Academic Regulations & Procedures

As a graduate student, you must assume the responsibility for obtaining the Graduate Catalog, becoming familiar with degree requirements and academic regulations as stated in the catalog and filing the necessary forms at the appropriate times.

Basic Graduate Degree Requirements
To graduate from the University with a graduate degree, you must meet all the following requirements:

1. You must have been admitted into a degree program.
2. You must have been admitted to degree candidacy where required by the degree program.
3. Your program of study must include at least 30 credits for master's level and 60 credits at the doctoral level.
4. You must have a minimum grade point average of 3.0. The grade point average is determined by all courses taken excluding repeated ones where the most recent grade is in the computation, passed courses where no grade is given and transferred courses.
5. All your course work for the degree must have been completed within six years or have an approved extension of the six year time limit.
6. You must have submitted your Application for Graduation to the Office of Graduate Services.
7. All tuition, fees and other financial obligations to the University must have been satisfied prior to graduation.

Grading System
The course work of graduate students is evaluated according to the chart below.

The grade of F is the only grade lower than C and does not count toward the graduate degree.

The grade of I (incomplete) is assigned in exceptional cases if you are unable to complete the requirements of a course. An I grade may be removed and another grade substituted if you complete the course requirements to the instructor's satisfaction before the end of the following semester. If you fail to remove the incomplete within the prescribed period, the I will be replaced by an F on your permanent record.

A  Superior (4.0)   B  Satisfactory (3.0)
C  Marginal (2.0)  D  Unsatisfactory (0.0)
F  Failure (0.0)  W  Withdrew

Continuous Registration Grading Policy
For thesis and dissertation courses (i.e., BIOL 710, EDUC 710, PHEC 710, EDLP 912) the grade of CS (continuing study) may be given to students who are required to register for additional credits to complete their program requirements. Upon completion of all program requirements, including the culminating experience, the faculty member will submit a grade change form with the appropriate grade (as designated in the course description) for the minimum number of credits required for the culminating experience. The continuous registration credits in excess of the minimum required will have the CS grade replaced with the grade of NC (no credit) or P (pass). If you do not successfully complete the final requirements of the courses for which CS is assigned and you do not remain continuously enrolled, you will be dismissed.

Credit and Course Load
The normal course load as a full-time graduate student is 9 to 12 credits per semester or summer. Requests for a course load above 12 credit hours during any one semester or summer must be approved by your program coordinator. Graduate assistants are required to be enrolled in 9-12 credits per semester for full-time contracts and 3-6 credits for part-time contracts. Graduate assistants with summer contracts will be required to be enrolled in credits within the summer session of the summer contract period. Graduate assistants cannot receive tuition remission for more than 30 credit hours within a 12-month period for full-time and 15 credit hours for part-time positions.

Course Numbering
Each department has one or more four-letter codes preceding the three-digit course classification number. The three-digit course number indicates the following levels:

500-699  Graduate courses available to all post-baccalaureate students (500-599 courses can be cross-listed with upper division undergraduate courses.)
700-709  Graduate capstone, Master's research paper/project
710  Master's thesis
711-899  Doctoral courses available only to admitted doctoral students
900-910  Doctoral capstone, practicum
911+  Doctoral dissertation

Course Repetition
You are permitted to repeat a graduate course with the approval of your graduate program coordinator only once and up to a maximum of one course in which a grade of C, F, FX or WF was earned. If the most recent grade for the repeated course is an F, FX or WF, or if you fail a required course after you have repeated the maximum credit hours allowed, you will be dismissed from the University.

Please note: Based on the dismissal policy, “F” grades will result in dismissal. Course repeat policy only applies after a dismissal appeal is granted.

Course Changes/Withdrawal
Changes in your course schedule are permitted only during the scheduled drop/add period identified for the semester or session within the semester. You may officially withdraw from a course without penalty during the periods identified in the academic calendar for each semester or session within the semester. If you withdraw from a course before the withdraw with a “W” deadline, a grade of “W” shall be assigned in such cases. After the deadline for withdraw with a “W”, if you withdraw from a course but not from the University, you will be assigned a grade of “WF” (withdraw failing), except that a grade “FX” shall be assigned if you withdraw from the course without completing the proper drop procedure. To withdraw from a course after the first week of class, complete and submit a drop/add form available in Office of Graduate Services or the Registrar’s Office or send written notification to the Office of Graduate Services or the Registrar’s Office. Your signature is required in either situation. Please note that grades of F, FX or WF will result in dismissal. If withdrawal is due to extenuating circumstances such as illness, service deployment, etc., you should contact the Office of Graduate Services to discuss your withdrawal options and procedures.

