ADMISSION TO CANDIDACY AND DEGREE PLAN

Admission to the graduate business program does not constitute admission to candidacy. Admission to candidacy will be granted to a degree status student who has completed at least 12 semester hours of graduate credit with a cumulative GPA of 3.0 or more. The student must submit an Application for Admission to Candidacy form and a Graduate Degree Plan to the Director of Graduate Programs in Business.

The Application for Admission to Candidacy and the Graduate Degree Plan must be approved by the Director and the Dean. The approval of the Graduate Degree Plan and the Application for Admission to Candidacy is granted by the Dean upon approval from the Office of Graduate Programs. Failure to fulfill this requirement may prevent the student from enrolling in the next semester.

APPLICATION FOR GRADUATION

The student should inform the Director of their intention to graduate within two semesters of completing their degree. The Director will review the academic record and provide advice regarding graduation procedures. After receiving the approval of the Director, the graduating student must submit the Application for Graduation to the Registrar’s office.

The Application for Graduation cannot be filed unless the applicant has:
1. Been admitted to graduate degree candidacy at least one semester prior to applying for graduation.
2. Earned a 3.0 or greater cumulative GPA.
3. Earned no more than two grades of “C” in graduate courses.
4. Completed or is in the process of completing all the course requirements.

SIX-YEAR TIME LIMIT

The student must complete all program requirements within six consecutive years of starting the program or lose credit for work completed prior to the most recent six years. Graduate credit earned expires at the end of six years from completion. Expired credit cannot be used to fulfill the MBA requirement. The student may submit a petition to the Director to revalidate the expired credits.
b. Continuing students may request transfer of up to six hours of credit from other universities to the programs in the Department of Curriculum and Instruction for substitution for Prairie View courses provided:

1. The official catalog description of the courses and official transcripts are provided to the Department of Curriculum and Instruction for review at least two weeks prior to the final registration day of the semester in which the course is to be taken.
2. The Prairie View A&M University Program Coordinator, within the Department, approves the courses for transfer credit prior to enrollment.
3. Subsequent to completion of the course, the student must have the University where the course was taken furnish the Office of Graduate Programs and the Program Coordinator with either an official course grade report or a transcript that reflects the official grade. (Instructor submissions to the Office of Graduate Programs or the Registrar will not suffice.)
4. The continuing student is in good standing in the Department—unconditionally admitted and with a minimum GPA of 3.0.

REMOVAL OF INCOMPLETES

A graduate student can receive a grade of “I,” incomplete, in a course with the privilege of finishing the work before the end of one calendar year from the close of the term in which the grade was earned. The “I” should be removed and replaced with a grade acceptable in the student’s degree program if the student is seeking a degree and the “I” is in a course to be counted toward degree completion requirements. If a student does not complete the course requirements within one calendar year; the “I” will change to a grade of “F.”

ACADEMIC PERFORMANCE STANDARDS

Students whose semester GPA for courses leading to the Master’s degree in the Department of Curriculum and Instruction falls below 3.0 for one semester, and whose overall GPA falls below 3.0, will be placed on probation for one semester.

Academic Suspension

Academic suspension is an administrative action taken by the Department Head and/or Dean of the College of Education. It bars a student from enrollment in graduate courses for at least one term. Students may request return to the program in a probationary status through written petition to the Department Head and/or Dean, who will refer the request to a committee of graduate faculty for review and recommendation. Students are limited to one suspension.

Probationary Status

A condition in which a student must maintain at least a 3.0 GPA each semester until his/her cumulative GPA reaches 3.0.
The Two-C Rule
Students who earn more than two grades of “C” or below may be dismissed from the program. This applies to courses repeated and to those taken for the first time.

ADVANCEMENT TO CANDIDACY

Admission of an applicant for the Master’s degree programs does not constitute advancement to candidacy. Such advancement will be granted upon the completion of at least 12 semester hours of graduate credit with at least a “B” average. The student must submit a formal application for Advancement/Admission to Candidacy, to the Department of Curriculum and Instruction, to the College of Education, and to the Graduate School. Failure to complete the Advancement/Admission to Candidacy form may prevent the student from enrolling in program courses in subsequent semesters.

Admission to candidacy cannot be granted unless the conditions for admittance have been satisfied and all appropriate test scores have been placed on file in the Department of Curriculum and Instruction. Admission to candidacy is recommended by the advisor, Department Head and Dean of the College and the Graduate School. The Office of Graduate Programs must approve admission to candidacy. The application for admission to candidacy and the application for graduation may not be filed during the same semester. In general, a minimum of 12 hours must be completed before one can be admitted to candidacy.

CERTIFICATION

Students seeking certification must meet all requirements listed in the catalog section, “Graduate Certification.” Specific requirements may be obtained from the Office of Teacher Certification in the College of Education.

MASTER OF SCIENCE IN EDUCATION AND MASTER OF EDUCATION PROGRAM REQUIREMENTS

Common Core........................................................................................................................................12 SCH

CURR 5003 Theory and Dynamics of Curriculum and Instruction
EDFN 5103 Foundations of Educational Research
EDFN 5113 Psychology of Learning and Development
EDFN 5123 Socio-Cultural Issues in Education

Program Concentration ..................................................................................................................... 12-18 SCH

Students seeking a reading education or instructional technology concentration must complete 18 SCH of program concentration course credit. Students in all other concentrations must complete 12 SCH of program concentration course credit. Courses must be selected from the following areas: