

# College of Education

## Graduate Handbook of Policies and Procedures



The purpose of this handbook is to provide students with information that will be useful to their admissions, advisement, enrollment, progress, retention and graduation from a graduate program in the College of Education at Florida Gulf Coast University.

The information contained in this handbook is current and true as of the date of publication. The University and College reserve the right to update and revise policies, procedures and programs. Students are responsible for checking with advisors, college staff, faculty, University catalogs, websites ([www.fgcu.edu](http://www.fgcu.edu)), and other materials to ensure that they have the most current information.

Students are responsible for reading and understanding this document.

Additionally, students are expected to abide by both the University Code of Conduct and the College of Education Code of Ethics.

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# COLLEGE OF EDUCATION MISSION AND VISION

## College of Education

### Vision

We envision our graduates, and those they influence, as the learners and leaders of today and tomorrow. As learners, our graduates will continue to grow and develop into leaders within their fields. As leaders, they will build upon the diverse backgrounds and perspectives they encounter to ensure that all individuals are able to construct the understandings necessary to become successful.

*“Learners and leaders of today and tomorrow”*

### Mission

Our mission is to provide diverse environments of excellence that support dynamic learning experiences. In these environments, faculty and students reflect upon and engage in the applications of theory, research, and emerging technologies. These environments support the construction of knowledge, skills, and attitudes through collaboration and inquiry. As a result, faculty and students are empowered to create an enhanced quality of life within their respective communities.

*Approved by the College of Education Faculty  
April 2004*

# COLLEGE OF EDUCATION

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## COLLEGE OF EDUCATION GRADUATE PROGRAMS

**The College of Education graduate programs and associated concentrations include:**

### Program

Counseling (MA/MEd)  
Mental Health Counseling MA  
School Counseling MA/MEd

Curriculum and Instruction (MA/MEd)

Curriculum and Instruction Educational Technology (MEd)

Curriculum and Instruction English Education (MEd)

Educational Leadership (MEd)

Elementary Education (MEd)

Reading MEd

Special Education MEd

Education Specialist Ed S. Degree

## **FGCU Accreditation**

Florida Gulf Coast University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award associate, baccalaureate, and master's degrees. Please refer to the appropriate college or school section for information regarding accreditation, approval, and certification of programs or units.

The College of Education is committed to quality programs and graduates. All undergraduate programs, as well as School Counseling, and Educational Leadership are "DOE Approved" which allows graduates to automatically be eligible for certification upon graduation. Students who seek advanced study from other graduate programs can submit their transcripts directly to DOE for individual review for endorsements or certifications at any time. School and Mental Health Counseling are CACREP approved programs.

## **FGCU Graduate Student Learning Outcomes**

Graduates of advanced degree programs at Florida Gulf Coast University will:

- Demonstrate excellence in critical thinking, problem solving, analysis, and strategic planning.
- Demonstrate effective use of a variety of communication skills and modalities.
- Exhibit professional and technical expertise consistent with discipline and/or content area accrediting or licensing bodies.
- Be prepared for leadership roles in professional and occupational areas and in communities in which they live and work.
- Demonstrate the capacity for continuing learning, growth, and scholarly activity in their respective disciplines and fields of study.

## **Selected University Policies and Information**

**These policies are selected from the FGCU catalog and are not intended to be complete. For complete information about University policies and procedures, consult the most current FGCU catalog.**

### **Campus Environment**

A unique attribute of our campus is the over 300 acres of wetland and upland preserves, home to a variety of wildlife — including turkeys, deer, alligators, hogs, bald eagles, indigo snakes, gopher tortoises, raccoons, opossums, and even an occasional panther or bear—some of which are listed by state and federal agencies as "endangered," "threatened," or "species of special concern." All are wild animals and must not be fed or approached. Some animals have

become accustomed to the presence of people and are attracted to waste receptacles, dumpsters, or food spilled or left uneaten. Please warn people not to approach wildlife and notify campus police if you observe wildlife approaching people. Also please observe all posted speed limits to minimize collisions. Thank you for helping us keep our wildlife healthy and wild – and people safe.

