1. Dr. Juan Silva asked for a motion to accept the minutes of November 19, 2010.

   Motion to accept the minutes was made by Dr. Burnette Hamil and seconded by Dr. David Lewis.

   The November 2010 Graduate Council Minutes were approved by acclamation.

   Dr. Silva asked for a motion to accept the minutes of December 6, 2010.

   Motion to accept the minutes was made by Dr. Lewis and seconded by Dr. Hamil.

   The December 2010 Graduate Council Minutes were approved by acclamation.

2. University Committee on Courses and Curricula (UCCC)

   Dr. Angi Bourgeois submitted the following proposals for review:

   a) Modification to MS in Education
   b) Modification to MS in Aerospace Engineering (AOCE Approval)
   c) Modification to Ph.D. in Aerospace Engineering (AOCE Approval)

   a) Dr. Lewis made a motion to approve the modification to the MS in Education. Dr. David Monts seconded the motion.

   Discussion followed.

   Graduate Council approved the modification to the MS in Education. Two Graduate Council members voted nay and one Graduate Council member abstained.
b) Dr. Lewis made a motion to approve the modification to the MS in Aerospace Engineering. Dr. Ed Allen seconded the motion.

Discussion followed. Graduate Council members had several issues with this proposal. They requested that the answer to “Will this program require separate admission from those offered on campus?” be changed from “yes” to “no.” The answer to “Will this program have different fees or tuition rates from those offered on-campus?” should also be changed to “no” and denoted with an asterisk. The asterisk should read *No difference in tuition rates, but distance fees may be assessed.*

Graduate Council voted to approve the modification to the MS in Aerospace Engineering with the noted corrections. Two Graduate Council members abstained.

c) Dr. Allen made a motion to approve the modification to the Ph. D. in Aerospace Engineering with the same corrections as required for the MS in Aerospace. Dr. Dwayne Wise seconded the motion.

Discussion followed. Graduate Council members also had the same issues with this proposal as with the previous MS in Aerospace proposal. In addition, there is a typo in the LEARNING OUTCOMES section; it should say Ph.D.-ASE instead of MS-ASE. Dr. Millea pointed out that the wording on the proposal is incorrect; this is a distance degree but it is not awarded through AOCE, merely the delivery is via AOCE.

Graduate Council voted to approve the modification to the Ph.D. in Aerospace Engineering with the noted corrections. One Graduate Council member abstained.

Although Graduate Council members passed the modifications to the MS and Ph.D. in Aerospace Engineering with contingencies, they also stated that they wanted to see the proposals again for final review at the next meeting.

3. Report from the Office of the Graduate School (OGS)

Dr. Louis D’Abramo presented the following report:

- **Carnegie Status**
  Mississippi State University has been upgraded to the classification of Very High Research Activity, the highest classification bestowed by the Carnegie Foundation. MSU is one of only 108 institutions nationally that has received this classification.

- **Fall 2010 Graduation- Number of Students**
  A total of 257 graduate students graduated in the fall 2010, 211 masters, 5 educational specialists and 41 Ph.D.s. For the 2010-2011 year, 78 Ph.D. students have graduated. Last year at this time a total of 95 Ph.D.s had been awarded. I estimate that we will have about 130 Ph.D.s awarded for the 2010-2011 year, a slight drop from the previous year’s and all time high of 143.
• **Enrollment /Applications/Admissions to Graduate School –Spring 2011**
Applications were up 6.2% while admissions increased by 1%. For distance education specifically, applications and admissions increased by 26.6% and 21.8%, respectively. For the spring semester 2011, the official number of enrolled graduate students is 3626. A total of 396 new graduate students enrolled for the spring 2011 semester. Last spring (2010) we had a total of 337 new graduate students. The number of graduate students at the Meridian campus is 149. Distance education graduate students compose 28% of all graduate students.

• **Fall 2011 Applications and Admissions**
The number of applications for the fall 2011 semester is at 581, an 18.6% increase over last year at this time. The number of Distance Ed applications is 46.3% higher than that of last year (from 95 to 139). The number of graduate students admitted is down by about 1% and distance admissions are up 50% (from 30 to 45) relative to the same time last year.

• **New Graduate Student Orientation**
We had 37 new graduate students attend the Graduate Student Orientation held the afternoon of January 4, 2011. Representatives from eight campus service units presented information to orient the students with available resources on campus. Participants who submitted the feedback survey evaluated the informational value/benefit gained from the presentations to be “valuable” or higher (minimum 3.71 on a 1-5 likert scale).