Master’s Thesis, Research Paper/Project or Dissertation Registration Procedures
To register for master’s thesis credit (710) or for master’s research paper/project (700), or dissertation credits (912), complete the following process:
1. Prior to registration for 700, 710, 912, submit to your graduate program coordinator a proposal of the study to be undertaken.

2. The proposal must contain your signature and the signatures of your major professor, graduate program coordinator and, where applicable, the members of your master’s or dissertation committee.

While the nature and adequacy of the content of the proposal of the thesis/dissertation or master's research paper/project are matters for you and your committee to determine, it is suggested that the proposal include, as a minimum, the following elements: (1) date; (2) names of student and all committee members; (3) proposed title of study; (4) subject area and primary research questions; (5) expected contribution of the study; (6) methods, techniques, materials, etc.; (7) expected completion date; and (8) literature cited.

See the graduate program coordinator, department chair or major professor for registration procedures for capstone courses

Master's Thesis, Research Paper/Project, Practica, Internships
Continuous Enrollment Requirement
Ordinarily, when you complete the prerequisites, you should enroll in thesis (710), research paper/project (700), practicum/field experience (690) or internship. Your initial enrollment in the capstone course is for the minimum number of credits as established by the program/course requirements. Should you be unable to complete this capstone experience during the semester in which you initially enroll, you must register for a minimum of one continuous credit, as described in the program/course requirements, during each subsequent semester until the experience is completed. The instructor of the course, with your major professor (or advisor) and/or the graduate program coordinator, will determine the number of credits based on your progress and the number of credits required by your degree program. [Under exceptional circumstances, a grade of I (incomplete) may be awarded.]

Independent Study
Independent study courses are designed to allow you to earn credit for extensive readings, research, practicum or other individualized learning projects in a specific area of study. These projects are carried out under the direct supervision of a faculty member after a written proposal is developed and approved prior to registration. Typically, the independent study course is not to be used as a substitute for other courses offered by the academic departments.

The following procedures apply to independent study courses:

3. Complete the "Proposal for Independent Study" form, available in departmental offices, and secure the approval of the faculty supervisor and department chair prior to registration.

4. Follow independent study regulations in the catalog with respect to credits per registration and total credits allowed.

5. If your proposal for independent study reflects an intent to gain credit for another course offered by a department, it may be approved under extenuating circumstances by the program coordinator.

6. The department chair and dean are responsible for final approval of your independent study proposal and for course rosters for independent study courses.

7. Faculty supervisors are responsible for assisting you in developing the proposal, granting initial approval of the proposal, assisting you in the independent study as necessary, evaluating the results of the study and submitting the final grade to the Office of the Registrar.

8. Individual departments may establish additional procedures for independent study courses.

9. Submit the independent study form to the Office of the Registrar for all registrations. Approved proposals are kept by the Office of the Registrar for filing. Students should keep a copy of the independent study form and submit a copy to the program coordinator.

Academic Probation
When your cumulative grade point average (GPA) falls below 3.0, you are placed on academic probation. You will be notified that your academic progress is unsatisfactory and you will be required to develop a study plan with your program coordinator for registration for the subsequent semester/s. You have a maximum of two semesters of graduate study to achieve a cumulative GPA of 3.0. If, after two semesters (including summer and intersessions) of graduate study you have not achieved a GPA of 3.00, you will be dismissed.

Dismissal
If you earn two grades below the level of B within your first 6-9 credit hours or within your first two semester of study, you will be dismissed from the program.

If you earn a grade of F, FX or WF, you will be dismissed from the program.

If your academic progress is such that you cannot reach the 3.0 GPA requirement to earn the degree at any time during the program, you will be dismissed from the program.

If you do not complete the degree within six years from the time of completion of the first graduate course or if you do not complete the degree within six years after having been admitted as a degree-seeking student, you will be dismissed from the program. See the exceptions in the Time Limitations section.

Appeals will be considered by the Dean's Office if extraordinary circumstances exist. In such appeals, faculty recommendations will be considered as well as mitigating circumstances.

If you are dismissed from a graduate program for any reason, you may not reapply to the program of study from which you have been dismissed.

Note: Individual degree programs may have additional academic probation and dismissal standards. See the appropriate degree program section of this catalog.