### **Diversity Statement**

Florida Gulf Coast University is committed to building and maintaining a diverse, accessible, civil, and supportive learning community. It fosters respect and understanding among all cultures and all individuals who work, study, live, and teach within this community. Bigotry, expressions of hatred or prejudice, behaviors that infringe upon the freedom and respect that every individual deserves, and harassment of any kind transgress the university's purposes and values. Just as learning benefits from the interplay of teaching and scholarship in a variety of disciplines, so does the university community learn and profit from diverse cultures and perspectives.

### **Drug-Free Campus Policy**

Federal legislation mandates every individual's right to work and learn in a drug-free environment. Florida Gulf Coast University firmly supports this right in policy and practice. Information regarding university policy is available from the Office of the Dean of Student Affairs and the Office of Human Resources.

### **Sexual Harassment Policy**

Sexual harassment undermines the integrity of the academic and work environment, and prevents its victims and their peers from achieving their full potential. All members of the University community are entitled to work and study in an atmosphere free from sexual overtures or innuendos that are unsolicited and unwelcome. It is the particular responsibility of those members of the university community who hold positions of authority over others to avoid actions that are or can be considered sexually abusive or unprofessional.

### **Ombudsman**

The University Ombudsman Office was established by the State Legislature and reports directly to the President. The purpose of the office is to assist students in resolving problems and conflicts. The office serves as a prompt, impartial, and confidential means of facilitating dialogue between parties on campus, and as a means, apart from formal grievance procedures of resolving differences. Our purpose is to provide the highest quality and client-focused services for preventing, managing, and resolving conflicts.

## **Financial Assistance**

The Office of Financial Assistance & Scholarships offers a comprehensive financial aid program for students, including scholarships, grants, loans and work-study employment. Many graduate students also apply for Tuition Waivers. Graduate students may receive in-state or out-of-state graduate tuition waivers and/or a graduate assistantship. Graduate assistantships are hourly-waged or stipend employment opportunities. Graduate assistantships are available through academic departments and administrative units within the University and are funded by external agencies or through OPS funds.

Each form of financial assistance has a set of rules, procedures, and deadlines to which students must respond. For more information about availability, deadlines, and eligibility, please see staff in the Office of Financial Assistance & Scholarships, McTarnaghan Hall, Florida Gulf Coast University 10501 FGCU Boulevard, South, Fort Myers, Florida 33965 or call at (239) 590-7920

## **Academic Standards of Behavior**

FGCU is committed to a policy of honesty in academic activities. Conduct that breaches this policy, including cheating, plagiarism, and falsification of university records, shall result in academic and/or disciplinary action. The Student Code of Conduct, posted on the University's webpage and administered by the office of the vice President of Student Affairs, is a part of the terms and conditions of admission and enrollment and applies to all undergraduate students, graduate students, and student organizations.

## **College of Education Graduate Grading System**

It is the option of the instructor to use all, some, or none of the plus/minus grades in assigning student grades in a course, as long as the grading system is communicated to students at the beginning of the course. Numerical ranges corresponding to letter grades are established for each course according to the professional judgment of the instructor.

In required courses, grades below a B- will not meet credit requirements for graduation. Some programs have established minimum grade requirements. In these instances, a grade of C- does not satisfy the requirement of a minimum grade of C, and a grade of B- does not satisfy the requirement of a minimum grade of B. Credit hours are not earned in courses with grades of F, I, U, W, WF, X, and Z (see definitions). A grade of NR will be posted for grades not reported by the instructor. A NR grade will be converted to an F at the end of the following semester.

Incomplete (I) grade.

A student who is passing a course but who has not completed all of the required coursework by the end of the term can, with the permission of the instructor, be assigned a grade of I. The decision to award a grade of I is solely the decision of the instructor. A grade of I is not computed in a student's GPA. An incomplete (I) grade cannot be assigned to a course if the student fails to attend the course, drops the course after the drop/add period, or withdraws from the university. A student who registers for a course but fails to meet the course requirements, without officially dropping the course, will receive a grade of F in the course. To initiate consideration for a grade of I, a student must contact the instructor before grades are reported.