• **Spring Graduate Teaching Assistant Workshop**
Seventy-three prospective GTAs participated in the Graduate Teaching Assistant Certification Program on January 3 and 4, 2011 and 29 of these participants achieved GTA1 level certification. Fifty-four GTA1s participated in the Microteaching Simulation | Classroom Certification Evaluation on the afternoon of January 4th; 39 (percentage passed = 81.25%) of these students achieved GTA2/GTA3 level certification. Five international students (71%) passed the preliminary evaluation allowing them to hold GTA2 appointments for the spring semester while fulfilling the Classroom English Certification requirements.

The fall 2011 Graduate Teaching Assistant Certification Program will be held August 1-August 10, 2011. The date, time and location for each of the specific components of the program will be announced soon. In the spring and fall of 2009, the OGS made significant changes to the program content, training, and evaluation of GTAs. With our ongoing assessment of outcomes, those areas of the program identified as needing improvement will be addressed and, if practical, changes will be implemented for the fall 2011 certification program. Department heads, graduate coordinators and faculty members across campus have suggested changes in the certification requirements. This input will be combined with the feedback received on the evaluation survey completed by GTAs after completing the certification program. Any feedback is welcomed as we strive to establish a more effective program campus wide.

• **Graduate Assistantships**
For the spring semester 2011, a total of 1120 graduate assistantships were awarded. The breakdown and relative percentages follow:
Graduate Research Assistantships 596 (53.2 %)
Graduate Teaching Assistantships 372 (33.2 %)
Graduate Service Assistantships 152 (13.6 %)

- **Graduate Student Housing Survey**
  In collaboration with the Future of Student Housing Planning Group, the OGS deployed a survey on January 14th to all graduate students to assess graduate student housing needs/preferences. The information gathered will be reviewed by the Future of Student Housing Planning Group in planning for the future of on- and off-campus housing needs of graduate students. A total of 819 graduate students completed the survey.

- **Graduate Student Exit Survey**
  In cooperation with the Office of Institutional Research and Effectiveness, the Office of the Graduate School, under the direction of Associate Dean Bill Person, has developed a graduate student exit survey. The survey has questions that will assist in satisfying compliance for SACS accreditation. Hopefully, the exit survey will be inaugurated for the end of the spring semester. Similar to the undergraduate exit survey, all graduate students who file for graduation will be required fill out the questionnaire.

- **Outstanding Graduate Student Mentor Award**
  The MSU Alumni Association in cooperation with the Office of the Graduate School will sponsor an annual Outstanding Graduate Student Mentor Award, beginning this spring. A form describing the protocol for nomination is available through the Office of the Graduate School and should be available on the OGS website and the Graduate Student Association website soon. The Deadline for submission of nomination and supporting letters is February 25, 2011. The recipient will be honored during an April reception and will receive $1000 and a commemorative plaque.

- **Recommendations of the Graduate Council to Provost and Executive Vice President Gilbert**
  Two recommendations of the Graduate School were submitted to Vice President Gilbert for approval. One recommendation addresses the allowance of up to two separate TOEFL or IELTS scores per application for admission to graduate school. The other recommendation is for adoption of a conditional admission policy for international graduate students lacking English language test score requirements.

- **Graduate Student Research Symposium/Graduate Student Awards Banquet**
  The Graduate Student Awards banquet is scheduled for Tuesday, April 12

- **Alliance of Graduate Education in Mississippi (AGEM) Activities**
  The Alliance of Graduate Education in Mississippi and the Office of the Graduate School will be hosting our second “First Friday Networking Luncheon” on Friday, February 4, 2011, from 11:45-1:00 in Mitchell Memorial Library - John Grisham Room. Dr. Edward Allen, Associate Professor, Computer Science and Engineering will be the guest speaker.
His topic will be “A Cognitive-Science Foundation for Controlling Software Design Complexity”.

The Alliance of Graduate Education in Mississippi and the Office of the Graduate School will be hosting a special “First Friday Networking Luncheon” on Friday, March 4, 2011, 11:45-1:00 in the Bost Extension – South Auditorium. President Mark E. Keenum will be the guest speaker. A special RSVP invitation will be extended to all members of the Graduate Council to attend the First Friday Networking Luncheon on Friday, March 4, 2011.

Our AGEM 6th Annual Increasing Momentum to Provide Empowerment to Talented Undergraduate Students to Pursue Graduate Education (IMPETUS-PGE) Super Recruitment Weekend has been set for April 1-2, 2011 for approximately 30 juniors and seniors in the STEM areas from Mississippi institutions and selected institutions from its contiguous states.

- **Fellowship Opportunities for Graduate Students**

The Office of the Graduate School and the Bagley College of Engineering will host a NSF-GRFP Information Workshop (Webinar) to inform all first-year graduate students and graduating seniors for 2011-2012 about financial funding opportunities available to support graduate education. The webinar will be held on Monday, April 4, 2011, 2:00-4:00 pm in 255 Allen Hall.

