



SCHOOL of GRADUATE STUDIES HANDBOOK

Central Connecticut State University

2008

Developed by the Office of the
Associate Vice President for Academic Affairs/
Dean, School of Graduate Studies
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SCHOOL OF GRADUATE STUDIES HANDBOOK

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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.

Section I: School of Graduate Studies

- Topics:**
1. Function
 2. Location
 3. Mission and Tenets
 4. Graduate Student Association

1. Function

Q. What is the function of the School of Graduate Studies?

A. 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 seeks to operate 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.

2. Location

Q. Where is the School of Graduate Studies Office located?

A. The office is located in Barnard Hall, 102 and is open from 8:00am to 5:00pm. The number is (860) 832-2363. The office is a place where students may visit to have their questions answered and procure forms that are needed for graduate study. The Graduate Office maintains a Web page at <http://www.ccsu.edu/grad>.

3. Mission

Q. What is the mission of the School of Graduate Studies at CCSU?

A. The Mission Statement, approved by the Graduate Studies Committee in March, 2001, follows along with its tenets.

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 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.

4. Graduate Student Association

Q: What is the Graduate Student Association?

A. The Graduate Student Association (GSA) serves as the representative organization promoting graduate student interest on the CCSU campus. The GSA sponsors social activities, lectures, the GSA Scholarship and funds activities of graduate student societies in academic departments. It also offers Leadership Development grants to assist graduate students in attending conferences and workshops and in completing research, particularly those associated with dissertations, theses, or special projects. For further information, contact the Graduate Student Association, Room 201, Student Center (Student Activities) or through the Graduate Studies Office in Barnard Hall at (860) 832-2363 or at the graduate website, www.ccsu.edu/grad.

Section II: Admissions

- Topics:**
1. Admission Criteria
 2. When to Apply
 3. Conditional Admission
 4. Admission Appeals

1. Admission Criteria

Q: *What standards must a prospective student meet in order to be admitted to the School of Graduate Studies?*

A: A student must meet the following standards:

1. For most programs, students must have a minimum undergraduate GPA of 2.70 (Some programs require an undergraduate GPA of 3.00.)
2. The student must have a minimum GPA of 3.00 in all post-baccalaureate course work.
3. When applicable, students who have successfully completed a master's degree from an accredited institution with a minimum 3.00 GPA, on a four-point scale (where A=4.00), will be admitted to the School of Graduate Studies. (The undergraduate GPA will not be counted.)

Individual programs may have different GPA requirements as well as additional requirements, such as materials and a personal interview. Please contact the Department Chair or Director of your intended program of study, or access the graduate website for further information.

Q: *What materials must be submitted with an application for admission?*

A: A prospective student must submit:

1. Official transcripts from all undergraduate institutions that have been attended.
2. Official transcripts showing all graduate work completed.
3. A \$50.00 non-refundable fee for application processing.
4. Additional materials, if required by individual program.

2. When to Apply

Q: *When should a student apply for admission into the School of Graduate Studies?*

A: Fall and Spring Admissions. It is strongly recommended that applicants apply for the fall semester by May 1 and for the spring semester by November 1. Applications must be received no later than July 1 for the fall semester and December 1 for the spring semester, unless earlier deadlines have been stipulated by the Department.

Summer Admission. For summer matriculation, all completed applications must be received no later than March 1. Summer matriculation is available for programs in anesthesia, music education (MS), Sixth Year Educational Leadership; M.A. Modern Languages – IUMA; MAT in Teacher Education.

Note: Some programs have established earlier deadlines or admit students only once per year. (Students should contact the department for this information.) International students should submit all application materials as soon as possible preceding a semester's beginning dates to ensure adequate time for processing visa applications and for making other arrangements.

3. Conditional Admission

Q: *What happens to a student who applies to the School of Graduate Studies who does not meet the minimum standards for admission?*

A: The student may appeal for **conditional admission***. This may be an option for a degree program provided the following conditions are met.

1. The student has an undergraduate GPA between 2.40 and 2.69.
2. For the student who has taken courses at the graduate level, but who does not meet the minimum undergraduate GPA of 2.70, the quality points of credits for graduate level courses will be added to the quality points of the undergraduate GPA to compute the total GPA, which needs to fall in the range of 2.40-2.69.
3. The department of application **agrees in advance** to make a conditional admittance for the student.

* Please note that conditional admission is available only in a number of fields.

** Please see section 10 on page 29, referring to the grading system utilized in the School of Graduate Studies.

Q: *What minimum standards must a student meet in order to satisfy the terms of conditional admittance?*

A: When students are conditionally admitted, they are notified of their pre-admission requirements. When these requirements are completed with a **GPA of at least 3.00** and with **no grades below a B (unless stipulated by the department that higher grades are necessary)**, the academic advisor may recommend regular acceptance to the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies.

Q: *What happens if a student does not meet the terms of conditional admittance?*

A: A graduate student who has been conditionally accepted into a graduate program will be given only one opportunity to fulfill all conditions. A second attempt may be granted by the department and the Dean, School of Graduate Studies in exceptional circumstances; however, no student will be granted more than two opportunities to fulfill any conditions.

4. Admission Appeals

Q: *What recourse do students have if they have been denied admission to a graduate program?*

A: Students may request a review of this decision, **in writing**, to the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies, and should include additional academic information (such as scores from standardized tests,

grades in recent courses, or letters of recommendation) that was not submitted with the original application.

Depending on the nature of the appeal, the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies will consult with the academic department to which admission is sought, as well as with the Graduate Appeals Committee when applicable, before making a decision.

Section III: Registration

- Topics:**
1. Where to Register
 2. Alternate PIN (Personal Identification Number)
 3. When to Register
 4. Change of Status
 5. Registering for a Class that is Full
 6. Losing Matriculation Status

1. Where to Register

Q: *Where should a graduate student register for classes?*

A: All students may register online, through Central Pipeline, from their own computers or they may use the Micro Computer Lab in Marcus White (check website for day and evening hours). Students may also register in the Enrollment Center located in Willard Hall (evening hours are available). Students should check the web site www.ccsu.edu for instructions for registering through Central Pipeline. Graduate students will be given priority when registering for courses. Students conditionally admitted usually register in the Enrollment Center.

2. Alternate PIN (Personal Identification Number)

Q: *When do I need an alternate PIN to register?*

A: Students without a planned program of study must receive an alternate PIN from their advisers before they will be allowed to register for classes. (When a student is in their 1st semester of study, no alternate PIN is necessary.)

3. When to Register

Q: *When can a student register for classes?*

A: 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.

