

Sharon Caven

To: Lourdes Caven; Larry Strizich
Cc: Rosalyn Templeton
Subject: Documents for graduate council and programs
Attachments: GRADUATE COUNCIL procedures 1_15_07.doc; graduate handbook 04-25-2007.doc;
GRADUATE COUNCIL BYLAWS REV November 2004 DRAFT.doc

These documents were approved at the 9/17/10 meeting of Graduate Programs Faculty with the Provost and need to be sent to Faculty Senate.

I will deliver a hard copy to Lourdes after lunch.

I do not know if it is too late for today's agenda.

Thank you

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Graduate Program Changes

BYLAWS OF THE GRADUATE FACULTY MONTANA STATE UNIVERSITY-NORTHERN

ARTICLE I: PURPOSES OF THE BYLAWS

These *Bylaws* shall serve to provide rules for governing the composition, organization, and procedures for the Graduate Faculty of Montana State University-Northern, and shall guide the Graduate Faculty in the exercise of its authority.

The Graduate Council is responsible for recommending policies, procedures, curricula and regulations for all Montana State University – Northern graduate programs, endorsements, and courses. The Council also interprets all graduate regulations and policies associated with graduate programs. The Graduate Council makes recommendations to the Provost. The Provost makes recommendations regarding graduate programs to the Chancellor, who in turn presents his/her recommendations to the Board of Regents when their approval is required. The Graduate Council is the final authority in matters of graduate faculty status and the graduate curricula.

ARTICLE II: THE GRADUATE FACULTY

Section 1. Membership. Voting members of the Graduate Faculty shall consist of full time faculty with earned doctorates appointed by the Chancellor upon recommendation from the Provost and Vice-Chancellor of Academic Affairs. The Chancellor and the Provost of Montana State University-Northern shall be *ex officio* members of the Graduate Faculty.

The presiding officer shall be the Director of Graduate Programs, or the designee of the director. Faculty holding emeritus status, adjunct faculty, part-time faculty, and ex officio members may attend any meeting and shall have the right to be heard but not to vote.

Section 2. Powers and Duties. The primary duty of the Graduate Faculty is to establish excellence in graduate programs at the University subject to the *Policies of the Board of Regents* and the *Bylaws of the Academic Senate*.

It shall be the responsibility of the Graduate Faculty:

- A. To establish rules governing its own procedures and to adopt bylaws;
- B. To adopt resolutions on matters of concern;
- C. To initiate proposals on matters relevant to graduate programs and to review and make recommendations on such proposals that may be initiated by others;
- D. To establish standing and *ad hoc* committees to carry out its work.

Section 3. Meetings.

A. **Scheduled Meetings.** At least one meeting of the Graduate Faculty shall be held during each academic year. The Director of Graduate Programs shall be the presiding officer at the meetings of the Graduate Faculty. The presiding officer, in consultation with the Provost shall prepare the agenda for each meeting of the Graduate Faculty. The agenda of

all matters to be considered at Graduate Faculty meetings shall be provided to all members in a timely manner in advance of the meeting. Each Graduate Faculty member shall have the right to vote, except as specified in Article II, Section 1 of these *Bylaws*. There will be no voting by proxy. A quorum shall consist of thirty percent (30%) of the Graduate Faculty as certified by the presiding officer.

B. Called Meetings. As presiding officer of the Graduate Faculty, the Director of Graduate Programs may call a meeting of the Graduate Faculty at any time; the director must call a meeting of the Graduate Faculty on written request of the Provost and must also call a meeting when requested to do so in writing by thirty percent (30%) of the Graduate Faculty. Written notification of the time, place, matters to be considered, and action to be taken must be sent to all members of the Graduate Faculty at least five (5) working days in advance of a called meeting. No business shall be conducted at a called meeting except as specified in such written notice.

ARTICLE III: GRADUATE COUNCIL

Section 1. Membership. The membership of the Graduate Council shall consist of graduate faculty (as described in Article II, Section 1) whose significant responsibility are teaching assignment in graduate programs.

The residing Academic Senate Chair, The Dean of Arts and Sciences, Education and Nursing; the Dean of the College of Technical Sciences; and the Provost serve as ex-official members of the Council.

