

**BSU School of Graduate Studies  
Policies and Procedures**

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## **I. GRADUATE ENROLLMENT**

### **Introduction**

Graduate study at Bemidji State University offers students the opportunity to achieve an advanced state of knowledge based on the philosophy, history, theory, and methodology of a discipline or field of study. The ability to conduct research, to evaluate and apply the research of others, and to present, orally and in writing, the results of study and research to other scholars and to the community at large are among the professional skills obtained through such study.

### **Degree and Non-Degree Study**

Graduate courses may be applied to graduate degrees and special programs such as licensures, or may be taken for professional and personal enhancement. Requirements and restrictions may apply (see [Program Admission](#) and [Admission for Non-Degree Study](#) in this section).

### **Graduate Faculty**

Members of the graduate faculty must hold an appropriate terminal degree from a regionally accredited or approved international college or university. Associate graduate faculty must hold a minimum of a master's degree in an appropriate area earned at a regionally accredited U.S. or approved international college or university and have a minimum of three years' experience with post-secondary instruction.

Members of the graduate faculty are responsible for teaching graduate-level courses, advising graduate students, chairing students' advisory committees, and representing the graduate program on oral examination committees, and may serve on the BSU Graduate Studies Committee. Specific [criteria for appointment and reappointment](#) to graduate faculty or associate graduate faculty status are available at the [School of Graduate Studies website](#). Membership on the graduate faculty requires [nomination](#) by the department, approval of the college dean, and the Vice President for Academic Affairs.

### **BSU Graduate Studies Committee**

The BSU Graduate Studies Committee is composed of graduate faculty. The Committee normally consists of five members elected by the faculty. One College Dean is invited to participate as an ex-officio member; the Director, School of Graduate Studies also attends as a non-voting member. The Committee considers graduate curriculum requests, program proposals, and advises the Director in formulating and discharging administrative responsibilities. Visit the [School of Graduate Studies](#) for Committee membership and minutes of past meetings.

## Director, School of Graduate Studies

The Director is the principal administrative officer of the graduate school. Responsibilities include participating as a non-voting member of the BSU Graduate Studies Committee, interpreting graduate policies and guidelines, carrying out assignments for the Vice President for Academic Affairs, and working with the faculty and academic deans on matters pertaining to graduate education. Visit the [School of Graduate Studies](#) for more information.

## II. PROGRAM ADMISSION

Admission into a graduate program permits students to pursue course work at the graduate level. Such admission does not, however, guarantee admission to candidacy within the master's degree program.

International students wishing to apply for graduate study at Bemidji State University should contact the [International Program Center](#) for more information.

### Admission Requirements

1. Applicants seeking admission to a master's degree program must have earned a baccalaureate degree from a regionally accredited U.S. or approved international college or university and have achieved a cumulative grade point average (GPA) of at least 2.75 (A = 4.00). Students who have achieved a 3.00 ("B") GPA during the final 60 semester credits of undergraduate education will also be considered for admission.

An undergraduate major in a particular field of study is a prerequisite to graduate study in that field. In some instances, a field of emphasis, minor, or concentration in undergraduate study, if suitably related to the graduate program, may be acceptable. For students who have completed graduate course work, the cumulative graduate GPA will be computed independently of the cumulative undergraduate GPA.

2. The [Graduate Record Examination \(GRE\) General Test](#) is required for Biology and Environmental Studies. Consult with the department regarding their use of the GRE General Test.
3. Applicants with an undergraduate record containing "pass," "satisfactory," "credit," or similar designations for courses that have a substantial bearing on their program of study may be required to submit written evaluations from the instructors of record for each course. Students with more than half of their undergraduate course work under nontraditional grading patterns will be considered on the basis of their GRE scores.
4. International students whose first language is other than English are required to submit the results from the TOEFL examination. A minimum score of 550 is required. (See Tests Required for Admission.)

### Admission Procedures

Students seeking admission for the purpose of pursuing a master's degree should contact the School of Graduate Studies for application information. International students wishing to apply for graduate study at Bemidji State University should contact the International Program Center for more information. Applicants should submit all application documents well in advance of the contemplated semester or summer of enrollment (by March 1 for the summer term or the fall semester). A completed application file may consist of the following:

1. A completed Application for Admission to Graduate Studies. International students are required to complete the [graduate e-application](#).
2. A \$20.00 non-refundable application fee.
3. One (1) official transcript from each undergraduate and graduate college or university attended. All transcripts must be submitted directly by each institution to the School of Graduate Studies. Transcripts submitted by the student are not acceptable, unless received in a sealed envelope. Applicants who apply before receiving the baccalaureate degree will be required to submit supplementary transcripts indicating that a degree has been conferred. (Graduates of Bemidji State University or students who have previously attended other institutions in the [Minnesota State Colleges and Universities](#) system will not be required to present those transcripts to the School of Graduate Studies.)
4. Scores from the [Graduate Record Examination \(GRE\) General Test](#) or [Graduate Management Admission Test \(GMAT\)](#) if required by the department.
5. Current letters of recommendation from individuals who are able to address the applicant's qualifications for the applicant's chosen program are required.
6. A letter of intent, stating the program/specialization desired, academic background, professional working experience (if any), and any additional information that the applicant believes will assist those who are reviewing the application.
7. A copy of a current or previous valid teaching license or appropriate certificate(s) (if applicable).
8. Graduate Students must meet ONE of the following requirements. Request that official copies be sent directly to the [International Program Center](#) at Bemidji State University:
  - [A Test of English as a Foreign Language \(TOEFL\)](#) score is required of all applicants whose first language is other than English. Minimum score for undergraduate students is 500 on the paper-based test or 61 on the internet-based test. For graduate students, the minimum score is 550 on the paper-based test or 80 on the internet based test. [www.ets.org/toefl/](http://www.ets.org/toefl/) TOEFL test code for Bemidji State University: 6676.
  - **IELTS:** Minimum score for undergraduate is 5.5 and 6.5 for graduate students. IELTS is jointly owned by British Council, IDP: IELTS Australia, and the University of Cambridge ESOL Examinations. [www.ielts.org](http://www.ielts.org)
  - **Successful Completion of [English Language Center- Bemidji](#):** With a letter from the Director confirming the student is ready for college-level academic work.
  - **Transferring from a U.S. college or university:** Minimum of 24 credits of college/university-level work (remedial courses and ESL do not count toward the 24 credits) that includes at least 2 college-level English courses with a B or higher.
  - **ELS Educational Services:** Completion of course 109 or higher.
9. [A Test of English as a Foreign Language \(TOEFL\)](#) score is required of all applicants whose first language is other than English. For graduate students, the minimum score is 550 on the paper-based test or 80 on the Internet-based test; TOEFL test code for Bemidji State University: 6676; **OR** [International English Language Testing System \(IELTS\)](#) minimum score for undergraduate is 5.5 and 6.5 for graduate students. IELTS is jointly owned by British Council, IDP: IELTS Australia, and the University of Cambridge ESOL Examinations.

**Note:** Please visit the [School of Graduate Studies](#) for additional program requirements.

Once the completed application and all required documents have been received by the School of Graduate Studies, the appropriate department/program and the Director, School of Graduate Studies will evaluate admissions materials to ascertain the quality of prior academic work and the prospects for success as a degree candidate.

### Admission Status

Students are admitted to graduate study based on the nature and quality of their undergraduate preparation. An applicant may be admitted with an "approved" status or a "provisional" status.

- A. **Approved:** This status is granted to applicants who have fully satisfied the minimum admission requirements for the graduate studies program. Admission to this status implies that graduate studies normally will lead to candidacy for and completion of a master's degree. Admission with an approved status does not guarantee approval of a student's admission to candidacy for a degree program.
- B. **Provisional:** This status is granted to applicants who do not satisfy the minimum GPA or the minimum Graduate Record Examination combined score, or who have deficiencies in their undergraduate preparation. Students admitted on a provisional basis are required to achieve at least a 3.00 ("B") GPA in their first six (6) credits of 6000-level graduate course work attempted at Bemidji State University. In addition, provisionally admitted students will be required to satisfy any course work deficiencies indicated by the departments/programs.

### Denial of Admission

Applicants who do not satisfy the above stated admission requirements may be permitted to enroll in graduate-level course work as a Graduate Special Student.

