Graduate Study at FSU

Graduate study allows you to advance your education under the direction of discipline specialists. You should carefully select a field of study that provides you with the opportunity to acquire the understandings, skills, and values needed for advancement in your chosen field and for continuing self-education.

Graduate programs are designed to extend your academic, professional and personal competence; to familiarize you with the research in your field of study; and to enable you to apply relevant research to contemporary issues in your specialty.

The master's degree confers upon its recipients recognition as leaders within the fields of study. Therefore, as a graduate student, you are expected to reflect not only superior academic achievement, but also the commitment, values and leadership skills necessary for you to assume a leadership role in your specialty area.

Graduate Mission Statement

Frostburg State University Graduate Studies encourages lifelong learning, development of intellectual curiosity, the capacity for scholarship and applied research and mastery of subject matter in advanced professional programs. The University is committed to excellence in preparing students to engage in the challenges of a technologically complex and pluralistic society. The programs enhance and enrich the academic environment of the University while seeking to meet the needs of the region and the larger global community.

Graduate Program Governance/ Administration

The Graduate Council, a committee of the Faculty Senate, functions as the major policies and procedures body for graduate programs. The full range of the council's responsibilities can be found in its charter.

School deans are responsible for overseeing the administration of the graduate programs under their jurisdiction. Each graduate program coordinator is responsible for administering his or her graduate program.

Students' Rights and Responsibilities and Standards of Personal and Group Conduct

As a student, you enjoy the basic rights of any citizen of our society as you pursue your graduate education, but there is often confusion between the rights of students as citizens and the assumed rights of students as students. Established at the University are clear behavioral guidelines along with the consequences for acts outside these guidelines.

A publication, *The Pathfinder*, available on FSU's Web site, includes enumeration of students' rights and responsibilities, identifies the University's standards of personal and group conduct and explains the University Judicial System.

Admission Requirements

Admission to graduate studies is based on the academic qualifications of the applicant and is granted without regard to race, color, religion, sex or disability.

Regardless of the purpose for which you plan to take graduate courses, you must file an application for admission to graduate studies. A formal letter indicating your admission status is issued when your application is completed. File your application with the Office of Graduate Services early during the semester immediately preceding actual enrollment in graduate classes.

You may submit the application for admission with the registration course request form for that particular semester or summer session. It should be understood, however, that if you seek a degree and have not been fully admitted, or have not developed an approved study plan (in programs where study plans are required), you have no guarantee that the courses taken prior to admission will be accepted into the Master's program. You must complete the admission process in its entirety prior to completing the first semester of courses or you will not be permitted to register for additional courses.

Your admission is valid for the entire time of graduate study provided you register for at least one course during an 18-month period. Should 18 months elapse since you registered for a course, you must submit a request to the Office of Graduate Services to be readmitted before you may register again.

Applicants for graduate study are assigned to one of the following categories: degree program admission, provisional status or non-degree status.

Degree Program Admission

You may be granted degree program admission if you have a strong undergraduate academic record and appear to have potential for successful completion of a graduate program. Degree program admission is based on the following criteria:

1. Each graduate program has specific admission requirements, which are detailed in the sections of this catalog devoted to these programs.
2. Completion of an application for admission to graduate study as a degree program student.
3. Submission of official transcripts of all previous graduate work and a transcript certifying the completion of a baccalaureate degree. This official transcript must be sent directly to the Office of Graduate Services from the degree-granting institution.
4. If you have previously completed a graduate degree, but have not taken the GRE (Graduate Record Examination) or MAT (Miller Analogies Test), you may be eligible to have the GRE or MAT requirement waived. The GRE or MAT may be waived if you have successfully completed a graduate degree with a minimum 3.5 cumulative grade point average. The graduate program coordinator of the program to which you are applying will determine the relevance of previous graduate degrees in making the decision to waive the GRE or MAT requirements.

Provisional Status

Provisional status allows you to enroll in graduate courses to qualify for admission to a degree program.

