

College of Education "Lifeline"

Frequently Asked Questions by Graduate Students

First Term Enrollment

Validating Admission: Graduate students make their admission official (or "validate") by registering for at least one course during the semester in which they are formally admitted to the University.

Deferment of Admission: Students who do not validate their admission by registering for courses in their first semester may contact the Graduate Director and request a Deferment of Admission. This request must be made in writing within 12 months of the initial requested entry date and before the program's application deadline for the new term. If a request for deferment is not activated within 12 months, students will be dropped from their program and must reapply for admission.

First Day Class Attendance: All graduate students are required to attend class the first day a class meets, for both online and in person courses. In online-only programs, you will need to complete a survey or activity on the first day to "take attendance". Students who are unable to attend the first class meeting should contact their professor to ensure they meet course enrollment requirements. Students are responsible for dropping undesired courses by the end of the fifth day of classes to avoid fee liability and academic penalty.

Changing Your Registration during Add/Drop Week: After a student has completed their initial registration on the date assigned, they may add or drop a course(s) during Add/Drop Week (first five days of class) through their Student Self-Service account.

Major Professor Upon admission to an Education Specialist or doctoral program, students are required to meet with the department's Graduate Program Coordinator or other program advisor in their first semester to select a Major Professor and form a supervisory committee. The Major Professor will serve as the student's primary academic advisor throughout the course of the program.

Planned Program of Study The Planned Program of Study form lists the coursework that students must take in order to complete their degree program. Any changes to this document must be formally reviewed and approved by the student's program and the College. The Planned Program of Study is not official until the student, their program advisor, and the Department Chair have signed, and the form is reviewed and approved by the Graduate Support Office.

™ Rule of thumb for submission Master's and Specialist students should submit their Planned Program of Study with all required signatures by the end of their first semester of study. Doctoral students may take a semester or two longer to choose committee members and identify a research focus; they should plan to submit their Planned Program after they have completed 18 hours of coursework, or before they apply for the Qualifying Exam

Change of Graduate Major

Change of Major: Students may file a Change of Graduate Major Application only after they have validated their admission by completing coursework in their first semester of study. You must also be in good academic standing with a GPA of at least 3.00. Students can only change to a new major at the same or lower degree level as their current major (ex: a Ph.D. to an Ed.S., or an M.A. to an M.Ed.). Change of Graduate Major restarts the degree time limits and the Catalog year; students will have to meet the new Graduate Catalog requirements in place at the time they begin their new major.

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