General Regulations for Graduate Study

Admission to Graduate Study

Admission to graduate study is granted to graduates of colleges and universities of approved standing who meet the standards described below. (An undergraduate student enrolled at Moorhead State College who has 12 quarter hours or fewer to complete for graduation may be permitted by the Graduate Dean to enroll in graduate courses. This permission must be obtained in advance of registration.)

An applicant will be admitted if he meets the following requirements:

1. an overall grade-point average of at least 3.0 ("B") in undergraduate work;
2. scores of at least 500 in the aptitude test of the Graduate Record Examination and in the GRE advanced test required by the major department;
3. a raw score of at least 35 in the Miller Analogies Test.

An applicant with at least a 3.0 undergraduate grade-point average will be admitted even though his test scores fail to meet the minimum standards, if letters of recommendation and an interview with the Dean of Graduate Studies and a member of the Graduate Faculty of his major department indicate a reasonable probability of success. Such an admission may be conditional.

An applicant with less than a 3.0 undergraduate grade-point average will be admitted conditionally if his test scores, letters of recommendation, and an interview indicate a reasonable probability of success.

A student admitted conditionally must earn a minimum grade-point average of 3.0 in the first 15 hours of graduate credit (of which at least six hours must be in the major field) in order to continue in graduate study.

An applicant may appeal a decision denying him admission to graduate study to the Graduate Studies Committee; its decision shall be final.

A student who does not apply for admission to graduate study or the fifth year program but who wishes to enroll in graduate courses may, if his undergraduate grade-point average or test scores show evidence of reasonable probability of success in graduate work, be admitted as a Post-Baccalaureate Special Student by the Graduate Dean. Such a student may not complete more than 9 credit hours of graduate work without a review of his status by the Graduate Dean.

Admission to graduate study does not insure admission to any department's graduate program. A department may set more exacting standards than those described in the above regulations. Denial of admission to a department's graduate program may be appealed by the applicant to the Graduate Faculty of the department; its decision shall be final.

Admission to graduate study or to the graduate program of a department does not insure admission to candidacy for a degree.

Because the deadlines for the completion of the applicant process are August 15 (for students entering fall quarter), December 1 (for students entering winter quarter), and March 1 (for students entering spring quarter) applicants should begin the admission process at least two months before beginning course work. To complete the application process, an applicant must submit to the Graduate Studies Office (1) official transcripts of all his undergraduate and graduate credits (2 copies), (2) a completed application form, (3) his scores in the Graduate Record Examination aptitude and advanced test, and (4) his scores on the Miller Analogies Test. (College regulations require that all full-time students have on file in the College Health Service the report of a recent physical examination.)

For admission to the full-time, on-campus graduate program, the application must be completed before the deadline date. An applicant unable to take one of the examinations before the deadline date may be given provisional admission if there is reasonable evidence of his success. If a student begins his graduate work in evening classes, off-campus classes, or summer school and is unable to meet the application deadline he may be given provisional admission, with the understanding that he complete his application for admission to graduate study, to the fifth-year program, or to Special Post-Baccalaureate status within two weeks after registration. Failure to complete such application will result in the cancellation of the student's registration. The provisionally admitted student will be notified concerning his eligibility for further registration as soon as his application is processed.

Graduate Credits

Graduate students are expected to register during the regular registration period at the beginning of each quarter or summer session. For evening and off-campus courses only, students register at the first class meeting. During the academic year, the normal graduate load per quarter is 12 to 15 quarter hours, depending upon laboratory and research work. The normal load in each summer session is 6 to 8 quarter hours.
Courses whose numbers are followed by "g" are open to graduate students as well as advanced undergraduate students; a higher level of achievement is required of graduate students in these courses. Courses numbered in the 500 series are open only to graduate students. A minimum of 15 quarter hours in the 500 series is required for a master's degree.

Grades given in graduate courses include A, B, C, D, F, and S (Satisfactory). In a continuing research course a student may be given a grade of X until the course is completed. W signifies withdrawal from the course. Only those credits which were completed with a grade of A, B, or S (or C in some programs) may be applied toward a master's degree.

