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 doctoral and master’s degrees confer upon 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 those guidelines.

A publication, Community Standards Policy Statements, available on FSU’s website, 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 and an admission decision is rendered. File your application with the Office of Graduate Services early during the semester immediately preceding actual enrollment in graduate classes. Please note that some programs have application deadlines which are outlined in the respective program pages of this catalog.

You may submit the application for admission online at www.frostburg.edu/grad or download and mail the pdf version of the application to FSU Office of Graduate Services, 101 Braddock Rd., Frostburg, MD 21532. 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), there is 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. However, programs that are designated and delivered as a cohort program, where students enter and exit at the same time, do not allow leave of absence without the approval of the program coordinator. Students in a cohort program should request a leave of absence in writing to the program coordinator and copy the Graduate Office for the request and decision to be filed in the student’s official admission file.

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 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 GMAT (Graduate Management Admissions Test), GRE (Graduate Record Examination) or MAT (Miller Analogies Test), you may be eligible to have this requirement waived. These tests may be waived if you have successfully completed a graduate degree with a 3.0 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 GMAT, 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. Provisional admission
decisions are made by the program coordinator on a case-by-case basis.

If you are assigned provisional status, you must construct a special study plan of 9-15
credits approved by your program coordinator. After completing the 9-15 credits (or 9
credits within your first semester) and you achieve a minimum cumulative grade point
average of 3.0, your provisional status will be discontinued. You will continue in the
program in good standing as long as you are able to meet the 3.0 GPA requirements
and any individual program requirements that are outlined in the program’s
admission and progression criteria in the program pages in this catalog.

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.

Enrollment of Undergraduates in
Graduate Courses
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 and approval of the Graduate Office.

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 requirement
and meets time limitation policies.

Exceptions to these policies are made only for students who are admitted to a
combined baccalaureate-master’s program or who are part of an approved pathway
across programs at Frostburg State University.

An approved combined bachelor’s/master’s program is an articulated curriculum
combining an existing undergraduate program and an existing master’s program,
usually resulting in shorter time to degree and decreased total credit hours (no less
than 150 total). An approved pathway allows students to take a specified number of
graduate credits that can be double-counted toward the undergraduate requirements
for a bachelor’s degree and toward the master’s degree. A pathway may not
necessarily provide shorter time to degree or a decrease in total credits. In both cases,
usually 9 credits are shared unless the master’s program requires substantially more
than 30 credit hours. All requirements of the bachelor’s program and of the master’s
program must be completed to receive the two degrees. See the degree program
listings for descriptions and selection criteria of currently approved combined
programs.

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.
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, IELTS or other approved examinations. The University requires a minimum TOEFL score of 79 ibit or a minimum IELTS score of 6.0. 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 TLC, LADO, ITP, Inlingua or 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 approved 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 with GPA 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 work with the Office of University and Student Billing to meet all financial obligations at the time of 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:

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<thead>
<tr>
<th>Semester Planning to Enter FSU</th>
<th>Deadline for Submitting Complete Application*</th>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>Oct. 15</td>
</tr>
<tr>
<td>Summer School</td>
<td>Jan. 15</td>
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*Refer to application guidelines listed in specific degree programs.

FSU 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 Immigration 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 online at: www.frostburg.edu/studyabroad.