Master's degree applicants who were denied admission on the basis of a low GPA, low Graduate Record Examination scores, or undergraduate course deficiencies may reapply for admission upon earning at least a 3.00 ("B") GPA for a minimum of six (6) credits of 6000-level graduate course work completed at Bemidji State University. In addition, the student must satisfy all undergraduate deficiencies indicated by the department/program before a reapplication to that program will be considered. Reapplication does not guarantee admission to the graduate studies program.

### Students from Non-Accredited Post-Secondary Institutions

Graduates from post-secondary colleges or universities that are not regionally accredited will not be considered for admission to the graduate studies program.

### Tests Required for Admission

#### **GRADUATE RECORD EXAMINATION (GRE)**

The [GRE General Test](#) is required at the discretion of the academic department. Consult with the department regarding their use of the GRE General Test. Biology and Environmental Studies require the GRE General Test for admission; other departments may require this test to assist in the admissions decision.

When required, it is recommended that the GRE be taken at least two (2) months prior to the intended semester/summer of enrollment. Pre-registration with the [Educational Testing Service](#) is required four (4) weeks in advance of the examination date; BSU Test Code: 6676.

### **GRADUATE MANAGEMENT ADMISSION TEST (GMAT)**

The [GMAT](#) is required by the Department of Business Administration for the Master of Business Administration. A successful passing score must be on file before students will be allowed to register for courses. Consult with the department regarding their use of the GMAT.

### **TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL or IELTS)**

All international students whose first language is other than English are required to submit [TOEFL or IELTS](#) (International English Language Testing System) test results. The results must be sent directly to the [International Program Center](#). Visit [ETS](#) for more information. The University test code number is 6676. Visit [IELTS](#) for more information.

International students admitted to graduate studies are required to take the University's locally administered English Placement Assessment during the international student orientation program. Students who do not satisfy the University's English as a Second Language standards will be required to enroll in English as a Second Language courses at the University until the necessary proficiencies have been satisfied. International graduate students are required to satisfy the University's English language requirement within two (2) semesters. Contact the [International Program Center](#) for more information.

### **Dual Degree/Program**

Any student wishing to pursue a dual degree, which is two or more programs of study with different degree designations (M.A., M.S., and Applied Master's degrees), whether concurrently (double degree) or separately (second degree), must meet any admission criteria required by each major, as well as the general requirements for admission to graduate study. Also, because a second degree carries a different degree designation from the initial degree, students must apply for admission into a second degree program. For more information, see [Dual Degree/Program](#).

### **International Student Enrollment**

#### **ON-CAMPUS MASTER'S PROGRAM**

All international students should apply through the [graduate e-application](#). The School of Graduate Studies' office will collect required documents for the designated degree program; the [International Program Center](#) will collect required documentation for entrance into the United States.

**Please note:** Non-U.S. citizens residing outside the U.S. wishing to enter the U.S. to enroll in on-campus courses must notify the BSU International Program Center to request that their file be reviewed to determine eligibility for the required U.S. Immigration form I-20. You may contact them at [International@bemidjistate.edu](mailto:International@bemidjistate.edu).

#### **ONLINE MASTER'S PROGRAM**

In-state tuition applies to all on-line courses. International students who apply for an on-line master's degree may apply as though they were a U.S. resident.

### **Senior Citizen Enrollment**

Minnesota residents 62 years of age or over may enroll in courses for credit, audit any course offered for credit, or enroll in non-credit courses. Courses taken for credit require \$18.00 per

semester credit. Students are also responsible for any specific course fees associated with a course, as well as the cost of books and materials. Students are not charged additional student fees. No limit is placed on the number of terms senior citizens may attend, and no income limitation is imposed in determining eligibility. Enrollment is contingent; however, on space availability after all other tuition-paying students have been accommodated. This means that senior citizens must register during the add/drop period that begins the day after the first day the class meets.

<b>Type of Course</b>	<b>Resident</b>	<b>Non-Resident</b>
Courses taken for credit (open to general public)	Senior Fee	Tuition
Courses audited but offered for credit	No charge	Tuition
Noncredit courses (open to general public)	No charge	Tuition
Noncredit courses designed and offered specifically and exclusively to senior citizens	Tuition	Tuition
Courses designed and offered as closed enrollment	Tuition	Tuition

#### **ADMISSION PROCEDURES**

1. Contact the [Records and Registration Office](#) for the application for senior citizen status at the time of registration.
2. Contact the [Records and Registration Office](#) for the time and location of registration. Minnesota senior citizens are requested to complete the appropriate data form at registration in compliance with Public Law 1974, Chapter 479. This information will be used for advising purposes, statistical information, and to locate students in case of an emergency or necessity.

#### **Admission for Non-Degree Study**

Bemidji State University offers holders of a baccalaureate degree the option for graduate study which, though it does not in and of itself result in the conferring of a degree, allows students the opportunity to improve their knowledge and expertise.

#### **GRADUATE SPECIAL STUDENT**

Though not actually a member of a degree program, the Graduate Special Student may pursue graduate course work without a planned objective, but with the goal of personal and/or professional enrichment. In order to be approved to this status, students must complete and submit a [Graduate Special Student Application](#), along with a \$20 application fee, and must have an earned baccalaureate degree from a regionally accredited U.S. or approved international college or university.

A Graduate Special Student who subsequently is admitted for the purpose of pursuing a master's degree may be permitted to apply a maximum of ten (10) credits of graduate course work toward degree requirements.

Graduate Special Student status permits students to take courses for an indefinite period of time, provided that a 3.0 ("B") grade point average (GPA) is maintained. If the GPA falls

below 3.0, the student will be placed on probation and permitted two (2) additional semester registrations. If a cumulative GPA of at least a 3.0 is not achieved upon completion of these two (2) semesters of course work, the student will be dismissed from the graduate school. A Graduate Special Student may appeal by contacting the Director, School of Graduate Studies. Students who have been dismissed because of a low GPA may continue study only on an [audit basis](#).

### **LICENSURE PROGRAMS**

The state of Minnesota grants licenses to students who complete requirements set forth by various state agencies. Students pursuing specific degree and licensure programs are prepared by the department to apply for licensure with the state. Completion of all licensure requirements may result in the recommendation for licensure to the state of Minnesota. Courses used to satisfy licensure requirements must be completed for a letter grade. All transfer course work and substitutions to be used in fulfilling licensure requirements must have the approval of the program director, the department chair, and the [Advising Coordinator](#). Transcripts listing transfer courses must be on file in the Records and Registration Office.

Licensure recommendations for each program follow state and university regulations. For Professional Education licensure and Health licensure programs, the recommendation to endorse is made by the [Advising Coordinator](#) to the Minnesota Department of Education, Teacher Licensure Section.

Students seeking licensure programs should submit a [Graduate Special Student Application](#), official transcripts from their undergraduate institution(s), and a \$20 non-refundable application fee. (Graduates of Bemidji State University and students who have previously attended other institutions in the [Minnesota State Colleges and Universities System](#) will not be required to provide transcripts to the School of Graduate Studies.)

### **FASTRACK POSTBAC SECONDARY EDUCATION INITIATIVE**

The FasTrack Post Bac Secondary Initiative provides an alternative pathway to licensure by meeting the Minnesota Board of Teaching Standards of Effective Practice requirements via online coursework. For additional information, students should visit the [FasTrack PostBac website](#).

Students seeking to achieve secondary education licensure through the FasTrack PostBac program are required to apply as a [Graduate Special Student](#), pay a \$20 non-refundable application fee, and provide official transcripts from their undergraduate institution to the School of Graduate Studies. Students are required to register for and successfully complete ED3000, Introduction to FasTrack before applying to the FasTrack PostBac Secondary Initiative, which is a separate application process that will be completed at the conclusion of ED3000.

### **GRADUATE COURSE WORK BY UNDERGRADUATES**

Bemidji State University undergraduate seniors may register for graduate courses at the 5000-level only. Seniors who will be graduating within one (1) semester or summer term may petition to be considered for enrollment in graduate-level courses provided that each of the following conditions is satisfied:

1. Approval through the [graduate petition](#) (Form 6, Graduate Petition) process is granted by the instructor, the department chair, College Dean, and Director, School of Graduate Studies.
2. The student is within eleven (11) credits of a baccalaureate degree at the time of enrollment in graduate course instruction.
3. The student has a cumulative undergraduate grade point average (GPA) of at least 3.00.
4. The combined undergraduate and graduate credits attempted for the semester do not exceed twelve (12) credits (or six [6] credits for the summer). **Undergraduate students who are seeking financial aid and wish to register for both undergraduate and graduate courses in the same term must contact the [Financial Aid office](#).**

The grades earned by an undergraduate student enrolled in graduate courses will be used in computing the graduate GPA and cannot be applied toward the undergraduate GPA. No course work completed at the graduate level can be used to satisfy undergraduate degree requirements.