The mark of I (Incomplete) is given in cases where a student is unable to complete his course requirements for reasons beyond his control. Arrangements for this must be made with the instructor before the end of the quarter. An Incomplete must be made up by the end of the next quarter in which a student is registered. It is the responsibility of the student to make arrangements for removing an Incomplete.

A student's grade point average is computed from credits earned in courses in which the grades of A, B, C, D and F are given. A grade of A earns 4 grade points per credit hour; B, 3 grade points; C, 2 grade points; D, 1 grade point and F, 0 grade points. An Incomplete (I) is counted as an F until it is made up.

An entry of V (Visitor) may be made upon a student's permanent record when he has audited a course. As an auditor a student may attend all class sessions, but need not complete assignments or projects, take part in class discussion, or take examinations. A student who wishes to audit a course must register and pay tuition fees as though he were taking the course for credit. A student may change from regular (credit) to audit status with the written permission of the instructor through the tenth day of classes during the regular quarter, or the fourth day of classes in a summer session. Credit may not be earned in courses taken as a visitor or auditor except by reenrollment for credit and completion of the course with a satisfactory grade.

Moorhead State College will allow the transfer to a master's degree program of a maximum of nine quarter hours of graduate work completed at other accredited institutions or in off-campus credit at this college. Only courses in which a grade of B or better was earned will be accepted for such transfer credit. Summer institute courses can be applied only with the approval of the appropriate department and the Dean of Graduate Studies.

Requirements For Master's Degree

Admission to Candidacy

In the quarter following completion of 15 quarter hours of graduate work, a student must apply for admission to candidacy in his degree program. Appropriate forms for application are available in the Graduate Studies Office. If the student fails to apply, credit accumulated beyond 15 hours may not be accepted toward a degree.

Admission to candidacy will be determined by the Graduate Studies Committee after evaluating the student's ability to do satisfactory graduate work as evidenced by his undergraduate and graduate academic records, his scores on required examinations, and other pertinent information. All academic deficiencies must have been removed before the student is eligible for candidacy, and he must have at least a "B" average in all graduate courses.

A student seeking a master's degree may begin his course work up to one year after admission to graduate study. Most departments allow a student seven years to complete his work; however, a few programs require completion within five years. In certain cases the Graduate Studies Committee may approve a student's petition for an extension of time.

A candidate for a master's degree must earn a minimum of 45 credits in graduate level courses (indicated by "g" or numbered in the 500's), 36 of which must be earned in on-campus courses at Moorhead State College. At least 12 credits must be earned in one quarter during the academic year or in two summer sessions of 6 credits each. These summer sessions need not be consecutive.

A candidate for a master's degree must maintain an overall grade point average of "B" in his graduate studies. The Graduate Studies Committee may refuse further registration to any student who fails to maintain at least a "B" average. A degree candidate shall be placed on probation at the conclusion of his first 30 quarter hours, should his over-all grade point average fall below "B". His probational status will be removed if at the end of 15 additional quarter hours he has achieved a "B" over-all grade point average; otherwise he will lose his graduate status.

Examination Committee

When the candidate for the master's degree has selected a thesis topic or upon notification of the approval of his candidacy (for programs not requiring a thesis) he should petition the Graduate Studies Office for the appointment of his Examination Committee. This committee will consist of at least three faculty members, including his adviser serving as chairman.
Written Comprehensive Examination

At least three weeks before a master's degree is to be awarded (two weeks in summer sessions) the candidate must demonstrate his competence in his major field in a written comprehensive examination. The student's Examination Committee is in charge of the examination, which must be satisfactorily completed before the oral examination can be held. A student who fails to pass the examination may appeal through his committee to repeat it during a subsequent quarter. A second failure will result in termination of his candidacy for a degree.

