register

All students may register online, through Central Pipeline. Students should check the website <http://web.ccsu.edu/registrar/> for instructions for registering through Central Pipeline. Students may also register in the Registrar Office. Graduate students will be given priority when registering for courses.

When to Register

A student can register for classes anytime between the start of the registration period and the end of the first week of classes. However, early registration is encouraged (April for fall semester, November for spring semester) to ensure students will be able to register for courses they need. A registration calendar is available on the Registrar's website. <http://web.ccsu.edu/registrar/classesRegistration/>

Full time/Part time Registration

A student admitted to a graduate program at Central Connecticut State University may attend the University full time or part time. Full time students register for 9-15 credits; part time students register for 1-8 credits.

In summer and winter sessions, all students are considered part time. Students may take up to seven credits during each five-week Summer Session. During the Winter Session, students may enroll in up to four credits.

Course credit overloads for full-time graduate students

A full-time graduate student who wishes to register for 16-18 credits must receive written authorization from the Dean, School of Graduate Studies or designee. Authorization for credit overloads during winter and summer session must also be obtained from the Dean. Credit overload forms are provided by the University Registrar or at their website and also in the Graduate Studies Office.

An Excess Credit Fee (per credit) exists for any full time student wanting to register for over 18 credits. This fee is non-refundable if the student later drops below the 18 credits.

Alternate PIN

Students in their 1st semester of study or students who have a planned program of study on file, do not need an alternate PIN to register for classes. However, starting in their second semester in attendance at CCSU, students without a planned program of study must meet with their advisor for academic advising and to receive an alternate PIN in order to register for courses.

Change of Status: FT or PT

Any student who wishes to change his/her status may report to the Registrar Office or complete the Change of Status form available at the Registrar's website: www.ccsu.edu/registrar. Full-time students who plan to change their status must contact the Registrar's Office to avoid billing problems.

Students can change their status from full-time to part-time and vice versa for any given semester during the course of their graduate studies. Such status changes must be made in writing as above, and prior to the beginning of the semester when the change is desired.

Registering for a Class that is Full

Some departments will provide a student with written permission from the appropriate instructor, Department Chair and/or the Dean of the Academic School offering the course, to allow a student to be registered in a full (at capacity) course. The form should be submitted to the Registrar Office. If a department does not allow capacity overloads, get on the waitlist for the course (if this option is available). Should the course become open, you will be notified via your CCSU email account. You will have only 24 hours from point of notification to register for the course, so check your account daily if you waitlist for a course.

Losing Matriculation (Active) Status and Reactivating/Re-enrolling

Students also can lose their active status for the following reasons:

1. Not attending after gaining acceptance into a graduate program. To be considered for readmission, the student must complete a Graduate Reactivation Request form which can be found on the Graduate Studies website or at the Graduate Admissions office.
2. Denied admission or withdrawn (for any reason). To reactivate the application, complete a Graduate Reactivation Request form if the request is submitted within two years of the initial application. An additional application fee is not required in this instance; however, submission of official transcripts from any additional institutions attended after the initial application will be required.

If the reactivation is not requested within the two-year period, students must then complete a new graduate application, pay the application fee, and resubmit all official transcripts to the Graduate Recruitment and Admissions Office directly from each institution where courses were taken. The form can be found on the Graduate Studies website or the Graduate Admissions office.

3. Not registering for classes for five consecutive semesters. Both full time and part time graduate students will be notified, after four semesters of inactivity, that they are in danger of becoming inactive and being dropped from their program. Students must register for a course(s) for the following semester or they will be made inactive and dropped from their program. If made inactive, students must complete and submit a Graduate Re-Enrollment form and pay a re-enrollment fee of \$50 to continue in the program. Only students in good standing (3.00 graduate GPA or higher) are considered for reenrollment. Students may also need to pay a continuation fee required by the Graduate Studies Office if they are enrolled in their capstone thesis, special project, or comprehensive examination.

NOTE: Any semesters in which the student has not taken course work still continue to count toward the six-year time limit for completing the graduate degree program.

Section IV: Financial Information

Tuition

Students are charged according to their academic level (doctoral, graduate, or undergraduate) and not the level of the course. The most up-to-date information regarding tuition and fees can be found on the Bursar's website:

<http://web.ccsu.edu/bursar/>.

All students pay a \$65.00 registration fee per semester.

2020-2021 Tuition and fees	CT Resident	New England Resident	Non-Resident
Full Time	\$6424 per term	\$8343 per term	\$13,036 per term
Part Time	\$714 per credit	\$767 per credit	\$767 per credit
Data Science Students:	\$710.00 per credit, regardless of residence		
Doctoral Students per credit	\$979.00 per credit, regardless of residence		

Please note that course fees/tuition increases may occur. The Bursar's Office (Willard-DiLoreto Hall) can provide exact course fees/tuition cost; information about course fees are also found on the Bursar's website.

Additional Fees

Some of the additional fees that apply include:

Applied Music Fee (Music 177 and 577) \$200.00

Applied Music Fee (Music 178 and 578) \$400.00

Design Lab Fee (per designated course) \$65.00

Science Engineering Technology Lab Fee (per course, max \$80 per term) \$40

Cooperative Education Program Fee \$200.00

Graduate Business Program fee (per term) \$125

Online Fee (per online course/ non-refundable) \$50.00

Late Fee (per occurrence) \$50.00
Re-registration Fee \$100.00
Returned Payment Penalty (per occurrence) \$20.00
Credit Card Convenience Fee (per transaction) \$2.85
Excess Credit Fees (per each credit over 18-Grads) \$714.00
Confirmation Deposit (non-refundable/non-transferable; invoiced by Admissions upon acceptance) \$200.00

Resident Status

New rules for residency have been determined. For more information, students should check with the Registrar's Office or Graduate Recruitment & Admissions Office.