#### **ADMISSION OF POST-MASTER'S DEGREE APPLICANTS**

Post-master's degree students who have not previously attended BSU School of Graduate Studies and intend to pursue only course work are required to complete the [Graduate Special Student Application](#), along with a \$20 non-refundable application fee. A student who has previously received a master's degree from Bemidji State University is not required to apply for re-admission to graduate study. However, the School of Graduate Studies will require the student to complete a [Graduate Status Reactivation Form](#) if the student has been a non-registered student for more than one year. Post-master's degree students who intend to pursue an additional or dual master's degree should refer to [Dual Degree/Program Admission](#) in this section, and [Dual Degree/Program](#).

### **III. POLICIES AND PROCEDURES**

#### **Degrees**

Under the authority of the Minnesota State Colleges and Universities Board, Bemidji State University awards Master of Arts (M.A.), Master of Science (M.S.), and applied master's degrees.

#### **Academic Policies**

##### **ACADEMIC YEAR**

Bemidji State University functions on an academic semester system consisting of fall and spring semesters of approximately fifteen (15) weeks each, and a summer term. Credits earned during summer term may be applied toward the fulfillment of degree requirements.

##### **ACADEMIC INTEGRITY**

Bemidji State University fosters the highest standards of academic integrity and the highest regard for truth and honesty. The attempt by students to present as their own any work not actually performed by them; collusion, fabrication, and cheating on examinations, papers, and other course-related work; stealing, duplicating, or selling examinations; substituting for others in class discussions or examinations; producing other student's papers or projects; knowingly furnishing false or misleading academic information to University officials or on

official University records; and altering such information on official University records are considered violations of academic integrity and destructive to the central mission of the University. Students who violate academic integrity shall, after due process, be subject to University sanctions that may include failure on assignments and examinations and in courses, and suspension or expulsion. Established academic integrity policies, procedures, and sanctions are contained in the [Student Handbook](#) and should be communicated as widely as feasible in classes. Students should contact the graduate director regarding academic grievance procedures.

### ACADEMIC STANDARDS

A high level of scholarship is expected of all students enrolled for graduate credit, whether or not they are pursuing a degree. Students are required to maintain a minimum cumulative GPA of 3.00 ("B") for all course work attempted.

The academic progress of each student is reviewed by the Director, School of Graduate Studies, at the conclusion of each semester or summer term. Students who are not making satisfactory progress will be notified as follows:

1. Students who are provisionally admitted to the graduate studies program will be dismissed if they do not attain a cumulative GPA of 3.00 ("B") for the initial six (6) 6000-level graduate credits attempted. Students may petition the BSU Graduate Studies Committee, through the Director, School of Graduate Studies, for readmission (see [Readmission After Dismissal](#) in this section).
2. A student in the graduate studies program who has been admitted on an approved status or a student with Graduate Special status whose GPA falls below the scholarship standards, as previously defined, will be placed on probation and permitted two (2) additional semester registrations. If a cumulative GPA of at least a 3.00 ("B") is not achieved upon completion of these two (2) semesters of course work, the student will be dismissed from the graduate studies program for a period of one calendar year. A graduate student who is dismissed may appeal by contacting the Director, School of Graduate Studies. For information on readmission requirements, see [Readmission After Dismissal](#) in this section.
3. Students who have been dismissed because of a low GPA may continue study only on an audit basis. For information on readmission requirements, see [Readmission After Dismissal](#) in this section.

### GRADES AND GRADING

#### Grade Point Average (GPA)

1. The grade point average is computed by dividing the number of quality points earned by the number of semester credits attempted for which grades of A, B, C, D, or F were awarded. Quality points for each course are calculated by multiplying the number of semester credits by the points awarded for the grade earned. Grade points are shown under "[Grading System](#)" below. For example, a student who received one A, two B's, and one C, each grade from a three-semester credit course, would have the following GPA:

A x 3 semester credits = 4 x 3 =	12 quality points
B x 3 semester credits = 3 x 3 =	9 quality points
B x 3 semester credits = 3 x 3 =	9 quality points
C x 3 semester credits = 2 x 3 =	6 quality points

12 semester credits	36 quality points
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36 quality points divided by 12 semester credits = 3.00 GPA

2. Only the most recent grade of a repeated course will be used in computing the GPA. The first grade will be removed from the computation of the GPA once a [Repeat Course Form](#) is submitted to the Records and Registration Office.

### **Grading System**

A\* - Excellent (4 quality points)

B\* - Good (3 quality points)

C\* - Fair (2 quality points)

D\* - Poor (1 quality points)

F\* - Failure (0 quality points)

I - Incomplete

IP - In Progress

Z - No Grade Reported by the Instructor

P - Passing (see [Pass/No Credit Option](#))

NC - No Credit (see [Pass/No Credit Option](#))

S - Satisfactory

U - Unsatisfactory

AU - Audit

W - Withdrawal

\*These are the only grades considered by this catalog to be "letter grades." A letter grade of "C" or better is passing in graduate course work. A minimum grade point average of at least a 3.00 ("B") is required for graduation.

### **Incomplete (I)**

To be given by prior arrangement between the student and the instructor or in the case of a verifiable emergency situation. An incomplete must be removed by the student within twenty (20) class days of the next semester, or within one (1) year, if the student does not return to the University; otherwise, the grade is a failure and is so recorded. Any exception must be petitioned and approved by the Student Program and Admission Committee ([petition forms](#) in the Records and Registration Office). After one (1) year these grades may be discounted from the grade point average only when the courses are repeated.

### **In Progress (IP)**

The student may, with the instructor's prior approval, be granted a grade of "IP" (In Progress) for an independent study project (e.g., thesis or research paper) or special course for which completion of the course within one semester may not normally be anticipated.

### **Pass/No Credit Option (P/NC)**

The Pass/No Credit option is generally not available to graduate students. Exceptions to this proscription are:

1. Those courses used to satisfy general elective requirements (e.g., workshops).
2. Admission deficiencies for which the student has prior, specific, written approval to take on a P/NC basis. The department chair or approved graduate advisor may grant such approval, which must then be on file in the School of Graduate Studies prior to registration.
3. Any undergraduate non-deficiency course.  
Academic credit is not granted in those instances where a grade of "NC" (no credit) has been awarded. A graduate student does not have the option of receiving a letter grade for a course completed on a P/NC or S/U basis.

### **Satisfactory/Unsatisfactory Grades (S/U)**

Some courses, such as student teaching, internships, and some workshops, are offered only with the "S" or "U" grade designations. Letter grades are not available for these courses.

### **Audit Option (AU)**

Students who desire to take a course without credit and without regard for the usual prerequisites may enroll as "audit." These students must notify the instructor that they are auditing. Auditing students must pay the regular fees required of other students, but they are not permitted to take examinations. Audited courses cannot be counted toward graduation requirements or as part of the student's course. Grades are recorded only as "AU" - audit.

### **Withdrawal Option (W)**

Given to students who withdraw prior to the withdrawal deadline published in the [Academic Calendar](#) from a class for which they are financially responsible. No one may withdraw from class after that time except in special hardship cases. Please see the [Academic Calendar](#) for accurate withdrawal dates.

### **COURSES AND NUMBERING**

Courses numbered at the 5000 and 6000 levels may be used to satisfy requirements in the master's degree programs. A [minimum of 50 percent](#) of the student's approved program of study must be at the 6000 level, excluding those credits attributed to a thesis, research paper, capstone or similar cumulative project.

### **5000 Level Courses**

Graduate courses offered at the 5000 level may be double numbered with courses at the 3000 or 4000 level. However, all such courses require prior approval through the curriculum process. Courses at the 5000 level concurrently offered with undergraduate courses include additional graduate-level assignments, typically in the form of an advanced paper or project, reading assignments, examinations, and conferences. A [differentiated grading system](#) is also required for graduate students in double-numbered courses.

### **6000 Level Courses**

Graduate courses at the 6000 level are available to graduate students only. Undergraduate students may not register or attend 6000-level courses.

### **All-University Courses**

The All-University courses listed below are generally not included in the formal semester or summer term schedules. Registration in such courses requires the approval of the instructor, department/program chair, College Dean, and the Director, School of Graduate Studies.

#### 5910, 6910 DIRECTED INDEPENDENT STUDY

Arranged individual study.