In addition, the Graduate Council may select members from departments and colleges outside those with graduate programs. Each of these members shall be ex-officio who are charged with advising the council on matters for graduate programs.

A. The effective term of each voting member of the Council shall be their appointment as full-time faculty with significant assignments in graduate programs beginning with the fall semester of the current academic year.

B. If a member of the Council is unable to attend a meeting, the member may invite another full-time graduate faculty member of his or her program, department, or college who has had graduate assignments to serve as temporary representative with voting privileges.

C. All motions will be approved by a simple majority of members present assuming a quorum. Proxy votes are allowed except in votes related to graduate student appeals or petitions.

Section 2. Officers. The Chair of the Graduate Council shall be the Director of Graduate Programs. The Chair shall insure that minutes of meetings are kept, circulate agendas and minutes to the graduate faculty, and perform such other functions as may be assigned by the Graduate Council. In the Chair's absence, the Provost shall appoint a designee to act in the Chair's absence who shall be responsible for the performance of such functions.

Section 3. Powers and Duties. The primary duty of the Graduate Council is to promote and facilitate constructive interaction of the members of the Graduate Faculty in the interest of maintaining excellence in graduate programs at Montana State University-Northern.

A. The Graduate Council shall design or approve:

1. All programs and related courses at the graduate level including those that lead to certification, licensure or endorsement in professional teacher education by the Professional Educator Preparation Program Standards (PEPPS) of the Montana Board of Education;
2. Policies and procedures for admission, retention, graduation and completion requirements for graduate programs including those leading to certification, licensure, or endorsement at the graduate level.

B. The Graduate Council shall review all policies of external agencies that affect graduate programs at Montana State University-Northern. Such bodies may include the Legislature of the State of Montana, the Board of Regents of the University System of Montana, the Office of Public Instruction/Montana Board of Education, and the National Council for the Accreditation of Teacher Accreditation.

C. Graduate student appeals for waivers of graduate policy and procedures. Upon notification by the faculty of the program involved, the Chair of the Graduate Council will process student appeals or petitions for presentation to the Council. Students may appear in person before the Council to present and defend their appeals or petitions. Admission appeals and petitions are handled by the Graduate Council; the grade appeals process is outlined in the Code of Student Rights and Responsibilities. Program representatives will abstain on all cases involving appeals from their respective programs.

D. Program review. All graduate programs will submit to Council (at regular intervals) copies of all program reviews conducted for accreditation purposes. Programs without accreditation reviews will submit at regular intervals copies of program reviews completed for the University.

E. In addition, the Council shall:

1. Provide the Graduate Faculty with timely reports of its activities;
2. Design or approve such rules, guidelines, or further statements of policy and procedure as may appear necessary and useful in its domain;
3. Resolve all conflicts regarding eligibility as Graduate Faculty;
4. Insure that all policies, procedures, rules, and guidelines within the domain of the Council are carried out in a timely manner consistent with those policies, procedures, rules, and guidelines.

D. The Program Advisor of Education and Graduate Programs is responsible for writing and disseminating the minutes of each meeting and serves as secretary and parliamentarian.

Section 4. Procedures. Unless provided for separately, the Graduate Council shall be guided by the following procedures:

A. Committees. The Graduate Council shall be served by standing committees and by *ad hoc* committees when deemed necessary.

1. The *Curriculum Committee* shall review all existing and proposed graduate courses and programs at the master levels, and shall present its recommendations to the Graduate Council.

2. The *Diversity Committee* shall:

(a) evaluate the progress of the Graduate Faculty towards the goals and outcomes stated in the university's diversity plan;

(b) make recommendations to the Graduate Council regarding the progress of the Graduate Faculty towards the goals and outcomes outlined in the university's diversity plan;

(c) produce a report for the Graduate Council based on its review, evaluation, and recommendations;

(d) develop and compile a menu of strategies for the recruitment of minority and underrepresented faculty; and

(e) compile and maintain a database of resources available in specific academic areas for the retention of minority and underrepresented faculty.