You may be granted provisional status if denied unconditional admission due to (1) less than the minimum grade point average required for admission to the program to which you are applying, (2) baccalaureate degree not from a regionally accredited college or university or (3) undergraduate course deficiencies.

If you are assigned provisional status, you must construct a special study plan of 9 to 15 credits approved by your advisor. After completing the 9-15 credits, you must apply to the graduate program coordinator for a change of status. You must achieve a minimum cumulative grade point average of 3.0 to apply for a change of status to degree program admission.

Non-Degree Status

You may be assigned non-degree status if you wish to apply for graduate study but do not wish to work toward a graduate degree. This category usually includes students who wish to take courses for professional development, for transfer to another institution or for maintaining certification in the field of education. Non-degree status is based on the following requirements:

1. Completion of the baccalaureate degree at a regionally accredited institution of higher education.
2. Submission of an official transcript certifying the completion of a baccalaureate degree. This official transcript must be sent directly to the Office of Graduate Services from the degree-granting institution.

Graduate Certificate Programs

Graduate students currently enrolled in a program of study (degree-seeking) and members of the community who hold a baccalaureate degree, but who do not wish to complete a master's degree (non-degree seeking), may earn a certificate from Frostburg State University in several specialized areas. Certificate programs are designed to provide specialized skills and knowledge useful in employment and allow academic enrichment through lifelong learning. Post-baccalaureate certificates include a minimum of 12 credit hours, the majority of which are at the master's level.

If you are a degree-seeking student currently enrolled, you may declare your intent to complete a certificate program on your Study Plan form. You must meet all prerequisites stated by the offering department for the particular certificate.

If you do not intend to complete a graduate degree program, and wish to enroll for the purpose of completing a certificate program, apply for admission as a non-degree seeking student and indicate the certificate program you wish to complete. This simply requires the completion of the Application for Graduate Admission form, payment of a one-time application fee and official transcripts from

the institution granting your baccalaureate degree. Particular certificate programs may have additional admission requirements. Credits earned toward a certificate may be applied to a degree at a later date, should you choose to apply as a degree-seeking student. Credits are also transferable.

To earn a certificate:

1. A maximum of 9 credit hours, with a grade of B or better, may be applied for transfer from another institution if the courses are appropriate to the certificate. However, at least two-thirds of the credit hours required in the certificate program must be taken at Frostburg State University. Courses offered as *Credit by Exam* count in the two-thirds total for the certificate program.
2. You must achieve a minimum of a 3.0 grade point average in courses required in the certificate and completed at Frostburg State University.

Successful completion of a certificate program will be noted on your official Frostburg State University transcript. You will also receive a paper certificate to document your accomplishment.

The following certificate programs are currently offered. See the descriptions, and any special admission, prerequisite and academic standards in the individual descriptions in the Courses of Study section of this catalog.

- Addictions Counseling (Psychology)
- Child & Family Counseling (Psychology)
- Educational Technology (Education)

Enrollment of Undergraduates in Graduate Courses

Frostburg State University undergraduates may take no more than 7 credits in graduate courses for graduate credit prior to completion of the bachelor's degree requirements. To enroll in a graduate course, you must be a senior with at least a 2.5 grade point average and must have the recommendation of your advisor.

If you are a full-time undergraduate student taking a graduate course during the academic year, you will not be required to pay tuition for the graduate course since you will pay tuition and fees as a full-time undergraduate.

Credit earned in a graduate course may be considered only as graduate credit and may not be used as undergraduate credit for the baccalaureate degree. The credit, although technically graduate credit, may not be used for a graduate degree at Frostburg State University unless it later becomes part of your graduate requirements.

Exceptions to these policies are made only for students who are admitted to a combined baccalaureate-master's program at Frostburg State University. See the degree program listings for descriptions of current programs and selection criteria.

An exception will be granted to undergraduate students accepted into the undergraduate Generic Special Education Secondary/Adult Certificate who are required to undertake 9 credits hours (SPED 601, SPED 602 and SPED 605).