#### 5920, 6920 DIRECTED GROUP STUDY

Arranged group study.

#### 5930, 6930 EXPERIMENTAL COURSE

A course proposed for inclusion in the University curriculum; may not be offered more than two times as an experimental course.

#### 5940, 6940 IN-SERVICE COURSE

An in-service course is for practitioners seeking additional training or expertise in their current vocation or profession. The format typically includes an educational experience in which a University faculty member and a group of students concentrate on working toward the resolution of a specific problem.

#### 5950, 6950 WORKSHOP, INSTITUTE, TOUR

An intense, credit-granting academic experience of short duration (usually from two days to two weeks) that is not listed in the current University curriculum. Provides for the practical application of theoretical learning within a group setting, and may include the development of methods and skills and the discussion of ideas and principles.

**Note:** Graduate credit for institutes and workshops may be recognized toward the completion of program requirements. A maximum of five (5) semester credits, or the equivalent of formal workshop courses in which a letter grade was earned, may be included in a degree program as an elective at the 5000-level. Workshop course work may not be used to satisfy a required core course or 6000-level course. Academic credit for tours will be awarded as non-degree credit only when the tour is conducted by an academic department/program at Bemidji State University, a member of the graduate faculty participates in the evaluation of the student's performance, and the course(s) are approved by the Graduate Committee.

#### 5960, 6960 SPECIAL PURPOSE INSTRUCTION

A course intended for specific groups or organizations outside the University community.

#### 5970, 6970 INTERNSHIP

Graded Satisfactory/Unsatisfactory only Student internships may be either full-time or part-time in a public or private agency appropriate to the degree objective. Internships consist of closely supervised periods of service that are arranged in advance of the course registration. Students should consult their advisor concerning prerequisites.

#### 5980, 6980 RESEARCH

Research carried out by the student that is based on appropriate methodology and scholarship.

#### 5990, 6990 THESIS

A thesis written by the student that reports extensive original research carried out by the student and demonstrates appropriate methodology and scholarship.

#### **FULL TIME/PART TIME STUDENT STATUS**

Status is based on credit load. For enrollment verification purposes, the graduate student course load is defined as follows:

Full time - at least nine (9) credits per semester.

Three-quarter time - at least seven (7) credits per semester.

Half time - at least five (5) credits per semester.

The maximum graduate credit load is sixteen (16) credits per semester. Students wishing to exceed the maximum load must receive approval from the [Director, School of Graduate Studies](#). Additional information applies for graduate students who are participating in a graduate assistantship. Please see [Graduate Assistantships](#).

#### **RESIDENCE REQUIREMENTS**

The master's degree requires a minimum of twenty (20) graduate credits completed through Bemidji State University. Individual programs may have on-campus residence requirements.

#### **FIFTY PERCENT (50%) REQUIREMENT**

According to MnSCU Policy 3.36.1.9, "At least one-half of the required credits in a master's degree, exclusive of a thesis, capstone or similar culminating project, shall be credits restricted exclusively to graduate student enrollment." Therefore, the graduate student's course work must include a minimum of 50% of 6000-level credits, excluding those credits associated with a thesis, research paper, capstone, or similar culminating project.

#### **TIME LIMIT**

Graduate credits earned within seven (7) years before the confirming of the degree shall apply to the master's program. All course work, including transfer credits, greater than seven (7) years old is considered to be obsolete and may not be included in a student's program of study.

#### **TRANSFER CREDIT REQUIREMENTS**

Transfer credits are only accepted from colleges and universities that are regionally accredited and from approved international universities that offer a master's degree program.

- A transfer or substitutions of course credit(s) requires [approval by petition](#) (Graduate Petition-Form 6)
- A minimum letter grade of "B" (3.00) must be associated with each course to be transferred as a core requirement or elective.
- A maximum of ten (10) semester credits or equivalent will be considered in transfer, and all transferred course work must have been completed within the seven [7] years before the conferment of a BSU master's degree.
- Course work to be transferred into the guided electives category, in which a non-letter grade was received, will be considered.

- Transferred courses will apply for credit only; grades of transferred courses will not be included in the computation of the Bemidji State University grade point average.
- All course work to be considered as transfer courses or substitutions must have the approval of the advisor, program director and/or department chair, College Dean, and Director, School of Graduate Studies and is reviewed on a student-by-student basis.
- Requests to register at another institution for the purpose of transferring credit into the program of study should receive advanced petition approval.
- Official transcripts must be on file before transfer credits are posted to student's BSU transcript.

#### **CHANGE OF DEGREE OR PROGRAM**

A change of degree or program requires [approval by petition](#) (Graduate Petition-Form 6).

#### **DUPLICATION OF COURSE WORK**

A course taken at the undergraduate level cannot be retaken for credit at the graduate level. An appropriate course and credit substitution or waiver must be made.

### **Academic Procedures**

#### **READMISSION AFTER DISMISSAL**

A graduate who is dismissed based on academic performance or academic irregularities may petition for admission following an absence of one calendar year from the date of formal dismissal. The [petition](#) (Graduate Petition-Form 6) for readmission requires the approval of the department/program chair, College Dean, and the Director, School of Graduate Studies.

#### **ACADEMIC GRIEVANCES**

The grievance procedures for challenging grades and registering complaints about faculty, courses, teaching procedures, and related academic concerns are described fully in the Policies and Procedures section of the [Student Handbook](#). This section also describes administrative procedures for dealing with non-academic complaints such as discrimination and harassment.

#### **WRITTEN STUDENT COMPLAINTS**

The University maintains a record of written student complaints filed with the offices of the President, the Vice President for Academic Affairs, the Vice President for Student Development & Enrollment, and the Vice President for Finance and Administration. Summary information regarding student complaints to these administrative offices is provided to the Higher Learning Commission (North Central Association), upon their request and in compliance with data privacy policy, as a part of the University's periodic accreditation review.

#### **WITHDRAWAL FROM SCHOOL**

1. Complete withdrawal from all courses must be finished prior to the withdrawal deadline published in the [Academic Calendar](#), except in hardship cases.
2. A "W" grade is assigned when students formally withdraw from a course for which they are financially responsible.
3. Failure to withdraw officially will result in "F" grades.
4. Withdrawal from the graduate program is initiated by the student at the School of Graduate Studies.
5. For refund information, visit the [Tuition and Fees](#) section of the Business Services website.
6. Withdrawal may require repayment of financial aid and/or GI Bill payments and reassessment of eligibility. For return to the University see [Returning Students](#) in this section.

### **TRANSCRIPT REQUESTS**

Bemidji State University transcripts must be requested in person or in writing and include the student's signature (Data Privacy Act 1974) from the Records and Registration Office, 101 Deputy Hall, 218-755-2020. Students may submit the [Transcript Request Form](#) available on the Records and Registration website. A processing fee is assessed for request of more than ten copies. Students no longer need to request transcripts for other [Minnesota State Colleges and Universities](#) unless otherwise notified.

## **Registration Policies**

### **CURRENT STUDENTS**

Current students register for classes for the upcoming term during preregistration using Web registration. Preregistration dates are available from the [academic calendar](#), or contact the [Records and Registration Office](#) (755-2020).

With the exception of those under Graduate Special Student status, students must consult with their assigned faculty advisor to discuss their course selection. Students pursuing licensure should contact the [Licensing Coordinator](#) or department chair/coordinator.

### **RETURNING STUDENTS**

Students in good academic standing who have been absent from Bemidji State University for a semester or more (up to two years), may pre-register for classes using Web registration. Returning students should contact their previous faculty advisor or the major department chair for advice on course selection. Students may contact the [School of Graduate Studies](#) (218-755-2027; 888-386-8464).

**Note:** Not all courses are offered every term. To find out which courses are offered, refer to the semester [Class Schedule](#). The Class Schedule contains courses, times, locations, and instructors. Course descriptions are included in the schedule. For a listing of all course descriptions, please go to the BSU Online Catalog under Graduate Programs.

Fee statements are not mailed out by the Cashier's Office. It is the student's responsibility to access their bill online (go to [myBSU](#) on the [BSU homepage](#), then MNSCU E-Services) and make arrangements accordingly to prevent being dropped for non-payment. Full payment or a payment plan must be in place prior to the published deadline in the [academic calendar](#) or students will be dropped from their registration. For information on tuition and fees due dates, please visit the [Tuition and Fees](#) section of the Business Services website.

### **DROPPED FOR NON-PAYMENT**

To access the tuition and fees schedule, please go to the [Business Services website](#). Students will be dropped for non-payment if a payment plan is not in place. For more information, you may call them at 218-755-2052.

