

**BRANIFF GRADUATE SCHOOL OF LIBERAL ARTS**

***MASTER'S AND CERTIFICATE PROGRAMS***

**STUDENT HANDBOOK**

**2020–2021**

## TABLE OF CONTENTS

<b>Forward</b> .....	2
<b>Mission</b> .....	3
<b>The Master’s and Certificate Programs</b> .....	3
<b>General Program Requirements</b> .....	3
Student Absences.....	3
Time Limit.....	3
Grade Point Average (GPA).....	3
Comprehensive Examinations.....	4
Language Requirement.....	4
M.A. Thesis.....	4
<b>Scholarship</b> .....	5
<b>Other Policies</b> .....	5
Incomplete Grades (I).....	5
Classification of Students.....	5
Change of Programs.....	6
Transfer of Graduate Credits.....	6
Candidacy.....	6
Non-Credit Matriculation (Reading Courses).....	6
Deadlines.....	6
Repeat and Cancel Policy.....	6
Academic Review Policy.....	7
Academic Dismissal Appeal Process.....	7
<b>Academic Honesty</b> .....	8
Plagiarism.....	8
Cheating.....	9
<b>University Unlawful Discrimination and Harassment Policy</b> .....	9
<b>Appendix – Checklist for Master’s Degree Application</b> .....	12

## **FOREWORD**

The University of Dallas is an equal opportunity, co-educational and Catholic institution of higher learning. It is open to students and faculty of all faiths and does not discriminate in admissions or employment on the basis of race, color, sex, age, handicap, or national origin. Every effort has been made to include in this handbook information that, at the time of printing, most accurately and pertinently represents the Master's programs. However, the provisions of this handbook are subject to change by the University without notice and do not constitute a contract between any student and the University of Dallas.

As a private institution the University explicitly reserves the right to judge whether it is in the best interests of the institution that a student be allowed to continue affiliation and may, for reasons deemed sufficient by the University itself, discontinue affiliation. By registering, the student concedes to the University the right to require withdrawal whenever it deems withdrawal necessary.

Students are responsible for familiarizing themselves with all policies and for complying with all procedures in this *Handbook*, the current University *Bulletin*, and the current University of Dallas Student Handbook. The Student Handbook may be obtained from the Office of Student Life, Haggar Center.

## **MISSION**

The Master's programs in the Braniff Graduate School of Liberal Arts are an expression of the University of Dallas's overarching mission. The motto, stated in the University's seal, *Veritatem, Justitiam Diligite* (Cherish Truth and Justice), is seen in part as a charge to recover and renew the Western heritage of liberal education and the Christian intellectual tradition. Towards this end, the University constitutes itself as an intellectual center where the principles of Western liberal learning and the habits of Christian reflection are examined and cultivated at their deepest level. Students, many of whom will take positions of leadership in their communities, are formed by their participation in their graduate liberal arts program.

Many of the school's graduates will seek careers as teachers and scholars at various levels of academic life. Others will bring the enlargement of mind acquired in their studies to bear on the issues taken up in their subsequent professional lives in fields as diverse as law, civil service, the priesthood, and artistic creation. Still others will taste the fruit of their education as they exercise their influence as citizens, friends, and members of their families through judgments that have been perfected in the habits of liberal learning.

## **THE MASTER'S AND CERTIFICATE PROGRAMS**

The Braniff Graduate School of Liberal Arts currently supports 19 Master's programs. They include the Master of American Studies (MAS); the Master of Fine Arts in Art (MFA); the Master of Arts (MA) in Art, Classics, English, Humanities, Philosophy, Politics, Psychology, Teaching, and Theology; the Master of Classics (MC), the Master of Divinity (MDiv), Master of English (ME), Master of Humanities (MHM), Master of Leadership (MLDR), Master of Philosophy (MPH), Master of Politics (MP), Master of Psychology (MPS) and Master of Theology (MTH).

The graduate school also supports the Catholic Teacher Certificate (CTC) and the Certificate in Classical Learning (CCL).

## **GENERAL PROGRAM REQUIREMENTS**

(For the specific certificate or degree requirements for your program, please consult the online version of the *Bulletin* for this, your, year of matriculation.)

### **Student Absences**

Students are expected to attend all scheduled classes, and to satisfy all course requirements within the time limits established by their professors, unless prevented from doing so by extraordinary circumstances such as serious illness or unavoidable travel. A professor who deems that a student has been excessively absent during the first half of the semester may recommend that the student withdraw from the course. If a student has been excessively absent throughout the entire semester, the professor may withhold permission to take the final examination and, depending on the student's academic performance, assign a grade of F or FA (failure due to absence).