4. Change of Status

Q: *What if a student is currently considered a full-time or a part-time student, and wishes to change his/her status during the semester?*

A: Any student who wishes to change his/her status must report to the Registrar's Office (Davidson Hall, 117 or 123) or complete the change of status form.

Q: *How often can a student change his/her status?*

A: 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 through the registrar's office. Such status changes must be made in writing as above, and prior to the beginning of the semester when the change is desired.

5. Registering for a Class that is Full

Q: *What if a student needs to register for a class that is already full?*

A: The student must get written permission from the appropriate instructor, Department Chair and/or the Dean of the School offering the course, in that order. The form should be submitted to the Enrollment Center/Office of Continuing Education.

6. Losing Matriculation Status

Q: *How are students readmitted to the School of Graduate Studies who have been withdrawn?*

A: Students who wish to be considered for re-admission after one or two semesters of being withdrawn from a graduate program must be reactivated by completing a Request for Reinstatement form through Graduate Admissions.

Before two years of not being registered for classes, graduate students will be notified that they are in danger of being made inactive and dropped from their program. After two years of no-activity, they will be withdrawn from the program. To continue in the program, they must reapply and pay a re-enrollment fee of \$50. Any semesters in which the student has not taken course work still fall within the six year time limit for completing the graduate degree program. Only students in good standing (3.00 graduate GPA or higher) are considered for re-admission.

If a former student wishes to enter a program other than the one to which she or he was originally accepted and completed, a new application (including the application fee and official transcripts from any additional institutions) plus any required additional materials, if applicable, must be filed. Good standing status on the accumulated graduate record (3.00 or higher GPA) also applies to such students.

Section IV: Financial Information

- Topics:**
1. Tuition Costs
 2. Additional Department Fees
 3. On-Campus Housing
 4. Financial Aid
 5. Resident Status
 6. Other Forms of Financial Assistance:
 - Graduate Assistantship Information
 - Scholarships

1. Tuition Costs

Q: *How much is tuition for a full-time graduate student*?*

A: The following figures apply to the academic year 2007-2008

Full-time tuition (9 or more credits) with fees for a graduate student is \$3,745/semester if he/she is a CT resident and \$8,085.50/semester if the student is a non-resident. These figures apply to academic year 2007-2008 and are subject to change at any time without notice by action of the Connecticut State University Board of Trustees. There is also a mandatory sickness insurance fee of \$359.00 per semester, payable in the fall semester, of all students who do not submit a waiver form.

Q: *How much must a part-time student pay to take classes*?*

A: The following figures apply to the academic year 2007-2008.

Part-time students in most programs pay \$400.00 per credit for courses, numbered 099-699. Students in Data Mining Program and students taking on-line courses pay higher course fees. Doctoral Students pay \$550.00 per credit for courses numbered 099-799. In addition, all students pay a \$62.00 registration fee per semester.

** Please note that tuition increases may occur. The Bursar's Office (Memorial Hall) can provide exact tuition costs.*

2. Additional Department Fees

Q: *Do certain departments have additional fees?*

A: The following figures apply to the academic year 2007-2008

Yes, the Department of Music has an additional fee of \$200.00 for graduate students who are registered for Applied Music 177, 577 and \$400.00 for graduate students who are registered for Applied Music 178,578. There is also a Design Lab Fee of \$65.00 from the Department of Design (Graphic/Information) for students registered for DES 436, 438, 439, 465, 498, 499, 503, 504, 597, and 598.

3. On-Campus Housing

Q: *Can graduate students live on-campus?*

A: Some on-campus housing is available to graduate students but space is limited. Please contact the Office of Residence Life (Barrows Hall 120) for further details. In addition, information may be obtained from Residence Life regarding off-campus housing. Students living on-campus are required to participate in the meal plan. The meal plan is also available to those living off-campus.

4. Financial Aid

Q: *If a student cannot afford the cost of tuition, how should he/she go about getting financial assistance?*

A: The Office of Financial Aid is located in room 103 Memorial Hall. 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.

5. Resident Status

Q: *How is CT residency determined for tuition purposes?*

A: A student is considered a CT resident if he/she has established legal residency in the state for at least one year. Marriage to a CT resident also constitutes residency. Service in the armed forces of the US by CT residents does not affect State domicile. For more information, students should check with the Registrar's Office, Davidson Hall, Room 117 or 123.

6. Other Forms of Financial Assistance

Q: *In addition to financial aid, can CCSU offer a student any other kind of financial assistance?*

A: The Career Services 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. Financial assistance is also available through specific scholarships (see page 12) and through the Graduate Studies Association to matriculated students with a minimum 3.00 GPA for conference travel and research.

Q: *What should I do if I am interested in becoming a Graduate Assistant?*

A: Prospective candidates must meet the following criteria:

1. The student must be fully 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 GPA of 3.00.

Interested students should fill out a Graduate Assistantship Application, which is available in the Dean's Office of their intended program of study and in the School of Graduate Studies Office (Henry Barnard 102). Applications can also be

found on the Graduate Studies website. As part of the application, students must submit two letters of recommendation. The School of Graduate Studies Office will keep a listing of all open graduate assistantship positions but students are encouraged to contact the department of their choice for most recent openings.

Q: Do Graduate Assistants have to pay tuition?

A: Yes, but certain fees are waived for full-time students. Full-time Graduate Assistants (20 hours/week) **may** also receive a **maximum** stipend of \$4,800/semester. Half-time assistants (10 hours/week) **may** receive a **maximum** stipend of \$2,400/semester. The Chairperson and the Dean of the Academic School, or the Administrative Office or Grants Supervisor, will set the stipend rate for each graduate assistant.

Q: Does CCSU offer any kind of scholarship?

A: Yes, **Graduate Academic 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 (Barnard, 102) or Department of their program of study for additional information. **The Anna Bubser Judd Minority Graduate Educational Administration Fellowship** is available to minority students who reside in Hartford or West Hartford, and who are in the Educational Leadership program. Interested students should contact the Department of Educational Leadership for additional information on this fellowship. **A Graduate Student Association (GSA) 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 15 credits of graduate academic credit in residence at Central Connecticut State University and who have a grade point average of 3.50 or higher. Scholarship recipients are selected in the spring; awards are distributed the following fall semester. Application forms are available in the School of Graduate Studies Office.

Section V: The Planned Program of Graduate Study

- Topics:**
1. The Planned Program of Graduate Study
 2. How the Planned Program is Designed
 3. Who Needs a Planned Program
 4. When the Planned Program Should be Developed
 5. How Changes Can be Made
 6. Change of Major
 7. Forms Related to Graduate Study

1. The Planned Program of Graduate Study

Q: *What exactly is a Planned Program of Graduate Study form?*

A: 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.