3. The *Committee on Standards and Accreditation* shall review:

(a) all legislative or Office of Public Instruction actions affecting curriculum;

(b) all criteria used by relevant accreditation bodies in their periodic review of programs; and

(c) programmatic recommendations of relevant scholarly and professional associations; and report its findings and recommendations to the Graduate Council.

4. The *Assessment Committee* shall oversee and make recommendations to the Graduate Council on issues regarding:

(a) means of assessing graduate students in reference to program outcomes;

(b) means of program evaluation;

This Committee shall develop processes for collecting and analyzing data from the above.

5. *Ad hoc* committees may be established by the Graduate Council. Action creating an *ad hoc* committee must specify the mission of the committee. Any member of the Graduate Faculty is eligible to serve as member or chair of an *ad hoc* committee.

A. Committee Procedures

1. Each standing committee shall elect a chair and a secretary annually.

(a) The committee chair shall prepare agendas, call and preside over meetings, submit timely reports of committee activities, and perform other duties that may be assigned by the committee, the Council, or the Faculty.

(b) The secretary shall prepare minutes of each meeting; distribute approved minutes of each meeting in a timely manner to the members of the committee, to the members of the Graduate Council, Director of Graduate Programs, and the Provost; maintain a suitable and accessible archive of committee minutes and other records; and perform other duties that may be assigned by the committee, the Council, or the Faculty.

2. Each standing committee of the council shall develop additional procedures for carrying out the functions designated to it within these *Bylaws*.

3. Each *ad hoc* committee shall determine its membership and procedures in a manner consistent with the action by which it was established. The chair of an *ad hoc* committee shall make timely reports to the Graduate Council.

B. Committee Activities

1. Each standing committee shall make timely reports to the Graduate Council of its activities, achievements, and established policies and procedures.

2. Each committee shall coordinate its efforts with appropriate committee(s) of the Academic Senate and other relevant organizations and administrative units in the university.

3. Meetings of all committees of the Graduate Council and the Graduate Faculty shall be open to all members of the University Faculty, provided that only committee members may vote. Minutes of meetings shall be open to inspection by the faculty, except that both meetings and minutes are closed to nonmembers of committees when committee business involves confidential information about individuals. Responsibility for determination of confidentiality shall rest with the committee, which shall secure the consent of individuals involved before opening a meeting or including confidential information in its minutes.

Section 5. Council Meetings. The Graduate Council will normally meet once a month from September through May and during the summer months as needed. At the discretion of the Graduate Council Chair, business may be conducted electronically in lieu of a monthly meeting.

Section 6. Effective Date of Council Actions. No action affecting policies, procedures, courses, or programs taken by the Graduate Council will take effect until such action has been presented to the Graduate Council at its next regularly scheduled meeting or at a called meeting. Actions proposed by the Graduate Council that are not rescinded by vote of the Graduate Council shall become effective immediately or at a subsequent date as determined by the Faculty.

Section 7. Rescission of Council Actions. A motion to rescind an action of the Council may be made by a voting member of the Graduate Faculty at any meeting of the Faculty. A motion to rescind passes if supported by a majority of those present and eligible to vote.

ARTICLE V: PARLIAMENTARY AUTHORITY

Meetings of the Graduate Faculty and Graduate Council are conducted according to the current edition of *Roberts Rules of Order Newly Revised* in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

ARTICLE VI: AMENDMENT

These *Bylaws* may be amended by a two-thirds vote of the membership of the Graduate Faculty, provided that the amendment has been submitted in writing at a previous meeting.

ARTICLE VII: INTERPRETATION

Written questions regarding the interpretation, meaning, and intent of these *Bylaws* may be submitted by any member of the Graduate Faculty to the Graduate Council. The Council shall report its interpretations and judgments in response to such questions to the Graduate Faculty and, in writing, to their author(s).

ARTICLE VIII: IMPLEMENTATION

The *Policies of the Board of Regents of the University System of Montana, the Policies of Montana State University-Northern, and the Bylaws of the Academic Senate*, prevail and take precedence over these *Bylaws*.

Provisions of the *Board of Regents of the University System of Montana, the Statutes of Montana State University-Northern, and the Bylaws of the Academic Senate* applicable to the faculty of the college, to the college administration, to departments and to departmental faculty and administration are applicable to the Graduate Faculty.