### **IMMUNIZATION REQUIREMENTS**

Minnesota law requires that all students born after 1956 and enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain exemptions. Students are required to sign a form stating that they have been immunized. The immunization form is available on the [Student](#)

[Center for Health and Counseling website](#), from where it can be downloaded, printed, and either faxed or mailed to the Center.

#### REGISTRATION PROCEDURES

1. Registration is not complete until tuition charges and fees incurred at registration have been paid in accordance with University procedures. Preregistered students are requested to comply with the payment deadline specified in the semester [Class Schedule](#).
2. Late registrants must obtain instructors' approval to register for classes.
3. A hold will be placed on registration for students who have not paid any tuition charges and fees (see [Dropped for Non-payment](#) above).
4. Students must obtain instructor approval to register for a class after the "last day to add" date published in the semester class schedule.
5. Grades, transcripts, and diplomas will not be released for students who have outstanding financial obligations at the close of a semester or summer term.

#### **ADD, DROP, OR CHANGE OF COURSES**

The following guidelines apply unless otherwise noted in the current [Class Schedule](#).

1. Schedule changes may be made without financial obligation through the fifth class day of the semester.
2. Students must obtain instructor approval to register for a class after the "last day to add" date published in the [Academic Calendar](#).
3. An instructor may decide to drop a student who does not attend the first three class meetings.
4. Students may withdraw (drop) from a course at any time up to the last twenty-five (25) instructional days (five [5] days in summer) unless otherwise noted in the current semester class schedule--after this time, no course may be dropped except in special hardship cases. A student wishing to withdraw from a course must follow the proper procedure using the Web registration option. Courses dropped after the fifth day of classes will be assigned a "W" grade.
5. No refunds for dropped courses will be given after the fifth class day of the semester (first class day in summer) unless otherwise noted in the current [Class Schedule](#) (for summer term information, contact the [Records and Registration Office](#)).
6. No course may be dropped during the last twenty-five (25) instructional days of the semester (last five [5] days of summer) except in special hardship cases.
7. No student is added or dropped from a course until the proper procedure is followed using the Web registration option.
8. Withdrawal from classes could affect continued eligibility for financial aid. For details, visit the [Financial Aid website](#).
9. See [Withdrawal from School](#) in this section for withdrawal from all courses.

#### **REPEATING COURSES**

Apart from those courses whose descriptions state they may be repeated, any course may be repeated for the purpose of replacing the former grade with a new grade. Any student wishing to do this must file a Repeat Course Form with the [Records and Registration Office](#). Once the form is filed, the new grade, whether higher, the same, or lower, will be substituted for the original grade in computing the grade point average and total semester credits applied toward graduation. However, the original course and its grade will remain on the transcript. Classes originally taken for a letter grade must be repeated for a letter grade.

### **PREREQUISITES AND COREQUISITES**

A prerequisite is a course that must be taken or an experience that must be acquired prior to registration for the course that lists the prerequisite. Departments may waive prerequisites in specific cases.

A corequisite is a course that must be taken or an experience that must be acquired concurrent with enrollment in the course that lists the corequisite. Departments may waive corequisites in specific cases.

It is the prerogative of the instructor to drop students from a class if they have not completed the prerequisites and/or corequisites as listed in the college catalog.

### **AUDITING COURSES**

Students who desire to take a course without credit and without regard for the usual prerequisites may enroll on an audit basis. These students must notify the instructor that they are auditing. Auditing students must pay the regular fees required of other students, but they are not permitted to take examinations. Audited courses can be neither counted toward graduation requirements nor counted as part of the student's course load. Grades are recorded only as "AU"-audit.

## **General Program Requirements**

### **CANDIDACY FOR A MASTER'S DEGREE**

Admission with an approved status to pursue graduate study implies only that a student has satisfied the entrance requirements that normally will lead to a degree. Advancement to candidacy, which formally admits the student into a graduate degree program, is determined only after the student has demonstrated, by study completed at Bemidji State University, the ability to do work of graduate character with originality and independence.

### **Admission to Candidacy (Form 2)**

1. **Requirements for Admission to Candidacy:** All candidates are required to satisfy any conditions attached to their admission and achieve a cumulative GPA of at least a 3.00 ("B") for course work attempted. In addition, a candidate may be required to pass a departmental/program qualifying examination.
2. **Application for [Admission to Candidacy \(Form 2\)](#):** Students must submit Form 2 upon completion of thirteen to sixteen (13-16) graduate-level credits. It is the student's responsibility to initiate contact with the advisor for the purpose of applying for candidacy, designing a plan of study, and (where appropriate) forming an advisory committee.
3. **Admission to Candidacy for Dual Degree/Program:** See [Dual Degree/Program](#) below.
4. **Program of Study or Application for Admission to Candidacy:** The program of study a) must be determined in consultation with the student's advisor, b) must list all course work completed as well as all anticipated course work to be used to satisfy degree requirements, and c) requires the approval of the advisor, the department/program chair, the college dean, and the Director, School of Graduate Studies.
5. **Changes to an Approved Program of Study:** A [Graduate Petition \(Form 6\)](#) approved by the advisor, the department/program chair, College Dean, and the Director, School of Graduate Studies, is required if the student intends to substitute course work in areas other than the elective category. A

revised second set of candidacy plans must be approved if the student requests more than three (3) non-elective courses, or six (6) credits, in substitutions to the approved program.

6. **Transfer Credit:** All transfer credits should be indicated on the Application for Admission to Candidacy. For more information, see [Transfer Credit Requirements](#) in this section.
7. **Institutes and Workshops:** A maximum of five (5) semester credits of letter grade workshop/institute courses numbered 5950 or equivalent (when transferred) may be included in a program of study. See [Courses and Numbering](#) in this section for more details.
8. Students must consult with their assigned advisor as to the research, thesis or applied master's option.

### **Master of Arts (M.A.) and Master of Science (M.S.) Degrees Program Options**

When developing a plan of study for admission to candidacy, students must indicate which of the following options they will pursue. Students must consult with their assigned advisor as to which option is appropriate for their program.

### **THESIS OPTION**

The [degree programs](#) that incorporate the Thesis Option are Biology (M.S.), Education (M.S.), English (M.A. and M.S.), and Environmental Studies (M.S.).

1. **Course Requirements:** A minimum of thirty (30) credits is required in the Thesis Option. This includes the credits granted for the thesis. A maximum of ten (10) graduate semester credits or the equivalent may be considered in transfer from another regionally accredited U.S. or approved international college or university (see [Transfer Credit Requirements](#)), when using credits from previous [Graduate Special](#) status, or when completing a second/dual degree (see [Dual Degree/Program](#)).

**Thesis Requirements:** A student electing the Thesis Option is required to submit one (1) original and one (1) photocopy of the thesis to the School of Graduate Studies in partial fulfillment of the requirements for the degree. The thesis, which is prepared with the guidance of the advisory committee, must be written in acceptable English, demonstrate an ability to work independently, and give evidence of independent thought, both in perceiving problems and making satisfactory progress toward their solution. All theses must be prepared in accordance with the "[Handbook for the Preparation of the Thesis or Research Paper](#)," which is accessible through the School of Graduate Studies website, and any additional corresponding formatting manual required by the department. The number of thesis credits may vary from two to six (2-6) credits, with the actual number being determined by department/program guidelines. Students may divide their thesis credits among several semesters, not to exceed the maximum permitted in the degree.

### **RESEARCH PAPER OPTION**

The [degree programs](#) that incorporate the Research Paper Option are Biology (M.S.), Education (M.S.), Elementary and Middle Level Mathematics Education (M.S.), English (M.S.), and Mathematics (M.S.).

1. **Course Requirements:** A minimum of thirty (30) credits are required in the Research Paper Option. This includes the credits granted for the research paper. A maximum of ten (10) graduate semester credits or the equivalent may be considered in transfer from another regionally accredited U.S. or

approved international college or university(see [Transfer Credit Requirements](#)), when using credits from previous [Graduate Special](#) status, or when completing a second/dual degree (see [Dual Degree/Program](#)).

2. **Research Paper Requirements:** A student electing the Research Paper Option is required to submit one (1) original copy of the research paper to the School of Graduate Studies in partial fulfillment of the requirements for the degree. The research paper, which is prepared with the guidance of the advisory committee, must be written in acceptable English. The research paper must be prepared in accordance with the "[Handbook for the Preparation of the Thesis or Research Paper](#)," and any additional corresponding formatting manual required by the department. Two (2) credits may be granted for the research paper.

