

NCA &TSU 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.

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.

Residence Requirements

A minimum of three-fourths of the hours required for the master's degree must be earned in residence study at the University.

Transfer of Credit

No more than six hours of the minimal 30-hour requirement will be accepted from other institutions. A graduate course which has been completed with a grade of "B" or better may be considered for transfer to a master's program provided that it has been completed in a graduate or post-baccalaureate classification at an accredited graduate school. Exceptions are allowed for transfer from foreign institutions if the department or program provides the School of Graduate Studies with adequate documentation that the course is relevant to the degree, with appropriate content and level of instruction resulting in student competencies at least comparable to those of students taking the equivalent course at North Carolina A&T State University, and that the course was taught by faculty who are qualified to teach at the master's degree level. Credit accepted by extension reduces the amount of credit that may be transferred from other institutions.

Transfer of Undergraduate Credit

Graduate credit may be allowed for up to 6 hours of the minimal 30-hour requirement for courses taken at North Carolina A&T State University provided that it is at the 600 graduate level or higher, that the grade is "B" or better, that it was not counted to fulfill undergraduate requirements, and that it is recommended by the student's undergraduate advisor prior to enrollment in the course. No graduate credit will be allowed for excess credits completed in an undergraduate classification at another institution.

Credits from Previous North Carolina A&T State University Master's Degree

Only 12 credits from a previous North Carolina A&T State University master's degree may be counted toward the minimal 30-hour requirement.

Residence Requirement and Doctor of Philosophy Time Limit

Two semesters of residence credits must be earned. In addition, the doctoral student has a maximum of six calendar years from admission to attain candidacy and ten calendar years to complete all requirements. The dissertation must be completed in five years after admission to candidacy. Students should consult the departmental handbook for details.

Credit Completion Requirements

A minimum of 24 course credits and 12 dissertation credits beyond the Master of Science are required. Students should consult the departmental handbook for details.