### **Time Limit**

All Master's and M.A. requirements are to be satisfied within *six years* of the date the student begins course work in the program. Periods for which a Leave of Absence is requested and granted are not counted toward the limit. Any extensions to the limit must be formally requested of and granted by the Graduate Dean. Students who have not completed requirements within the time limit will be withdrawn from the program.

### **Grade Point Average (GPA)**

No course for which a grade lower than C (2.00) is earned will satisfy program degree requirements.

A minimum cumulative grade point average of 3.00 is required for graduation from all Master's programs. (A minimum of 2.7 is required to earn the Catholic Teacher Certificate.) In courses in which a grade lower than C

(2.00) is given, the grade will count for determining the grade point average but will not satisfy course requirements. Only grades for required course work will be figured in determining the GPA graduation requirement. However, all grades received in approved prerequisite course work will be figured in determining GPA levels for both scholarship continuance and eligibility to continue in a given program.

### **Comprehensive Examinations**

Comprehensive Examinations cannot be administered before the student has completed all required course work with a cumulative grade point average of 3.00. The exam should be taken by the end of the semester following the satisfactory completion of all course requirements.

### **Language Requirement**

Students must fulfill the language requirement in one of four ways:

- 1) By taking an upper level (3000+) course (other than the special reading courses) at the University of Dallas in the literature of the language in question and by passing with a grade of B (3.0) or better. Request for this option should be made prior to the registration for a course. Upon completion, request that the instructor submit a signed memo to the Braniff and Registrar's office. Students entering the Master's program with a bachelor's degree from the University of Dallas may fulfill the requirement with such a course taken at the University no more than three years prior to admission into the Master's program.
- 2) By taking and passing a written examination in a language. (This examination may be the final examination in the special language courses offered for graduate students.)
- 3) In the classical languages only, by passing a written examination on material from a primary text pertinent to the student's concentration and agreed upon by the Concentration Director and the Graduate Dean.
- 4) M.A. theology students may, with the approval of the Program Director, satisfy the requirement by both submitting an exact translation in fluent English of a 12–15 page excerpt from previously untranslated material pertinent to the student's work and passing an oral examination in the grammar and content of the translation.

In some cases, where the student's thesis requires proficiency in a language other than the normal four (for example, in dealing with Machiavelli or Cervantes or Kierkegaard), another modern language may be substituted for German or French. No one is allowed to do a thesis on a topic whose major texts are in a language in which the student has not attained reading proficiency.

Before undertaking any of the ways of fulfilling the language requirement, the student should obtain a language approval form from the Graduate Office and secure the approval of the Program Director, Graduate Dean and, outside of following the course option, of the language examiner.

All grades earned for foreign language courses at the 1000 to 3000 levels will be recorded on the transcript but will not be included in determining the grade point average. The only language courses that may be counted for course credit towards a graduate degree are courses that are at the 5000 level or above.

### **Master of Arts Thesis**

The M.A. student must complete all course work (with a GPA of at least 3.0), the comprehensive examination, and fulfill the language requirement **before** enrolling in the six credit hour Thesis Research course.

Before registering for the Thesis Research course, submit a Master's Thesis Proposal Approval form (available in the Graduate Office) along with the recommendation of the Program Director to the Graduate

Dean. The Proposal cannot be given final approval nor can readers be assigned until the student has passed the Comprehensive Exam.

Submit a thesis that meets the approval of the student's thesis committee, which will have been appointed by the Graduate Dean upon approval of the Thesis Proposal.

Adhere to the style sheet governing the final copies of M.A. theses.

Present to the Graduate Office the two final copies of the thesis. (If you would like to have a copy(s) to keep or give as gift, also submit those.)

## **SCHOLARSHIP**

Scholarships are awarded on the basis of academic achievement for a period of one academic year and are renewable annually.

Scholarship support can be applied toward tuition for (a) required course work and (b) up to twelve credit hours of undergraduate prerequisites where this is established as part of the student's degree program under the recommendation of the Program Director and approved by the Graduate Dean. Scholarship cannot be applied toward retakes of or substitutions for courses in which the grade of permanent I or a grade lower than a C (2.0) was earned.

*N.B.* Retakes and substitutions are not a right; they *may* be granted under extraordinary circumstances.