2. How the Planned Program is Designed

Q: *How does a student get a Planned Program of Graduate Study?*

A: 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, it must be submitted to the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies or his/her designee for approval.

3. Who Needs A Planned Program

Q: *Does everyone need a Planned Program?*

A: Yes. A Planned Program of Study is required for all programs leading to the doctoral and master's degree programs, the sixth-year certificate, the post masters program, the initial teacher certification program, or the official certificate program.

4. When the Planned Program Should be Developed

Q: *When should a student meet with an advisor to develop this plan?*

A: 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 Associate Vice President/Dean of School of Graduate Studies 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 and official certificate programs when recommended by the advisor but will not be approved for inclusion in other graduate degree programs.

5. How Changes Can be Made

Q: Once a Planned Program form has been signed and approved, can changes still be made?

A: If a student wants to modify his/her degree requirements in any way, he/she must meet with his/her advisor and complete the Planned Program Course Substitution form. This form **must** then be signed by the student's advisor, and be submitted to the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies. 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 not only be signed by the student's advisor, but also by the appropriate Department Chair, before submission to the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies.

6. Change of Major

Q: Can graduate students change their programs after they have been accepted to CCSU?

A: Yes, but they must submit a Change of Major, Degree, Advisor Form to the Graduate Office in Barnard Hall, 102. The School of Graduate Studies will copy the student's file, attach the form, and send it to the new department office for signature. The Chair of the new department signs off and returns the form to the Office of the School of Graduate Studies, for the Dean's 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 if the change has been approved. (Candidates for the School of Graduate Studies, whose applications have not been processed and/or who have not yet been accepted, must consult with the Admissions Office.)

7. Forms related to Graduate Study

Q: Where are forms for the Planned Program, Change of Major and Changes to the Program Available?

A: Forms are available in the Offices of the School of Graduate Studies and Graduate Admissions, Barnard 102. They are also found on the graduate web site: www.ccsu.edu/grad. Click on forms.

Planned Programs are included in the Admissions packet when students are fully accepted. Faculty advisors also have copies of students' planned programs.

Section VI: Transferring Credits

- Topics:**
1. Transfer Credit Guidelines
 2. The Number of Transfer Credits Accepted
 3. Transferring Courses into the Planned Program
 4. Credit from Non-Collegiate Institutions

1. Transfer Credit Guidelines

Q: *Can students transfer credits from courses completed at other schools?*

- A: Students may request transfer credit for graduate courses completed at other regionally accredited institutions provided the following conditions are met:
1. The courses were completed with a grade of B (3.00) or better. (Pass/fail courses may not be transferred.);
 2. The courses are included in the student's Planned Program of Graduate Study by the graduate program advisor;
 3. The courses were completed within the six-year period preceding the anticipated date of conferral of the graduate degree or in other words at the time of graduation from CCSU;
 4. The courses are at the graduate level from an accredited institution authorized to grant graduate degrees;
 5. The courses are recorded on an *official transcript* from the granting institution.

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

2. The Number of Transfer Credits Accepted

Q: *How many credits can a student transfer?*

- A: The amount of graduate work transferable to a graduate degree program 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. Courses applied to a previously earned degree are not transferable, as noted above.

3. Transferring Courses into the Planned Program

Q: *Can a student receive graduate credit at CCSU for a class taken at another school once they have been admitted to a Program.*

- A: A student who has been admitted to a graduate program must obtain **prior written approval** from the advisor of their planned program of study and the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies if they wish to take a course at another institution for transfer into their planned program at CCSU. Forms for requesting transfer and substitution of credit are available in the Enrollment Center/Office of Continuing Education, the Graduate School Office and the Graduate website. All policies, explained in 1 and 2, stated above, still apply.

Q: *Will the Graduate Office automatically request the student's course transcript from another institution for consideration of transfer credits?*

A: No. 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 Graduate Office. Student should include or mail a copy of the transfer credit course substitution approval form. Courses will not be transferred without receipt of the official transcript.

4. Credit from Non-Collegiate Institutions

Q: *Can a student transfer credits that were awarded by non-collegiate institutions?*

A: The School of Graduate Studies does not have any agreements with non-collegiate institutions that allow for recognition and transfer of credit. The State of Connecticut has very strict policies concerning the recognition and transfer of these credits. Students should also be aware that "continuing education units" (CEUs) may **not** be applied toward graduate degree requirements.

Section VII: Graduate Degree Requirements

- Topics:**
1. Master's Degree Requirements
 2. Degree Candidacy
 3. Capstone Requirements
 4. Plan A (Master's Thesis)
 5. Plan C and E (Master's Special Project)
 6. Plan B (Master's Comprehensive Examination)
 7. Continuing Registration Fee
 8. Six-Year Time Limit
 9. The Sixth-Year Certificate
 10. The Doctoral Degree
 11. Plan D (Dissertation)
 12. Submission of Dissertation

1. Master's Degree Requirements

Q: *What requirements must be met in order to complete a Master's Degree?*

A: 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. A minimum cumulative GPA of 3.00 on all course work done at CCSU.

Note: No more than two courses with grades of 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.

2. Degree Candidacy

Q: *What are the requirements for Degree Candidacy in some graduate programs?*

A: 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.

Q: *How does a student become a degree candidate?*

A: Admission 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.

Q: *What happens if a student is not approved for degree candidacy?*

A: The department's recommendation is forwarded to the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies for inclusion in the student's graduate file. If a student is not approved for degree candidacy, he or she is withdrawn from graduate study.

3. Capstone Requirements for Master's Programs

Q: *What are Capstone Requirements?*

A: All 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.

Q: *Can a student choose to complete any one of the three capstone requirements?*

A: 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 of the three options are offered in their program. Some programs require both the comprehensive examination and either a thesis or a special project.

4. Plan A (Master's Thesis)

Q: *What process is involved for a student electing to follow Plan A?*

A: Students must complete and submit the Capstone registration form, with all appropriate signatures to the Dean, School of Graduate Studies during the regular registration period. Students electing to write a thesis will be assigned a faculty thesis advisor who will be responsible for approving both the thesis proposal and the completed thesis. First, the proposal for the thesis is forwarded to the Associate Vice President for Academic Affairs for approval. If human or animal studies are to be involved in the thesis, the student must also have submitted

paperwork to the Human Studies Council. Once these steps are taken, writing the thesis commences until it meets with the advisor's approval. After the advisor approves the thesis, it must be read and approved by at least one other department faculty member prior to submission to the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies who assures that the thesis meets University standards for format and quality, and transmits the thesis to the University library for binding.

