

# General Information for Specialist and Master's Students

In addition to the materials found below, the reader should refer to the Glossary section in this catalog for additional important information relative to graduate education at MTSU.

## Admission Requirements

Applicants must meet the admission requirements for degree-seeking students and submit any additional materials required by the major program of study. (See relevant department for specific requirements.)

Admission is granted to a specific program of study and a student may not change the major, the concentration, or the minor without a recommendation by the relevant graduate advisor(s) and the written approval of the dean of the College of Graduate Studies.

All applicants must hold a bachelor's degree from an accredited university. In addition, applicants for the Ed.S. degree must also hold a master's degree from an accredited university.

## Comprehensive Examinations

The comprehensive examinations are scheduled by each department during the last part of the semester in which the student expects to graduate. These may be oral, written, or both. This test is not merely a reexamination of coursework, but it is an assessment of the candidate's ability to integrate scholarly information linking the major and related fields. The comprehensive examinations may be taken no more than twice.

## Degree Plan

The degree plan is established in consultation with the graduate advisor and sets out the curricular plan to follow for the purpose of graduation. The degree plan must be filed and approved prior to the completion of 21 credit hours (or earlier if required by the graduate program). The form is approved by the pertinent graduate program personnel (e.g., major professor, graduate advisor, etc.) and the dean of the College of Graduate Studies (or designee). It may not be filed in the semester in which the student anticipates to be graduated.

M.A.T. and M.S.T. degree plans must also be signed by the dean of the College of Education and Behavioral Science or an appropriate representative if licensure is being sought. The degree plan for the M.Ed. requires that the student have a professional license to teach and thus must also be signed by

the dean of the College of Education and Behavioral Science or an appropriate representative.

For students pursuing either a second master's or specialist's degree at MTSU, the degree plan should be filed prior to the completion of 18 credit hours of coursework.

## Degree Plan Change

If for any reason the courses listed on the degree plan cannot be followed, a revision to the degree plan must be filed with the dean of the College of Graduate Studies. This must be approved by the major professor, reader(s), and/or faculty advisors.

## Faculty Advisors

After admission, a degree-seeking student is assigned faculty advisors in the major and minor areas. The student should consult these advisors for program planning and optimal course scheduling.

## Intent to Graduate

By the end of the first full week of the term in which the student intends to graduate, or by the end of the first week of the Summer June Term (for August graduation), the candidate must file an Intent to Graduate Form with the College of Graduate Studies, pay relevant fees at the Business Office, and complete the College of Graduate Studies exit survey. All degree requirements must be completed prior to the date of graduation.

## Thesis

The thesis in final form must be submitted to the dean of the College of Graduate Studies no later than the date specified in the University Academic Calendar, which is approximately six weeks before graduation. It must be approved by the major professor, the reader(s), and the department chair prior to submission to the College of Graduate Studies. Guidelines for the thesis vary from department to department. While the responsibility for the technical quality and content of the thesis or dissertation lies in the graduate committee, the College of Graduate Studies imposes format requirements to ensure an appropriate appearance for your thesis or dissertation and recognizes the quality of the product you have produced by accepting it. Final responsibility for the thesis or dissertation lies with the author. The University reserves the right to refuse any manuscript that is not in agreement with the *MTSU Thesis and Dissertation Manual* formatting guidelines, is not in suitable condition for archiving in Walker Library, or is in any form plagiarized or fabricated. Thus a thesis not meeting standards may be rejected by the dean of the College of Graduate Studies and graduation delayed. The original and three copies of the thesis must be submitted for binding. One copy is forwarded to the library, one to the major professor, one to the department, and one is returned to the student. Additional fees must be paid if extra copies are bound.

**NOTE:** Once the student has begun taking thesis research, he/she is expected to enroll in at least 1 semester hour of thesis research (course 6640) until the thesis is completed.