These *Bylaws* shall become effective upon their adoption by the Graduate Faculty, and upon their approval by the Deans of the College of Education, Arts and Sciences, and Nursing and the College of Technical Sciences, the Provost, the Chancellor of the University, and the Academic Senate.

DRAFT 1-15-07
GRADUATE COUNCIL PROCEDURES
Montana State University - Northern

This body is designated as the Montana State University – Northern Graduate Council. The procedures outlined below will serve to provide guidelines for the composition, organization, and responsibilities of the Graduate Council as a sub-committee of the MSU-Northern Academic Senate.

FUNCTION

Graduate Council is responsible for recommending policies, procedures, curricula and regulations for all Montana State University – Northern graduate programs, endorsements, and courses. The Council will interpret all graduate regulations and policies associated with graduate programs. The Council is also responsible for complying with the policies of the Board of Regents and the MSU-Northern Academic Senate.

RESPONSIBILITIES

- A. Graduate Council makes recommendations on all policies with regard to graduate programs and any changes or additions to such policies. Graduate Council is empowered to recommend all rules, regulations, and procedures which govern the admission of students, academic policies, curriculum and evaluation of programs in which graduate degrees or endorsements are awarded.
- B. All new graduate programs and graduate curricula must be approved by the Council, the Academic Senate, the Provost and the Chancellor. The Graduate Council assumes the same responsibility for graduate curriculum as the Curriculum Committee does for the undergraduate curriculum.
- C. Graduate Council rules on graduate petitions for waivers of graduate requirements.
- D. Graduate Council hears and makes recommendations to the Provost on all graduate appeals for graduate programs including grade appeals.
- E. Graduate Council hears and makes recommendations to the Provost on all program reviews of graduate programs.

MEMBERSHIP

The membership of Graduate Council is defined by the **Academic Senate By-Laws** and includes the following:

Voting: One (1) representative from each graduate program selected by faculty teaching in graduate programs, certificates or endorsements; two (2) at-large representatives, one from each college with an earned doctorate, the Chairs of the College of Technical Sciences and the Chair of the College of Education, Arts and Sciences, and Nursing.

Ex-Officio non-voting: Provost and Vice Chancellor for Academic Affairs, the Director of K-12 Principal Endorsements, the Dean of the College of Technical Sciences, the Dean of the College of Education, Arts and Sciences, and Nursing, and the Dean of Extended Studies.

All members of the Graduate Council will be selected at the end of the spring semester to be seated prior to the first meeting of the Graduate Council each fall. Faculty and/or staff members who teach a course in graduate programs will also be invited to attend graduate council meetings.

The Chair of Graduate Council handles all administrative matters pertinent to the operation of the Council. The Chair is elected by the membership during the spring semester for the following academic year; the term of office is one year.

The Vice-Chair of Graduate Council serves as Chair-Elect, assuming the office of Chair after serving one year as Vice-Chair. The Vice-Chair serves as the parliamentarian for the meetings. The Vice-Chair is elected by the membership during the spring semester for the following academic year.

A Program Assistant for the College of Education, Arts and Sciences and Nursing serves as the secretary for the Council and is responsible for maintaining and distributing the minutes of each meeting. The minutes will be distributed to (1) Academic Senate President, and (2) Provost and Vice Chancellor for Academic Affairs.

MEETINGS

Graduate Council will normally meet once a month from September through May and during the summer months as needed. At the discretion of the Graduate Council Chair, business may be conducted electronically in lieu of a monthly meeting. Meetings are conducted according to the revised Roberts Rules of Order.

EFFECTIVE DATE of COUNCIL ACTIONS

No action affecting policies, procedures, courses, or programs taken by the Graduate Council will take effect until such action has been presented to the Graduate Council at its next regularly scheduled meeting or at a called meeting. Actions proposed by the Graduate Council that are not rescinded by majority vote of the Graduate Council shall become effective immediately or at subsequent date, where applicable, as determined by Academic Senate bylaws.

QUORUM

A quorum consists of a simple majority of the voting members.