Transfer Credit
A maximum of 9 credit hours from a regionally accredited and certain non-regionally accredited institutions, with a grade of B or better, may be accepted for transfer if the courses are appropriate to your plan of study. Grades from courses transferred are not computed into your FSU grade point average.

Credit earned at degree-granting higher education institutions that are not regionally accredited but that hold national or specialized accreditation recognized by the U.S. Department of Education, and at non-degree granting institutions that are approved by the Maryland State Department of Education, the Maryland Higher Education Commission or a state or local government agency authorized to approve curricula, will be considered for transfer only if an articulation agreement exists between Frostburg State University and the other institution or, at student request, on a case-by-case basis. Graduate students requesting consideration for transfer credit must provide the FSU Office of Graduate Services with a copy of the institution’s graduate catalog with course description and a copy of the course syllabi for the course(s) for which transfer credit is desired.

Transfer credit may not be given for graduate-level courses completed in fulfilling baccalaureate degree requirements.

Graduate students who have completed a degree program at Frostburg State University may request a maximum of 9 credit hours to be transferred toward the completion of a second graduate degree at Frostburg State University. The decision to accept previous course work lies with the graduate program coordinator of the most
recent program of study. Usually the six-year time limit will be applied (see Time Limitations below). A grade of B or better is also required for courses transferred between programs at Frostburg State University.

FSU will not accept transfer credit from another institution for a graduate course previously taken at FSU.

**Inter-Institutional Enrollment**

Graduate students with full program admission may be approved to enroll in course work at other institutions of the University System of Maryland. If you intend to enroll inter-institutionally and have the graduate course work applied to your degree requirements, you must secure the approval of your graduate program coordinator, department chair and school dean at FSU. Your program of study must include this graduate course work for it to be applied to degree requirements. The title of the course, number of credit hours and the grade earned become part of your academic record. The grade earned in such course registration will be calculated in your cumulative GPA. Graduate credits earned through inter-institutional enrollment are not considered transfer credits.

Frostburg State University graduate students will pay tuition and fees to Frostburg. Graduate students from other institutions of the University System of Maryland will pay tuition and fees at their home institution.

A complete description of applicable regulations governing this type of enrollment and the form may be obtained in the Office of Graduate Services.

**Time Limitations**

You will be dismissed from the University if you do not complete all your degree requirements within any of the following time limitations:

- Within six years from the time of completion of the first graduate course
- Within six years after having been admitted as a degree-seeking student

The only exception will be if you received an approved extension on the time limit from your graduate program coordinator and the director of the Office of Graduate Services.

You should also be aware that if you have not enrolled for a period of 18 months, you must reapply for acceptance into the program, and if accepted, enter under the catalog in place at the time of reapplication.

**Appeals**

Appeals regarding the enforcement and interpretation of, or exceptions to, graduate studies administrative processes (including admission and graduate assistantships), regulations and procedures are directed to the appropriate graduate program coordinator and then to the appropriate college dean or university unit.

Appeals regarding interpretation of, or exceptions to, degree requirements (including transfer credit, changes in the catalog year under which your program of study falls) are directed to the Graduate Council.

Some programs have additional appeals procedures. Please consult with the Office of Graduate Services on the appeals process.

**Retention of Student Records**

When you complete your master’s degree program, your file folders will be kept for five years. If you have been admitted but do not register, or if you do not complete a program, your file folder will be kept for six years after the last course completed. If you do not complete the application process, your file folders will be kept for one year. Transcripts of courses taken at Frostburg State University are a part of your permanent record and will be maintained indefinitely by FSU.

**Graduation**

Degrees are conferred three times in a calendar year: in May, August and December.

Apply for graduation through your student PAWS account. You may also apply by obtaining a paper application from the Office of Graduate Services. You must apply for graduation to receive your diploma and/or participate in commencement ceremonies.

**Schedule of Application for Graduation**

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<tr>
<th>Diploma to be received in</th>
<th>Apply for graduation by</th>
<th>Where required, thesis submitted to graduate program coordinator by</th>
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<tbody>
<tr>
<td>May</td>
<td>February 1</td>
<td>March 30</td>
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<tr>
<td>August</td>
<td>May 15</td>
<td>July 20</td>
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<tr>
<td>December</td>
<td>September 1</td>
<td>November 1</td>
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**Transcripts**

Instructions on how to request a transcript can be found on the registrar’s website.