The decision to award a of I is solely the descretion of the decision of the instructor. Should a professor decide to assign the grade, both the student and the professor must complete and retain a copy of a Incomplete Grade Agreement Form. The maximum amount of time to complete coursework to remove a grade of I is one year from the ending date of the semester for which the grade was assigned or graduation whichever comes first; however, instructors can restrict the amount of time given to the student to complete the coursework. After one year, a grade of I will be changed to an F if the instructor has not reported a grade. A student cannot re-register for a course in which he or she currently has an incomplete (I) grade.

### **Final grade reports**

Grades are available via Gulfline at <http://gulfline.fgcu.edu>. The university does not mail final grade reports. Students needing written verification of grades submit a request for an unofficial or official transcript to the Office of the Registrar.

### **Change of grade**

A request for a change of grade will be considered only during the term immediately following the term in which the grade was assigned. Grades assigned during the spring semester may be changed during the following summer or fall terms. The dean (or his/her designee) of the college offering the course must approve grade changes. Exceptions to the time limitation must be approved by the college dean with supporting justification attached to the Change of Grade form.

**Grades will not be changed after a degree or certificate has been awarded.** For grade appeal procedures, refer to the Catalog under Graduate Academic Policies and Procedures.

### **Grade Point Average Calculation**

The GPA is the average number of grade points per semester hours attempted and is computed by dividing the total number of grade points by the total number of semester hours attempted, less W, X, I, S, U, NR, and Z grades. Grades earned at other institutions are not calculated in the Florida Gulf Coast University GPA are NOT averaged with grades received at FGCU for the purpose of meeting university GPA requirements. Other agencies and honorary societies will compute averages in accordance with their own standards and policies. The semester GPA is calculated based on one semester or summer term coursework taken at FGCU. The cumulative GPA is calculated on all coursework attempted at FGCU.

## **Technology requirements**

### **Electronic Access From Home**

A home computer with a modem, an Internet service account, and the software necessary to use the Internet to communicate and access information resources are fundamental to home access of FGCU electronic resources. If you do not have your own computer but you can count on using one with Internet access from your place of employment, a public or community college library, or some other source that is convenient, you might still be able to participate effectively.

### ***Recommended Hardware and Browser Configurations:***

- Windows XP or MAC OS X
- 256 MB RAM
- Modem (Dialup, Cable, or DSL to accommodate your internet connection)
- Netscape 7.x or Internet Explorer 6.x web browser
- SVGA Color Monitor

**Software:** Microsoft Office is the standard software used in conjunction with all FGCU courses. The bookstore carries the version currently being used and can offer you educational discounts. Special software may be required for a course, so check the Online Course Syllabus for each of the courses to see what textbook, software, or other materials may be required.

**Internet Service:** An Internet Service account is needed and a list of Internet Providers in the 239 Area Code is available in the yellow pages under "Internet." Again, compare services and prices before you buy.

### **Student Computer Labs**

Technology support staff are located in the student computer labs (which are open approximately 90 hours a week) and can provide one-on-one assistance. Students also can schedule an appointment for software training and register for workshops that are offered periodically through the computer labs. Students can use computers in the open labs to:

- Send e-mail messages to professors and other students.
- Use word processing, prepare spreadsheets, or create databases.

- Complete course assignments.
- Conduct Internet-based information searches.
- Use multimedia courseware, such as simulated scientific experiments; or complete course projects that require the production of digitized media.

### **Student E-Mail/Network Accounts**

Each student at FGCU will be given an account for accessing computing resources. These resources include Gulfline, e-mail, network access, personal web site and access to secure online resources and databases provided by the FGCU library. Each of these requires a specific username and PIN or password.

### **Definitions**

**Gulfline** – “Username” is the University Identification number (UIN) which appears highlighted on the Eagle ID Card; PIN is provided at the time of acceptance to the University or through the Office of Registration and Records. Gulfline can be accessed at <http://gulfline.fgcu.edu>.