### **Applied Master's Degree Program Option**

Applied Master's degrees are indicated by a three- or five-letter designation, e.g., MSPD for the Master of Special Education. Applied Master's degrees cannot be designated as M.S. (Master of Science) or M.A. (Master of Arts). These designations are reserved for the Thesis and Research Paper Options only. For specific program requirements, contact the program coordinator.

The [degree programs](#) that offer Applied Master's degrees are: Master of Arts in Teaching (MAT), Special Education (MSPD), and [Master of Business Administration \(MBA\)](#).

1. **Course Requirements:** A minimum of thirty (30) credits is required in the Applied Master's Option. This does not include the credits granted for the final/capstone experience. A maximum of ten (10) graduate semester credits or the equivalent may be considered in transfer from another regionally accredited U.S. or approved international college or university (see [Transfer Credit Requirements](#) in this section), when using credits from previous [Graduate Special](#) status, or when completing a second/dual degree (see [Dual Degree/Program](#)).
2. **Final/Capstone Experience Requirements:** Every Applied Master Program must include a capstone experience, i.e. an experiential-based activity typical of preparation for practice in the field. The capstone project must be prepared in accordance with the "[Applied Master's Handbook](#)," and any additional corresponding formatting manual required by the department. For specific requirements for the capstone experience, refer to [Graduation Requirements for Applied Master's Degrees](#).

Preparation for Graduation

### **M.A. and M.S. Graduation Requirements**

In addition to the [General Graduate Requirements](#), all majors leading to a M.A. or M.S. degree have the following requirements for graduation.

### **COMPETENCY REQUIREMENT**

A student is required to demonstrate competency in one of the following options: an approved foreign language, computer application of statistics, or application of instructional technologies. The department/program determines the appropriate [competency options](#) and requirements. Students are encouraged to contact their advisors regarding this requirement upon admission to candidacy. This requirement must be satisfied prior to scheduling the oral examination/presentation.

### **FINAL COMPREHENSIVE WRITTEN EXAMINATION**

All major programs require satisfactory completion of a [final written examination](#) and an oral examination (M.A. and M.S.) or presentation (Applied Master's degree). In order to

complete an Application for Graduation (Form 4), candidates must identify the dates on which they intend to take, or have taken the written examination and the term they plan to complete their oral examination/presentation. (For more information on the oral examination or presentation, refer to the specific graduation requirements of the different Master's degree options.)

### The Written Examination

1. **The Nature of the Written Examination:** The final written examination may include all course work, research, and special projects that the student has completed as a part of the program of study.
2. **Scheduling the Written Examination:** All candidates should contact their advisor upon admission to candidacy regarding the written examination requirement. Examinations are offered according to departmental/program guidelines.
3. **Written Examination Committee:** The written examination is developed, administered, and evaluated in accordance with the established departmental/program guidelines. **The oral examination/presentation cannot be scheduled until the written examination has been passed.**
4. **Grading the Written Examination:** The department/program has the option of recommending a "pass," "condition," or "fail." Candidates who "condition" or "fail" on their first attempt will have one (1) opportunity to retake the written examination, with the approval of the department/program and the satisfaction of any conditions that the committee may require (e.g., additional course work, readings, or projects). However, the second written examination may not be attempted in the same semester/summer session as the original examination.

### The Oral Examination

For details on the Oral Examination for a Master of Arts or Master of Science, see Graduation Requirements for M.A. and M.S. Degrees directly below.

For details on the Presentation for an Applied Master's, see [Graduation Requirements for Applied Master's Degrees](#).

## GRADUATE RESEARCH PAPER/THESIS PROPOSAL APPROVAL FORM (FORM 3)

A [formal written proposal](#) for a graduate research paper or thesis must be developed by each student seeking to complete a M.A. or M.S. degree at Bemidji State University. Each student is responsible for:

1. Initiating communication with the assigned advisor to ensure that the correct process for completing the proposal is followed.
2. Acquiring the specific guidelines associated with the written proposal for a graduate research paper or thesis for the department or area of study. (Each department may have requirements that differ from the University at large.)
3. Becoming familiar with the guidelines that apply to the area of study and discussing questions related to the guidelines with the advisor.
4. Acquiring the correct style manual (e.g., APA, MLA) for the research paper or thesis as required by the department or field of study.
5. Meeting/communicating with the advisor on a regular basis at mutually agreed upon times.
6. Selecting an Oral Examination Committee (includes advisor).
7. Presenting a draft of the paper/thesis on a regular basis to the advisor and committee members for comments and feedback.

8. Obtaining the necessary form(s) from the [School of Graduate Studies](#) and providing copies of all required paperwork.

**Note:** Form 3 must be approved and on file in the School of Graduate Studies one term before applying for graduation.

#### **APPLICATION FOR GRADUATION (FORM 4)**

The [Application for Graduation](#) and preliminary curriculum vita sheet must be submitted to the School of Graduate Studies no later than the first week of the semester in which the candidate anticipates satisfying all degree requirements (or by March 1 if a summer graduation is expected). **Please note: Admission to Candidacy (Form 2) and an approved Graduate Research Paper/Thesis Proposal (Form 3) must be on file in the School of Graduate Studies prior to applying for graduation.**

#### **PRELIMINARY CURRICULUM VITA**

A preliminary curriculum vita must be submitted to the School of Graduate Studies along with the Application for Graduation (Form 4). A [sample vita sheet](#) and template is available to students on the [School of Graduate Studies](#) website.

All candidates are required to provide the oral examination/presentation committee and the School of Graduate Studies with a curriculum vita sheet, which must contain a precise listing of all courses to be used in fulfillment of the master's degree program.

#### **PRE-DEFENSE SIGNATURE FORM (FORM 5)**

[Form 5](#) is completed by the student and signed by the committee members once they review and provide feedback to the student. After all signatures have been secured, the form must be submitted to the School of Graduate Studies along with the FINAL draft of the research paper/thesis (hard copy required).

#### **THE ORAL EXAMINATION**

Candidates will not be permitted to take the oral examination unless,

1. Admission to Candidacy (Form 2), Graduate Research/Thesis Proposal (Form 3), and Pre-Defense Signature Form (Form 5) have been approved,
2. a cumulative GPA of at least a 3.00 has been achieved, and
3. the candidate is within two (2) semesters of graduation. Defense of the thesis/research paper requires the approval of all committee members.

**The Nature of the Oral Examination:** The oral examination typically focuses on the research project. It generally consists of a presentation of this research project, followed by a discussion during which the student is asked to expand, defend, or explain the research and its findings. The examination is to be scheduled for a period of not less than one hour and normally not more than two hours.

**Oral examinations are open to the university community.** The examinations of the upcoming week are announced on the "Faculty List Serve" no later than Friday of the week prior to the examinations. At the discretion of the examination committee chair, visitors may ask the candidate questions regarding the topic. The evaluation of the examination by the committee is closed to the public.

**Scheduling the Oral Examination:** Before a candidate attempts the oral examination,

- the written examination must be satisfactorily completed; written verification must be submitted to the School of Graduate Studies by the student's advisor,
- the [Pre-Defense Signature Form \(Form 5\)](#) must be signed and submitted to the School of Graduate Studies,
- the student must provide the School of Graduate Studies with a hard copy of the final draft, which has been approved by the student's committee, of their thesis or research paper,
- the School of Graduate Studies will appoint a Graduate Faculty Representative, give him/her the student's hard copy of the thesis/research paper, and notify the student and committee of the faculty member's appointment,
- the student must corroborate with committee members and the Graduate Faculty Representative in scheduling the defense, allowing at least three weeks before the examination,
- the student must notify the School of Graduate Studies of the date, time, and location of the examination by submitting a final Curriculum Vita.
- Students preparing to schedule the oral examination should remember the following:
  - The oral examination should not be scheduled during the last week of classes or during any final examination period.
  - The examination should be scheduled for at least one (1) hour and normally no more than two (2) hours.

**FINAL Curriculum Vita:** All candidates are required to provide the oral examination committee and the School of Graduate Studies with a FINAL curriculum vita sheet at least three (3) weeks prior to the scheduled final oral examination. The vita sheet must contain a precise listing of all courses to be used in fulfillment of the master's degree program.

