Master’s Programs Regulations

Registration for Thesis Credit A master’s student must register for at least one credit of 593 Thesis in any semester or session in which the student is engaged in thesis activity, including the semester or session of the final oral examination, regardless of the number of 593 Thesis credits already accumulated by the student. The student cannot undertake the final oral examination unless enough 593 Thesis credit has been accumulated to meet the degree requirement for such credit. The student is not required to register for 593 Thesis credit in the semester or session subsequent to the semester or session in which the Graduate College receives the format review copy of the thesis and the Final Reading Approval pages signed by the chair of the supervisory committee (or designee). The student must submit the format review copy and the signed Final Reading Approval pages to the Graduate College no later than the last day of the final exam week of the semester or session. Failure to meet this deadline will require the student to register for at least one credit of 593 Thesis in the subsequent semester or session.

Thesis Grading All 593 Thesis credits are graded in-progress (IP) until a final grade of either pass (P) or fail (F) is assigned by the academic unit responsible for the program. A grade of pass (P) is assigned to all 593 credits if the final oral examination is passed, and a grade of fail (F) is assigned to all 593 credits if the student fails the final oral examination. See Final Oral Examination and Failure of a Final Oral Examination below.

Final Thesis Approvals and Procedures It is important for the student to keep in mind that a grade of pass (P) in all 593 credits is not sufficient to satisfy the thesis requirement for a master’s degree and does not clear a student for graduation. A thesis that has been successfully defended by the student at the final oral examination must also be granted final reading approval by the major advisor (chair of the supervisory committee), and must pass the format review of the Graduate College. The thesis in final form must also be approved by the Dean of the Graduate College, and because the thesis is expected to be available to other scholars and to the general public, the entire thesis must be archived and made publicly accessible. Please refer to Theses and Dissertations in the Graduate Academic Regulations section of this catalog.

Project

A project is a substantial exercise that demonstrates the ability of a master’s student to carry out independently and successfully a professional activity similar to what may be encountered in the workplace. Although a final oral examination for a project is not required by the Graduate College, the academic unit responsible for a master’s program may define procedures for such an examination and require it for all students in the program. The Graduate College does not archive projects and does not require that academic units archive projects. However, it is permissible for an academic unit to adopt local regulations and implement procedures for archiving some or all projects produced in a particular graduate program. This flexibility acknowledges the great diversity of projects across disciplines and the differing views on their archival value.

Registration for Project Credit A master’s student who is engaged in project activity during any semester or term, including the semester or term in which the project in final form is assigned a grade, must register for at least one credit of 591 Project, regardless of the number of 591 Project credits already accumulated by the student.

Project Grading All 591 Project credits are graded in-progress (IP) until a final grade of either pass (P) or fail (F) is assigned by the academic unit responsible for the program. The same grade (P or F) is assigned to all 591 credits registered by the student during his or her career in the program.

Portfolio

A portfolio is a substantial collection of selected work that demonstrates the student’s efforts, progress, and accomplishments in one or more areas of the curriculum. The portfolio is a culminating activity, although students should begin the process early by discussing with faculty how to plan and organize their portfolio. This is followed by the collection of examples of work throughout their academic careers that demonstrate, for example, knowledge of a subject, mastery of a learning process, publishable scholarship or completion of special projects, themes, and/or creative activity. A portfolio must contain the student’s thoughts about the learning process, demonstrate the grasp of key information and/or exhibit the development of crucial skills. These reflections can take the form of learning logs, reflective journals, and other forms, as appropriate. The credit(s) awarded should reflect the work required to assemble the portfolio.

Registration for Portfolio Credit The number of required 592 Portfolio credits is determined by the academic unit responsible for the graduate program. The student registers for the number of required 592 Portfolio credits during the semester when the portfolio is expected to undergo final evaluation and be assigned a grade.

Portfolio Grading All 592 Portfolio credits are graded either pass (P) or fail (F). However, if the final evaluation of a portfolio is delayed, then at the discretion of the academic unit responsible for the program, all 592 Portfolio credits may be assigned a grade of in-progress (IP). A grade of in-progress (IP) is converted to either pass (P) or fail (F) after the portfolio has undergone final evaluation.

Capstone Course

A capstone course is a graduate course that serves as a final comprehensive assessment of the knowledge and skills of a master’s student in the major field of study. As a culminating activity, a capstone course is taken in the last semester of a master’s program and may be a grade-point course or pass-fail course. A capstone course may be designated with a program-specific graduate course number or may use university-wide graduate course 692 Capstone Course.

A student who receives a grade of F in a capstone course may not graduate in that semester or term, regardless of whether the student is otherwise qualified to do so. A failed capstone course may be repeated (see Repetition of Courses in the Graduate Academic Regulations section). If repeating a capstone course, a student must enroll for the number of credits required by the course.

Series of Practicums

A practicum is a supervised practical application of previously studied theory that takes place in a professional, clinical, or field setting. The culminating activity for a master’s program may be a series of practicums completed primarily during the later phases of the program. A practicum may be designated with a program-specific graduate course number or may use university-wide graduate course 590 Practicum/Internship.