A final grade for a Thesis (Plan A) or Special Project (Plan C) capstone is awarded after the graduate dean's review has occurred to comply with approved policies. An incomplete grade will be assigned until the submission and approval process has concluded.

Q: *What are the standard requirements for writing a thesis?*

A: The following requirements apply to all students writing theses:

1. The student's graduate advisor will serve as the thesis advisor, whenever possible. If the student and the advisor deem it appropriate, another faculty member may be appointed. At least one other faculty member must be part of the Thesis Committee.
2. A copy of the approved thesis proposal should be submitted to the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies by the thesis advisor for signature.
3. The thesis must be prepared in a style and format appropriate to the discipline and approved by the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies. Among the currently approved styles are: APA, MLA, Campbell and Turabian.
4. So that there is time for revisions to be made as necessary, students expecting to graduate in **May** must submit a completed and typed draft of their thesis to their advisor no later than **March 15th** so that there is time for revisions to be made as necessary. For graduation in **December**, thesis must be submitted by **October 15th**.
5. Two copies of the approved thesis and five additional copies of the thesis abstract (not to exceed 500 words) must be submitted to the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies. If a student planning to graduate in May wishes the thesis to be included in the May Commencement Program, the thesis must be submitted by April 15 of the year in which the student plans to graduate. If a student planning to graduate in December wishes the thesis to be included in the December Commencement Program, the thesis must be submitted by November 15 of the year in which the student plans to graduate.
6. A digitized copy of the thesis, for conversion to a format suitable for access via the internet, must be submitted also.

A Handbook and Writer's Guide for Graduate Students writing a Master's Thesis is available in the School of Graduate Studies Office, Barnard Hall and also on the graduate web site: www.ccsu.edu/grad. Students should use this handbook when preparing to write their thesis.

5. Plan C and E (Special Projects)

Q: *What if a student elects the Special Project option?*

A: The availability of Plan C or E as a capstone option varies according to the degree program. In general, the special project involves completion of a body of work appropriate to the degree specialization. The faculty advisor, or other faculty members in the department, will supervise the project. The student's work will be evaluated by the advisor and by other members of the department as appropriate. Students normally receive three credits upon successful completion of their project.

In order for you to register in the special project capstone (whether C or E), graduate policy requires that you have at least a 3.00 overall GPA and that you have completed 18 credits in programs with 30-35 credits or 24 credits in programs with 36 or more credits.

When a student selects a Plan C special project, the proposal for the special project is first forwarded to the Dean, School of Graduate Studies for approval. Once these steps are taken, the special project commences until it meets with the advisor's approval. After the final submission of a special project is approved by the advisor and the Committee, it needs to be submitted to the Dean, School of Graduate Studies/Associate Vice President for Academic Affairs for approval. The Dean ensures that the Special Project meets the academic standards of the University.

A Plan E Special Project differs from Plan C in that it is a course embedded capstone. Students register and are graded for this capstone as for other courses in their programs. The availability of Plan E and the university's academic standards requirements varies according to the degree program; however, both C & E must meet the university's academic standards.

Q: *How do students register for the Special Project?*

A: When students elect the Plan C Special Project, they must complete and submit the Capstone registration form, with all appropriate signatures to the Dean, School of Graduate Studies during the regular registration period.

To register in the special project capstone, **Plan E**, students must register for the department's designated course during the regular registration period as they would for any other coursework.

Q: *What are the standard requirements for a Special Project?*

A: Each Special Project, regardless of the form it ultimately takes, must contain the following:

1. Abstract
2. Definition of the Project
3. Project Objective (its purpose, a rationale for conducting the project)
4. Review of Literature
5. Research Methods or Plans for the project
6. Results and/or Findings
7. Summary/Conclusion
8. Bibliography/References
9. Human Studies/IACUC approval or exemption if appropriate
10. Appendices as appropriate

The Department will specify the Style and Format to be used, the expected size of the committee, and whether an oral defense or an artistic performance is required.

For Plan C of the Special Project one copy of the approved Special Project proposal and the abstract should be submitted to the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies by the Special Project advisor for signature.

The Special Project must be prepared in a style and format appropriate to the discipline and approved by the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies. Among the currently approved styles are: APA, MLA, Campbell and Turabian.

If desired, the student may submit a digitized version of the special project for conversion to a format suitable for access over the internet.

A Special Project Handbook is available on the Graduate Studies web site: www.ccsu.edu/grad. Students should use this handbook when preparing the special project.

6. Plan B (Comprehensive Examination)

Q: *What is required if the student selects Plan B?*

A: 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.

Q: *When is the comprehensive exam taken?*

A: 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 to attend a scheduled exam. If students do not attend a scheduled examination without advance notification to the academic department, it is counted as a failure on the record. When a student cannot attend a scheduled exam, prior notification to the academic department must be provided.

A handbook for the Comprehensive Examination will soon be available. Check with the Graduate School office.

Q: If a student is ready to take the comprehensive exam, what should he/she do?

A: To be eligible to take the comprehensive examination, students **must** complete an Application for the Comprehensive Examination form which is available from the Graduate Office or the Graduate website: www.ccsu.edu/grad. Students should submit this form to the Graduate School office **no later than October 1st**, for fall semester examinations, and **no later than February 15th**, 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; they will inform students of the results.

Q: What happens if the student fails the comprehensive examination?

A: The student must first complete another application for the comprehensive examination and then, with the permission of the department, students 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 Associate Vice President for Academic Affairs and Dean, School of Graduate Studies 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.**

Q : How many attempts may a student have to successfully complete the comprehensive examination (Capstone, Plan B)?

A: 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, unless they are granted permission to choose another capstone option by the program's department chair and the Dean, School of Graduate Studies. 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.

Q: *What happens if a student does not take the comprehensive examination after applying to do so?*

A: The Department will return the comprehensive examination form and indicate that the student did not take them as planned. (See above item on prior notification to academic department requirement.) 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.

7. Continuing Registration Fee

Q: *What happens if students do not complete the Thesis (Plan A) or Special Project (Plan C or E) in the semester which they registered for the course?*

A: When students do not complete the thesis or special project a grade of “Incomplete” is noted on the transcript. If students do not register for additional course work they **are required to pay a Continuing Registration Fee (CREG) of \$40 for each fall and spring semester until the thesis or special project is completed.** This allows students to have continued access to computer facilities, library, parking, and faculty. Failure to pay the Continuing Registration fee will result in withdrawal from the University and loss of matriculation status. Matriculated graduate students withdrawn for this reason will need to reapply and pay the re-enrollment fee of \$50 plus the money owed for the Continuing Registration Fee.

