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; to enable you to apply relevant research to contemporary issues in your specialty.

The doctoral and master’s degrees confer upon recipient’s 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, 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 complete, 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 Studies to be readmitted before you may register again. However, programs that are designed 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 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 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
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 ibt 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, iTEP, 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:

- **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.

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 (USCIS), 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.
Expenses, Financial Aid & Scholarships

**Expenses**

This information applies to the academic year 2020-2021 only. Please see appropriate Registration Guidelines for 2020-2021 rates. Notwithstanding any other provision of this or any other University publication, the University reserves the right to make changes in tuition, fees and other charges at any time such changes are deemed necessary by the University and the University System of Maryland Board of Regents.

**Graduate Tuition & Fees 2020-2021***

*Tuition (per credit hour)*

For the most accurate rates for tuition and fees, please go to: [https://www.frostburg.edu/admissions-and-cost/tuition-and-fees/graduate-tuition-and-fees.php](https://www.frostburg.edu/admissions-and-cost/tuition-and-fees/graduate-tuition-and-fees.php)

*Semester Fees (per credit hour)*

Rates may be found at: [https://www.frostburg.edu/admissions-and-cost/tuition-and-fees/graduate-tuition-and-fees.php](https://www.frostburg.edu/admissions-and-cost/tuition-and-fees/graduate-tuition-and-fees.php).

These fees include: athletic, auxiliary facilities, student union operating, technology, transportation, and sustainability fees.

*Other fees & expenses* See detailed explanation at right.

- **Application Fee** (one time only, waived for FSU graduates) $45
- **Career Services Credentials** (one time only, waived for FSU graduates) $20
- **Private Music Fee** $200 per credit
- **Late Registration Fee** $30
- **Lost ID Card** $20
- **Late Payment Fee** $30
- **Returned Check Fee** $200 per credit
- **4-Pay Payment Plan** $45 per semester
- **Vehice Registration (day parking permit)** $40 per year
- **Reissue Check Fee** $30
- **Summer Fee** $80

*Please note that rates are pending approval of the USM Board of Regents and are subject to change.*

**Note:** Notwithstanding any other provision of this or any other University publication, the University reserves the right to make changes in tuition, fees and other charges at any time such changes are deemed necessary by the University and the University System of Maryland Board of Regents.

The University reserves the right to provide some or all instruction and related academic activities through alternative methods of delivery, including remote delivery. It also reserves the right to change the method of delivery before or during an academic term in the event of a health or safety emergency or other circumstance when it determines that such change is necessary or in the best interests of the campus community. Tuition and mandatory fees will not be reduced or refunded if the University changes the delivery method for any or all of an academic session.

**Course Fees**

**Education**

- **SCCO 612** $75
- **SCCO 693** $67 per credit
- **EDUC 696** $300
- **EDUC 697** $300
- **SCED 696** $300
- **SCED 697** $300

**College of Liberal Arts and Sciences**

- **CHEM 545,546,560** $25
- **Art 602,621,622** $50
- **Art 635** $45

**Master of Science in Nursing**

(Nursing Education and Nursing Leadership and Management)

- **Course Fee** $8 per credit

**Master of Science Nursing – Family Nurse Practitioner and Psychiatric and Mental Health Nurse Practitioner – per credit**

- **NURS 651** $72
- **NURS 660,665,668,670,671** $123
- **NURS 627,630,632,634,636,638** $143

**Master of Medical Science in Physician Assistant Studies**

Program Fee (per semester) $100

- **Course Fees:**
  - **DPAM 601,602,603,641,642,643** $140
  - **DPAM 700,701,702,703,704,705,706,707** $40
  - **DPAM 695** $345
  - **DPAM 709** $399

**Fees**

The following paragraphs explain how the University uses the fees that students pay.

For information on other fees and expenses related to summer and undergraduate programs, refer to the respective catalogs and bulletins.