The Office of the Graduate School, in conjunction with the Institute of International Education (IIE), will host a Spring Fulbright Information Workshop to inform undergraduate, graduating seniors, and graduate students about fellowship and scholarship opportunities on Wednesday, April 6, 2011, 2:00 – 4:00 pm in the Colvard Student Union-Fowlkes Auditorium.

- **Thank You**

A very special thanks is extended to Drs. Lara Dodds (Chairperson), Russell Carr, and Dan Seale for agreeing to serve as members of a subcommittee of the Graduate Council to review the academic status of a student in the College of Education.

5. **Report from Graduate Student Association (GSA)**

GSA President Luke Fowler presented the following report:

The GSA Research Symposium did not happen as planned due to logistical problems. A new date will be discussed during the next GSA meeting. Most other universities have their symposiums toward April.

GSA will also discuss the possibility of joining the National Association of Graduate Professional Students.
The GSA website should be up and running on Monday. The nomination forms for the outstanding graduate student awards presented during the GSA Banquet on April 12 will be available on the OGS website as well as the new GSA website.

Dr. Ryan will be the guest speaker at the next GSA meeting. He will be talking about ethics, rights and responsibilities and graduate education.

6. Old Business

a) Graduate Diploma w/Dean Grad School and College name (Subcommittee Report Dr. Lewis)

Dr. Lewis presented Graduate Council with another draft of a graduate diploma that was created after consulting with Dr. D’Abramo, Ms. Sharon Nobles from the Registrar’s Office, Dr. Peter Bain (Graphic Design) and Dr. Peter Ryan.

He explained that the two seals and the words Mississippi State University cannot change in form or location but everything else can be changed. He also pointed out that the number of signatures on the diploma became an issue but three signatures (President of the Board of Trustees, President of the University and Dean of the Graduate School) are most appropriate historically and graphically.

Dr. D’Abramo stated that he would bring this draft before the Dean’s Council one more time.

b) Graduation Qualifications (3’C’s) and changes to Graduate Committee (Hamil – Handout)

Dr. Hamil distributed a handout presenting the findings of the subcommittee after discussing the two issues.

Discussion followed. Concerns regarding the rigor of MSU Graduate School were voiced in light of the possibility of a student graduating with four C’s on the program of study while maintaining a cumulative GPA of 3.0, thus adhering to departmental policy. Dr. Monts raised the issue of grade inflation.

Dr. Millea pointed out that more time is needed to review the issue more thoroughly and requested that subcommittee reports be disseminated electronically prior a Graduate Council Meeting.

Dr. Dwayne Wise made a motion to table the consideration of the subcommittee recommendations for a future meeting. Dr. Dan Seale seconded the motion.

Graduate Council tabled the subcommittee recommendations for future meeting. Dr. Silva requested that Graduate Council members email their questions and input to Dr. Hamil.
c) Graduate Committee Make-up (Millea - Handout)

Considering the time passed, Dr. Silva moved this item to the next meeting.

The Grievance Policy which was passed during the December 6, 2010 meeting was disseminated one more time for a final review.

7. New Business

No new business was discussed.

Meeting adjourned at 3:06 p.m.

The date for the next Graduate Council meeting has been set for Friday, February 25, 2011, at 1:30 p.m. in 611 Allen Hall.
Draft of Graduate Student Grievance Policy

Submitted by Dr. Kathy Dooley (Chair), Ms. Beth Rauhaus, Dr. Radha Srinivasan and Dr. David Lewis

Introduction

Mississippi State University recognizes the importance of ensuring the welfare of its graduate students. When a situation arises in which a graduate student or group of graduate students believe that unfair, unprofessional, or inappropriate treatment/behavior has occurred relative to a faculty member or administrator, the person or persons who have committed the alleged grievance will be made to respond to the allegation(s) expeditiously and justly.

Mississippi State University is a diverse academic environment dedicated to the advancement of knowledge, the development of future professionals, professors, and researchers. In accord with these concerns, this policy defines: 1) recommended good practices to prevent abuse of authority and responsibility that constitute harassment or discrimination and that prevent a graduate student's satisfactory academic progress; and, 2) provide for all parties guidelines, practices, and grievance procedures to resolve issues using a recommended procedure. The purpose of this policy is to address those issues and regulations not governed by existing academic operating and/or employment policies applicable to graduate students.

As a public research university, Mississippi State University has graduate students who come from diverse backgrounds and over 75 countries. The University and its faculty are dedicated to the development of future professionals, educators and researchers in many fields. The purpose of this policy is to address those issues and regulations not governed by other existing academic operating procedures and/or employment policies applicable to graduate students. This policy provides: 1) recommended good practices to prevent abuse of authority and, 2) guidelines, practices, and grievance procedures to resolve issues.

