Academic Standards

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Advancement to Candidacy/ Admission to Teacher Education

Upon the completion of 12-18 graduate hours, an application for candidacy status must be submitted to the Director of Graduate Studies in Education. Included is an indication of intent to graduate, a plan to complete the program and recommendations of two graduate faculty. This process is also considered a formal application to be admitted to the Teacher Education Program for those seeking initial licensure to teach. The Teacher Education Committee must formally admit licensure students to the Teacher Education Program based on this application, the students academic record, an interview and the recommendation form the Director of Graduate Studies in Education. Candidacy status is required to exceed 18 graduate hours.
Application forms are available online.
NOTE: This is not the application for graduation which must be submitted to the Registrar at the beginning of your last semester.

Advancement to Candidacy - Filing a Form

Each degree seeking student must file a formal outline of the degree program on a Candidacy Form available online. The Candidacy Form required the approval of the major advisor. A master's student **may not** register for more than 18 hours unless an approved Candidacy Form is on file.

Appeal of Academic Suspension

A student may seek reversal of academic suspension, for cause, by petitioning the Director of Graduate Studies. Appeal forms are available online.

Appeals, Other

Graduate students have the right to appeal **for cause** any decision affecting their academic standing as a graduate student.

The Graduate Council and the College of Graduate Studies in Education have approved in principle the document Academic Grievance Appeal Process.

Classes - Adding or Changing

The procedures to add or change a class are listed in IQweb Instructions for students.

Examinations - Comprehensive (for Master's students)

A written comprehensive examination will be required for each masters degree. The comprehensive examinations will be prepared by members of the graduate faculty who have taught the courses. The examination will normally be administered during the student's last semester and candidates will be notified of the time and place of the examination at least one month prior to the examination.

Faculty who have taught or now teaching a course will score the essay examination for that course. Reasons will be stipulated when a grade of "fail" is given on the essay examination.

Although quantity does not substitute for quality, comprehensive exam questions are such that an adequate answer would require a minimum of 10-12 pages. An answer less than this would likely be considered too brief to cover the topic at hand. Students must pick those questions with which they can be thorough in their responses.

Students will be notified by the director of the program if they passed or failed the comprehensive exam within 10 days after the examination has been written.

Students who fail the examination will be given an opportunity to **take it again the following semester.**

Students who fail the comprehensive examination **twice** must petition the Graduate Council for permission to take the exam again. Graduate Student Petition to the Graduate Council to Take the Comprehensive Examinations.

An information session will be held each semester to help students to successfully complete the comprehensive examinations. It is the responsibility of the student to attend the session or contact the Director of Graduate Studies or the Director of the Memphis Center to **obtain and read** the necessary form(s) to take the comprehensive examinations. The request to take the comprehensive examinations must be made well in advance before the exam date.

Comprehensive Exam Request Form

Grades - Grading System

Achievement and the quality of work of the student in each course are indicated as follows:

Grade	Significance	Quality Points per Graduate Semester Hour
A	Excellent	4
B	Good	3
C	Satisfactory (Marginal)	2
D	Unacceptable Grade	0
F	Failure	0
I	Incomplete	0
E	Withdrew Failing	0
X	Absent from Final Examination	

The following grades are not used in determining scholarship level or satisfactory progress.

W	Withdrew
N	Noncredit
R	Repeated
S	Satisfactory
U	Unsatisfactory

S and U grades are used when it is not feasible to evaluate achievement more precisely or when work is still in progress and not overdue.

N is the grade assigned for a course audited or otherwise taken without credit. If an auditor stops attending, W is assigned.

R is the grade assigned a course which is being repeated or duplicated. Credit will not be given twice for the same course or a similar one which duplicates the content of the first. The last grade earned will be the one used to determine if requirements have been met and in calculating averages unless the student withdraws passing. A failing grade (E or F) may be removed only be repeating the course failed.

I and X grades are given only when necessary and not for the convenience of students who wish for more time than their classmates. They are calculated as failing grades unless removed. **A student who has an I grade must make it up by midterm of the following semester.** An acceptable excuse for an absence from an examination must be presented and an examination taken as soon as possible. A fee may be charged for a make-up examination.

After a final grade has been submitted, it cannot be changed except when it is quite clear that a major error has been made. Students will not be given additional time to raise a grade.

Intent to Graduate

Indication that the candidate is planning to complete all degree requirements during the current term. An Intent to Graduate Form must be filed by the candidate at the beginning of the semester of planned graduation. This authorizes release of the student's file for final evaluation and authorizes information to be college for issuance of the diploma.

Repeated Courses

A graduate student may repeat graduate courses in which a grade lower than "B" was earned. However, there are certain restrictions and limitations. Credit will not be given twice for the same course or a similar one which duplicates the content in the first. The last grade earned will be the one used to determine if requirements have been met and in calculating averages unless the student withdraws passing. A failing grade (E or F) may be removed only by repeating the same course failed. All attempts are recorded on the transcript.

Graduate students may not repeat a course in which they have previously earned the grade of A or B without written approval from the graduate advisor and dean of the College of Graduate Studies. If granted, both the original and repeated graded will count in the GPA calculation.

Student Load

Full-Time Load. For academic purposes, a student enrolled in 9-13 graduate semester hours is classified as a full-time student.

Maximum Load. No student may register for more than 13 graduate hours during a semester or summer term. Students employed full-time may not register for more than seven hours while working without the permission of the appropriate director of graduate studies.

Time Limits

Students have six years after the date they matriculate to complete the requirements for master's degree.

Transcripts

An official photocopy transcript of the student's permanent academic record or work attempted and grades and credit earned will be issued on request of the student. The first is free; a fee of $5.00 is charged for each subsequent request. Direct transcript requests to the Registrar. Transcripts will not be issued for students or graduates whose accounts are delinquent.

Transfer Credit

A maximum of six graduate hours can be transferred to apply towards a degree. These hours must be from a regionally accredited institution, in classes in which a grade of "A" or "B" was earned, and in classes which are appropriate in content. All courses for a program, including transfer work, must be completed within a six year period.

Withdrawing from the University

To withdraw from a course after the end of the drop-add period or to withdraw from the university, a student should contact the Graduate School in Education at 1-800-639-3480.