**Activities Fee:** An optional activities fee of $26 per semester is collected to support student publications, the campus radio station, social activities, student government and a balanced program of cultural events. To be billed for the activities fee, write to the University and Student Billing Office to indicate the number of credits for which you are registered.

**Application Fee:** Applicants pay a $45 non-refundable application fee when they apply to the University. This one-time only fee is sent directly to University and Student Billing at the same time the application is mailed to the Office of Graduate Services. This fee is waived for FSU graduates.

**Main Campus Fees**

You are not required to pay the following fees if you are enrolled at an off-campus site.

**Athletic Fee:** A non-refundable athletic fee is charged per credit hour for graduate students is used to support the University’s program in intercollegiate and intramural athletics.

**Auxiliary Facilities Fee:** An auxiliary facilities fee is charged per credit hour for graduate students is assessed for construction expenses of the auxiliary facilities.

**Student Union Operating Fee:** Graduate students are charged a student union operating fee per credit hour for operating expenses of the Lane University Center.
Transportation Fee: A per credit hour fee is charged for graduate students, allowing students to ride Allegany Transit Authority buses by showing a student ID.

Sustainability Fee: A per credit hour fee is assessed to fund green initiative projects and programs on campus. Projects will be recommended by the President’s Advisory Council for Sustainability that includes faculty, staff and student representatives.

Fees charged to all students:
Technology Fee: Graduate students are charged a per credit hour fee to fund technology initiatives for student enhancement.

Other Fees and Expenses
Late Payment Fee: A late payment fee of $30 is charged for payments received after the established payment deadline.

Late Registration Fee: A late registration fee of $30 is charged for not registering as prescribed.

Private Music Fee: Music students desiring private study of organ, piano, other instruments or voice are charged $200 per credit hour.

Duplicate Copies: A $3 fee is charged for each duplicate statement of fees (or other receipt) requested. A $20 fee is charged for each duplicate ID card.

Returned Payment Fee: A $30 fee is charged whenever a check given in payment of any obligation is returned by the bank. Article 27, Section 142 of the Annotated Code of Maryland states that anyone who obtains money, etc., by bad check is subject to prosecution. All checks returned to the University by the bank as “unpaid” (this includes checks on which payment has been stopped and electronic transactions) must be paid within 7 days of the University’s notification to the student.

Motor Vehicle Registration: A $40 motor vehicle registration fee is charged for students registering a vehicle. Permits are issued for the academic year.

Room and Board
Graduate students may choose to live in University residence halls. Rooms are assigned on a space-available basis. Room contracts are binding for one academic year (fall and spring semesters). All students living in the residence halls are required to purchase a meal plan for the University dining hall.

Residence Hall Damage Deposit
You are charged a $50/year, $25/semester damage fee. You will be charged for damages or services to your room on your student account.

Payment of Fees
Make all checks or money orders payable to Frostburg State University for the exact amount on the bill you receive. All fees must be paid prior to the beginning of each semester or before the date shown on the statement of fees. Students will not be admitted to classes until all bills have been paid or they have made approved arrangements with the University & Student Billing Office and they may not register for the next semester. Failure to meet the due date may result in the cancellation of the student’s schedule.

FSU accepts online payments via PAWS or www.frostburg.edu/admin/billing. Two forms of payment are accepted: ACH (electronic check) and credit card (MasterCard, VISA, American Express and Discover). ACH payments available only through PAWS. Additionally, all credit card transactions charge a convenience fee for usage.

Payment Plan
FSU is partnered with CashNet to offer a payment plan. The plan is an interest-free, debt-free way to spread tuition payments over a number of months. To enroll in our payment plan, login to your PAWS student center and click view e-bill. The payment plan option is in the section below view e-bill.

4-Pay Plan: Enrollment in the 4-Pay Plan is for one semester. The total billed amount, less anticipated financial aid, is divided by four to split the payments over four months. The cost of the plan is $45/semester.