Faculty members are obligated to: 1) “evaluate fairly and impartially [a] student's work. Such evaluation should be consistent with recognized standards and must not be influenced by issues such as religion, race, sex, political views, or be based on the student's agreement with the teacher's opinion on controversial issues in the discipline; 2) protect the student's freedom to learn, especially when that freedom is threatened by repressive or disruptive action; 3) serve as an intellectual guide and counselor to students, be available for private conferences, provide accurate information and assist students in achieving their academic goals; 4) demonstrate respect for the student and treat the faculty-student relationship with confidence; and, 5) avoid any exploitation of students for personal advantage…. especially those vulnerable to the faculty member's authority (emphasis added).” (MSU Faculty Handbook)

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This policy does not apply to graduate student grievances such as disputes over joint authorship of research, grade appeals, scientific misconduct, dismissal from graduate standing, placement on probationary status, denial of readmission, and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals.
The reasons for harassment/discrimination of graduate students may emerge from the behaviors and personality issues of a faculty member or administrator and/or the perceived and actual power differential between faculty and graduate students. To mitigate the sources of abuse, it is essential that each department provide an academic environment that is supportive and accommodating to the needs of graduate students. The department should take immediate action to correct problems when instances of abuse of graduate students are identified. Faculty should minimize non-academic relationships that may constitute dual relationships with graduate students.

Problems between faculty, professional staff, or administrators and graduate students may emerge from behaviors and personality and/or the perceived and actual power differentials between faculty and graduate students. To mitigate the sources of conflict, it is essential that each department provide an academic environment that is supportive and accommodating to the needs of graduate students. The department should take immediate action to correct problems when instances of faculty and graduate student(s) problems are identified. Faculty should minimize non-academic relationships that may constitute dual relationships with graduate students.

A significant cause of grievances derives from both what is intended and how it is perceived. A single instance of minor misbehavior may not constitute abuse, but deliberate misbehavior (a behavior that persists after a verifiable request to stop) constitutes harassment. To ensure that there is no gap between intention and perception, the recipient of inappropriate behavior should inform the faculty or administrator about their discomfort or distress.

The actual as well as the perceived power differential between faculty and graduate students may be perceived as more crucial for international students than for domestic students. Insomuch as, the policy requires all parties to treat every graduate student equally, it should be noted that international students have a pronounced sensitivity to the power differential with faculty and administrators. This may be due to their lack of familiarity with the customs of the United States and/or specific customs of their country. International students who choose to study at Mississippi State University are influenced by their cultural traditions and customs do not leave their cultural traditions or customs at home. It is not expected that every person be cognizant of the individual student’s those cultural traditions or customs, but once known a faculty member should respect their customs and traditions when possible and reasonable. them to insure a graduate student’s ability to make satisfactory progress toward graduation. Due to the additional burden of maintaining a student visa immigration compliance to remain at Mississippi State University, international students are more susceptible to the behaviors of faculty. The Office of the Graduate School and the University are aware of these circumstances for international graduate students and make efforts to address problems between international graduate students and faculty in such situations by coordinating with the international students’ office with the Primary Designated School Official (PDSO) and /or Responsible Officer (RO) and other units of the University.

**Good Practices.** To increase positive interactions between graduate students and faculty:

1. The Graduate School will develop workshops for faculty and administrators that sensitize them to the specific needs and issues of graduate students.
2. Academic units will either develop their own or encourage attendance at workshops and conferences that encourage positive faculty-student relationships.
3. The Graduate School and graduate departments should distribute this grievance policy to faculty, administrators and graduate students during initial orientation and included in the Graduate Student Handbook.

4. Disciplinary action against erring faculty to deter future abuses.

5. A representative of the Graduate School, other administrative officials and the graduate grievance panel should meet with the department head where the violation took place about how to eliminate future abuses and improve the academic environment in the department.

Determining where to seek redress:

Graduate students who believe that they have a grievance with a faculty member or administrator should consider the following:

**Discrimination and Harassment:** Graduate students who believe that they have been discriminated against or harassed (uninvited or unwelcome verbal or physical contact) based on race, color, national origin, sex, religion, age, disability, genetic information, and veteran status, or sexual orientation and group affiliation should contact the Office of Diversity and Equity Programs at 106 McArthur Hall, (662) 325-2493 [http://www.msstate.edu/president/odep/home.html](http://www.msstate.edu/president/odep/home.html)

**Grade Appeals:** Graduate students who have grade appeals should refer to the MSU Grade Appeals Policy, AOP. 13.14. [http://www.msstate.edu/dept/audit/1314.html](http://www.msstate.edu/dept/audit/1314.html) and appeal to the Academic Review Board.

