

# ***REQUIREMENTS FOR GRADUATE DEGREES***

## **MASTER'S DEGREES**

### **CANDIDACY AND PROGRAM OF STUDY**

Admission to candidacy is an important step in the student's progress toward a degree. The step indicates that the student has successfully completed an important portion of his/her graduate studies, has outlined the remainder of his/her program of study, is considered a capable graduate student and is viewed as a worthy candidate for an advanced degree in his/her field of specialization. Recommendation for candidacy, therefore, is based upon performance on admission tests, completion of prerequisite courses, class work, and professional behavior. Performance in core courses and major field courses is deemed significant. Students must apply for admission to candidacy after they earn at least nine (9) semester hours of graduate credit but before having earned fifteen (15) credit hours. The Program of Study and Advancement to Candidacy form should be completed in consultation with the advisor, signed by the appropriate persons and returned to the Graduate School. Changes in the approved Program of Study require the written approval of the adviser and the Dean of the Graduate School. The Change of Program or Personnel form may be obtained from the Graduate School.

### **PROCEDURES FOR ADMISSION TO CANDIDACY**

When the student has completed nine (9) semester hours of graduate credits with a cumulative grade point average of 3.00, and has removed all incomplete (I-grades) from the permanent record in the Office of Admissions and Records, and met any admissions conditions, the student is ready to be admitted to candidacy.

### **STUDENTS NOT ADMITTED TO CANDIDACY WHO**

#### **HAVE SUCCESSFULLY COMPLETED NINE HOURS OF GRADUATE CREDIT**

After successful completion of nine (9) semester hours but not more than fifteen (15) semester hours of graduate course work with a grade point average of 3.0 or above, the student must be advanced to candidacy. The student who is not advanced to candidacy will not be allowed to take additional course work. Students who have been conditionally admitted to a master's program must satisfy all stipulated conditions by the time a Program of Study is filed or prior to accumulating a maximum of 15 graduate hours. A test score condition must be met within the first semester of enrollment of courses for graduate credit. A maximum of 15 hours of graduate work will be counted toward the degree when admission requirements are met.

Courses taken after the term in which the fifteen (15) hours were completed may not apply toward the completion of the requirements for the degree.

No student will be permitted to graduate the same semester in which Candidacy is achieved.

It is the primary responsibility of the student to be familiar with the policies and regulations governing advancement to candidacy.

### **MASTER OF ARTS**

The Master of Arts degree requires a minimum of 30 credit hours of graduate course work. Students majoring in English have the option of writing three course papers in lieu of the thesis or a project.

Most candidates for this degree are required to demonstrate a reading knowledge of foreign language prescribed by the Major Advisor. The examination in the foreign

language consists of two translations, each to be completed in one hour. The first must be accomplished with no aids. The second translation of a more sophisticated passage in the language may be accomplished with a dictionary.

The foreign language requirements may also be satisfied by successful completion of French 500 or Spanish 500.

Students desiring to take the examinations should apply as early as possible during their course of study. At the appropriate time, the student declares intent to be examined to the Head of the Department of Languages, Literature and Philosophy, and presents to that Department Head official forms for the grade report. The grade report forms can be secured from the Graduate School.

Students majoring in English have an option to the foreign language requirement. This option is to pass one of the following courses: ENG 505, 509, or 510. If one of these courses is used to satisfy the language requirement, it will not count toward the thirty hours required for the degree.

#### MASTER OF ARTS IN EDUCATION

The Master of Arts in Education program is open to students in teacher education. The requirements for admission to this program include the following:

1. a 3.0, "B" average, in at least twenty semester credit hours in Education on the undergraduate level.
2. removal of all undergraduate course deficiencies as determined by the student's major and minor professors.

All candidates for the Master of Arts in Education degree must complete a minimum of 33 graduate credit hours of course work, a thesis or a terminal project, and a final oral comprehensive examination. Some graduate curricula in teacher education require a 10 credit hour content area outside the department or concentration.

This degree is offered in Human Performance and Sports Sciences and Family and Consumer Sciences.

#### MASTER OF BUSINESS ADMINISTRATION

The Master of Business Administration degree program is designed for both full-time and part-time students who wish to improve their managerial capabilities. Its structure blends functional business disciplines into a cohesive unit of courses which apply to decision making in business, government, and the community. Elective courses may be chosen to provide specialized preparation for a profession.

After satisfaction of prerequisites, requirements include a minimum of thirty-four (34) semester hours.

#### MASTER OF CRIMINAL JUSTICE

The Master of Criminal Justice degree is a joint program offered by Tennessee State University and Middle Tennessee State University. Resident study at both institutions is required. The purpose of this program is to provide students and practitioners in the criminal justice system the opportunity to obtain advanced education in the area of Criminal Justice.

The requirements for the Master of Criminal Justice include a minimum of thirty-six (36) hours including enrollment in eighteen (18) hours at Middle Tennessee State University and six (6) hours of research and thesis writing. The thesis will be supervised by faculty designated at the time of admission to Candidacy.