Q. *Does the Continuing Registration Fee apply to students taking the comprehensive examinations.*

A. If a student does not register for course work in the semester when the comprehensive exam is planned, the student **is required to pay a Continuation Registration Fee of \$40** to have continued access to computer facilities, library, parking and faculty.

8. Six-Year Time Limit

Q: *Is there a time limit for completion of a degree program (Master’s, Sixth Year Certificate, Doctoral Degree)?*

A: 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. 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 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.**

9. The Sixth-Year Certificate

Q: What is the Sixth-Year Certificate?

A: The Sixth-Year Certificate is a degree program presently offered in educational leadership and in reading. The Certificate is awarded, subject to the approval of the faculty and the Associate Vice President for Academic Affairs/Dean, School of Graduate Studies to students who have completed all the requirements of their Planned Program.

10. The Doctoral Degree

Q: What distinguishes the Ed.D. in Educational Leadership?

A: 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.

Q: What are the Doctoral requirements?

A: At the time of admission, all doctoral 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. The six year time limit applies to the Doctoral program.

11. Plan D (Dissertation)

Q: What is the Doctoral Dissertation?

A: 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 is responsible for identifying a dissertation advisor, choosing a dissertation topic with the dissertation advisor, and completing the dissertation as outlined in the department's approval processes and described in detail in the Dissertation Handbook.

12. Submission of Dissertation

Q: What is the process for submitting the Dissertation?

A: Doctoral candidates should follow deadlines for submission of the dissertation for posting in Graduate Commencement booklet. After approval by Advisor and Committee has been received, a digitized copy of the Dissertation should be submitted to Dean, School of Graduate Studies. The Dean forwards the disk to an

external editor for review. Only after the doctoral candidate makes changes as directed by the editor and resubmits to the Dean, does the dissertation get reviewed for final approval. Ed.D. candidates then submit hard copies and a digitized copy as outlined in the Dissertation handbook.

Section VIII: Graduate Certification Programs

- Topics:**
1. The Post-Baccalaureate Teacher Certification Program
 2. Application Process
 3. Professional Program Admission Requirements
 4. Waiving the Praxis I

1. The Post-Baccalaureate Teacher Certification Program

Q: *Does the Teacher Certification Program lead to a degree?*

A: No, 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 those 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.

2. Application Process

Q: *How does a student apply for the certification program?*

A: An initial application is made through the Graduate Admissions Office. Students must meet all of the School of Graduate Studies's admission requirements, as well as state requirements for the undergraduate academic preparation of teachers. Admission to the School of Graduate Studies and the development of a study plan for certification **does not guarantee acceptance into the Education Professional Program.** Application to the professional program must be made separately through the School of Education and Professional Studies after or at the same time of graduate admission. For most students, the Education Professional Program application must be submitted by early September for fall consideration and by early February for spring consideration. Students in the MAT degree program have different policies for applying to the Professional Program. Students interested in these programs should refer to separate application paperwork available through the Admissions Office or in the department of Teacher Education.

3. Professional Program Admission Requirements

Q: *What are the requirements for admission to the professional program in education?*

A: Admission requirements differ somewhat from program to program, but all require that an application packet be picked up, completed and returned to the School of Education and Professional Studies (Barnard Hall, Room 248). The application requires a completed transcript release form, two letters of recommendation and an essay that shows command of the English language and asks students to describe reasons why they want to teach. In addition, the State's Praxis I (basic skills in reading, writing and mathematics) must be satisfied prior to the application

process, and a copy of the Praxis I PPST “Pass letter or Waiver” letter must be attached to the application. See the Graduate Catalog or website for official guidelines. Students also should consult their departments to determine if additional requirements must be met.

4. Waiving the Praxis I

Q: *How do students waive the Praxis I exam?*

A: A student meeting any **one** of the following can waive the Praxis I exam by filling out the “Connecticut Essential Skills Testing Waiver” (available outside the School of Education and Professional Studies Office in Barnard Hall, Room 248):

1. If the student took the SAT prior to April 1, 1995, the student must have received an SAT score totaling 1000 or more, with a score of no less than 400 in either the verbal or math subtests.
2. If the student took the SAT after April 1, 1995, the student must have received an SAT score totaling 1100 or more, with a score of no less than 450 in either the verbal or math subtests.
3. The student received an ACT composite score of at least 225, with no less than 22 on the English subtest and 19 on the math subtest.
4. The student passed a test similar to the Praxis I in another state with which Connecticut has certification reciprocity agreements.
5. The student received equivalent scores to the SAT scores on the Prueba de Aptitud Academica (PAA). See #1 and #2 for scores required.

Section IX: Official Certificate Programs

- Topics:**
1. Official Certificate Programs
 2. Application Process
 3. Planned Program
 4. Academic Standards

1. The Official Certificate Programs

Q. *What is an Official Certificate Program?*

A. 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.

Q. *What Official Certificate Programs (OCP) have been approved?*

A. Currently 12 OCPs have been approved. The Certificate in Cell and Molecular Biology (C/M/P) is offered by the Department of Biomolecular Sciences. 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 Advanced Graduate Certificate Program of Professional Counseling is coordinated by the Department of Counseling & Family Therapy and the Advanced Graduate Certificate Program of Reading and Language Arts is coordinated by the Department of Reading and Language Arts. The Advanced Certificate Program for Superintendent of Schools as well as one in Global Leadership and Literacy are offered by the Department of Educational Leadership.

The Department of Manufacturing and Construction Management offers four programs: The Supply Chain & Logistics Certificate Program, the Environmental Health & Safety Certificate Program, the Lean Manufacturing & Six Sigma Certificate Program and the Construction Management Certificate Program.

The Certificate in Public Relations / Promotions is offered by the Department of Communications. The Certificate in Data Mining is offered by the Department of Mathematical Sciences. Students interested in these programs should see the individual Departments for specific details.

2. Application Process

Q. *How does a Student apply to a Official Certificate Program?*

- A. Students must have completed a bachelor's degree to participate in the following Official Certificate Programs: C/M/P, Construction Management, Data Mining, Environmental Health & Safety, Global Leadership & Literacy, Lean Manufacturing & Six Sigma Pre-PAC, Public Relations and Supply Chain & Logistics. (While completion of an OCP does not lead to a master's degree, courses at the 400-level or above that are taken as part of these programs may be counted towards a master's degree, provided that the graduate-syllabus option is elected at the time of course registration in 400-level courses. No more than 3 courses at the 400 level can be included in the planned program of all master's program. Admissions and degree requirements must be met and the courses must be part of a planned program of study approved by the master's degree adviser.)