**Employment Issues:** Graduate students who are employees of Mississippi State University and have issues related to employment should consult with Human Resource Management at 150 McArthur Hall, (662) 325-3717 or [http://www.hrm.msstate.edu/](http://www.hrm.msstate.edu/)

**Other Complaints:** Graduate students who are unsure of the course of action for their complaints should contact the Dean of Students at 112 Lee Hall, (662) 325-3611 or [http://www.students.msstate.edu](http://www.students.msstate.edu)

The Dean of Students can assist the graduate student in determining the course of action for their complaint and whether their grievance should be referred to the Graduate Dean or some other office within the university. The graduate student and Dean of Students may at that point refer to the following as a method of resolution of a grievance that is not otherwise provided a remedy by University Policy or Academic Operating Procedures within the University.

**Grievance Procedures**

Two principles must be followed during the grievance procedure. The first is Preponderance of Evidence. If a graduate student believes that a faculty member or other person has acted inappropriately, then that graduate student must gather evidence that illustrates both the Deliberate Misbehavior of the faculty member and the graduate student's reaction and response. This evidence may be in the form of emails, letters, or other forms of written documentation. The second principle is Without Retaliation. At no time during the process, should a faculty member or other person take any form of action that could be considered retaliation against the graduate student who has put forth submitted the grievance.
Procedure

Procedure is defined as the process of resolution in which the graduate student contacts the faculty or administrator who has committed the violation grievance, and if needed additional personnel up to the level of the graduate student’s college dean to resolve the situation. The graduate student could also start this procedure with the Graduate School and/or with any other appropriate administrative unit of the university such as Human Resources, the Office of Diversity and Equity Programs, or any member of the graduate grievance panel.

Step 1. Contact the faculty member or administrator with whom the graduate student has the grievance. It is strongly recommended that the student send an email or make contact in writing. In an informal meeting, the student should explain his or her position and ask the faculty member or administrator to cease engaging in the behavior(s) in question.

Step 2. If the behavior of the faculty or administrator who has committed the violation persists, then the graduate student should notify the department head of the faculty member or the immediate supervisor of the administrator. [The graduate student will provide him/her the administrator with a copy of the email or written correspondence noting the date of the request to desist and ask them to question the faculty member or administrator arbitrate the matter. Ask The department head to will notify you of the graduate student after he/she speaks with the faculty member or administrator within five business working days who has committed the violation. Once you have heard from the department head, send a response to thank them for their action and to note the date of the conversation.

Step 3. If the behavior of the faculty or administrator who has committed the violation continues after the conversation intervention by with the department head or other administrator, or you are the graduate student is not satisfied with the response from the department head, the student will contact the Dean of the College. If the student is not satisfied at this point with these procedures he/she may ask for intervention by the Graduate School.

Written Complaint and Formal Investigation

Formal investigation is defined as the process of investigation wherein the Dean of the Graduate School convenes a review committee to investigate and recommend a resolution to the Provost, who will pronounce the final decision.

A formal investigation is convened when the graduate student submits a written complaint. The Graduate School will promptly (within five working days) designate a committee to investigate the complaint.

Responsibilities of the Investigating Committee

The person designated to investigate the allegation will chair the investigating committee will inform the graduate student that:
1. The manner and frequency with which the graduate student will be updated about the status of the investigation.
2. The need for a high level of discretion during the investigatory process.
3. Ensure that there is no retaliation against the graduate student.

Normally within 5 five working days of receipt of the assignment, the Investigating Committee will advise of and provide the faculty or administrator who is alleged to have committed the violation with:

1. The specific allegations and a copy of the written complaint.
2. The manner and frequency in which the faculty member or administrator will be updated about the status of the investigation.
3. The need for all parties to exercise a high level of discretion during the investigatory process and the University’s policy with respect to retaliation.
4. An opportunity to submit a written response to the complaint within five 10 ten working days of notification of the complaint.

Investigation

1. The purpose of the investigation is to gather facts.
2. Depending upon the facts of the case, an investigation may range from a one-on-one conversation between the investigating committee and the two parties to an inquiry with multiple witness interviews. The investigating committee will produce a written finding of facts at the conclusion of the investigation.
3. The investigation committee decision shall be made on the "preponderance of evidence" standard. Any finding against an individual or department on the subject of grievance must be supported by a preponderance of the evidence.
4. Investigations should normally be completed within five 4 five calendar working days from the date the complaint was first asserted. If this is not reasonably possible, the investigation committee should make the grievant and the faculty or administrator who is alleged to have committed the violation aware of the status of the review and provide an estimated conclusion date.