#### MASTER OF EDUCATION

The Master of Education degree is open to students in teacher education programs. This degree is offered in Administration and Supervision, Elementary Education, Health and Physical Education, Home Economics Education, Special Education, Music Education, and Curriculum and Instruction.

The special requirements for the Master of Education degree include successfully completing a course in research methodology and a two-part comprehensive examination: one covering the field of professional education, the other the student's field of concentration. The comprehensive examination is taken in the last semester of enrollment.

#### MASTER OF ENGINEERING

The Master of Engineering degree is offered with concentrations in Biomedical, Civil, Environmental, Electrical, Mechanical, and Manufacturing Engineering. It requires a minimum of thirty-three (33) graduate credit hours of course work including three (3) semester hours of design project and a final oral examination on the project.

All students are required to take

1. at least six (6) credit hours of mathematics;
2. three (3) credit hours of production & operations management;
3. three (3) credit hours of special problems in Engineering application (design project);
4. fifteen (15) credit hours in the option, and
5. six (6) credit hours of electives with the consent of the advisor.

#### MASTER OF PUBLIC ADMINISTRATION

The Master of Public Administration degree is offered by the Institute of Government. Specific requirements are

1. Completion of forty-two (42) semester hours with a minimum grade-point average of 3.0 including a supervised internship of at least twenty hours a week for fifteen weeks; or completion of thirty-six semester hours with an internship exemption;
2. Completion of eight core courses (24 semester hours); and,
3. Successful completion of a written comprehensive examination, to be taken no earlier than the term in which the student's course work is completed; or, submission and acceptance of a written thesis. Students who exercise the thesis option are instructed to follow the appropriate guidelines published by the Graduate School.

#### MASTER OF SCIENCE

The Master of Science degree program is available to all graduate students except those majoring in Teacher Education, English, Business Administration, Engineering, Public Administration, Criminal Justice and Nursing. Requirements for this degree include a minimum of 30 graduate credit hours taken in residence, a thesis, and a final oral examination. In lieu of the thesis, students in Guidance and Counseling may take a written comprehensive examination plus a minimum of thirty hours of course work. This degree is offered in Agricultural Sciences; Biology; Chemistry; Computer and Information Systems Engineering; Family and Consumer Sciences; Guidance and Counseling; Psychology; Recreation; Music Education; Mathematical Sciences, and Speech and Hearing Science.

#### MASTER OF SCIENCE IN COMPUTER AND INFORMATION SYSTEMS ENGINEERING (CISE)

The M.S. degree in CISE is a unique degree program that integrates the areas of computer hardware, computer software and systems engineering to prepare graduates with backgrounds in development of computer integrated systems. The program requires a total of 30 semester credit hours which includes six hours of thesis and six hours of technical electives. Students seeking admissions must have a background in engineering or computer science or closely related areas. Students admitted conditionally must complete the prerequisite courses with a minimum cumulative average of 3.25 or better and do so before taking any graduate courses.

#### MASTER OF SCIENCE IN NURSING

The Master of Science in Nursing degree is offered with two concentrations, *Holistic Nursing* and *Family Nurse Practitioner*. The Master of Science in Nursing degree program is designed for both part-time and full-time students. The MSN Program provides flexible scheduling with evening and weekend learning options for part-time students. A nurse working full-time and attending graduate school part-time may complete the program in 6 semesters.

The purpose of the master's degree program is to prepare nurses for advanced clinical practice and for nursing leadership positions in all types of primary health care settings. The goals of advance practice nursing are to manage existing health problems, promote optimum health, provide resources and support to patients and their families, and to collaborate with other health professionals to coordinate care.

#### COMPREHENSIVE EXAMINATIONS FOR THE M.Ed., M.P.A., AND M.S. NON-THESIS DEGREES

Candidates for the Master of Education degree are required to pass comprehensive examinations covering the professional field of Education and the general field of major study, including minor courses and supportive areas.

Candidates for the M.A.Ed. and M.Ed., M.P.A. and M.S. non-thesis degrees are required to take a comprehensive examination in the general field of major study and supportive fields. The examinations are designed to test the student's ability to apply principles, as well as the student's skill in demonstrating sound scholastic and composition capabilities. It is therefore, recommended that students remain current with the literature both in education and/or the field of major interest.