The Advanced Certificate in Professional Counseling, the Certificate in Reading and Language Arts, and the Certificate for the Superintendent of Schools require a Master's Degree.

Potential students for any OCP should contact the Office of Graduate Admissions to request an application packet. The application requires official transcripts from all colleges and universities attended. Some OCP programs require additional materials such as an essay, describing why the student is interested in the specific program, examinations such as (Praxis I) and pre-requisite courses. Completed applications will be filed with the Graduate Admissions Office and sent to the designated department for approval. Successful applications will meet the minimum 2.70 undergraduate cumulative grade point average and/or a 3.00 graduate cumulative grade point average as well as other program requirements. Conditional admission may apply to some OCPs.

3. Planned Program

Q. *Is a planned program needed?*

- A. Yes. For applicants to the C/M/P, the C/M/P Coordinator will schedule an interview, during which an advisory committee of C/M/P faculty will develop an individualized planned program of study in keeping with the student's academic background and professional goals.

For applicants to Pre-Pac, 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 Graduate Certificate program – Professional Counseling, students will meet with an academic advisor to plan a 12-credit program of selected 500 level courses. Students applying for state licensing in professional counseling must confirm the suitability of courses directly with the Department of Public Health.

For applicants to the Advanced OCP in Reading and Language Arts, students will meet with an advisor to plan a 9-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 Post-Baccalaureate Certificate in Public Relations / Promotions, students will meet with an advisor 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.

4. Academic Standards

Q. What Academic Standards exist for OCPS?

- A. 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 contemplated, a student or advisor should contact the Graduate School 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

- Topics:**
1. Grading System
 2. Minimum G.P.A.
 3. Re-enrollment of Students Who Have Been Dismissed
 4. Grade of Incomplete
 5. Repeat Policy
 6. Grade Appeals
 7. Non-Graded Appeals
 8. Fresh Start Policy
 9. Transcript Policy
 10. Auditing a Course
 11. Dropping or Withdrawing from a Course
 12. Academic Honesty

1. Grading System

Q: What is the grading system used in the School of Graduate Studies?

A: Letter grades, including their plus and minus combinations, are utilized. 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=B-	0.70=D-	

Note: The pass/fail grading option is **not available** to graduate students.

Additional grades used at CCSU include:

Inc	Incomplete
Aud	Audit (no credit)
NC	Satisfactory completion of a non-credit course offered Through the Enrollment Center/Office of Continuing Education
U	Unsatisfactory performance in a non-credit course

2. Minimum G.P.A.

Q: What Grade Point Average (G.P.A.) must graduate students maintain in order to graduate?

A: Students must maintain a 3.00 cumulative G.P.A. In addition, no more than two courses with grades of C may be carried in the planned program, otherwise such courses may have to be repeated or other courses substituted on the planned program. Courses in which students receive a 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.

Q: *What happens if the student cannot maintain the minimum 3.00 G.P.A., or gets more than two grades of C or lower for courses in their Planned Program?*

A: Initially, students who drop below a 3.00 average will receive a letter from the Dean, 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 program. Students who are not in good standing and/or receive more than two grades of C or lower and who, in the judgment of the Associate Vice President for Academic Affairs and Dean, School of Graduate Studies, are not able to attain the 3.00 G.P.A will be dismissed from their graduate program. Once a dismissal letter is received, a student who intends to appeal the dismissal is expected to promptly meet with the Associate Vice President for Academic Affairs/Dean, School of Graduate Studies and provide an explanation for his/her poor performance. If a student fails to meet with the Dean, School of Graduate Studies before the beginning of the new semester, the student's schedule will be dropped and he/she will be withdrawn from his/her program. Any student who is withdrawn from the program may reapply for admission through the Graduate Office. The Dean, School of Graduate Studies will decide whether or not the student may continue with his/her studies. Continuation will be contingent upon the student's progress in meeting the requirements for good standing.

3. Re-enrollment of students who have been dismissed.

Q: *What procedure should students follow if they are dismissed from their graduate program?*

A: 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 file reenrollment are available in the Graduate Admissions Office, the Office of the School of Graduate Studies and at www.ccsu.edu/grad. Along with 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.

4. Grade of Incomplete

Q: *Can a graduate student receive an Incomplete in courses other than the capstone?*

A: 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).

5. Repeat Policy

Q: Does the repeat policy apply to Graduate Students?

A. The repeat course policy, in which a previous grade of C- or below is replaced when the course is retaken and a higher grade is received, DOES NOT apply to graduate students. No more than two courses with grades of C may be carried in the planned program; otherwise such courses may have to be repeated or other courses substituted. Courses in which students receive a 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.

6. Grade Appeals

Q: What if a student receives a grade which he/she believes to be unfair?

A: 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.

7. Non-Graded Appeals

Q: What should a student do to appeal a non-graded, performance-based assessment, such as failing a comprehensive examination or degree candidacy?

A. 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 School of Graduate Studies Committee. (Contact may be made through School of Graduate Studies, 102 Barnard Hall.) The Committee's determination will be based on whether the student was denied due process. The Appeals Committee will render their decision in writing by notifying the Dean, School of Graduate Studies.

8. Fresh Start Policy

Q: Can graduate students appeal to have courses not be used on their graduate transcript?

A: 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 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.

9. Transcript Policy

Q: *What if a student wants to change a grade or alter the information on his/her transcript?*

A. 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.

10. Auditing a Course

Q: *Can a graduate student audit a course?*

A: 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.

11. Dropping or Withdrawing from a Course

Q: *When can students drop or withdraw from a course?*

A. 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, Davidson Hall, or the Enrollment Center/Office of Continuing Education, Willard Hall.

Graduate students, full-time or part-time, can **withdraw** from any class during the fourth week to the end of the eighth week by going to the Registrar's Office or the Enrollment Center/Office of Continuing Education and completing a two-part withdrawal request form. No approval is necessary if completed by the deadline. A "W" will appear on the transcript in all cases of withdrawal; no exceptions. After the eighth 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 is the last signature that

must be sought. Poor academic performance is not considered an extenuating circumstance. A “W” appears on the transcript. 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.

12. Academic Honesty

Q: Does CCSU have a policy on academic honesty for Graduate Students?

A: 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 of 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."