**Email:** Students must activate their student account in order to receive email, log on to ANGEL, and access the network. Students can activate their accounts at <http://admin.fgcu.edu/IS/applications/studentaccts/activate.asp>. It is an expectation that students regularly check their university email accounts, as this is the means that faculty and the university use to communicate with students.

**ANGEL:** Can only be accessed AFTER activating a student account. Log on at <http://elearning.fgcu.edu>, using the same username and password used for email and network access.

## **DEGREE REQUIREMENTS**

The following sections describe the requirements established by the University for the Master’s degree. However, individual programs may establish additional or more stringent requirements. Generally, these additional requirements are set out in the descriptions for each program. Programs also may have unpublished requirements, and students must see their program advisor for a complete listing of degree requirements. Students are responsible for being aware of all requirements for their degree.

### **The Master’s Degree**

A minimum of 30 credit hours is required for a master s degree, at least 15 credit hours (or 5 courses) of which must be at the 6000 level. At least 18 credit hours (or 6 courses) must be in formal, regularly scheduled course work, 9 credit hours (3 courses) of which must be at the 6000 level. In programs with a plan of study, students are expected to follow that plan. When the plan of study is revised, a copy signed by the student and a program faculty member should be in the student’s file

Up to 6 credits or two courses of 4000-level courses may be included as part of program degree requirements. Graduate students cannot enroll for more than 18 hours in any semester without written permission from the college dean.

Modifications in degree program requirements are made when program faculty, responding to evaluation results, program improvement processes, or external requirements, determine that additional or different requirements for graduation are warranted. Sometimes these changes are in response to mandates from the Florida Department of Education and go into effect immediately. Program faculty make recommendations for changes to the Division Chair and College Curriculum Team and are ultimately endorsed by the College Dean and submitted to the University Graduate Curriculum Team for approval and inclusion in the next University catalog. While the catalog of entry or exit generally governs student requirements for degrees, changes may be made between printings that affect student requirement

### **University Graduation Requirements**

The following are minimum requirements for the master's degree:

- Apply for graduation by the deadline indicated in the university calendar.
- Earn a minimum of 30 credit hours with a minimum of a 3.0 GPA (B) on a 4.0 scale.
- At least 20 hours of the coursework for the degree must be non-thesis.
- Meet the university residency requirement of at least 25 percent of coursework for the degree being earned at FGCU.
- Complete all program requirements, as determined by the appropriate college.

Consult with program coordinators, advisors, and appropriate sections of the University Catalog for specific details regarding graduation requirements.

### **Dual Master's Degree**

A student may wish to pursue two masters' degrees simultaneously. Upon approval by the Dean of the respective colleges or schools involved, a prescribed number of courses required for one degree can be applied to another degree that requires the same courses, without repetition or alternative courses.

## **COLLEGE OF EDUCATION POLICIES AND PROCEDURES**

### **Admissions Policies**

The Associate Dean acts to review all application materials to meet minimum admissions standards unless otherwise specified in writing by a program. Each program that has admissions requirements that exceed the College minimum must list those in writing in its program handbook and/or catalog. Exceptional admissions may originate from students with the help of program faculty and/or the appeals committee; both after consultation with the program faculty. Such exceptions are recommended to the Associate Dean prior to admissions decisions being finalized.

All applications that do not meet minimum standards are denied. Denial letters include steps that students may take to improve their applications and a referral to the Associate Dean for questions and assistance.

The College of Education will review and evaluate its admission policies and procedures annually. This task will be completed by the College's Appeals Committee during the spring semester. Recommended changes to the policies and procedures will be forwarded to the faculty for discussion and decision.

### **Non-degree seeking student status**

Students not choosing to enter a degree program: Students who do not choose to enter degree programs apply for non-degree seeking student status and enroll for courses at FGCU on a space available basis and as long as they meet prerequisite and other course requirements. Students who wish to be considered non-degree seeking must complete an application for that status and submit it in accordance with all University policies and procedures. Selection of a catalog, for program of study, does not begin until the student is accepted into a program.