Submission of Investigative Report

Upon completion of the investigation, the investigation official shall submit the report to the Dean of the Graduate School. Upon receipt of the investigative report, the Dean of the Graduate School shall review the report and submit an initial determination to the Provost that states that a violation of the policy either did or did not occur. If an initial determination is that a violation did occur, then the Dean shall also submit an initial proposal to the Provost stating what "prompt remedial action" the Dean considers appropriate, including potential disciplinary action. The Provost will make the final determination as to what actions, if any, be taken.

Notification of Decision and Appeal Process

Upon conclusion of the determination process, the complainant and respondent will receive a written copy of the Provost’s decision. The faculty/administrator who is alleged to have committed the
violation may appeal the decision in writing, within five ten working days, to the Provost. The appeal must be based on (a) new facts not previously available, (b) the sanction is arbitrarily harsh or capricious, and/or (c) procedures were not followed that substantially affected the result. The Provost will render a final decision within five 15 working days. This decision completes the university process.

General Advice to Graduate Students in Pursuing Grievance Procedure – **Students are recommended to use their discretion in following these suggestions**

1. The University provides counseling services which are a resource for all Mississippi State students when they have experienced stressful or difficult situations. Graduate students may wish to avail themselves of counseling services which are provided by the Student Counseling Services at 115C Hathorn Hall on Magruder Street. Student Counseling Services can be reached at 325-2091. Counseling services are provided without charge to registered Mississippi State students and communication with counselors is strictly confidential.

2. In the case of International Graduate Students, they are strongly advised to keep the International Student Office Primary Designated School Official (PDSO) and /or Responsible Officer (RO) updated about the grievance.

3. Maintain a daily diary of events to ensure a chronological record is readily available and so that the student does not forget the sequence of events surrounding the grievance.

4. If possible, change the major adviser if the current major adviser is the person against whom the grievance was lodged.

5. Keep copies of written communications that are involved in the grievance and any further communication from the faculty member or administrator against whom the grievance was lodged.
Appendix: Pertinent Contacts and Links

HRM Policy on Employee Conduct: http://www.msstate.edu/dept/audit/60401.html

Faculty Grievance Procedures: http://www.msstate.edu/dept/audit/1305.html

Code of Student Conduct: http://www.msstate.edu/dept/audit/91100.html


Dissent, Disruption, and Academic Freedom: http://www.msstate.edu/dept/audit/91109.html

Ethics in Research and Other Scholarly Activities: http://www.msstate.edu/dept/audit/8002.html

Extended Orientation for International Students: http://www.msstate.edu/dept/audit/91177.html

Academic Freedom: http://www.msstate.edu/dept/audit/1311.html

Grade Appeal and Academic Review Board: http://www.msstate.edu/dept/audit/1314.html

Harassment Training for Supervisors: http://www.msstate.edu/dept/audit/0304.html

Graduate Student Association: http://www.grad.msstate.edu/current/orgs/gsa/

International Admissions & Services: http://www.admissions.msstate.edu/international/

Ethics in Research and Other Scholarly Activities at MS: http://www.msstate.edu/dept/audit/8002.html

[R11]
GENERAL MASTER'S DEGREE REQUIREMENTS

TIME LIMIT
The time limit for fulfilling the requirements for a master’s degree is eight years (per Graduate Council, March 2010). An extension of time form, available on the Graduate School Web site, can be used to request a one-time, one-year extension. The request must be signed by the major professor and the dean of the college and submitted to the Office of the Graduate School (per Graduate Council, May 2005).

GRADUATE COMMITTEE
Each student's program of study is directed by a graduate committee. The committee is composed of a major professor and at least two other committee members, all of Graduate Faculty. A graduate committee at the master’s level must consist of at least three members, all of whom must be appointed members of the Graduate Faculty. The committee is composed of the major professor and two committee members, one of whom may be a minor professor. The major professor must be Level 1 or Level 2 Graduate Faculty, the other members may have Level 1, Level 2, Associate Level or Committee Participant statuses. No more than one individual who has been granted a Committee Participant appointment can serve on a master’s non-thesis or thesis committee. The major professor and at least one-half of the graduate committee, including the major professor, must be Graduate Faculty (Level 1, Level 2, or Associate Level). All must hold academic appointment and must be MSU employees; exceptions to this rule can be approved by the appropriate dean. When the major professor is not an MSU employee, the majority of the graduate committee must hold academic appointment and must be MSU employees (per Graduate Council, February 2005). Any member of the committee may be the thesis director or co-director. Non-thesis programs with no variation in program of study and/or with standardized examinations are not required to have committees (per Graduate Council, May 2004). The program of study form and committee request form will be submitted to the Office of the Graduate School the semester in which a student applies for graduation.