Q. What are the consequences of Academic Misconduct?

A. The Consequences of Academic Misconduct are as follows:

- There are significant consequences when a graduate student engages in academic misconduct.
- In each case the faculty member will initiate a conference with the student, after which the faculty member who believes that misconduct has occurred must complete a University Academic Misconduct Report, which is the record of a faculty member's determination that the student identified in the report has engaged in academic misconduct. The content of a University Academic Misconduct Report shall include all items indicated in the form attached to this Policy.
- A copy of each University Academic Misconduct Report will be sent to the student, the Department chairperson, the Dean of the School of Graduate Studies, and the University Judicial Officer.
- Upon receipt of the University Academic Misconduct Report, the University Judicial Officer or the Graduate Dean, in consultation with the faculty member, may initiate further proceedings, which may result in sanctions, including disciplinary probation, suspension or expulsion from the University.
- The sanctions for academic misconduct available to a faculty member include any or all of the following:

1. A grade of “F” for the course.
2. A grade of “F” for the material being evaluated.
3. A reduced grade for the material being evaluated.
4. The assigning of additional course work.

When Graduate Students are Suspected of Academic Misconduct:

- 1) When a faculty member reasonably believes that there is sufficient information to demonstrate that a student may have engaged in Academic Misconduct:
 - a) The faculty member will discuss the incident with the student, in the presence of the department chair, if the faculty member or student so desires.
 - b) At this time the faculty member shall outline the possible penalties as specified in the *CCSU Student Handbook*.
 - c) The faculty member will indicate that the matter may be referred to the Graduate Dean or the University Judicial Officer for possible disciplinary action.
- 2) Based on the available documentation, the response offered by the student, if any, and other relevant information:
 - a) The faculty member will, within a reasonable period of time, reach a determination whether the student has engaged in Academic Misconduct.
 - b) Should the faculty member determine that Academic Misconduct has occurred, the faculty member shall retain evidence of the said misconduct.
- 3) If the faculty member determines that Academic Misconduct has not occurred, no University Academic Misconduct Report need be prepared.
- 4) If the faculty member determines that Academic Misconduct has occurred, the faculty member shall:
 - a) Impose an academic sanction and,
 - b) Prepare and forward to the Graduate Dean, a University Academic Misconduct Report indicating the determination reached and sanctions imposed and,
 - c) Inform the student that additional University Academic Misconduct Reports may result in more severe penalties.
- 5) The faculty member:
 - a) May contact the Graduate Dean or the University Judicial Officer to request a conference with the student to further explain the act leading to the University Academic Misconduct Report. The conference will be facilitated by the Graduate Dean and include the University Judicial Officer, a School of Graduate Studies Committee member not affiliated with the graduate program of the student, and the graduate student. This meeting will not be a disciplinary hearing, but consultation with the student to further explain the misconduct.
 - b) May request a disciplinary hearing with the Graduate Dean and the University Judicial Officer in cases of serious forms of academic misconduct.
- 6) In accordance with the “Student Records and Disclosure Policy,” “Data from academic, disciplinary, and counseling files shall not be available to unauthorized persons on campus or to any person off campus without the express consent of the student involved, except under legal compulsion.” (*CCSU Student Handbook*)

Subsequent Violations of the Academic Misconduct Policy:

When the University Judicial Officer or the Graduate Dean has multiple University Academic Misconduct Reports filed on a particular student, a “Pre-Hearing Investigation” may be conducted in anticipation of disciplinary action, which may result in disciplinary probation, suspension or expulsion from the University. If the University Judicial Officer or the Graduate Dean determines that a formal hearing is warranted, a faculty member or members may be requested to provide information.

A Student’s Rights When Suspected and or Charged with Academic Misconduct:

- 1) A student has the right:
 - a) To meet with the faculty member, in the presence of the Department Chair if so desired, before any determination has been made.
 - b) To be informed during this meeting of the faculty member’s suspicions and have an opportunity to discuss the matter.
 - c) To appeal a finding of Academic Misconduct made during the course of the semester, within 10 school days of being provided with a University Academic Misconduct Report.

A written statement of appeal must be provided to the faculty member, the Department chairperson, the Graduate Dean, and the University Judicial Officer, setting forth the basis of the student’s appeal. Upon receipt of a student’s mid-semester appeal, the University Judicial Officer will consult with the faculty member, the Department Chair, and the Graduate Dean and communicate to the student within 10 school days the results of the student’s appeal.

- 2) Once a final grade is awarded, the student may file a grade appeal in accordance with the “Appeals for Grade Change Policy,” (*CCSU Student Handbook*).
- 3) If a student receives a final grade of “F” as a result of violating the Academic Misconduct Policy, and that grade is upheld by the grade appeal process, no retroactive withdrawal from the course will be permitted.
- 4) All end of the semester appeals must be made in accordance with the “Appeals for Grade Change Policy.”
- 5) In addition to academic sanctions provided by the faculty member, if disciplinary proceedings have been initiated by the University Judicial Officer or the Graduate Dean, a student has the right to have such proceedings resolved in accordance with the CSU “Guidelines for Student Rights and Responsibilities and Judicial Procedures.”

Q. What are the Professor’s Responsibilities when Academic Misconduct is Suspected During “End of the Semester” Grading?

- A. If a faculty member reasonably suspects academic misconduct during “end of the semester grading”, a grade of Incomplete may be entered to be replaced by an appropriate grade once the issue is resolved. The grade of Incomplete allows a faculty member to complete end of the semester grading and still follow up on suspected violations of the University Academic Misconduct Policy. For Academic Misconduct, reported by a member of the University Community other than the relevant faculty member, please refer to “Academic Misconduct” in “Guidelines for Student Rights and Responsibilities and Judicial Procedures” (*CCSU Student Handbook*).

Section XI: Graduation Procedures

- Topics:**
1. Eligibility for Graduation
 2. When to Apply for Graduation

1. Eligibility for Graduation

Q: *Who is eligible for graduation?*

A: Upon completion of all applicable course and capstone requirements for the doctoral degree, master's degree, or sixth-year certificate, students 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 *Application for Graduation* form with the School of Graduate Studies. Not submitting an *Application for Graduation* 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 *Application for Graduation*, a new application must be filed.

Central Connecticut State University confers degrees three times during the academic year: May, August, and December. 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.

2. When to Apply for Graduation

Q: *When should a student apply for graduation?*

A: Students who anticipate finishing degree requirements during the spring semester (May completion) should submit the *Application for Graduation* no later than March 1. Students who anticipate finishing degree requirements during the summer sessions (August completion) should submit the *Application for Graduation* no later than April 1. Students who plan to finish degree requirements during the fall semester (December completion) should submit the *Application for Graduation* no later than September 15. Graduate-level *Application for Graduation* forms are available in the office of the School of Graduate Studies and on the website, as well as in other areas on campus.