A cumulative grade point average of 3.3 is required for continuance of scholarship support in the master's program in Classics, English, Philosophy, Politics, Psychology, and Theology. A 3.0 GPA is required for continuance of scholarship support in the master's program in American Studies, Art, Humanities, and Leadership.

## **OTHER POLICIES**

### **Incomplete (I) Grades**

The "I" (incomplete) grade should be used sparingly. All incomplete grades now require a contract between the student and the faculty member teaching the course, using the Form 120, available through the Registrar's Office webpage. That contract establishes due dates and specifies the work required to complete the course.

When work is submitted by the due date specified on the contract, the "I" is only slashed over. If work is not completed on time, the "I" grade will either become permanent (I\*) or will be changed to some other grade, at the teacher's discretion, to reflect work completed.

Braniff Graduate School scholarships will **not** cover the re-taking of courses in which a permanent incomplete (I\*) was earned.

### **Classification of Students**

*Full time students* -- students enrolled for a minimum of 9 credit hours per semester.

*Part-time students* -- students enrolled for fewer than 9 credit hours per semester. (N.B., The federal government treats 6 credit hours as full-time.)

*Non-Degree Seeking* -- students accepted into the Braniff Graduate School of Liberal Arts for the purpose of enrolling in courses but not admitted into a degree-granting program. If at any time Special Students wish to become candidates for a graduate degree, they should submit an application for regular admission into one of the programs. If subsequently accepted, only nine hours earned as a Non-Degree Seeking Student may be transferred toward the degree.

*Active student* -- An active student is a student who has taken a course within the last year.

### **Change of Program**

Students accepted into one program cannot transfer into another program without submitting a **new** application. Should they be admitted into another program in Braniff, the privileges they enjoyed (e.g., grants, scholarship, and the like) in the previous program will not necessarily be continued.

### **Transfer of Graduate Credits**

Transfer of graduate credits earned at other institutions is subject to specific conditions. Courses for which transferred credit is accepted must be comparable to UD course offerings and must directly pertain to the student's current program of studies. They are accepted only from accredited universities. No more than **six** hours may be transferred into a Master's program. Courses must have been taken within the six years prior to entering the UD program and must have a grade of **B or better**. Requests for transfer credit should be submitted to the Program Director and must be approved by the Program Director and Graduate Dean. Pass/fail courses may not be transferred.

Students who have already entered a Master's program at the University of Dallas must get prior approval from the Graduate Dean before taking courses at another institution for transfer of credits. In making this request, students must submit to the Program Director a syllabus or official course descriptions for each course they wish transferred along with a copy of their official transcript, which is on file in the Graduate Office. Petition for transfer credit may be made any time after one full time semester or after nine credit hours, whichever comes first. All students must take a minimum of **15** credit hours of course work on campus, with the exception of Master of Humanities students who must take at least **18** credit hours.

### **Candidacy**

In all the Master of Arts Programs (except Art) the students become degree candidates after successfully passing the comprehensive examinations. In Art, students apply for candidacy and formal acceptance into the program after successful completion of nine to fifteen credit hours. For other Master's programs consult the *Bulletin*.

### **Non-Credit Matriculation (Reading Courses)—REVISED POLICY**

Graduate Readings courses serve several purposes: they enable students to maintain full-time status when they near the end of their studies, defer loans, maintain use of the library, and, above all, enable the student to be recognized as a student when it is time to graduate. Students who are not enrolled in regular courses are required to be enrolled at least in Graduate Readings (if not in Thesis Research courses). Readings courses indicate to the Braniff Graduate School that the student still intends to graduate. When students discontinue enrolling in Readings courses and seek to restart their studies, they will be required to re-apply with a special fee.

### **Deadlines**

Please see the UD web page, "Braniff Student Resources" (<https://udallas.edu/braniff/student-resources/index.php>) for a listing of the deadlines for completion of degree requirements. The student is responsible for knowing and meeting these deadlines.

### **Repeat and Cancel Policy**

1) In case of a repeated course, the lower grade is excluded from units attempted and from the cumulative GPA. The lower grade remains permanent in the student's academic record but is annotated as being excluded from GPA calculations and from any credits that may have been earned.

- 2) Repeat and Cancel may be used only on courses taken and repeated at the University of Dallas.
- 3) Repeat and Cancel may be used for up to a total of fifteen (15) semester units taken at the University of Dallas.

