

degree, the Master of Arts degree, Master of Education, Master of Science in Industrial Technology degree and the Master of Social Work degree.

## **Requirements for Master's Degrees**

### **Graduate Advisor and Graduate Advisory Committee**

All students in master's programs must have a graduate advisor who is a member of the Graduate Faculty in the student's major department or program. The graduate advisor is appointed by the Coordinator of Graduate Programs. In addition, all students must have a graduate advisory committee. The advisory committee is composed of at least three members of the Graduate Faculty. The graduate advisor serves as chair or co-chair of the committee. The graduate advisory committee is appointed by the Coordinator of Graduate Programs in the student's department or program. At the time of the request for a permit to schedule the final oral examination, the School of Graduate Studies verifies that the committee is properly constituted.

### **Plan of Graduate Work**

The master's degree candidate must submit an approved Plan of Graduate Work to the School of Graduate Studies during the term in which the candidate will complete 15 or more credits toward the degree sought. If the 15 credits will be completed at the end of a regular semester, the Plan of Graduate Work must be submitted to the School of Graduate Studies Office five working days before registration for the following semester. If the 15 credits will be completed at the end of the summer session, the Plan of Graduate Work should be filed in the School of Graduate Studies within five working days following fall registration. The Plan of Graduate Work lists the committee chairperson, other committee members, and a sequence of courses required for the degree and approved by the student's advisor. Each committee member's signature indicates approval of the Plan of Graduate Work. Upon approval by the School of Graduate Studies, the Plan becomes the student's official guide to completing his/her program. Any changes in the Plan of Graduate Work or exceptions to the schedule for submission of the Plan must be approved by the committee and the Dean of the School of Graduate Studies.

### **Declaration of Major**

A graduate student shall declare and complete the requirements of one master's degree program before declaring another major. This does not prevent a student from changing a declaration of major.

### **Time Limitation**

The master's degree program must be completed within six successive calendar years. Programs remaining incomplete after this time interval are subject to cancellation, revision, or special examination for out-dated work. Students enrolled in doctoral programs (Electrical, Industrial and Systems, and Mechanical Engineering) should see the appropriate section of the *Graduate Catalog* for details regarding the maximum time allowed to complete the degree programs. When the program of study is interrupted because the student has been drafted into the armed services, the time limit shall be extended for the length of time the student shall have been on active duty, if the candidate resumes graduate work no later than one year following his/her release from military service.

### **Course Levels**

At the University, the department prefix, followed by a three-digit number, is used to designate all course offerings. The first digit indicates the classification level of the course. Courses numbered 600 through 699 are open to seniors and to graduate students. Courses numbered 700 and above are open only to graduate students. At least 50% of the courses counted in the work towards a master's degree must be those open only to graduate students; that is, numbered 700 and above.