

MASTER'S DEGREE PROGRAM INSTRUCTIONS

1. When you have completed **15 hours of course work**, you must consult your advisor to agree upon a complete program for the master's degree which should be entered on this form. The information may be **typed or clearly written**. Please press firmly to assure all copies are legible.
2. Secure the signature of the chairperson or designee of the major department.
3. Submit the completed form to the Department/College for approval. After approval by the Department/College it must be submitted to the Office of the Registrar. After your program has been approved, a copy will be returned to you. This program constitutes the work required of you for the degree; it should be carefully followed.
4. If the entire program can not be defined at this time the course may be submitted using general notes like Educ 4XX or Eco 4XX. Any 400-level course in the department will be accepted to fulfill requirements.
5. Watch for deadlines that must be met. Check the catalog, university calendar, or call the Registrar's Office.
6. If there are any changes to the program, a revised program must be filed.

REGULATIONS PERTAINING TO THE MASTER'S DEGREE

The minimum program for the master's degree must include:

- a. Not less than 30 semester hours of graduate work.
- b. Not less than 18 hours of 400- level course work. (See the university catalog for classification of courses.)
- c. Not less than 18 hours in the major field.
- d. Not less than 15 hours of 400-level courses in the major field.

A booklet containing the procedures and regulations pertaining to graduate work is available in the Dean's Office of your college. Additional procedures and regulations may be required by individual departments.

Graduation requirements mandate that a student receive no more than 4 courses with a grade of less than **B-**. No course in which a grade lower than a **C-** is earned will be credited toward the degree.

A thesis may be required by the major department. If required, the thesis shall count for not more than 6 semester hours. One unbound typescript, approved by the head of the major department, shall be taken to the Registrar's Office by the deadline posted in the catalog and in the university calendar.