PROGRAM OF STUDY

Course Requirements
A minimum of 30 semester hours of graduate study is required in all master’s degree programs. For thesis-option programs, the program of study must contain at least 24 hours of coursework and at least 6 hours of research/thesis; one-half of the coursework must be at the 8000 level or higher. In non-thesis options, the program of study consists of a minimum of 30 hours of coursework with at least 15 hours at the 8000 level or higher (per Graduate Council, April 2004). Directed Individual Study courses, numbered at the 7000 level, may be approved to meet the 8000-level course requirement.

Minor
A student is required to complete the minimum number of hours required on the program (Summary Graduate Council 2001-02) and may be permitted to enroll in a minor area to satisfy the remaining credit hours. If a minor is taken, at least 9 hours of current graduate coursework in a program or approved concentration other than the major department are required on the student's program of study with approval of the student’s major professor, the minor professor, and the graduate coordinator from the minor area (per Graduate Council, March 2005). Any additional requirements specified by the major and minor areas must also be shown on the program of study. A minor may be obtained only in an established area of graduate study. Up to one-third of the required hours for a minor (9 hours required for a minor at the master’s level) may be transferred to Mississippi State University. The hours must be current (no more than eight years old) at the time the degree is awarded (per Graduate Council, September 2005). See Transfer Credit.

Off-Campus Credits
Graduate credit hours toward advanced degrees may be earned at the Meridian Campus to the extent that courses for developing systematic programs of study are available. In addition, credits toward advanced degrees may be earned in other external programs (e.g., Division of Continuing Education) provided they contribute to a systematic program of study, are approved by the student’s graduate committee, and do not exceed one-half of the credits, excluding thesis credits, required for the degree. Graduate credit is not awarded in the correspondence study program.

Directed Individual Study
Not more than 6 hours of graduate credit may be earned in Directed Individual Study courses.

Transfer Credit
Transfer credit hours from other domestic universities, international universities or military educational programs may be used to fulfill requirements for master’s degrees at MSU provided they meet the criteria established in the General Requirements of the Graduate School. At the master’s level, transfer credit may constitute up to 9 semester hours of coursework except for programs requiring more than 40 hours, in which case transfer credits may constitute up to 30 percent of the total credit hours. For the master’s thesis option, all thesis
research credit hours must be taken at MSU. Up to one-third of the required hours for a minor (9 hours at the master’s level) may be transferred to MSU. Only courses in which grades of B or higher were earned may be accepted for transfer. Transfer credit can be accepted for those courses that are relevant in content at completion of the degree and fall within the eight-year time limit for the current program (per Graduate Council September 2005 and March 2010).

COMPREHENSIVE EXAMINATION

A final comprehensive examination is required of all degree candidates except those in programs that allow no variation from a required program of study (per Graduate Council, May 2004). M.A. and M.S. candidates may be required to take an oral examination, a written examination, or both. (See the THESIS section for information concerning the thesis defense). Non-thesis degree candidates must take a written or oral comprehensive examination, or both, and must register for this examination with the graduate coordinator of the major program. This examination should show: 1) the candidate’s thorough familiarity with the literature in the field of major interest; 2) the relation of the special subject to allied subjects; and 3) the level of general knowledge and training, including use of oral and written English. A student must be enrolled at MSU during the semester the exam is administered, must have a 3.00 GPA on all coursework after being admitted to the program (i.e., program and non-program courses), and must be within the last six hours or in the terminal semester (per Graduate Council, May 2006) of coursework excluding internship/practicum courses (per Graduate Council, September 2004). A student who fails the exam cannot apply to retake it until four months from the date of the original test. Two failures result in the student’s removal as a master’s degree candidate. One negative vote will not constitute failure for a student on a preliminary/comprehensive examination and/or thesis/dissertation defense. Two negative votes will constitute failure for a student on a preliminary/comprehensive examination and/or thesis/dissertation defense (per Graduate Council, October 2005). Following the examination, the graduate coordinator or major professor should submit the completed examination results form (accessed on the Graduate School Web site) to the Office of the Graduate School.

THESIS DEFENSE AND SUBMISSION

A student pursuing a thesis-option (Option One) Master of Arts or Master of Science degree is required to present a thesis. A grade of S for satisfactory or a grade of U for unsatisfactory is given for thesis credit. Using other letter grades for such credit is not permitted.

Thesis research is subject to review and approval by the University’s Institutional Review Board (IRB).

Although a student may register for more hours of research/thesis research, 6 hours is awarded upon the successful completion and submission to the Library of the thesis. The manual, Standards for Preparing Theses and Dissertations (5th edition, revised 2007), describes the regulations governing thesis and dissertation preparation and must be followed. It is available on the Graduate School Web site at http://library.msstate.edu/thesis/index.asp. The student should also review the Office of Thesis and Dissertation Format Review information on the Library’s Web site.