Financial Aid

The Office of Financial Aid is located in Willard-DiLoreto Hall room 208. Financial aid, as well as loans and grants for graduate students at Central, are awarded on the basis of demonstrated financial need. Financial aid is subject to the availability of funds.

Other Forms of Financial Assistance

The Career Success Center (CSC) Office can provide students with referrals for a wide variety of part-time jobs that are both on and off campus. Other sources of financial assistance for veterans and military personnel include Veterans/GI Bill Benefits, the National Guard and the Army Reserve. Graduate Assistantships are available in some offices. See below for additional information.

Financial assistance is also available through specific scholarships and through the Graduate Studies Association to matriculated students with a minimum 3.00 GPA for conference travel and research.

Graduate Assistantship

All Graduate Assistantship positions are listed on the [Career Success Center](#) website.

The purpose of graduate assistantships is to allow well qualified matriculated graduate students to participate in institutional activities academically relevant to the student's program of study.

Stipends, fee waivers, and scholarships for graduate assistants will provide graduate students with financial assistance, thus enabling persons with limited financial resources to undertake graduate study.

The following fees shall be waived for graduate assistants:

- State University Fee
- University General Fee
- (except for that portion attributable to student accident insurance)
- Student Activity Fee

The maximum stipend for full graduate assistantships shall be \$4,800 per semester and \$2,400 per semester for half graduate assistantships.

Prospective candidates must meet the following criteria:

1. The student must be matriculated and admitted to the School of Graduate Studies and be pursuing course work either full-time or part-time.
2. The student shall be enrolled in courses required within the planned program of graduate study and/or prerequisites.
3. The student must have a minimum cumulative GPA of 3.00 as an incoming student (based on courses taken before acceptance) or as a continuing graduate student at CCSU.

Part time GA positions are expected to complete 10 hours per week or 150 hours a semester. Full Time GA positions are expected to complete 20 hours per week or 300 hours a semester.

Graduate Studies Policy Regarding GA Positions

- May not be employed by any other employment category by the university
- Full Time as well as Part Time GA's should not be engaged in significant employment outside of the university or hold full time employment elsewhere or be engaged in a full time (20 hours) internship.
- GA's are expected to make a full-time commitment to graduate study.

Graduate Academic Award and Outstanding Scholar Award

These scholarships are annually awarded each fall semester to highly qualified students who are recommended by their departments. Interested students should contact the Graduate Dean's Office or department of their program of study for additional information. Each graduate program may nominate one student who has completed, among other requirements, a minimum of 12 credits of academic credit toward a graduate degree program and who has a grade point average of 3.50 or higher.

Graduate Student Assembly (GSA) Scholarship

This scholarship is awarded to students who demonstrate academic excellence and exemplary involvement in University and/or community service activities.

Competition for this scholarship is open to all matriculated graduate students who have completed a minimum of 12 credits of graduate academic credit in residence at Central Connecticut State University and who have a grade point average of 3.50 or higher.

Applicants must submit a 500 – 1000 word essay entitled "Personal Growth Through Education".

Information about other graduate scholarships is available on the Scholarship website:

<https://www.ccsu.edu/scholarships/>

Section V: The Planned Program of Graduate Study and Other Forms

The Planned Program of Graduate Study

A Planned Program of Graduate Study form is an **official** document, which lists the courses and other degree requirements that a student must complete to receive a graduate degree or to complete a program. The graduate planned program of study does not constitute a contract, either express or implied. Additional requirements may be imposed for certification or licensure if such requirements are imposed by an outside licensing or accrediting agencies. A graduate planned program of study may be subject to revision to reflect such additional requirements.

After a student has been fully admitted into a degree or another type of graduate program, the student **must** consult with his/her faculty advisor to develop a Planned Program of Graduate Study. After the advisor and student have signed the Planned Program form, the department submits it to the School of Graduate Studies for approval.

A Planned Program of Study is required for all programs leading to the doctoral and master's degree, the sixth-year certificate, the initial teacher certification program, or the official certificate program. The Planned Program should be developed with the advisor at the start of the student's graduate work. **However, it must be approved prior to the completion of 16 credits** of course work. Course work completed prior to admission to School of Graduate Studies, or before the approval of the Planned Program, at the discretion of the advisor and the Dean, School of Graduate Studies or his/her designee may be counted toward the degree requirements. However, no more than nine credits taken at the 500 level as a non-matriculated graduate student will be approved for programs requiring 30-35 credits (or 25% of the total credits for programs over 36 credits.)

Courses numbered 400 and above may be included in a planned program of graduate study when they are listed in the graduate catalog and the course description so allows. Students may have a maximum of nine credits (and in some cases zero to six, depending on the program) at the 400 level when approved by the program advisor. The nine credit limit on 400-level courses does not apply to graduate post-baccalaureate teacher certification programs and to some official certificate programs. Graduate students enrolled in 400- level classes are required to do additional work as compared to their undergraduate classmates.

Courses numbered under 400 may be applied toward teacher certification when recommended by the advisor but will not be approved for inclusion in other graduate degree programs.

Planned Program Revisions

If a student wants to modify his/her degree requirements in any way, he/she must meet with his/her advisor and complete the Course Substitution form and/or Transfer Request. This form **must** then be signed by the student's advisor and be submitted to the School of Graduate Studies. If more than four changes are made, a new Planned

Program must be submitted. If the request to change degree requirements is made **after** the student has started his/her thesis or has attempted the comprehensive examination, the form must be signed by the student's advisor, and also by the appropriate Department Chair, before submission to the Dean, School of Graduate Studies or designee.

Change of Major and the Planned Program of Study

Graduate Students may change their major. Students must complete and submit a Graduate School Change of Program/ Major/ Advisor Form to the School of Graduate Studies. The School of Graduate Studies will send it to the new department office for signature. The Chair of the new department evaluates the application and, if they approve the change, signs off and returns the form to the School of Graduate Studies, indicating whether the student has been accepted. The Dean then signs his/her approval. Each program may have different entrance requirements and, as such, Department Chairs must approve the change when requirements are met. A new advisor will be named. Students will be notified of the decision. A new planned program of study will be required once the new major is approved.