AGENDA

The Chair will issue the agenda for each meeting one week prior to the meeting date. The Council, however, may accept proposals to add agenda items at the meeting through a majority vote of the members present. Curriculum proposals, however, at the first

meeting are for discussion only; no vote on curriculum items may be taken during the same meeting they are presented.

Draft 4/25/2007

Graduate Programs' Handbook

Important Notice to All Students

This Graduate Programs' Handbook is published by Montana State University-Northern as a guide for students, faculty and others interested in the institution and its graduate degree offerings. Students are expected to be familiar with the university regulations and information which are set forth in this publication. Effective date of this handbook is fall 2007.

Montana State University-Northern reserves the right to change the fees, rules, and calendar regulating admission and registration, instruction in, and graduation from the college, and to change any other regulation affecting the student body. Changes will go into force whenever the proper authorities so determine and shall apply to prospective students and may also apply to those who at the time are matriculated in the university. The university, with the concurrence of the Board of Regents of Higher Education, also reserves the right to add or withdraw course and degree programs at any time.

Graduate Programs Policies

Admission Policy and Requirements

Admission decisions are made for each applicant individually, and applicants may or may not be judged acceptable, regardless of the institution from which credentials are submitted. At Montana State University-Northern, any student who has earned a baccalaureate degree from a regionally accredited college or university has the opportunity to pursue graduate study.

In addition to the admission requirements given in this section, each applicant must review the admission requirements for specific graduate programs provided later in this document. It is the responsibility of applicants to ensure that all appropriate application materials are submitted for their application packet.

To be permitted to take graduate course work, all applicants must be admitted to the university. The applicant must:

- Complete the MSUN *Application for Graduate Study* form prior to registration for the first term of course work numbered at the 500 level or above.
- Applicants must submit official transcripts of all undergraduate and all previous graduate course work to Graduate Programs.
- Forward a non-refundable \$30.00 admission fee.
- For students born after December 31, 1956, submit proof of MMR immunization that was administered after December 31, 1967. The immunization dates must also be after the student's first birthday. Montana State law requires documentation that proves two immunizations against measles were given at least 30 days apart, and proof of rubella immunization. Any immunizations administered after June 11, 1993 must be an MRMR. A physician, health agency or school official must sign the record.
- Applicants must specify either Graduate Non-Degree status or Graduate Degree seeking status.

Graduate Non-Degree Status

Non-degree graduate students are those who have previously earned baccalaureate degrees and:

- do not wish to pursue a graduate program leading to an advanced degree at MSU Northern; and
- do not meet graduate degree admission requirements for regular or conditional admission.
- Application of credits toward a graduate degree is not applied to any degree until the applicant has been accepted to the specific program.

Graduate Degree seeking status**NON-MATRICULATED**

If an applicant has not been accepted into a specific graduate program by the first day of the semester, acceptance will begin the following semester. Non-matriculated applicants who apply for and are denied admission to a specific program may continue in non-degree status. All coursework taken as a non-matriculated graduate student will not fulfill graduate program degree requirements if the candidate is denied admission to the specific program. Graduate Programs may apply 25% of the credits earned in non-degree or non-matriculated status toward a graduate program upon admission to the specific program.

**ADMISSION REQUIREMENTS FOR SPECIFIC
GRADUATE DEGREE PROGRAMS**

Applicants must meet the admission requirements for the university and apply for admission to the graduate degree programs as outlined in the specific programs admission requirements. Requirements for admission to the specific graduate degree programs are outlined in their specific programs requirements.

GRADUATE PROGRAM'S ADMISSION STATUS

Admission requirements for specific programs vary. Applicants must specify the graduate program they are seeking for admission; the requirements needed for admission are listed in specific program's guidelines. Contact the Graduate Programs for program guides.

Admission decisions result in regular, provisional, or denied status to a specific graduate program is described below.

Regular Admission to Graduate Program (Full matriculation)

- Applicant has met all university and specific program requirements.
- The admission date determines the specified program and graduation requirements unless university regulations affecting the program are changed.

Provisional Admission Status to a Graduate Program

Provisional admission may be granted to an applicant who:

- lacks certain basic undergraduate courses in his or her major field;
- made a program change in his or her subject of specialization; and
- has not satisfied minimum requirements for regular admission.
- Thus, the candidate must meet the provisions stated before regular admission to the specific program.
- Provisions, as stated in the admissions letter from Graduate Programs, must be removed within a specified period of time.
- The admission date determines the specific program and graduation requirements unless university regulations affecting the program are changed.