Fall due dates: Aug. 1, Sept. 1, Oct. 1 and Nov. 1
Spring due dates: Jan. 1, Feb. 1, March 1 and April 1

All students with a balance due who are not enrolled in a payment plan, who have a third-party payment or have financial aid will be assessed an additional late fee ten days after registration ends.

You may request information about this payment plan directly from University and Student Billing, 301.687.4321, or toll free: 1.888.689.1628.

Charges for Collection of Unpaid Bills
If a student’s account is not promptly paid, the University will turn it over to the Maryland State Central Collection Unit and a 17 percent collection fee will be added to the bill. If further collection action is needed, an outside agency will be retained, and those charges will also be billed to the student. The state may also withhold any refund due to the student from the Maryland State Income Tax and apply it to the overdue account.

Identification Card
You should obtain an FSU identification card, which is required for access to certain facilities and equipment and will admit you to University-sponsored activities and events. You must have an ID card to check books out of the University library. ID cards are processed and obtained in the ID Office located in room 101 Pullen Hall. The hours are 9 a.m.-1 p.m. and 2-4 p.m. daily.

Online students should contact the ID office to make arrangements for an ID.

Refund Policy
The following regulations govern refunds available upon withdrawal from the University or when other changes of status take place. To withdraw from the University, you must complete an official withdrawal card and file it in the Office of Registration and Records before you are entitled to any refund. Because refund amounts change depending upon when you file, the date used to determine refunds will be the date on which you submit the final filing or change of status to the Office of Registration and Records.

• For Intersession, refunds of tuition are provided up to and including the last day of registration.

• Students dismissed for disciplinary reasons are not entitled to any tuition or fee refund.

Student Refund Policy For Title IV Recipients
See page 11 of this catalog for information regarding the Student Refund Policy for Title IV recipients.

Refund Schedules
Fall and Spring Semesters (15 weeks)
• Before the end of each registration period ......................... 100% tuition refunded
• Before the 15th calendar day after the official start of classes for that session .............................................80% tuition refunded
• From the 15th day until the end of third week after the official start of classes.........................60% tuition refunded
• During the 4th week after the official start of classes ..........40% tuition refunded
• During the 5th week after the official start of classes ..........20% tuition refunded
• At the end of the 5th week after the official start of classes.....0% tuition refunded

Fall and Spring Semesters (7 weeks)
• Before the end of each registration period..................100% tuition refunded
• Before the 8th calendar day after the official start of classes for that session.................................80% tuition refunded
• Before the 11th calendar day until the end of third week after the official start of classes......................60% tuition refunded
• Before the 14th calendar day after the official start of classes..............................................................40% tuition refunded
• Before the 17th calendar day after the official start of classes.......................................................................20% tuition refunded
• Beginning the 17th calendar day after the official start of classes..............................................................0% tuition refunded

Fee Refund Schedule (including summer session)
• Application fee.................................................................................................................................0% refund
• Board fee...............Up to mid-semester: prorated on a weekly basis plus 1 week
• After mid-semester..........................................................................................................................0% refund

Summer Sessions
• Before the end of the summer registration period ........100% tuition refunded
• Before the end of 1/5 of the length of the session, but in no case beyond the 7th calendar day of the session ...80% tuition refunded
• Before the end of 2/5 of the length of the session ..........40% tuition refunded
• At the end of 2/5 of the length of the session, but in all cases beginning with at least the 15th calendar day of the session ...............................0% tuition refunded

In the case of special courses of short duration (i.e., 1 week or less), this policy will be applied on a pro rata basis in a manner consistent with the policy.

Non-refundable Fees
The following fees are non-refundable after the end of each registration period, including the summer session and Intersession:
• Activities Fee
• Athletic Fee
• Auxiliary Facilities Fee
• Class Fees
• Course Fees
• Internship Fee
• Program Fees
• Private Music Fee
• Room Fees
• Recreation and Parks Orientation Fee
• Student Teaching Fee
• Student Union Operating Fee
• Sustainability Fee
• Technology Fee
• Transportation Fee
• University Fee
• Vehicle Registration Fee