

NCA & TSU Master Credit Requirements

Credits

A minimum of 30 semester credit hours is required for most master's degrees; however, some programs require more than 30. Also, in order to gain the breadth desired in their program or to make up deficits in their undergraduate degree, many students will actually take more credit hours than the minimum required by the program.

Summary of Procedures for Master's Degrees

ALL STUDENTS

- Application materials and required fees must be received.
- Application materials must be reviewed by department or program.
- The department or program must forward its recommendation regarding applicant's admissibility to the Dean of the School of Graduate Studies.
- The School of Graduate Studies must review the recommendation and the student is notified of the action taken on the request for admission.
- The student must report to the department or program, be assigned a graduate advisor, and develop a roster of courses and credits with the advisor.
- The student must comply with requests from the School of Graduate Studies for updated copies of transcripts from previous colleges or universities.
- The student must sign a patent agreement and file with the School of Graduate Studies.
- The student is subject to continuous registration policy until graduation.
- The student must pass a language examination, if required.
- The student must pass a written examination, if required.
- The student must submit a diploma order form by end of the sixth week of the semester or summer session of anticipated graduation.
- An overall grade point average of at least 3.0 must be maintained for all graduate coursework taken at North Carolina A&T State University to graduate.

All degree requirements must be completed within six calendar years, beginning with the date the student commences courses carrying graduate credit applicable to the degree program, unless a more restrictive time limit has been established by the department/program or academic college/school.

Students in Non-Thesis Programs

- A graduate advisory committee of three or more Graduate Faculty members must be appointed by the Coordinator of Graduate Programs.
- A Plan of Graduate Work must be prepared by the student, in consultation with and with the approval of his/her graduate advisory committee. This plan must be approved by the Coordinator of Graduate Programs prior to completion of one-half the credits on the plan.
- When all requirements except completion of the course work in the final semester are satisfied, the Coordinator of Graduate Programs must request that the School of Graduate Studies issue a permit to schedule the final oral examination.
- If the School of Graduate Studies requirements are met, a permit to schedule the final examination will be issued within 20 working days of receipt of the request.
- The final examination must be scheduled and conducted.
- The final examination report, including date and result of the examination, must be submitted to the School of Graduate Studies by the Coordinator of Graduate Programs. This report should be received within five working days of the examination.

Students in Thesis Programs

- graduate advisory committee of three or more Graduate Faculty members must be appointed by the Coordinator of Graduate Programs.
- A Plan of Graduate Work must be prepared by the student, in consultation with and with the approval of his/her graduate advisory committee. This plan must be approved by the Coordinator of Graduate Programs prior to completion of one-half the credits on the plan.
- A copy of a preliminary draft of the thesis, if required, must be submitted to the chair of the student's advisory committee.
- When all requirements except completion of the course work in the final semester are

satisfied and after the thesis is complete except for such revisions as may be necessary as a result of the exam, the Coordinator of Graduate Programs will request that the School of Graduate Studies issue a permit to schedule the final oral examination.

- If all requirements are met, a permit to schedule the final examination is issued by the School of Graduate Studies within 20 working days of receipt of the request.
- At least two weeks prior to the final oral examination, the chair of the student's advisory committee must submit the thesis to the other members of the advisory committee for review.
- The final examination must be scheduled and conducted.
- The final examination report, including the date and result of the examination, must be submitted to the School of Graduate Studies by the Coordinator of Graduate Programs. The report should be received by the School of Graduate Studies within five working days after the examination.
- The student must submit four copies of the thesis, signed by each member of his/her advisory committee, to the School of Graduate Studies.
- The deadline date for submitting four copies of the thesis to the School of Graduate Studies for the student to graduate in a given semester or summer session appears in 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*.