Adding a Certificate to a Master's Program

Students pursuing a master's degree may apply to enroll simultaneously in an Official Certificate Program. Applicants will need to meet the Certificate Program's initial admission requirements, and may need to supply new additional materials beyond those required for admission to the master's program. Application can be made through the Request to Change Graduate Degree form, available on the School of Graduate Studies website. Program directors or admissions committees will decide whether applicants are qualified and whether the certificate program sought is appropriate. Note that to avoid excessive course duplication, some master's program tracks and specializations may not be allowed to pair with certain OCPs.

Forms Related to Graduate Study

Location

Graduate forms, including planned program templates ,are available on the graduate studies web site: <https://www.ccsu.edu/grad/resources/>

Section VI: Transferring Credits

Transfer Credit Guidelines

Students may request transfer of credit for graduate courses completed at another regionally-accredited institution of higher education or a college/university of equivalent status outside of the United States that is not a CCSU partner and affiliate institution of higher education.

In order to be transferred, a course or courses must be determined to be:

1. At the graduate level from a regionally-accredited institution or an out-of-country equivalent authorized to grant graduate degrees;
2. Passed with an earned grade of not less than 3.00 (B) or an equivalent (pass/fail courses or courses without letter or numeric grades attached may not be transferred);
3. Within the six-year limit at the time of graduation from CCSU;
4. Recorded on an *official* transcript from the granting institution, and approved for use toward the student's planned program by the graduate advisor.
5. When international credits are presented for transfer, official transcripts must be provided from the institution attended along with a verified translation of the academic record. In some cases, it may be necessary to seek assistance from an agency recognized by the National Association of Credential Evaluation Services during the credit evaluation process.

Note: Courses which were applied to a previously completed degree cannot be transferred to a new degree program.

Travel Abroad Credits

Coursework completed while studying abroad at one of CCSU's approved study abroad Partner and Affiliate Institutions (as identified on the Center for International Education's website) shall be treated in the same manner as coursework undertaken on the CCSU campus. (As a result, these courses will not fall under the transfer policy.) Course equivalencies shall be identified by the faculty advisor prior to study abroad and the actual grade earned abroad will be posted to the student's transcript, with the grade earned calculating into the overall GPA. Students may not select which courses are brought onto their CCSU academic record; all grades (A through F) will be recorded and made part of the student's academic record at CCSU.

This policy is particularly relevant to the MA Modern Language: HNAIU Specialization, given that courses taken at the University of Salamanca are required for the MA Modern Languages, HNAIU Specialization, degree. The Modern Language department has stipulated that the 9 credits of graduate coursework taken at the University of Salamanca will be the only credits accepted outside CCSU.

Number of Transfer Credits Accepted for Degree Programs

The amount of graduate work transferable to a graduate degree program (Master's, Sixth Year, Ed.D.) is limited to a maximum of 9 credits for programs requiring 30 to 35

credits or 25 percent of the total credits for programs requiring 36 credits or more, not including prerequisites.

Number of Transfer Credits Accepted for Non-Degree Programs

The amount of graduate work transferable to a graduate non-degree Official Certificate Program (OCP) is limited to a maximum of 6 credits, not including prerequisites.

Transferring Courses into the Planned Program

A student who has been admitted to a graduate program at CCSU must obtain **prior written approval** from the advisor of their planned program of study and the Dean, School of Graduate Studies or designee if they wish to take a course at another institution for transfer into their planned program at CCSU. Transferred courses must meet the 6 year and extension policy as stated elsewhere in the handbook. Forms for requesting transfer and substitution of credit are available on the Graduate Studies website. All policies, stated above, still apply.

Transcripts from Another Institution

It is the student's responsibility to ensure that an **official** transcript from another institution of any approved transfer course(s) be sent to the School of Graduate Studies Office. Courses will not be transferred without receipt of the official transcript and approval form.

Credit from Non-Collegiate Institutions

The University has only one agreement with a non-collegiate institution, that of the Institute of Technology and Business Development (ITBD), a comprehensive business outreach facility of CCSU. Students seeking CCSU course credit thus associated with ITBD must demonstrate to the relevant department that they have the course content and have met the minimum number of contact hours as required. Further demonstration of knowledge and skill competencies is at the discretion of the department.

Graduate students in non-degree Post Baccalaureate Teacher Certification programs may receive an advisor's agreement to offset undergraduate general education deficiencies through departmentally approved subject examinations from the College Level Examination Program (CLEP) of the College Board. The same rules that govern undergraduate students in teacher certification programs as specified in the undergraduate catalog will apply to graduate students. Passing results for such CLEP exams may be posted on graduate records for students enrolled in Teacher Certification Programs. Official results for advisor-approved examinations must be submitted for consideration to the School of Graduate Studies Office.

Section VII: Graduate Degree Requirements

Master's Degree Requirements

Candidates must complete, subject to approval of the faculty and the Dean, the following requirements:

1. Submission and approval of the Planned Program of Graduate Study prior to completion of 16 credits of course work.
2. Completion of the required number of credits of approved graduate courses as specified in the student's Planned Program of Study.
3. Completion of a master's thesis, a special project that is appropriate to the major, such as an art exhibit, performance or applied research project, and/or a comprehensive examination.
4. Have a minimum cumulative GPA of 3.00 on all course work.

Note: No more than two courses with grades of C/C+ may be carried in the Planned Program; otherwise such courses may have to be repeated or another course(s) substituted. **Any courses with grades of C- or below will not be counted for graduate credit in the planned program.** If courses are retaken then both course grades remain on the transcript.