Senior Citizen Golden Identification Card

Senior citizens may qualify for admission and a Golden Identification Card. Participants in the Golden Identification Card program may register for up to three courses each semester for credit—on a space-available basis—without paying tuition. They may enroll only at late registration. Although the late registration fee is waived for senior citizens, they must pay all other fees. To qualify for the Golden Identification Card, the prospective student must meet the following criteria:

- Be a resident of Maryland
- Be a U.S. citizen or produce a Resident Alien card (formerly an Alien Registration card)
- Be 60 years of age by the beginning of the term for which you are applying
- Not be employed more than 25 hours a week

Individuals who qualify for the Golden Identification Card may obtain applications from the Office of Admissions. For further information about these qualifications, call 301.687.4201.

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International Student Admission

If you are a foreign national and have been awarded the baccalaureate degree (or its equivalent) from any institution other than a U.S. regionally accredited institution of higher education, you must do the following before you can be considered for admission to graduate study:

1. Submit a completed Application for Graduate Study to the Office of Graduate Services, Frostburg State University, Frostburg, MD 21532-2303, U.S.A.
2. If your native language is not English, you are required to demonstrate English language proficiency. Students can validate their proficiency by earning an acceptable score on the TOEFL or IELTS examinations. The University requires a minimum TOEFL score of 79 or a minimum IELTS score of 6. Comparable scores on the TOEFL paper or computer-based test will be accepted as well. In addition, students can also present English language certification through ELS. All international students will be required to demonstrate English language proficiency with the possible exceptions:
   (a) Non-native speakers of English who have graduated from secondary institutions or who transfer from post-secondary institutions in English-speaking countries, provided they have spent a minimum of 2 years in successful full-time study and the language of instruction was English.
   (b) Students from countries where English is the first language or the language of instruction in the educational system.
3. Submit official copies of transcripts showing all university and college work. These transcripts must show the subjects taken, grades for the subject and degrees awarded. Official copies must bear the seal of the issuing institution and the actual signature of the college or university registrar.
4. Have a transcript evaluation for institutions other than American institutions translated and evaluated by an approved evaluation service. The professional evaluation should be a course-by-course evaluation that will determine your academic level within the American system of education. The final report should be forwarded to the Office of Graduate Services. No action will be taken on your application for admission until the evaluation has been received.
5. Complete the International Student Certification of Financial Support form and submit it to the Office of Graduate Services. This form attests that your sponsor is aware of the educational and living expenses and is prepared to provide the necessary funds. Students must pay all educational costs for the semester in full at registration.
6. Complete the Health Insurance Acknowledgment Form and submit it to the Office of Graduate Services. You are required to maintain adequate health insurance to continue as an active FSU graduate student and as a valid F-1 visa holder.
7. Fulfill program admission requirements.

International Student Application Deadlines

The application and other required documents must be received by the Office of Graduate Services according to the following schedule:

Semester Planning to Enter FSU	Deadline for Submitting Complete Application*
Fall Semester	June 1
Spring Semester	Oct. 15
Summer School	Jan. 15

*Refer to application guidelines listed in specific degree programs.

We will not grant you an I-20 until we have received all your required information.

If you are an international student residing outside the United States, you should not come to Frostburg State University before receiving a formal letter of admission and an I-20. For complete instructions, contact the Office of Graduate Services, Frostburg State University, Frostburg, MD 21532-1099, U.S.A.

International Students at FSU

Each semester Frostburg State University hosts a number of international students from all over the world. In addition to providing services in dealing with the U.S. Citizenship and Immigrations Service (UCIS), academic counseling and organizing a number of social events and excursions, the Center for International Education also oversees the awarding of a number of scholarships to international students attending Frostburg State University. Awards are available both to incoming and returning international students in F or J status.

For further information, call the Center for International Education at 301.687.4714 or visit the CIE on the Internet at: www.frostburg.edu/admin/cie/cie.htm.