### **Academic Review Policy**

**Satisfactory status** will be granted if all admission requirements have been met, a minimum grade point average of 3.000 has been attained (unless otherwise stated on your admission agreement) and required coursework has been successfully completed.

**N.B.**, Student GPA and grades will be checked to determine status at the end of every semester. The Dean may place a limit on the number of courses a student is able to enroll in each semester if a student's grades or GPA warrant this. Notification regarding warning, probation, or dismissal will be sent to a student's UD email account.

**Warning status** will be assigned to those students after their first term of enrollment who meet one or more of the following:

- Earn two or more grades of B- or below
- Have a cumulative GPA below 3.000

Probation and dismissal criteria have precedence over warning status.

**Probation** will be assigned to students who meet one or more of the following:

- Earn three grades of C+ or below
- Earn one failing grade (C- and below)
- Have a cumulative GPA between 2.500 and 3.000

A student is allowed 6 credit hours to clear probation. If after completing 6 credit hours, the situation has not been resolved, then the student shall be **dismissed**.

Students who are on probation may not apply for graduation or take a Capstone or Practicum course until probationary status has been cleared. Probation and dismissal criteria have precedence over warning status.

- Students who meet one or more of the following will be subject to dismissal:
- Two or more failing grades (C- and below)
- Four or more grades of C+ or below
- Two or more grades of C+ or below and one failing grade (C- and below)
- A cumulative GPA of 2.499 or below

Dismissal criteria have precedence over probationary status. For example, if a student receives two grades of C+ or below and one failing grade he or she is subject to dismissal without a probationary period.

### **Academic Dismissal Appeal Process**

Students have the right to appeal an academic dismissal by means of a hearing before the Braniff Dean, their program director, and a second Braniff program director appointed by the Braniff Dean. Such requests must be filed within seven (7) business days of the date of the dismissal notice.

In order to appeal a dismissal, a student must submit a dated letter to the Dean and Program Director that contains:

- full name
- explanation of academic performance (please note that valid reasons for an appeal are as follows: access to course or course resources or other circumstances that caused extraordinary impediment to student performance)
- attach supporting documentation, if necessary (only documentation submitted with this form will be accepted for the appeal; later submissions will not be accepted)

The student will be contacted to schedule a time to appear before the Dean and Program Directors who comprise the Appeals Board. If possible, the student should arrange to attend the meeting. The Program Director will recommend a course of action to the Dean who may either accept or reject the recommendation. The Dean's decision is final.



Should a student be dismissed for a second time then that dismissal is final with no option to appeal unless there has been an alleged violation of the student's right to due process in grading or course participation or breach of published university policies or procedures.

### **Academic Honesty**

The University is a community dedicated to learning and research, both of which include the transmission of knowledge. In striving to learn, we are often dependent on what others have achieved and thus become indebted to them. Courtesy, gratitude and justice require that we make public our reliance on and use of the ideas and writings of others. At the time of matriculation at UD, all students are informed of the honor code as described below and asked to sign a card indicating their understanding of it.

### **Plagiarism**

An attempt to claim ideas or writings that originate with others as one's own is a serious offense against the academic community. Plagiarism is not mitigated by a paraphrase or even by an extensive rewriting of another's work. Whenever ideas or words are borrowed, the student must give credit by citing the source. The same principle of honesty applies to the use of modern technologies like the computer—sources of information must be accurately credited.

A student who submits plagiarized work is subject to disciplinary action. An instructor who discovers that plagiarized work has been submitted in fulfillment of course requirements shall immediately inform the student, allowing him or her the chance to explain the circumstances. If after conferring with the student, the instructor still considers the student's work to be plagiarized, then the instructor will compile the materials of the case, including the piece of work that may have been plagiarized, any sources from which the student plagiarized and a report of the instructor's conversation with the student. He will submit these materials to the Braniff Graduate Dean.

If the student acknowledges in writing that he or she plagiarized, the case does not go to an Academic Disciplinary Committee. Instead, the instructor assigns a grade on the work and a grade in the course, up to and including failure in the course. The Graduate Dean reviews the case and decides on a penalty beyond the grade, according to the procedure described below.

If the student does not acknowledge the plagiarism, the Graduate Dean will submit the case, with all relevant materials, to the Braniff Academic Discipline Committee. That committee will conduct its own investigation and will hold a hearing at which the student, without counsel, will be invited to present his or her case and to respond to the committee's questions. The committee will decide solely on whether the student did plagiarize, and will base its decision only on the evidence, not on mitigating or extenuating circumstances.