Degree Candidacy

In addition to the minimum requirements above, **some** graduate programs require students to make formal application for degree candidacy following the completion of nine credits, of which six must be in their major area. Students are encouraged to ask their advisor if a formal application is required in their area.

Admission to Degree Candidacy involves a formal review of the student's progress and potential by the appropriate faculty. A decision is made by the appropriate department to permit the student to continue graduate study. To be approved for degree candidacy, students must have a minimum cumulative GPA of 3.00 and meet all of the program requirements for degree candidacy when applicable to the particular program.

The department's recommendation is forwarded to the Dean, School of Graduate Studies or designee for inclusion in the student's graduate file. If a student is not approved for degree candidacy, he or she is withdrawn/dismissed from the graduate program.

Capstone Requirements for Master's Programs

Master's degree programs at CCSU include the capstone requirement of a thesis (Plan A), a special project (Plan C or Plan E) appropriate to the major, and/or a comprehensive examination (Plan B). **A student must have a 3.00 overall GPA to be eligible to apply for all graduate program capstones (i.e., theses (Plan A), comprehensive examinations (Plan B), special projects (Plan C), and course embedded special projects (Plan E).** Students choosing Plans A, C, or E may not apply until they complete 18 credits for programs with 30-35 credits, or 24 credits for programs with greater than 36 credits. Students choosing Plan B may not apply to take the Comprehensive Examination

until they have completed 75% of course work (21-24 credits for 30 credit program; 24-27 credits for a 33 credit program; 27 credits for a 36 credit program and 30-40 credits for programs exceeding 36 credits). Exceptions may be granted with the recommendation of the advisor and permission of the Dean, School of Graduate Studies or his/her designee.

Students in a Master program may elect to follow Plan A (the thesis), Plan B (the comprehensive exam) or Plan C or E (special project), depending on which options are offered in their program. Some programs require both the comprehensive examination and either a thesis or a special project. Please refer to the appropriate handbook (Thesis or Special Project) located on www.ccsu.edu/grad/resources/

Comprehensive Examination (Plan B)

The comprehensive examination is required of all students who select Plan B. The comprehensive examination covers course work in the student's planned program. At the option of the department, the comprehensive examination may include an oral examination and/or a written examination.

The comprehensive examination is normally taken during the last semester of study, but may be attempted at any time after the completion of 75% of coursework in the planned program of study with the approval of the advisor. At the time of application to take the comprehensive examination the student must have a minimum 3.00 cumulative GPA. Examinations are given each fall and spring semester and, only at the discretion of the academic department, during the summer.

Students must reapply to take the comprehensive exam if they fail the exam.

NOTE: If students do not attend a scheduled examination it is counted as a failure on their record, unless the department has been given advance notification. Prior notification to the academic department must be provided.

A handbook for the Comprehensive Examination is available on the graduate studies website www.ccsu.edu/grad/resources/.

Application for the Comprehensive Exam

To be eligible to take the comprehensive examination, students **must** complete a Comprehensive Examination form which is available from the Graduate Office or the Graduate website: www.ccsu.edu/grad/resources/. Students should submit this form to the Graduate School office **no later than October 1**, for fall semester examinations, and **no later than February 15**, for spring semester examinations. The department will notify students if they are approved to take the comprehensive exams and also tell them of the date, time and place of the examination. Some departments provide study guides, as well. Students will be notified of their results by the department.

Failing the Comprehensive Examination

Upon failing the comprehensive examination, the student must first complete another application for the comprehensive examination and then, with the permission of the department, may retake the entire examination or any portions that were not passed.

Students who do not pass the entire exam or any portion of the exam the first time may be required to enroll in additional course work or make other special preparations for re-examination. Students who fail the entire examination or a portion of the exam (e.g. individual questions) a second time must appeal to the Dean, School of Graduate Studies or designee, for permission to take the examination a third time. **The six-year time limit to complete all degree requirements still applies to students who fail their comprehensive examination.**

If the student receives a failing grade on all or parts of the comprehensive examination for a third time, they will be dismissed from the graduate program by the Dean, School of Graduate Studies or designee, unless they are granted permission to choose another capstone option by the program's department chair and the Dean, School of Graduate Studies or designee. The student may file an appeal within two weeks of receiving the Dean's dismissal letter. If denied the student may make a final written appeal to the standing Appeals Committee of the Graduate Studies Committee.

Failure to Take the Comprehensive Examination After Applying

The Department will return the comprehensive examination form to the Dean's office. If prior notification of your absence was given to the department, this will be marked as a "no show" and will not count as an attempt. If no prior notification was given, this will count as a failed attempt. The student then must complete another application for the comprehensive examination. The six-year time limit to complete all degree requirements still applies to students.

Continuing Registration (CREG 001)

During fall and spring semesters in which no course work is taken, matriculated graduate students involved in completing Thesis (Plan A), Comprehensive Examinations (Plan B), or Special Projects (Plan C or E) must register for a zero-credit course, [CREG 001]. Registration for the course requires a \$40.00 fee plus the standard registration fee. All students registered for the course are entitled to any services provided to matriculated students. A matriculated graduate student completing a capstone but taking no other course work who does not register for CREG 001 may be withdrawn and lose his/her matriculation status. Matriculated graduate students withdrawn for this reason will have to re-apply using the Graduate Re-Enrollment form and pay a Re-enrollment Fee of \$50 to regain their matriculation. They will also need to register for CREG 001 for the semester for re-enrollment. The length of time to obtain a graduate degree will remain at six years from first course taken which applied to the planned program of study.