**The Oral Examination Committee:** The oral examination committee must consist of the candidate's advisor and at least two additional members of the graduate faculty (at least two must be from the department). The advisor will serve as chair of the committee. Students are encouraged to have a member from [outside the program/department](#) to serve on the committee. A member of the graduate faculty-at-large (graduate faculty representative) will be appointed by the Director, School of Graduate Studies, to serve as a procedural observer and a non-voting participant in the oral examination.

**Grading of the Oral Examination:** The examination committee has the option of recommending a "pass," "conditional," or "fail." A candidate whose "conditional" recommendation requires the oral exam to be retaken will have one (1) opportunity to do so. A candidate who "fails" will have one (1) opportunity to propose a new project. The committee will specify (in writing) any conditions that the candidate must satisfy prior to the scheduling of a second examination or proposal. Conditions may include additional course work, readings, and/or projects. It is the responsibility of the candidate's advisor to notify the School of Graduate Studies once all conditions have been satisfied. All conditions that may be required must be contained in a graduate faculty representative's report to the School of Graduate Studies. A second oral examination may not be scheduled in the same semester.

**The Thesis or Research Paper Options:** Once the oral examination is passed, students are required to submit an electronic copy of their final draft, including the committee's corrections, to the School of Graduate Studies for a formatting review; this must be completed before the student provides the final hard copy for submission.

- [Guidelines for the preparation of the thesis and research paper](#) are available on the School of Graduate Studies website.
- The final oral examination committee and the College Dean reserve the right to request changes in the final manuscript. All changes requested by the committee must be included in the committee's written report.
- All changes requested on the original copy, whether by the examining committee or the School of Graduate Studies, must be completed to the satisfaction of the requester(s) prior to a candidate's approval for graduation.
- For a thesis, an original and photocopy, containing all requested changes, must meet with the approval of the College Dean before the student will be permitted to graduate.
- For a research paper, one original, containing all requested changes, must meet with the approval of the College Dean before the student will be permitted to graduate.

### **Applied Master's Graduation Requirements**

In addition to the [General Graduate Requirements](#), all majors leading to an Applied Master's degree have the following requirements for graduation. For specific program requirements, contact the program coordinator.

### **COMPETENCY REQUIREMENT**

A student is required to demonstrate competency in one of the following options: an approved foreign language, computer application of statistics, or application of instructional technologies. The department/program determines the appropriate [competency options](#) and requirements. Students are encouraged to contact their advisors regarding this requirement upon admission to candidacy. This requirement must be satisfied prior to scheduling the oral examination/presentation.

### **FINAL COMPREHENSIVE WRITTEN EXAMINATIONS**

All major programs require satisfactory completion of a [final written examination](#) and an oral examination (M.A. and M.S.) or presentation (Applied Master's degree). In order to complete an Application for Graduation (Form 4), candidates must identify the dates on which they intend to take, or have taken the written examination and the term they plan to complete their oral examination/presentation. (For more information on the oral examination or presentation, refer to the specific graduation requirements of the different Master's degree options.)

#### **The Written Examination**

- **The Nature of the Written Examination:** The final written examination may include all course work, research, and special projects that the student has completed as a part of the program of study.
- **Scheduling the Written Examination:** All candidates should contact their advisor upon admission to candidacy regarding the written examination requirement. Examinations are offered according to departmental/program guidelines.

- **Written Examination Committee:** The written examination is developed, administered, and evaluated in accordance with the established departmental/program guidelines. **The oral examination/presentation cannot be scheduled until the written examination has been passed.**
- **Grading the Written Examination:** The department/program has the option of recommending a "pass," "condition," or "fail." Candidates who "condition" or "fail" on their first attempt will have one (1) opportunity to retake the written examination, with the approval of the department/program and the satisfaction of any conditions that the committee may require (e.g., additional course work, readings, or projects). However, the second written examination may not be attempted in the same semester/summer session as the original examination.

### **GRADUATE PROJECT AND PRESENTATION PROPOSAL APPROVAL FORM (FORM 3)**

The [Graduate Project and Presentation Proposal Approval Form](#) must be completed by each student seeking an Applied Master's degree at Bemidji State University. Each student is responsible for:

- Initiating communication with the assigned advisor to ensure that the correct process for completing the proposal is followed.
- Acquiring the specific guidelines associated with the written proposal for presentation of the capstone experience.
- Becoming familiar with the guidelines that apply to the area of study and discussing questions related to the guidelines with the advisor.
- Meeting/communicating with the advisor on a regular basis at mutually agreed upon times.
- Selecting a committee (includes advisor). Each committee must consist of:
  - at least two [BSU graduate faculty members](#), one of whom must be from a department other than the department hosting the graduate program;
  - a BSU approved professional in the field. The student is responsible for securing a résumé from the field representative;
  - a final committee approval determined by the department hosting the program and the College Dean.
  - Obtaining the necessary form(s) from the School of Graduate Studies and provide copies of all required paperwork.

### **APPLIED MASTER'S APPLICATION FOR GRADUATION (FORM 4)**

The [Applied Master's Application for Graduation](#) and [preliminary curriculum vita sheet](#) must be submitted to the School of Graduate Studies no later than the first week of the semester in which the candidate anticipates satisfying all degree requirements (or by March 1 if a summer graduation is expected). **Please note: Admission to Candidacy (Form 2) and an approved Graduate Project and Presentation Proposal (Form 3) must be on file in the School of Graduate Studies prior to applying for graduation.**

### **PRELIMINARY CURRICULUM VITA**

All candidates are required to provide the oral examination/presentation committee and the School of Graduate Studies with a curriculum vita sheet, which must contain a precise listing of all courses to be used in fulfillment of the master's degree program.

A curriculum vita sheet must be submitted to the School of Graduate Studies along with the *Applied Master's* Application for Graduation (Form 4).

## **APPLIED MASTER'S PROJECT AND PRESENTATION FINAL APPROVAL FORM (FORM 5)**

The [Applied Master's Project and Presentation Final Approval Form](#) is completed by the student and signed by the committee members once they have reviewed and provided feedback to the student concerning the capstone experience. After all signatures have been secured, the form must be submitted to the School of Graduate Studies prior to the oral presentation of the capstone experience.

## **FINAL PROJECT GUIDELINES**

Every Applied Master's Program must include a capstone experience, i.e. an experiential-based activity typical of preparation for practice in the field.

### **Final Project Requirements**

A capstone experience must satisfy the following requirements/standards:

1. The capstone experience should require students to demonstrate an ability to synthesize the fundamental theories, knowledge, and skills of the educational program in an applied setting.
2. It should be an experience shaped by the input of a professional in the field during which the student is provided with frequent opportunities for evaluation and feedback.
3. The experience should require the student to demonstrate professional levels of oral and written communication.
  - a. The capstone experience should include a paper or other product that demonstrates: literature search or some other benchmark research beyond the student's own experience (allowing the integration of research-based theory and practice in the relevant field)
  - b. synthesis of the research (written work, art presentation, PowerPoint presentation, etc.) (showing critical thinking, e.g. complex problem solving that accounts for multiple perspectives)

Note: Each curriculum proposal for an Applied Master's Degree must indicate how the proposed capstone experience meets the listed requirements/standards.

### **Presentation of Final Project**

Candidates will not be permitted to present the capstone experience unless

- a. Admission to Candidacy (Form 2), Graduate Project and Presentation Proposal (Form 3), and Applied Master's Project and Presentation Final Approval Form (Form 5) have been approved,
- b. a cumulative GPA of at least a 3.00 has been achieved, and
- c. the candidate is within two (2) semesters of graduation. Presentation of the capstone experience requires the approval of all committee members.

### **Evaluation of Final Project**

All parts of the final project must be evaluated by

- a. at least two (2) BSU graduate faculty members, one (1) of whom must be from a department other than the department hosting the graduate program, and
- b. a BSU approved professional in the field (approved by the department hosting the program and the College Dean). The committee is responsible for approving and evaluating the capstone proposal, and the completion of the capstone experience.

## Graduation

A master's degree candidate may initiate the graduation process by filing the appropriate Application for Graduation (Form 4).

1. **Application for Graduation:** Form 4 must be submitted to the School of Graduate Studies during the first week of the semester in which all degree requirements will be satisfied. Candidates who will be completing degree requirements during the summer must submit their Application for Graduation no later than March 1. The completed form must be accompanied by a preliminary curriculum vita.
2. **Graduation Requirements:** The University's graduate program requires students to complete a minimum of one-half of their course work at the 6000-level (see [Fifty Percent \(50%\) Requirement](#)), satisfy a competency area requirement, pass a written examination, complete (a) a thesis or research paper and an oral examination or (b) a capstone experience and an oral presentation.
3. **Graduation Periods:** A student may graduate in December, May, or August. Commencement, however, is scheduled only once each year in May.
4. **Commencement:** Commencement exercises are held at the close of spring semester. Students who graduate during fall or plan to graduate during the summer may attend spring exercises with the spring semester graduates. Students in residence during spring semester who will complete graduation requirements that semester are encouraged to attend the commencement exercises. Concerns regarding exemptions should be addressed to the School of Graduate Studies.