Denied Admission to a Graduate Program

Applicants who are denied regular or provisional admission may reapply. Upon denial of admission, the applicant will be classified as a non-degree graduate student.

APPEAL PROCEDURES

Exceptions and deviations from normal academic policy may be requested by the degree seeking and matriculated candidate through petition forms and procedures available from Graduate Programs. Petitions and requested waivers are reviewed in a timely manner and students are notified of their approval or disapproval.

GRADUATE CANDIDATE AND APPLICANT RESPONSIBILITIES

Montana State University-Northern bestows substantial freedom on graduate candidates to monitor their own program requirements. University regulations, programs, curricula, and fee schedules are subject to change without notice, and graduate candidates are responsible for meeting requirements and procedural standards. Failure to be informed does not excuse an applicant or candidate from responsibility or from any penalty or difficulty which may be encountered.

ADVISORS AND GRADUATE PROGRAM COMMITTEES

Advising

Upon admission to a specific program, Graduate Programs will assign the student an advisor who will assist in planning a degree program to meet the candidate's program objectives. Candidates must meet with their advisor to register for classes; the advisor must recommend approval of course work (transfer work included) to Graduate Programs.

Graduate Program Committee

Following admission to a specific graduate program, the candidate must declare intent for the thesis option for program exit requirements (see specific graduate program for guidelines). If the candidate is approved to submit a thesis, Graduate Programs will designate a graduate committee. Committee members must include the student's advisor and at least two university graduate faculty members. Upon approval by Graduate Programs, faculty affiliates (i.e., faculty from other institutions and nonacademic experts) may serve in addition to the three faculty members but not as chair.

The functions of the graduate committee include, but are not limited to:

- approving the thesis or action research proposal and
- approving the thesis or action research..

STANDARDS OF SCHOLARSHIP

MSU-Northern expects its graduate candidates to maintain high standards of scholarship. Graduate candidates must maintain a minimum 3.00 grade point average.

- A maximum of three (3) credits of C level work may be applied to the master's degree program.

- A student who fails to maintain a 3.00 grade point average will be placed on probation at the end of the term the grade point average falls below 3.00. If by the end of the following term the graduate student has not raised his or her grade point average to 3.00 or above, the student will be dismissed from the graduate program and from further study at Northern.
- Students receiving a grade of “C”, “D”, or “F” may repeat the course **one** time.
- The original grade shall remain on the transcript and be computed in the cumulative GPA.
- Candidates who receive an “incomplete” for a class must complete the course requirements by the end of the following semester or they will receive an “F”.
- Internship courses require grades of B or better. Any grade below a B demands review of the candidate’s performance before the internship can be re-taken.

Course Load Limits

The normal course load for graduate students is nine credit hours each semester. For the purposes of calculating a full load for a student taking a combination of graduate and undergraduate courses, full session courses, half session course, short-term workshops and interim sessions, a prorated calculation using twelve credits for full load will be utilized.

The normal course load during summer semester is six credits per summer session. The graduate student’s advisor and the office of graduate programs may approve exceptions to the normal course load.

Policies Governing Use of Special Topics or Independent Study Courses at the Graduate Level

A syllabus must be approved by the candidate’s advisor and Graduate Programs for each independent study course to be applied to a graduate program. The candidate’s advisor must approve special topic courses.

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Independent study courses are to be employed for investigations into subject matter in greater depth than offered in regular courses or into material not offered in regular courses. A maximum of six (6) credits of special topics or independent study course work may be applied to the graduate degrees. Special topics courses include workshops and continuing education courses offered on other campuses within the limits of transferability. In exceptional situations, independent study courses may be offered in place of, or to cover the same material as courses regularly offered for graduate credit.

Special topics or independent study courses are not to be employed for purposes of providing graduate credit for teaching or counseling experiences in P-12 schools or agencies. Internships, field experiences, and practica are the courses to be utilized where it is deemed appropriate to give credit for such experiences.