If the committee finds that plagiarism did occur, it will convey its findings to the instructor and to the Graduate Dean. The instructor will assign a grade to the material in question and a grade for the course, up to and including failure in the course, and shall report these grades to the Graduate Dean. The dean shall hold a show-cause hearing with the student on why he or she should not be dismissed from the University, and shall decide on any penalties beyond the grade, up to and including dismissal from the University.

If the Braniff Academic Discipline Committee decides that the work is not plagiarized, the committee will inform the instructor of its decision. The instructor shall then compute a grade for the piece of work and the course without regard to plagiarism, but solely on the basis of his judgment of the quality of the student's work. The case against the student is then dropped.

Adequate procedures for dealing with instances of plagiarism in off-campus programs will be determined by the Graduate Dean in consultation with the director of that program.

When an instance of plagiarism is discovered in a thesis or dissertation, work toward the degree shall be terminated. If the degree has already been granted at the time the plagiarism becomes evident, regardless of the length of time ensuing, the degree shall be revoked.

### **Cheating**

The integrity of examinations is essential to the academic process. A student who cheats on an examination or other work submitted in fulfillment of course requirements is subject to disciplinary action. When cheating is discovered during the examination itself, the instructor or proctor is to take up the examination and dismiss the student from the examination for a later appearance before the instructor. The review of all cheating cases, and the imposition of penalties will follow the procedure explained under “Plagiarism.”

### **University Unlawful Discrimination and Harassment Policy**

The University of Dallas is committed to providing work, living, and learning environments that are free of discrimination, harassment, and retaliation. The University does not tolerate conduct that is inconsistent with this commitment. Its [Civil Rights Policy](#) represents the policy of the University of Dallas, and is also in fulfillment of its duties under federal and state law, including, but not limited to, Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and their accompanying administrative regulations.

Anyone who has experienced or become aware of discrimination, harassment, or some other form of Prohibited Conduct is strongly encouraged to report it to the Office of Civil Rights and Title IX, which is responsible for overseeing compliance with the Civil Rights Policy, including coordinating supportive measures to those who may be victims of Prohibited Conduct, and investigating such allegations when a Formal Complaint has been filed.

“**Prohibited Conduct**” refers to any form of discrimination, harassment, retaliation, or failure to accommodate prohibited by the University Civil Rights Policy, including against any employee, applicant for employment, student or applicant for admission on the basis of race, ethnicity, national origin, sex, pregnancy, disability, veteran status, age or religion, or any other protected category under applicable federal, state or local law, except as otherwise permitted by law.

### **Harassment**

Harassment is a form of discrimination that includes physical, verbal, or nonverbal conduct based on a person’s membership or perceived membership in a protected category that is sufficiently severe or pervasive, and objectively offensive, such that it unreasonably interferes with, denies, or limits someone’s ability to participate in or benefit from the University’s educational, employment, social, or residential program. Sexual harassment includes unwelcome verbal, written, or physical conduct that:

- In the employment context, unreasonably interferes with the victim’s work performance or creates an intimidating, hostile or offensive work environment.
- In the education context, is sufficiently severe, pervasive or persistent that the conduct interferes with a student’s ability to participate in, or benefit from, educational programs or activities of the University.

- Examples of sexual harassment may include, but are not limited to:
  - Pressuring another to engage in sexual behavior for some educational or employment benefit (*quid pro quo* sexual harassment);
  - Persistent unwelcome efforts to develop a romantic or sexual relationship;
  - Unwelcome commentary about an individual's body or sexual activity;
  - Unwanted sexual attention;
  - Repeatedly engaging in sexually-oriented conversations, comments or horseplay, including the use of language or the telling of jokes or anecdotes of a sexual nature in the workplace, office, or classroom, even if such conduct is not objected to by those present; or
  - Gratuitous use of sexually-oriented materials, not directly related to the subject matter of a class, course or meeting, even if not objected to by those present.

**Supportive Measures.** When a violation of the University Civil Rights Policy is reported, the University will consider supportive measures to protect involved persons and/or the community. An alleged victim is not required to file a formal complaint to receive supportive measures. Supportive measures may include changes in academic, living, or transportation arrangements, working conditions, or other protective measures. The University will make such accommodations or provide such protective measures if requested and if they are reasonably available, regardless of whether the victim chooses to report the alleged violations to University Police or local law enforcement.