All students who submit an *Application for Graduation* and expect to receive the doctoral degree, master's degree, or sixth-year certificate are eligible to participate in formal University-wide commencement ceremonies. Students who complete degree requirements in the spring semester are scheduled to participate in the May commencement ceremony. Students who complete degree requirements in summer sessions or the fall semester are scheduled to participate in the December commencement ceremony. Information about commencement ceremonies will be mailed to all eligible students who then inform the University whether they plan to participate.

Section XII: General Information

- Topics:**
1. Grade Reports
 2. Identification Cards
 3. Change of Address/Name/Phone Number
 4. Transcript Requests
 5. Childcare
 6. Immunization Verification
 7. Student Disability Services

1. Grade Reports

Q: *When do students receive grades?*

A: Grades will be posted on Central's Web page (www.ccsu.edu) which also identifies when grades become available and how they may be retrieved. Grades are no longer mailed.

2. Identification Cards

Q: *How do students get identification cards?*

A: All graduate students should obtain a photo identification card (Blue Chip Card) from the Card Office located in the Student Center 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 four Card Value Centers located at the Student Center Devil's Den, Library main floor, Microcomputer Lab and the Police Station. There are also several off-campus vendors that accept the Blue Chip Card. See the student center for an updated list.

3. Change of Address/Name/Phone Number

Q: *Should a student report a change of address, name or phone number?*

A: Any change in name, address or phone number should be reported **immediately** to the Registrar's Office Davidson Hall, room 123. If the student has an admission pending to a graduate program, a change should still be reported. If the University's files are not updated, there will 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.

4. Transcript Requests

Q: *How does a student request a transcript?*

A: A student may request an official transcript from the Registrar's Office, Davidson Hall, Room 123. The cost is \$5.00. The request must be made in written form and be submitted with payment in advance. If a student is applying to the School of Graduate Studies and attended CCSU as an undergraduate student, they must notify the Registrar's Office that they give permission for their records to be transferred. There is no fee in this case.

5. Childcare

Q: *Is Childcare available?*

A: A fully-licensed, developmentally appropriate childcare program and nursery school operates as the Early Learning Program, Inc. just off of Paul Manafort Drive at 1285 East Street, New Britain. Hours of operation are from 7:30 a.m. to 5:00 p.m. Many scheduling options and fee schedules are offered to accommodate students, faculty and staff. For information contact Catherine Pezze at (860) 832-7018.

6. Immunization Verification

Q: *Do graduate students have to show proof of immunization?*

A: Yes. 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 Health Service located in Marcus White Hall Annex.

7. Student Disability Services

Q: *What services are available to students with documented disabilities?*

A: The office of Student Disability Services (SDS) offers special support to disabled students by advising them of their rights and responsibilities, fulfilling requests for reasonable accommodations and providing a special grievance process with CCSU's ADA compliance officer. For more information, contact Natalie Stimpson-Byers, coordinator of Student Disability Services, at (860)832-1957 or by email at byers@ccsu.edu; or visit The Learning Center in Copernicus Hall, Room 241.

Section XIII: International Students

- Topics:**
1. International Student Admission Requirements
 2. Waiving the TOEFL Test
 3. Information about the TOEFL Test
 4. Application Deadline
 5. Financial Aid

1. International Student Admission Requirements

Q: Do international applicants have to meet additional requirements?

A: International applicants must meet **all** regular requirements for admission.

In addition, an international applicant must submit the following:

1. Two letters of academic and character reference.
2. The Declaration of Finance form which is provided by the Graduate Admissions Office and includes provisions for indicating and for verifying financial capability and responsibility.
3. Translations of academic records produced and verified by the educational institution in the home country, or a U.S. academic credential evaluation agency if such materials are not in English.
4. Proof of competency in English as indicated by the Test of English as a Foreign Language (TOEFL) with a score of at least 550 (or 213 on the computer-based test), and must include no sectional score lower than 46 (or 14 on the computer-based test), unless waived by the University.

2. Waiving the TOEFL Test

Q: Who can waive the TOEFL test?

A: There are several methods used to determine if a student is eligible to waive the TOEFL test. These methods require consultation with the Director of IELP and Associate Director of Graduate Admissions, and approval by the Dean, School of Graduate Studies. The academic department chair may then recommend a student as being sufficiently proficient in English to succeed in that particular major/discipline. When this occurs, the student is conditionally admitted to the Graduate Program.

These methods may include:

- Successful completion of the IELP Transition Program (i.e. recorded grade of “Satisfactory” with in-house corresponding letter grade equivalent of B or better) in conjunction with successful completion of 2-3 credit bearing courses, either undergraduate or graduate, taken simultaneously (i.e. with grades of B or better) may be considered as evidence of English proficiency in lieu of TOEFL. The credit bearing course may not include Mathematics.
- Transfer work from U.S. colleges and universities may also be used to assess English proficiency. The student must have earned a “B” or better in nine semester credit hours

of study consisting of English Composition, English Literature, and one other non-quantitative course in Behavioral Science, Social Science or Humanities.

- Performance on standardized exams other than TOEFL may be considered together with other evidence of oral and written proficiency.

If an international student is conditionally admitted to a graduate program, the academic department chair will outline the conditions that must be completed before full admission is awarded. These conditions must be related to demonstration of English language proficiency. Students will be sent a letter of conditional admission. When such students meet the conditions, the advisor will notify the Dean, School of Graduate Studies to request full admission to the program.

(Note: Students whose English proficiency cannot be verified or whose TOEFL score is below normal CCSU standards, but who are otherwise academically eligible for admission, may be admitted on condition of participation in IELP prior to beginning their academic studies or in conjunction therewith.)

3. Information about the TOEFL Test

Q: *Where can a student get information about the TOEFL test?*

A: Information about the TOEFL is available from:

The Educational Testing Service

P.O. Box 6151

Princeton, NJ 08541-6151

(609) 771-7100

email: toefl@ets.org; Web page: <http://www.toefl.org>

4. Application Deadline

Q: *When is the deadline for international applications to School of Graduate Studies?*

A: International applicants should submit all application materials as soon as possible preceding a semester's beginning date to assure adequate time for processing visa applications and making other arrangements.

5. Financial Aid

Q: *Is financial aid available for international students?*

A: At present, there is no financial aid available for non-U.S. students. Graduate assistantships, which are very limited in number, may be available only to students who are available for on-campus interviews, and/or who have successfully completed a semester of graduate study at CCSU.

Q: *What happens if an international applicant meets all of the admission requirements, but cannot afford the cost of tuition?*

A: Qualified applicants who cannot demonstrate financial responsibility will **not** be admitted.