Thesis or Equivalent Requirement

A part of the program of every master's degree candidate is the demonstration of his ability to do individual, independent work of a creative or investigative kind in an area related to his major field. Such ability may be demonstrated in a thesis, in starred papers, or in other independent study or projects as required by the major department.

Standards for the preparation of a research thesis or a starred paper may be found in William G. Campbell: Form and Style in Thesis Writing or in Kate L. Turabian: Manual for Writers of Term Papers, Theses and Dissertations. Departments may modify style requirements to suit the specific need in their field. The student must work closely in regular and frequent consultation with his adviser in the selection of a thesis topic, in the development of the research project and in the writing of his thesis.

At least two weeks before the oral examination is held, the student must submit to the Graduate Studies Office three typewritten copies (the original and two legible copies) of his thesis. These must be bound at the student's expense in a form approved by the college library. One copy will be filed in the college library, one in the Graduate Studies Office, and one with the student's adviser.

A starred paper, an extended term paper written in connection with a course or combination of courses, requires standards similar to those of the thesis. The Master of Music program requires the presentation of a major recital in lieu of written research.

Oral Examination

Upon successful completion of the written comprehensive examination and the thesis or equivalent requirement, the candidate must petition the Graduate Studies Office for an oral examination. The oral examination will be conducted by the Examination Committee and the Graduate Dean principally on the material in the thesis or starred papers, but it may require the candidate to deal with material covered in any of his course work. Failure to pass the oral examination may result in termination of the student's candidacy.

Sequence of Procedures for the Master's Degree

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Under Direction of</th>
<th>Date</th>
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<tbody>
<tr>
<td>1. Application for admission to graduate study, together with official transcript of college work, and other material described under &quot;Admission to Graduate Study&quot;</td>
<td>Graduate Studies Office</td>
<td>Initiate at least two months prior to first course work</td>
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<td>2. Appointment of Adviser</td>
<td>Graduate Studies Office in consultation with appropriate department</td>
<td>Prior to enrollment</td>
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<td>3. Compliance with any departmental admission requirements</td>
<td>Adviser</td>
<td>Prior to enrollment</td>
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<td>4. Preparation of Extended Study Plan</td>
<td>Adviser</td>
<td>Prior to enrollment</td>
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<td>5. Registration</td>
<td>Adviser</td>
<td>See Calendar</td>
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<tr>
<td>6. Qualifying Examination</td>
<td>Adviser</td>
<td>If required, during first quarter or summer session</td>
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<tr>
<td>7. Application for Candidacy for Master's Degree</td>
<td>Adviser and Graduate Studies Office</td>
<td>After 15 hours of graduate work</td>
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<tr>
<td>8. Selection of topic for thesis or starred papers, or planning the Major Recital in the Master of Music program</td>
<td>Adviser</td>
<td>After acceptance as a candidate for the Master's Degree</td>
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<tr>
<td>9. Appointment of Examination Committee</td>
<td>Graduate Studies Office</td>
<td>After selection of thesis topic</td>
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<td>10. Completion of language requirements, as set by department</td>
<td>Adviser</td>
<td>Before Written Comprehensive Examination</td>
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<tr>
<td>11. Written Comprehensive Examination</td>
<td>Examination Committee</td>
<td>After completion of course work or during term in which it is being completed</td>
</tr>
<tr>
<td>12. Application for Graduation</td>
<td>Adviser and Office of Admissions and Records</td>
<td>The quarter prior to the date the candidate expects to complete all requirements for the degree.</td>
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<tr>
<td>13. Submission of thesis or starred papers or certification of satisfactory Major Recital</td>
<td>Graduate Studies Office</td>
<td>At least two weeks before Oral Examination</td>
</tr>
<tr>
<td>14. Oral Examination</td>
<td>Dean of Graduate Studies and Student's Examination Committee</td>
<td>After completion of Written Comprehensive Examination and after submission of the thesis, starred papers, or evidence of satisfactory Major Recital. At least two weeks before Commencement: End of Spring Quarter or end of Summer Session. All candidates are required to attend unless otherwise excused.</td>
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