Six-Year Time Limit

All course work and capstone requirements (i.e. dissertations, theses, special projects and comprehensive exams) for the degree **must** be completed during the **six years**, which precede degree conferral. That is, the student has six years from the **earliest course listed on the planned program** (including any work transferred from another institution or completed prior to matriculation) to complete **ALL** degree requirements. If a student, due to extenuating circumstances, anticipates that he/she will be unable to complete all degree requirements within the six year time limit, the student may request

an extension of time by writing to the graduate advisor who will forward it with recommendations to the Dean, School of Graduate Studies or designee. When making the request, the student should include the semester and year in which he or she expects to complete the degree and the reason for not meeting the six year time limit. If the Dean, School of Graduate Studies or designee deems the request justified, an extension will be granted. **However, for programs of 30-35 credits, a maximum of eight years will be allowed in total to complete the degree; for programs of 36 credits or more, a maximum of nine years will be allowed.**

For a student enrolled in a thesis or special project, the capstone advisor can require regular progress reports from the student. Based on a lack of progress, the advisor can choose not to recommend an extension beyond the six-year time limit. Further, the advisor can choose to assign a failing grade for the thesis or special project.

The Sixth-Year Certificate

The Sixth-Year Certificate is a degree program presently offered in educational leadership and reading. The Certificate is awarded, subject to the approval of the faculty and the Dean, School of Graduate Studies or designee to students who have completed all the requirements of their Planned Program.

The Doctoral Degrees

The Ed.D. program in Educational Leadership is CCSU's first doctoral program. It serves educational leaders in Connecticut through an innovative program of study integrating course work and field studies grounded in authentic inquiry. Students accepted to the Ed.D. program proceed as a cohort, limited to 25 students, who take the same required courses and have the same experiences. There are two tracks: Pre-K through 12 and Higher Education.

At the time of admission, all Ed.D. candidates must commit to three years of intensive summer study to complete their core courses and seminar work. In addition to core and seminar requirements, students complete a specialization and a dissertation. Requirements include a minimum of 63 credits beyond the master's degree.

We also offer the Doctorate of Nurse Anesthesia Practice Program. The Doctorate of Nurse Anesthesia Practice (DNAP) program is a practice doctoral degree, which has two specializations. The first specialization is the Entry-level DNAP, designed for bachelor's prepared licensed registered nurses to become certified registered nurse anesthetists (CRNAs) and provide discipline specific preparation in biology and anesthesia; the second specialization is the Advanced DNAP for master's level practicing certified registered nurse anesthetists to become DNAP-prepared practitioners, and which allows these individuals to expand their background in areas of biology and anesthesia specific to their discipline. This program includes a Doctoral Scholarly Project in place of a dissertation.

The six year time limit applies to the Doctoral programs.

Dissertation (Plan D)

A dissertation is different from a Thesis. The Dissertation in the Ed.D. program in Educational Leadership (Plan D) focuses on the translation from theory to practice. It is connected to the candidate's research interest and is expected to break new ground by providing a bridge between what is known from research and what needs to be done in practice. Each candidate will be assigned a dissertation advisor by the Ed.D. Director. The advisor can assist the candidate in choosing a dissertation topic, and completing the dissertation as outlined in the department's approval processes and described in detail in the Dissertation Handbook.

Submission of Dissertation

Doctoral candidates should follow deadlines for submission of the dissertation for posting in the Graduate Commencement booklet. Ed.D. candidates should follow the guidelines as outlined in the Dissertation handbook.

Section VIII: Graduate Teacher Certification Programs

The Post-Baccalaureate Teacher Certification Program

The Post-Baccalaureate Teacher Certification study plan is not a degree-granting program. It was designed for students who already hold a bachelor's degree who did not complete courses or requirements necessary to receive teacher certification in Connecticut. A teacher credential is awarded by the State of Connecticut upon successful completion of all requirements. However, some teacher certification programs do allow students to earn graduate credit in specific master's programs.

Professional Program Admission Requirements

Please visit <https://www.ccsu.edu/seps/teacherPrep/admission.html> for information on admission requirements to the professional program.

Section IX: Official Certificate Programs (OCP)

The Official Certificate Programs

Official Certificate Programs (OCPs) are defined as academic programs of study that have been through a complete university curricular review and approval process, but which do not lead directly to a formal degree. These programs are designed for people interested in developing expertise in a particular field of study, but who do not wish to complete formal degree requirements. However, when applicable, students may use their (OCP) courses to lead to a master's degree. The advantages to these programs are that, as formal programs of study, students will be matriculated, pursue their studies on a full-time or part-time basis, and may be eligible for financial aid. More importantly, these programs are coordinated by faculty closely tied to the area of interest, who are committed to advising students enrolled in these programs, ensuring that the student is best able to achieve his or her educational goals.

Currently, the following OCPs have been approved:

- The Advanced Detective Certificate is offered by the Criminology & Criminal Justice Department.
- The School of Business offer the following certificates:
 - Business Leadership
 - Commercial Lending
 - Supply Chain Analytics
- The Certificate in Cell and Molecular Biology (C/M/P) is offered by the Department of Biomolecular Sciences.
- The Certificate in Data Science is offered by the Department of Mathematical Sciences.
- The Certificate in Gerontology is offered by the Department of Psychology.
- The Department of Manufacturing and Construction Management offers the following certificates:
 - Supply Chain & Logistics
 - Environmental Health & Safety
 - Lean Manufacturing & Six Sigma
 - Additive Manufacturing Engineering
 - Advanced Manufacturing Engineering
 - Construction Management
- The Certificate in Public Relations / Promotions is offered by the Department of Communication.
- The Certificate in Pre-Health Studies (Pre-PAC) is an interdisciplinary program offered jointly by the Department of Biological Sciences and the Department of Biomolecular Sciences.
- The Certificate in TESOL is offered by the Department of English.
- The Certificate in Transition Specialist is offered by the Department of Special Education.

Advanced Official Certificate Programs (require applicants to hold a masters degree):

- Advanced Graduate Certificate Program of Professional Counseling, offered by the Department of Counselor Education & Family Therapy
- Advanced Graduate Certificate Program of Reading and Language Arts, coordinated by the Department of Literacy, Elementary, & Early Childhood Education
- Advanced Certificate Program for Superintendent of Schools offered by the Department of Educational Leadership, Policy, & Instructional Technology

Students interested in these programs should see the individual Departments for specific details.

