

# GENERAL REQUIREMENTS FOR ON CAMPUS MASTER'S DEGREES

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## ACADEMIC REQUIREMENTS

The following are the minimum requirements for all master's degrees offered on campus. Individual programs may have additional requirements. Requirements for online graduate programs are identified in Section III of this catalog.

- All students must complete a minimum of 30 graduate credits.
- At least 21 credits must be earned in courses open only to graduate students (7000 level). These credits must be included in the student's program planning form.
- No more than 12 credits can be transferred into a master's degree program.
- Students must satisfy the writing requirement of their degree program, or complete additional approved course work (6 credits).
- Students must also successfully complete an oral examination if they writing a thesis.
- Graduate students must maintain a 3.00 grade point average.

## ADMISSION TO CANDIDACY

Admission to candidacy is required of Master of Science in Education graduate students.

Before graduate students are admitted to candidacy, their graduate advisor must approve a program check to verify that the initial credits toward a master's degree have been successfully completed. An approved program planning form is developed at this time to allow the student to complete a master's degree. To be admitted to candidacy, the following must occur:

- All deficiencies must be removed and all subject matter prerequisites in the program area must be met.
- The applicant must have at least a 3.00 overall grade point average on all graduate work completed.
- The applicant must submit a projected plan of course work that will be pursued to complete the requirements for the degree.

At this time, the student and advisor complete an approved program planning form.

## POLICY ON CANDIDACY

Graduate students who have earned at least nine graduate credits must begin the candidacy process and must have a departmental candidacy decision no later than the end of the next semester or session. For example, if a student successfully completes nine graduate credits in the fall semester, that student must begin candidacy procedures and have the candidacy process completed no later than the end of the spring semester. Students who are not enrolled in the semester following the completion of nine graduate credits must comply with the candidacy process before re-enrolling.

## CANDIDACY PROCESS

The School of Graduate Studies sends an admission to candidacy form to the advisor. The completed and signed admission to candidacy form, along with the approved program planning form (signed by the advisor), must be submitted to the School of Graduate Studies no later than 4 p.m. of the last day of the semester or session. The School of Graduate Studies notifies students that the admission of candidacy has been posted to their graduate record. The Graduate Council and the advisor are notified also.

## WRITING REQUIREMENT OPTIONS

Students must satisfy the writing requirement of their degree program as determined by individual programs subject to approval by the Graduate Council. Examples of experiences which may meet this requirement include: thesis, seminar paper, educational project, performance, and exhibition. Students should consult with individual program advisors for guidelines for meeting program requirements. All programs must follow a common set of procedures for approval and submission.

A more detailed discussion of three of these options follows.

- Graduate Paper Style and Format (<http://catalog.uwplatt.edu/graduate/general-requirements/writing-options/#paper-style-format>)
- Thesis (<http://catalog.uwplatt.edu/graduate/general-requirements/writing-options/#thesis>)
- Seminar Paper or Educational Project (<http://catalog.uwplatt.edu/graduate/general-requirements/writing-options/#seminar-paper-educational-project>)

## **ORAL EXAMINATIONS**

Oral examinations are required of all students who choose the option of writing a thesis. In consultation with their thesis advisors, students shall arrange an examination date. The thesis committee shall conduct the oral examination, with the thesis advisor serving as chair.

### **EVALUATION OF ORAL EXAMINATIONS**

The oral examination will be a defense of the student's thesis. The thesis advisor will submit the committee's evaluation, in writing, to the School of Graduate Studies. The director of the School of Graduate Studies shall inform students of their performances.

### **RETAKING EXAMINATIONS**

Students who are unsuccessful in their oral or written comprehensive may retake the examination after one semester. Students will not be allowed to take comprehensive examinations a third time without recommendations from their advisors, their major departments, and approval of the Graduate Council.