Students who choose to enter a degree program: While in process of being accepted into a program: If a student has formally applied to FGCU and is in the process of completing the application process the student can take 12 graduate hours of study with approval from the concerned college or program. Courses taken while a non-degree seeking student do not assure admittance to a graduate program. Grades earned while in a non-degree status will be taken into consideration when applying to graduate programs.

## **Advising Policies and Procedures**

### **Orientation**

Each program shall orient its newly admitted students. The University Graduate Admissions Office schedules two orientations each academic year.

## **Major Professor/Advisor**

An advisor will be appointed during the student's first term. Students are responsible for meeting with their advisor at least once. The student and graduate faculty or advisor will complete a plan of study which, when completed, will satisfy the degree requirements specified. A copy of the approved plan is maintained in the student's file. The student and advisor may meet periodically on an individual basis to monitor progress.

## **Plan of Study**

Each student shall have an advisor and have a signed plan to complete a program of study as a degree seeking student. Each program has a plan of study form that will be completed, and placed in a student's file.

## **Transfer Credits**

Transfer of graduate credit from regionally accredited schools is limited to a maximum of nine (9) graduate credit hours or three (3) courses. All transfer credits must:

- 1) be approved by the college or program concerned;
- 2) have been completed with a grade of "B" or better;
- 3) transfer graduate credits must have been completed in the last seven (7) years prior to entry.

These credits should be evaluated and transferred prior to the date of enrollment as an admitted student by seeking the advice of an assigned advisor.

Transfer evaluation of required or elective graduate courses is initiated by a student and the student's advisor and approved by the Division Chair. These decisions are made based upon a review of course descriptions and syllabi. Advisors will consult with faculty who regularly teach courses they are seeking to substitute, waive, or transfer prior to finalizing decisions. (Courses completed with a B or higher using a common course number within the State University System of Florida are automatically accepted toward the degree but are limited to nine (9) hours or three (3) courses and time limits.)

## **Course Substitution and Waivers of Degree Requirements**

Courses that are substituted for degree requirements must be documented. When programs substitute courses to meet program requirements, documentation will be placed in each affected student's file and noted on their program of study. All substitutions are reflected on students' programs of study and copies of signed substitution or waiver forms are in student files.

In the case of course waivers, students must still replace those credits. Substitution and waiver decisions are made by program faculty and approved by the Division Chair.

### **Retention and Progress Toward Master's Degrees**

Graduate students must maintain an overall average of 3.0 ("B") in all courses and must have earned a cumulative GPA of 3.0 or higher for graduation. Course pre-requisites are completed with a grade of B- or higher unless deemed an exception by program faculty. Any course grade of B- or lower will lead to an academic progress review by program faculty and may lead to conditions on program continuation, probation or dismissal per written program policies and procedures. All cumulated grades will be counted in computing the overall average.

Students whose cumulative GPA falls below 3.0 will be placed on probation for one semester. Notification of probation shall be made to the student in writing by the program, with a copy to the Associate Dean and the College Dean. At the end of the probationary semester, the faculty advisor notifies the student and the Associate Dean, in writing, of one of three alternative dispositions: (1) removal of probation; (2) continued probation; or (3) dismissal from degree program. Concerted effort will be made during the probationary period to aid the student in reestablishing good standing. If the student is unable to reestablish this standing, the student may be dismissed from a degree-seeking status after one semester of probation. Tracking of students on probation shall be the responsibility of the faculty advisor.

Each term the graduate Associate Dean will request and receive from the University Registrar a list of students who have earned less than a B- or a U (unsatisfactory) and/or whose cumulative grade point averages have dropped below a 3.0 and notify the program contact and/or advisor for further action. These students will also have registration holds placed on their registrations to trigger an advisor contact. All referrals to advisors and resulting plans or program decisions must be sent to students in writing as well as documented in individual student files.