Planned Programs for OCPs

For applicants to the Advanced Certificate in Professional Counseling, the Coordinator will schedule an interview, during which an advisory committee of faculty will develop an individualized planned program of study in keeping with the student's academic background and professional goals.

For applicants to Pre-Health Studies, the Pre-Pac Chair will schedule an interview, during which an advisory committee (including the Chief Health Professions Adviser) will work with the candidate to develop an individualized planned program of study in keeping with their academic background and professional goals.

For applicants to the Advanced OCP in Reading and Language Arts, students will meet with an advisor to plan a 15-credit program and any necessary additional pre-requisites required by the State of Connecticut for Reading and Language Arts Consultant Certification.

For applicants to the Advanced Certificate Program for Superintendent of Schools, students will meet with an advisor to plan a 15 credit program, which will also consist of a yearlong internship. This program is designed for individuals who are preparing for certification as a Superintendent of Schools (093).

For applicants to the Official Certificate in Public Relations / Promotions, students will meet with an advisor in the Communication Department to plan four courses concentrating on current public relations practices.

For applicants to the Supply Chain & Logistics Certificate Program, students will meet with an advisor to plan four courses that cover how logistics and the supply chain are the key factors to global value stream performance.

Applicants to the Environmental Health & Safety Certificate Program, the Lean Manufacturing & Six Sigma Certificate Program and the Construction Management Certificate Program, will meet with an advisor from the Department of Manufacturing and Construction Management to develop an appropriate plan of study.

Other accepted OCP students will meet with the designated department to plan their program of study.

Academic Standards for OCPs

Students must maintain a 3.00 (B) cumulative grade point average in order to be in good academic standing and to receive the Official Certificate. When completion of an OCP Program is nearing, a student should complete the Graduation/Program Completion Application form so that the appropriate certificate can be issued and the student's academic record can be adjusted to reflect program completion information and certificate receipt.

Section X: Other Graduate Policies

The policies and degree requirements for graduate students are governed by the University.

Grading System

Letter grades, including their plus and minus combinations, are utilized. A grade of NR (not recorded by instructor) will be entered if grades are not submitted in a timely manner. Grades of NR not changed to another grade by the instructor within a year will be changed to an F. The following grade point equivalents are used to compute the cumulative G.P.A. for a student:

4.00=A	3.30=B+	2.30=C+	1.30=D+	0.00=F
3.70=A-	3.00=B	2.00=C	1.00=D	
	2.70=B-	1.70=C-	0.70=D-	

Note: The pass/fail grading option is **not available** to graduate students, other than for recording performance on the Comprehensive Examination. Programs may receive permission to use the pass/fail option for specific courses.

Additional grades used at CCSU include:

INC	Incomplete
IP	In Progress (Doctoral)
AU	Audit (no credit)
NC	Satisfactory completion of a non-credit course
TR	Transfer Credit
U	Unsatisfactory performance in a non-credit course
W	Withdrawal

Grades will be posted on the student's Pipeline account. Information on when grades become available and how they may be retrieved on Central's Web page (www.ccsu.edu). Grades are no longer mailed.

Minimum G.P.A.

Students must maintain a 3.00 cumulative G.P.A. In addition, no more than two grades of C+ or C (i.e. two C's, or two C+'s, or one C and one C+) are permitted for courses included on the planned program of graduate study leading to a doctoral or master's degree or sixth-year certificate; courses beyond these in which grades of C+ or C are achieved may have to be repeated or additional course work may have to be taken on the planned program of study. Courses in which students receive a grade of C- or lower will not be counted for graduate credit in the planned program and may not be used to meet prerequisite requirements for graduate courses. Students will be required to retake required courses in which grades of C- or lower are earned. Both grades will remain on the student's transcript.

Mid-semester grades may be recorded online by faculty for full length fall and spring

semester courses. Mid-semester grades are considered an approximate grade of student's performance to date. Mid-semester grades are not recorded on transcripts and are not used in the calculation of grade point averages.

Repeat Policy

If a graduate student retakes a graduate course in which the student earned C- or less, all grades will appear on the student's transcript, but only the most recent course grade and credit will be applied to the GPA and course requirements. No course may be repeated more than once without permission from the graduate advisor and Dean, School of Graduate Studies or designee. Certain graduate programs may not be eligible for the retake policy. This policy is applicable only for grades of C- or less and became effective for taking courses for a second time, starting in summer 2009.

Academic Probation / Academic Dismissal Policies

Students who drop below a 3.00 grade point average will receive a letter from the School of Graduate Studies, informing them that they are no longer in good academic standing and that they have been placed on academic probation or dismissed from their programs.

In addition to grade-point requirements for good academic standing, students should note that no more than two grades of C/C+ (i.e. two C's or two C+'s, or one C and one C+) are permitted for courses included on the planned program of graduate study leading to a doctoral or master's degree or sixth-year certificate. Students who achieve grades low enough so that, in the judgement of the dean of the School of Graduate Studies or designee, they will not be able to attain the 3.00 GPA required for graduation, will be dismissed from the graduate program.

Re-enrollment of students who have been dismissed.

Students who are dismissed from graduate study may request reenrollment upon attainment of a 3.00 (B) cumulative grade point average on the Central Connecticut University graduate record. Forms for requesting reenrollment are available at www.ccsu.edu/grad. Along with submitting the reenrollment form to Graduate Admissions, the student must submit any additional materials that are required by the department for the department's review of the file. A department may also consider prior performance in the program when reviewing a student's file who has been formally dismissed by the School of Graduate Studies.

Students who are dismissed from a graduate program will not be allowed to take courses for graduate credit unless they have the permission of the instructor, the chair of the department offering the course, and the dean, School of Graduate Studies.