In order to qualify for participation in the annual spring commencement exercise, a student must be in good academic standing and have no more than twelve (12) credits of course work to complete by August 15 following commencement. These courses must be outlined on the student's candidacy form (Form 2), which must be on file in the School of Graduate Studies. Attendance at commencement exercises does not signify completion of all degree requirements.

Students are required to wear traditional cap and gown apparel at commencement. Graduate students are responsible for purchasing a Bemidji State University hood as part of the traditional apparel.

5. **Diploma:** Diplomas typically are mailed approximately thirty (30) days following the date of graduation.
6. **Notification of the Receipt of a Degree:** The [Director, School of Graduate Studies](#) will, upon request, send a verification of graduation to appropriate officials once all degree requirements have been satisfied.

## Dual Degree/Program

If a student is pursuing a dual degree, then the paper/thesis/capstone project must be completed for each program separately. There must also be separate written and oral examinations/presentations. Courses may be allowed to count across programs if approved via petition. No more than 10 credits of core and elective courses may count across programs. (See [Admission to Candidacy](#))

Students pursuing more than one degree or program must satisfactorily complete the following:

- All requirements identified for each degree or program.
- Separate candidacy for each program (Form 2).
- A written examination for each degree or program.

- An oral examination/presentation for each program or degree (at the discretion of the departments/programs).  
These requirements are in addition to requirements that all candidates must satisfy for graduation.

### Steps in Pursuing M.A. and M.S. Degree Requirements

Steps	Time Frame
<a href="#">Application for Admission into a degree program</a>	Prior to completing ten (10) credits or the equivalent
<a href="#">Admission to Candidacy (Form 2)</a>	Upon completion of thirteen (13) to sixteen (16) graduate credits
<a href="#">Graduate Research Paper/Thesis Proposal Approval Form (Form 3)</a> (includes committee selection)	Prior to registration for thesis/research paper credits
<a href="#">Written Departmental Examination Requirement</a>	See the department/program description
<a href="#">Competency Area Requirement</a>	Satisfy prior to the oral examination
Register for graduate research/thesis credits	See advisor
<a href="#">Application for Graduation (Form 4) and Curriculum Vita Sheet</a>	Submit during first week of semester of graduation or by March 1 if summer grad.
<a href="#">Pre-Defense Signature Form (Form 5)</a>	Submit prior to oral examination
Graduate Representative assigned by School of Graduate Studies	The School of Graduate assigns the Graduate Representative only <i>after</i> Form 5 and a hard copy of the student's FINAL draft has been received.
<a href="#">Oral Examination Requirement</a>	See the department/program description
Verification of Completion	Mailed upon request from Graduate Director
Diploma	Mailed to student within thirty (30) days following approval of graduation by Registrar

### Steps in Pursuing Applied Master's Degree Requirements

Steps	Time Frame
<a href="#">Application for Admission into a degree program</a>	Prior to completing ten (10) credits or the equivalent
<a href="#">Admission to Candidacy (Form 2)</a>	Upon completion of thirteen (13) to sixteen (16) graduate credits
<a href="#">Capstone Experience Proposal Approval (Form 3)</a> (includes committee selection/approval)	Completed during term prior to registering for Capstone Experience course
<a href="#">Written Departmental Examination Requirement</a>	See the department/program description

<a href="#">Competency Area Requirement</a>	Satisfy prior to the oral presentation
Register for capstone credits	Course in schedule
<a href="#">Application for Graduation (Form 4) and Curriculum Vita Sheet</a>	Submit during first week of semester of graduation or by March 1 if summer graduation
Pre-Presentation Signature Form (Form 5)	Submit prior to oral presentation
<a href="#">Oral Presentation Requirement</a>	See the department/program description
Verification of Completion	Mailed upon request from <a href="#">Graduate Director</a>
Diploma	Mailed to student within thirty (30) days following approval of graduation by Registrar

## IV. Rights and Responsibilities

### [Code of Conduct](#)

#### **STUDENT RESPONSIBILITIES**

Students are expected to be familiar with the Student Code of Conduct and the Student Conduct System as presented in the [Student Handbook](#). The rights and responsibilities of students and the expectations of the University are described in the handbook, along with grievance and other procedures. Behavior that is threatening to the safety or welfare of one's self or others, or that is harassing or discriminatory in nature, will be reviewed promptly by the University, and appropriate action will be taken. The Student Code of Conduct does not replace or reduce the requirements of civil or criminal laws.

Students are also expected to be familiar with academic policies and procedures as previously described, as well as in the Handbook.

#### **EXCERPT FROM THE PREAMBLE TO THE CODE OF CONDUCT**

The campus is not a sanctuary from the general law. University community members violating civil or criminal law may be subject to University Conduct procedures for the same conduct when the conduct occurs on campus or when it occurs off campus but is directly related to the University community. The University may initiate Student Conduct action at its discretion.

### [Family Educational Rights and Privacy Act](#)

Bemidji State University protects the privacy of student education records as required by the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Minnesota Government Data Practices Act (MGDPA). These federal and state laws provide information on the privacy and confidentiality of student educational records. This notice of student rights, policy and procedures is available in hard copy and in alternative formats from the Office of Student Development and Enrollment, Deputy Hall 313 and the Records and Registration Office, Deputy Hall 101.

The laws are applicable to postsecondary institutions in two primary ways: 1) institutions must permit students to inspect and review their education records; and 2) in most instances only information defined and publicized by the institution in the semester class schedules as "directory information" will be released without the express consent of the student unless otherwise directed by the student. However, under certain circumstances all educational records may be released without consent of the student.

More detailed information regarding data privacy laws is available in the [Student Handbook](#).

### **Student Right to Know Act**

As required by federal law, the rates at which full-time students complete bachelor's degrees from the University within a specified period of time are available on request in the [Office of Institutional Research](#) in Deputy Hall.

### **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

The [Annual Security Report](#), published by the Department of Public Safety, is distributed to all students, prospective students, faculty, staff, and prospective employees, and is available upon request. The report, which is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, contains security policies and practices and campus crime statistics.

### **Victims' Bill of Rights**

Provisions addressing the rights of victims of sexual violence or assault were added to existing Minnesota State University Board policy on September 30, 1992. The Victims' Bill of Rights policy applies to all students, faculty, and staff, of Bemidji State University and the Minnesota State Colleges and Universities system. The policy is printed in the [Student Handbook](#) and in the [Annual Security Report](#).

### **Assessment**

As part of Bemidji State University's commitment to institutional quality and accountability, all academic and service programs engage in an ongoing process of assessment and renewal. Assessment involves the regular collection of information about academic proficiency, knowledge, and understanding acquired through the Liberal Education curriculum, degree-granting programs, student participation in University activities, and student attitudes and opinions about their educational experiences. The information is then used to improve the quality of instruction. Assessment occurs in departments and University-wide informally and formally as scheduled in the University calendar. All students are required to participate in assessment activities on multiple occasions during their enrollment. Noncompliance with assessment activities may delay registration and/or graduation plans.

Bemidji State University endorses the Minnesota State Legislature's ethic of zero tolerance toward sexual violence and sexual harassment. All members of the Bemidji State community are expected to comply with the letter of protective laws and to take the spirit of such laws to heart. For information on the consequences of violating regulations, and on reporting incidents, refer to sexual violence/harassment publications available at the Hobson Memorial

Union Information Desk and other campus locations, or contact the Office of Student Development and Enrollment, Deputy Hall, 218-755-2075; Department of Public Safety, Walnut Hall, 218-755-3888; or the Human Resources Office, Deputy Hall, 218-755-3966.

<b>Policy:</b>		
<b>Formal Review Process</b>	<b>Date Submitted</b>	<b>Date Reviewed</b>
<b>MSUAASF</b>		
<b>BSUFA</b>		
<b>Classified Meet and Confer</b>		
<b>BSUSA</b>		
<b>Provost/Vice President Recommendation</b>		<b>Date</b>
<b>Presidents Approval</b>		<b>Date</b>