#### REGULATIONS GOVERNING THE ADMINISTRATION OF COMPREHENSIVE EVALUATIONS: M.Ed., M.P.A., M.A.Ed., and M.S. NON-THESIS

1. Students must file an application with their advisors and their department heads on a form (provided by the Graduate School) and no later than the date published by the Graduate School. (Applications must be accompanied by documentation of a Program of Study approved by the Graduate School.)
2. The Dean of the Graduate School will establish the date for the examination. Candidates will be notified of the time and place two weeks before the examination is administered.
3. Examinations are administered three times during the school term: October, March, and June. It is the responsibility of the student to familiarize himself or herself with the Graduate School Calendar, which is published in the Graduate Catalog.
4. The examination shall be administered during the semester of graduation (Exceptions must be approved by Department Head). It shall cover work prescribed by the student's program and will include at least (a. M.Ed. only; b. all degrees):

a. **An Examination in Professional Education:** Historical, Philosophical, or Social Foundations of Education, Educational Research, Curriculum, Educational Psychology; Evaluation; and Statistics. This portion of the test will be prepared by a committee from the College of Education and chaired by the Dean.

b. **An Examination in the Student's Major Concentration:** In addition to the major concentration, the examination may include an assessment of knowledge in supportive fields. A committee appointed by the Department Head would prepare this portion of the Comprehensive Examinations. It shall be scheduled for a period not to exceed three hours.

5. The Comprehensive Examinations will be written, but where very unusual circumstances require it, the examination may be oral, or written and oral, if recommended by the Advisory committee and approved by the Department Head, and the Dean of the School/College/Institute. (The Office of Disabled Student Services must approve requests for special accommodations.)

6. Grades for the examinations will be filed in the School Office and in the Graduate School Office. The Graduate School will immediately inform the students of the results upon receipt of the grades from the School/College/Institute Dean.

7. In the event that a student fails to pass the first examination, it may be recommended that the candidate be permitted to prepare for re-examination. In this event, the student and the advisor will plan a program of study, including independent study, further course work, or both. Thus, the credit hours may be extended to accommodate the recommendation of the Advisor/Department Head.

8. A second failure by a candidate will require further prescribed study before re-examination is permitted.

9. A third failure by any candidate shall result in the student's dismissal from Graduate School.

10. Candidates must present, upon arrival at the testing site, a Photo ID and a Letter of Approval (from the Graduate School) to take the Comprehensive Examination.

#### THESIS

Enrollment in thesis writing is permitted only after the student has been admitted to candidacy for the Master's degree. Students who write theses must consult their academic advisor in the selection of an advisory (guidance) committee and an appropriate topic for investigation. The advisory committee consists of three (3) graduate faculty members, two of whom must be graduate faculty members of the department in which the degree is sought. The third member may be a member of the graduate faculty from a closely related department. This committee shall give general supervision to the candidate's research and thesis writing. A proposal for the thesis is a formal process which involves a hearing before the advisory committee and which results in filing the appropriate proposal form with the graduate school. The proposal form must be signed by all members of the advisory committee. Master's students who write theses must adhere to the deadlines found in the Graduate School Calendar for (1) filing (or registering) the thesis with the Graduate School, (2) defending the thesis in an oral examination before the student's committee, and (3) submitting the final thesis (four copies) to the Graduate School. The Oral Examination is two (2) hours in length and is conducted by the advisory committee and a guest examiner, a member of the Graduate Faculty from outside the student's academic department. The emphasis of the examination shall be on the thesis

and general information in the candidate's field of concentration. The site of the oral examination is arranged by the Chairperson of the advisory committee.

The thesis is to be prepared in accordance with the rules and regulations set forth by the Graduate School in the current edition of Guidelines for Preparing Dissertation, Theses, Projects, and Course Papers.

A student must register for thesis hours continuously until the thesis is complete. A reduction in fees for thesis registration occurs the second time a student registers, at which time the student registers for the "Thesis Continuation" section. A break in registration will result in "I" grades for Thesis hours becoming grades of "F".

#### EDUCATIONAL SPECIALIST DEGREE

The Educational Specialist (Ed.S.) degree program is a planned sequence of courses, in the field of Education, offered for students who wish to pursue course work beyond the Master's degree. The Educational Specialist Degree is currently offered in area of Administration and Supervision, and School Psychology. Please see the Catalog section for the Department of Educational Administration or Department of Psychology for specific details of admission and degree requirements. The degree requires a minimum of thirty (30) hours credit beyond the Master's degree.

#### DOCTORAL DEGREES

##### DOCTOR OF EDUCATION DEGREE

The Doctor of Education (Ed.D.) degree is offered in the areas of Administration and Supervision, and Curriculum and Instruction.

##### DOCTOR OF PHILOSOPHY DEGREE (Ph.D.)

Doctor of Philosophy (Ph.D.) degree is offered in Biological Sciences, Computer and Information Systems Engineering, Psychology, and Public Administration. Please refer to the departmental sections of this Catalog for admission and degree requirements.

#### DISSERTATIONS

All doctoral dissertations are to be prepared in accordance with the guidelines and regulations set forth by the Graduate School in the current edition of Guidelines for Preparing Dissertations, Theses, Projects, and Course Papers.

#### CERTIFICATE PROGRAM

A certificate program is a planned sequence of graduate-level courses that does not itself lead to a graduate degree. The Certificate in Health Administration and Planning is offered through the Institute for Government (please see this section of the Catalog for details).