Grade of Incomplete

A grade of Incomplete may be recorded at the discretion of the instructor when a student, for extenuating circumstances which cannot be controlled, is unable to complete the requirements of a course. The student will be responsible for assuring that all course requirements are completed within one calendar year of issuance, or sooner if required by the instructor. A grade of Incomplete, which has not been changed by the instructor within one year, will become an **F** automatically. (Note:

These policies are different for students engaged in Thesis, Plan A, or Special Project, Plan C/E. Please refer to the section on capstone experiences in the HANDBOOK).

Grade Appeals

Any student who believes that a final grade involved an error or a palpable injustice should confer with the instructor who awarded the grade no later than the fourth week of the following regular academic semester. If the outcome is not satisfactory, the student may present the case to the Department Chair, who may affect a settlement upon written agreement with the instructor. Further appeal shall be to the Dean of the appropriate academic school, and if no settlement can be effected, to the Grade Appeals Review Board of the Academic Standards Committee.

Non-Graded Appeals

A student who believes that an error or a palpable injustice has occurred should first confer with the department to which the appeal is directed. If the outcome is not satisfactory, further appeal shall be to the dean of the appropriate academic school. If no settlement can be effected, the student should bring the appeal to the Standing Appeals Committee of the Graduate Studies Committee. (Contact may be made through the dean of the School of Graduate Studies or designee).

The Graduate Appeals Committee will meet as a group to determine whether there is merit to an appeal of a non-graded, performance-based assessment by reviewing documents and records that are presented with the appeal. If the Appeals Committee believes that additional information is needed, the committee will request clarification from the department and/or student. The Committee's determination will be based on whether the student was denied due process. The Appeals Committee will render its decision in writing by notifying the graduate student and copying the dean, School of Graduate Studies or designee. **Decisions of the Appeals Committee cannot be appealed.**

Fresh Start Policy

A post-baccalaureate student who has been admitted to a graduate program can independently or in conjunction with his or her department initiate an appeal to the Dean, School of Graduate Studies or designee that includes a rationale as to why grades for graduate level courses taken seven or more years ago at **CCSU** that appear on the graduate transcript should not be used in calculating the student's GPA. The appeal should also substantiate why the student is now able to complete graduate quality work.

If the appeal is approved, courses omitted from the GPA calculation may not be used in the planned program in which the student is now enrolled. Please note: courses omitted from the GPA will include all courses that were attempted in the Fresh Start period.

Each appeal will be decided on its own merits and students may use this option only one time.

Transcript Policy

Upon the granting of a degree or completion of a program, a student's transcript is considered officially sealed, meaning no changes in grades or alteration in courses will be made unless that student believes that the information in his or her transcript is inaccurate, misleading, or in violation of his rights of privacy. It is a student's responsibility to review and confirm the accuracy of his or her academic record. It is recommended that the degree recipient confirm the accuracy of all grades, honors, terms, and cumulative GPA notations at the time final grades are posted to their academic record, on or about graduation.

Auditing a Course

A graduate student may **audit** a course that is **not** included in his/her Planned Program of Graduate Study. No grade is given for the course and the tuition is the same as for credit-bearing courses. There is no pass/fail course grading option available for graduate students for courses.

Dropping or Withdrawing from a Course

Students are allowed to **drop** courses up to the last day of the third week of classes during a regular semester. (Students should check the University Calendar for specific dates.) Courses dropped by the deadline do not appear on the student's transcript. Forms are available in the Registrar's Office.

Graduate students, full-time or part-time, can **withdraw** from any class from the beginning of the fourth week of classes until the end of the twelfth week of classes in a regular semester. This can be done by completing the Course Drop / Withdrawal Form available online at <https://www.ccsu.edu/grad/resources/>. A "W" will be entered for the course on the student's transcript. During this period, approvals for withdrawal are not required; however, it is strongly recommended that students consult with their academic advisor prior to deciding to withdraw from a course. In addition, students should be aware of the possible consequences of reducing their course load. After the twelfth week of classes, withdrawals are only permissible under extenuating circumstances after recommendation of the instructor and chair, and approval of appropriate dean(s). The Graduate Dean or designee is the last signature that must be sought. Poor academic performance is not considered an extenuating circumstance. If a student stops attending and fails to officially withdraw from a course, a grade of "F" will be recorded on the student's record.

Academic Honesty

CCSU abides by a strict code of conduct, and plagiarism is prohibited. The sources for all papers must be appropriately acknowledged and documented. Any graduate student found guilty of plagiarism or of academic dishonesty in any form will be penalized. Penalties include failing the course, involuntary withdrawal from the graduate program

for a specified period of time and suspension from Central Connecticut State University. It is the responsibility of each student to become familiar with what constitutes academic dishonesty and plagiarism and to avoid all forms of cheating and plagiarism.

The CSU Code of Conduct defines **academic misconduct** as including, but “..... not limited to providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation including papers, projects and examinations (**cheating**); and presenting, as one’s own, the ideas or words of another person or persons for academic evaluation without proper acknowledgment (**plagiarism**).”

Cheating may take many forms. It includes, among other things, the following actions, when not explicitly authorized by the instructor:

- Use of unauthorized materials or devices during an examination or any other form of academic evaluating and grading; e.g., use of signals, notes, books, or calculators during an examination when the instructor has not approved their use;
- Knowingly allowing another person to copy your paper during an examination;
- Copying from another person’s paper or receiving unauthorized aid from another person during an examination;
- Use of another person as a substitute for you in any form of academic evaluation or acting as a substitute for another person in any form of academic evaluation;
- Acquisition or distribution of improperly acquired examinations; e.g., stealing examinations before the test period or taking a copy of an examination from a testing room without permission of the instructor; (Examinations which have been distributed by an instructor are considered public domain and are legitimate study tools);
- Submission of another’s material as your own for academic evaluation;
- Preparation of work for another student to submit for academic evaluation;
- Unauthorized collaboration in the preparation of materials to be submitted for academic evaluation; e.g., working with another student on an assignment when the instructor has not authorized working together;
- Submission of the same work, or substantially similar work, in more than one course without prior consent of the evaluating instructor(s);
- Falsification or misrepresentation of your own academic record or that of anyone else;
- Unauthorized use of information in University computer records or the computer files of other students (See Computer Use Policy).