Periodic review of all students will be conducted by program faculty on at least an annual basis. Meetings will be documented in writing. Written documentation will be placed in individual student files when the review results in a special meeting with faculty or special conditions are placed on their continuation. Advisors and students develop improvement plans and place a copy in the student's file. Copies of plans must have signatures and dates from students and advisors. Affected students are provided with a copy of the plan.

## **Probation**

Students whose cumulative GPA falls below 3.0 may be placed on probation. Notification of probation shall be made to the student in writing by the program, with a copy to the Division Head and College Dean. At the end of the probationary period, the program area shall recommend to the school director, in writing, one of three alternatives: (1) removal of probation; (2) continued probation; or (3) dismissal from degree program. Concerted effort will be made during the probationary period to aid the student in reestablishing good standing.

### **Student Responsibilities**

Students are responsible to study and progress in intellectual development while taking advantage of the many opportunities provided in a university environment for personal growth, development and maturation. To accomplish their personal, educational and professional goals students are expected to observe all University and College regulations regarding admissions, advising, academic performance and honesty, program requirements, and deadlines for admissions, registration, and graduation.

Students are expected to stay in contact with their advisors, and to review the catalog under which they are meeting requirements as well as program handbooks, materials and requirements.

When students are unable to follow their plan of study, they must meet with an advisor to make revisions. This revised plan of study will be placed in the student's academic file.

### **Professional Behavior and Conduct**

When a student displays behaviors inconsistent with professional standards and practices, canons of ethics, or the law, that student may be placed on probation, dismissed, or otherwise deprived of graduation regardless of other successful academic performance.

## **Due Process**

### **Access to Files**

Students may request, in writing, a review of material contained in their college files. Students make a written request to their advisors to review documents in their files. An appointment to review these materials is made and students can review their files with their advisor or designee present.

### **Appeals**

The University and College each have appeals processes. At the University level, graduate students can appeal specified actions regarding their academic status. In actions based on departmental requirements the student can appeal

first to the through the advisor, the Division, and then to the Appeals Committee, and finally to the Dean of the College of Education.

As well, the College of Education has an Academic and Admissions Regulations Committee and its guidelines are available through the committee chair or at <http://coe.fgcu.edu/pdf/appeals-policy.pdf>. The process for appeal is similar to the University process and involves working with a faculty member or advisor, the Division Head, and when not resolved, the Appeals Committee. The College's committee will address appeals concerning admittance to programs and issues pertaining to academic grades. The committee has expressly designated certain areas as being outside of their scope and these include gaining admission to practica, internships, or classes without first meeting prerequisite requirements, and independent studies. The Academic and Admissions Regulations Committee Petition Form is included in this handbook as part of the Forms Appendix.

### **Field Experiences**

A program may have a field experience manual and/or set of written policies and procedures regarding field experiences, practica and/or internships. Students with some types of misdemeanor or felony records may be denied access to field experience or internship sites, and would therefore be unable to complete the program requirements for graduation. See program, website, or faculty for more information.

### **Graduation Standards**

Students must satisfactorily complete the minimum number of credit hours specified by the graduate degree program. A grade of B or higher must be earned in all College of Education graduate courses used as prerequisites and students must have an overall GPA of 3.0 or higher in all work attempted.

Students must complete and pass a culminating demonstration of learning and competence at the end of the program (see above for details on culminating experiences). These can include comprehensive examinations, Florida State Certification Examinations, portfolios, special practicum projects, or research projects. (Students seeking certification must fully demonstrate Educator Accomplished Practices.) Failing to fulfill these requirements will preclude the student from graduation.

### **Graduation Checks**

The College Advisor initiates graduation clearance forms for each student who applied for graduation each term. Faculty advisors review student records, identify any pending requirements and sign these preliminary graduation clearance forms. Forms are available for this purpose and list remaining requirements including courses in progress, culminating experiences, or state

examinations, etc. Once the final term is completed, the forms are reviewed once more to verify graduation. Students are responsible for knowing appropriate graduation requirements and application deadlines.

