

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.

The Academic Calendar in this catalog as well as in other School of Graduate Studies calendars.

- The defended thesis is reviewed by the School of Graduate Studies to ensure that the format conforms with the specifications prescribed in the *Thesis and Dissertation Manual*.

Requirements for Doctor of Philosophy Degree

The doctorate symbolizes the ability of the recipient to undertake original research and scholarly work at the highest levels without supervision. The degree is, therefore, not granted simply upon completion of a stated amount of course work but rather upon demonstration by the student of a comprehensive knowledge and high attainment in scholarship in a specialized field of study. The student must demonstrate this ability by writing a dissertation reporting the results of an original investigation and by passing a series of comprehensive examinations in the field of specialization.

Advisory Committee and Plan of Graduate Work

An advisory committee of at least four Graduate Faculty members, one of whom will be designated as chair, will be appointed by the Dean of the School of Graduate Studies upon the recommendation of the Chairperson of the department. The committee, which must include at least one representative of the minor field, will, with the student, prepare a Plan of Graduate Work that must be approved by the department and the School of Graduate Studies. In addition to the course work to be undertaken, the subject of the student's dissertation must appear on the plan. Any subsequent changes in the committee or dissertation subject or in the overall plan must be submitted for approval as with the original plan.

The program of study must be unified, and all constituent parts must contribute to an organized program of study and research. Courses must be selected from groups embracing one principal subject of concentration, the major, and from a cognate field, the minor.

Residence Requirement

For the Doctor of Philosophy degree, the student is expected to be registered for graduate work at an accredited graduate school for at least six semesters beyond the baccalaureate degree.

The basic University residence requirements are defined below. However, the College of Engineering has the prerogative of establishing more restrictive requirements within the respective programs.

Language Requirement

The departments may designate that the language requirement be fulfilled from among those languages in which the Department of Foreign Languages and Literatures conduct testing. Doctoral students should contact the major department for specific language requirements.

Preliminary Comprehensive Examinations

After completing the language requirement, but not earlier than the end of the second year of graduate study, and not later than one semester (four months) before the final oral examination, each doctoral student is required to take the preliminary comprehensive examination. The examinations consist of two parts: written examination and an oral examination.

The written portion may be conducted in one of two ways. In the first, each member of the advisory committee prepares a set of questions for the student's response, and answers to each set are returned to the appropriate member for grading. In the second, the Department prepares a single exam that is graded by a faculty committee.

The examination questions involved may cover any phase of the course work taken by the student during graduate study or any subject logically related to an understanding of the subject matter in the major and minor areas of study. The questions are designed to measure the student's mastery of the subject matter and the adequacy of preparation for research. Failure to pass the written preliminary examination terminates the student's work at this institution, subject to departmental and/or school policies with respect to reexamination.

Upon satisfactory completion of the written portion of the preliminary examinations and