Plagiarism is presenting another person’s work, without acknowledgment, whether in the same or in slightly modified form. In academic practice this is regarded as theft, intended to gain undeserved credit. Like other forms of academic dishonesty, plagiarism is cheating. To academicians, a well- documented paper is more impressive than one which arouses the suspicion of a reader familiar with the student’s work and alert to

echoes from other writers. The proper use of outside sources does not necessarily mean that a paper is lacking in originality, nor does the presence of quotation marks in the text. In fact, the purpose of research and documentation is to share useful information with the reader. The penalties for plagiarism greatly exceed the unlikely reward of gaining credit by “getting away with it.”

The basic principle of this procedure is that faculty have oversight over academic penalties. In cases involving multiple acts of misconduct, and/or which involve both academic and non-academic misconduct, only the academic portion shall be handled according to the disciplinary procedures for academic misconduct described below. The non-academic portion shall be handled through the Office of Student Conduct which may precede any academic disciplinary action.

Please see the University website for a full explanation of this policy and the instructor’s role and the student’s rights and responsibilities.

Section XI: Graduation Procedures

Eligibility for Graduation

Upon completion of all applicable course and capstone requirements for the doctoral degree, master’s degree, or sixth-year certificate, student are eligible to receive their degree and to graduate. However, degree award and graduation are not automatic. While a student may have completed all applicable course and capstone requirements for their program, every degree candidate is required to notify the university about program conclusion by filing a graduate-level Graduation/Program Completion Application with the School of Graduate Studies. Not submitting a Graduation/Program Completion Application in a timely manner may result in failure to receive the appropriate degree for the requested semester. Further, if a degree-seeking student fails to finish all requirements by the completion date indicated on the submitted Graduation/Program Completion Application, a new application may be required.

Central Connecticut State University confers degrees four times during the academic year: May, August, December and January. Students expecting to receive degrees during any of these periods must complete all applicable program requirements by the last official day of the semester or session in which the degree is to be awarded.

When to Apply for Graduation

Students who anticipate finishing degree requirements during the spring semester (May completion) should submit the Graduation/Program Completion Application no later than February 15. Students who anticipate finishing degree requirements during the summer sessions (August completion) should submit the Graduation/Program Completion Application no later than February 15. Students who plan to finish degree requirements during the fall or winter semesters (December or January completion) should submit the Graduation/Program Completion Application no later than October 1. Graduate-level Graduation/Program Completion Applications are available on the

graduate studies website: <https://www.ccsu.edu/grad/resources/>.

All students who have submitted a Graduation/Program Completion Application and expect to receive the Master's degree or Sixth Year Certificate in May or August (a maximum of one course or a capstone project may be completed in the summer) are eligible to participate in the formal University-wide commencement ceremony held in May. Thesis (Plan A) / Special Project (Plan C) students must have an approved proposal on file in the School of Graduate Studies and be registered for the corresponding course in order to be eligible to participate in commencement ceremonies. Students who will complete all degree requirements by the end of the fall term and have submitted a Graduation/Program Completion Application may participate in winter commencement exercises. Doctoral students who have completed the degree the previous August or December, may choose to participate either in winter or May commencement. Information about commencement ceremonies will be posted on the University website. Students who are on the pending list for graduation will receive notice and then should inform the University whether they plan to participate.

Commencement

Link: <https://www.ccsu.edu/commencement/>

Commencement information can be found on the Commencement website. You will find information such as date, time and place of commencement, ticket information, security procedures, cap and gown distribution, graduation announcements and more.

Section XII: General Information

Time Expectation/Investment

Graduate students are expected to invest a minimum of three hours of out-of-class student work for every one credit hour of classroom or one hour of direct faculty instruction each week for approximately fifteen weeks for one semester. At least an equivalent amount of student work time applies to lab work, internships, practical, studio work, as well as other academic work that leads to the award of credit hour.

Identification Cards

All graduate students should obtain a photo identification card (Blue Chip Card) from the Card Office located in Willard-DiLoreto after enrolling in classes. Students need an identification card to access the library and computer labs on campus. The card can also be used as a debit card to make purchases from vending machines, copiers, as well as at dining locations in the Student Center and Grand Central Café. In order to use this card as a debit card, money can be deposited at any of the Card Value Centers. There are currently six locations: Student Center, Elihu Burritt Library, Barrows Hall and Gallaudet Hall). There are also several off-campus vendors that accept the Blue Chip Card. See the student center for an updated list or visit

<https://www.ccsu.edu/fiscalaffairs/blueChipCard.html>

Change of Address/Name/Phone Number

Any change in name, address or phone number should be reported **immediately** to the Registrar's Office. If the University's files are not updated, there could be delays in grade reporting, notice of class cancellations, and diploma receipt if the student is scheduled to graduate. All diplomas are sent to students via the regular mail system.

Transcript Requests

A student may request an official transcript from the Registrar's Office:

<https://www.ccsu.edu/registrar/grades/>.

Childcare

All of our Family Resources at CCSU can be found here:

<https://www.ccsu.edu/familyresources/>

Immunization Verification

All full and part-time students are required by law to present a physician's verification of measles and rubella immunization or immunity. All full-time students are required to submit a medical history, including current immunization records and the results of a medical examination signed by a physician. Health forms are available from The Health Services office. <https://web.ccsu.edu/healthservices/healthserviceforms/default.asp>