### **Application for Graduation**

An Application to Graduate form must be submitted to the College Advisor in the term of expected graduation by the deadline noted in the academic calendar. By submitting the form, a student initiates the process of verifying degree requirements and ensures that commencement information and registration form is sent to the student. If an application for graduation is denied, a new application must be submitted by the deadline in the new term.

It is the student's responsibility to clear all incomplete (I) grades and to provide official transcripts of all transferred coursework needed for graduation prior to the application deadline. A student taking an incomplete (I) in any course during the semester in which they have applied to graduate will be denied graduation for that semester. Grade changes and transfer work received after the degree statement has been posted to the transcript will not be incorporated into the degree.

### **Length of time to earn degrees**

All credits used to satisfy the requirements for the masters degree must be completed within ten academic years prior to the date of graduation.

### **Testing and other requirements for admissions, certification and/or graduation**

All students seeking admission to College of Education graduate programs must present a credentials for admission that include transcripts from all institutions attended to date and one form of aptitude testing (GRE or Miller Analogies Test).

Students who are entering an initial education certification program without prior teacher certification or eligibility or those who are adding a teaching certification area from an approved program must also have passed all CLAST or Praxis I subsections or General Knowledge Test subsections of the Florida Teacher Competency Exam for admission. Applicants can substitute a score of 1000 or higher on the GRE or a passing score on the General Knowledge Test (GKT). Initial certification programs must demonstrate competency in Florida Educator Accomplished Practices and must pass all subsections of the Florida Teacher Competency Examination (FTCE) including the GKT used for admission, Professional competency and subject area subtest.

### **Culminating Experiences**

Prior to clearance for the degree, candidates must perform satisfactorily on a culminating project. This project is determined by program faculty. It can be a

comprehensive examination, a capstone course project, a research project, a thesis, a field-based project, a portfolio, or other such designated project.

### **Registration During Final Term**

Students must be enrolled for a minimum of 2 hours of graduate credit in the discipline during the semester when the culminating project is completed. The student must be enrolled for a minimum of 2 hours of graduate credit in the semester before or following the project completion.

### **Comprehensive Examination**

If a comprehensive examination is required, students must meet the criteria above concerning enrollment. Criteria for successful completion of the comprehensive examination will be developed by the program faculty in the student's major area. Information concerning the time of administration, procedures for applying to take the comprehensive exam, and the format of the exam is available from faculty in the major area. Comprehensive exams are designed to meet the needs of specific disciplines and will not necessarily be consistent across programs.

### **Portfolio**

If a graduation portfolio is required in a student's major area, it must conform to the guidelines established by the program faculty. Information concerning form and content can be obtained from program faculty. Students will be required to meet the enrollment policy defined above for the semester in which the portfolio is submitted for evaluation. Portfolios are designed to meet the needs of specific disciplines and will not necessarily be standardized across program areas.

### **Thesis**

If a thesis is required, it must conform to guidelines provided by the program, College or University. The guidelines in the Thesis and Dissertation Handbook available in the student's department, or from the University. In the semester in which graduation is to occur, students must enroll in at least 2 thesis hours and submit a thesis by the date established for submission.

If students elect to submit a thesis after the submission deadline, but on or before the first day of the upcoming semester, they will not be required to register for 2 thesis credit hours for graduation in the upcoming semester, provided they were registered for such in the preceding semester. The student will be considered a graduate of the upcoming semester, and must therefore apply for graduation in that semester. If final copies are submitted after the first class day, the student must enroll in 2 thesis hours and apply for graduation for that semester.

### **Exchange of Thesis Credit for Non-Thesis Credit**

If a student changes from thesis to non-thesis during a semester and is currently enrolled in thesis credit, the current thesis credits can be exchanged without academic penalty if a petition is filed with the University not later than the last day of drop/add.

If a student enrolled in a thesis required program has taken thesis credits but elects to change to non-thesis track or program, the accumulated thesis credits cannot be exchanged or converted to another non-structured credit. The thesis hours will remain on the transcript and will retain "a continuing progress grade".





*America's Newest University*

# College of Education



## CODE OF ETHICS

To be supplied after revisions.