The University of Dallas has designated the following people to oversee the University's response to all civil rights complaints, including Title IX reports such as allegations of sexual harassment, sexual assault, dating and domestic violence, and stalking. To find out more information, ask questions, or to report a possible civil rights violation, contact

Joshua Skinner, J.D.  
 Director, Office of Civil Rights and Title IX  
 Civil Rights/Title IX Coordinator  
 Braniff Graduate Building, 132  
 1845 E. Northgate Drive  
 Irving, Texas 75062  
 (972) 721-5056  
[jaskinner@udallas.edu](mailto:jaskinner@udallas.edu)

LaCoya Williams, M.S.  
 Associate Director, Human Resources  
 Deputy Civil Rights/Title IX Coordinator  
 Cardinal Farrell Hall, 140  
 1845 E. Northgate Drive  
 Irving, Texas 75062  
 (972) 721-4063  
[lwilliams2@udallas.edu](mailto:lwilliams2@udallas.edu)

Monica Heckman, M.E.S.  
 Lead Athletics Trainer / Senior Woman Administrator  
 Deputy Civil Rights/Title IX Coordinator  
 Ed Maher Athletics Center  
 1845 E. Northgate Drive  
 Irving, Texas 75062  
 (972) 721-5010

[mheckman@udallas.edu](mailto:mheckman@udallas.edu)

**Students with Disabilities:** Any student who, because of a disability may require special arrangements in order to meet the course requirements should register with Student Disability Services ([udallas.edu/sds](http://udallas.edu/sds)) in order to obtain appropriate verification. Upon receiving the letter of accommodation, the student should contact the instructor as soon as possible to make any necessary arrangements. Please note instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, you may contact the Title IX/Section 504 Coordinator, Joshua Skinner, in Braniff 132 or 972-721-5056.

**Malicious or false charges:** Because accusations of unlawful discrimination are extremely serious and can lead to the loss of employment, destruction of a person's career or termination of his or her education, malicious or intentionally false statements are also subject to disciplinary action, up to and including dismissal.

**Romantic relations between employees and students:** The proper relationship between employees and students or subordinates must not be jeopardized by possible doubt of intent or of fairness of professional judgment, or by the appearance to others of favoritism. Romantic relationships between supervisors and subordinates are prohibited.

**Complaint procedure:** Violations should be reported to the Title IX/Section 504 Coordinator, but may also be submitted online (including anonymously) at [udallas.edu/complaint](http://udallas.edu/complaint). The University encourages individuals to work together to resolve any complaints when possible. For more information, and additional information about where violations may be reported, please see [udallas.edu/civil-rights](http://udallas.edu/civil-rights) or [udallas.edu/titleix](http://udallas.edu/titleix)

The complaint and subsequent proceedings shall be kept as private as possible as allowed by law and consistent with the University's obligations. The President shall designate a different official to participate in or conduct the investigation if the person normally responsible for such participation or investigation is the subject of the complaint.

Appendix - **Check List for Master's Degree Application**

*All forms are available in the Graduate Office.*

- a. Apply for the degree early in the semester in which you intend to graduate. (The form is obtained from the Graduate Office and returned to the same. The fee will be added to your student account.)
- b. Pass the Comprehensive Exam in your particular department. Notification should be sent in writing by the Program Director to the Graduate Dean for initialing and forwarding to the Graduate Office, which is responsible for having the results posted on the transcript.
- c. If you are completing the Master of Arts:
  1. Have a language examination proposal approved by both the Program Director and the Graduate Dean prior to completing the language requirement. Have examiner send notification of exam results to Graduate Dean.
  2. Register for Thesis Research (6 credit hours).
  3. Have Thesis Proposal approved by both Program Director and Graduate Dean prior to writing thesis.
  4. Before writing thesis, obtain a copy of "M.A. Thesis Procedures" from the Graduate Office.
  5. Have readers sign M.A. Thesis Final Draft Approval form when all revisions have been made; have readers sign title page of clean copy of thesis and turn in thesis and approval form to Graduate Dean; First Reader must turn in grade change for Thesis Research.
  6. Turn in the original thesis (with signed title page) plus two copies to the Graduate Office. Pay for the binding of two copies plus binding costs for any extra copies that the student may want bound.
- d. Notify the Registrar's office of plans to participate in May graduation ceremonies. There are no ceremonies for December or August graduations; however, December or August graduates may participate in the May ceremonies.
- e. Notify alumni office of future plans.