Graduate Credits and Residency Requirements

A minimum of 21 credits must be earned at the “600” level. To fulfill residency requirements, 75% of coursework must be completed at MSUN.

Transfer Credit Acceptance

A maximum of 25 per cent of the required hours may be transferred into the graduate degrees. These credits must be approved by the graduate advisor, relevant to graduate plan of study, and earned at the graduate level from an accredited institution with an earned grade of "B" or better. Independent studies or special topics courses are not transferable. Courses that carry "P" or "S" are unacceptable for transfer credit. Transfer credits must be documented by official transcript and/or course description, course outline or course syllabus. Credits over seven years old will not be accepted.

Time Limits for Graduation

All course work presented for graduation must be earned within six years or seven consecutive summers from date of admission to a graduate program. Course work taken prior to receiving admission will be evaluated on an individual basis. Transferred credits will be valid for 6 years or 7 consecutive summers upon transfer.

Montana State University Professional Education System Collaborative Courses for the Graduate Core in the Master of Education Degree

In 1996 the three campuses of Montana State University that offer the Master of Education degree agreed upon a collaborative core of courses to facilitate better access for individuals seeking this degree. Candidates for the Master of Education degree may use up to 12 credits, solely or in combination, from any of the campuses at Havre, Billings, or Bozeman as part of their degree plan, if approved by the student's graduate committee. These credits are treated as credits in residence and do not count against the transfer limit of credits from other institutions of higher education. However, at least fifty percent of all credits used on a degree plan must be from the campus awarding the degree.

The following courses constitute the MSU collaborative graduate core for students earning the Master of Education degree at MSU-Northern (all are 3 credit courses):

MSU-Northern	MSU-Billings	MSU- Bozeman
EDUC 606 Research Methods	EDF 501 Research Design And Interpretation	EDCI 506 Applied Education Research
EDPY 604 Applied Classroom Psychology	EDF 530 Advanced Human Development and Learning	EDCI 508 Advanced Educational Psychology
EDUC 603 Curriculum Foundation And Design	EDCI 510 Curriculum Theory: Analysis and Practice	EDCI 532 General School Curriculum

Additional Master's Degrees

A candidate presenting for a second or additional master's degree must fulfill all requirements for a master's degree as specified in all other sections of this publication related to master's degrees including a new graduate committee and filing of a new graduate program. A maximum of 25 per cent of the credits completed during a master's degree program may be allowed to apply toward the requirements for a second or additional master's degree at MSU-Northern. The 25 per cent must be approved by the student's program committee, Graduate Programs and fall within the time limit regulations outlined in this catalogue.

Requirements for Graduation

- Application for graduation has been submitted to Graduate Programs by advertised deadline.
- All courses required on the approved program must have been satisfactorily completed.
- The candidate must have maintained a "B" (3.00) cumulative grade point average in all graduate work presented for the approved program. Refer to program appendices relating to grades below a "B". Grades of less than "C" may not be included in the course work presented for the degree.
- The candidate must have satisfactorily completed the exit requirements of their specific program.
- The candidate who completes a thesis/action research must have submitted two approved copies to Graduate Programs.
- All credits applied to the degrees must be earned within six years or seven consecutive summers prior to the awarding of the degree.
- A minimum residency of 21 credits in any degree program is required. A maximum of 25 per cent of the credits may be transferred from other accredited institutions provide they meet all the above criteria and are improved by the advisor.

Graduate Faculty Meetings

The graduate faculty will meet at least once during each academic semester. Notice is to be sent to each of the graduate faculty at least five working days prior to a regularly scheduled meeting. Graduate Programs or a petition of 1/3 of the Graduate Faculty shall have the right to call special meetings for the purpose of discussing a specific problem.

Graduate Council Meetings

The Graduate Council is governed by the Academic Senate Bylaws and procedures.

Implementation

The policies of this document shall be implemented immediately upon its adoption of 51 percent of the graduate faculty voting and approval by the Provost/Senior Vice Chancellor for Academic Affairs and by the Chancellor of MSU-Northern. Upon implementation of this document, students applying for admission to a graduate degree program will be expected to follow the policy and procedures contained herein.

Final Draft 4-25-2007