A thesis committee composed of the major professor as chairman and at least two other members appointed by the major professor will judge content and style of the completed thesis. Following acceptance, the student will conduct an oral defense of the thesis before the committee. The student or a committee member may request that the Office of the Graduate School appoint an outside observer to attend the thesis defense. To allow careful and thoughtful evaluation and time for clarification and discussion, the examination for the thesis defense should be scheduled no sooner than seven days after the final manuscript has been distributed to all committee members. To be eligible to defend the thesis, the student must be registered for at least one credit hour at MSU.

One negative vote will not constitute failure for a student on a preliminary/comprehensive examination and/or thesis defense. Two negative votes will constitute failure for a student on a preliminary/comprehensive examination and/or thesis defense (per Graduate Council, October 2005). A student who fails to defend his/her thesis cannot apply to defend again until four months from the date of the original defense. Two failures result in the student’s removal as a master’s degree candidate. Following the defense, the student’s committee must complete the examination results report (the original and one copy) and submit the form to the Office of the Graduate School.

Following the successful defense, the student will electronically submit the thesis to the Library to be checked for adherence to preparation standards. The student must meet the deadlines found on the Graduate School calendar in this publication for initial and final submissions to the Library. The student
must be enrolled at MSU in the semester(s) of both the initial and the final submissions to the Library.

Thesis submission must be in PDF (Portable Document Format) and uploaded to the Library’s electronic theses and dissertations (ETD) database. The committee signature page, complete with required signatures, must be submitted in print to the Library before the thesis will be reviewed. For security reasons, signatures should not be scanned for the PDF document; this page will remain absent of signatures for the electronic version. The Library will retain a copy of the signature page with the original signatures for archival purposes.

The University has an agreement with ProQuest Information and Learning Company (ProQuest) for the microfilming of all theses and dissertations. Under this agreement, two microfilm copies of the complete thesis will be made and, if desired, the document will be copyrighted with the copyright in the name of the author. The microfilm will be made available for purchase through ProQuest. The citation and abstract will be published in the ProQuest Dissertations and Theses (PQDT) electronic database and the full document made available to subscribing institutions. Publishing/microfilming fees are no longer required by ProQuest. However, some options are available for interested students, including having ProQuest file for copyright on behalf of a student for $65.00, which covers the $35.00 copyright fee and sending the appropriate copy and the appropriate format of the material to the U.S. Copyright Office. Otherwise, a student could submit online to http://www.copyright.gov/ for a $35.00 fee. In this case, the student is responsible for the fee and getting the appropriate material sent to the U.S. Copyright Office. ProQuest also offers an open access publishing option via its Theses and Dissertations Database for $95.00, providing users access to the material without paying fees to ProQuest in the future.

OTHER Candidacy
A master’s student applies for admission to candidacy when he/she applies for the degree. The student must apply for graduation by the deadline shown in the Graduate Academic Calendar in this publication and must have completed all conditions attached to his/her admission and fulfilled all requirements of the degree program and the Graduate School.

Distance Student Certification of Off-Campus/Non-MSU Research Facility
Students enrolled in graduate programs (master’s, educational specialist, or doctoral) offered via distance learning and requiring a thesis or dissertation must meet established research requirements as stated in the Mississippi State University Graduate School Bulletin. Distance students engaged in research will be provided the same student support services given to on-campus students, including access to Library resources, thesis and dissertation workshops, etc. Mississippi State University believes that special attention must be directed toward the mentoring of the students and the development of a creative and supportive environment for research hours offered via distance. Each academic unit which administers a distance graduate degree program with a thesis or dissertation will determine and define the appropriate use of communication and technology. A student’s thesis/dissertation committee must approve the procedures which the student will follow to ensure quality and integrity of the research process at the proposal, data collection/analysis, and final defense stages. Should the student request, or be required, to conduct research at an off-site research facility, appropriate certification will be completed prior to beginning the research process (see attached). Any department offering such a distance program must include specific language regarding delivery of research/thesis or research/dissertation hours via distance learning for provision to students in a published format (policy handbooks for approved distance programs, Web site, etc.) (per Graduate Council, April 2007).

Foreign Language Requirement
A reading knowledge of one foreign language is required for all candidates for a Master of Arts degree in English and for a Master of Arts degree in history (thesis-option only). Likewise, it may be required of candidates in other departments where deemed necessary. Special reading courses for graduate students are offered in French, German, and Spanish. Contact the Department of Foreign Languages for course offerings and availability.

Residency Requirement
There is no general residency requirement for the master’s degree. However, departments, schools, and colleges may set degree-specific residency requirements.

SPECIFIC MASTER’S DEGREE REQUIREMENTS
Master of Arts
The Master of Arts degree is offered in anthropology, economics, English, foreign languages, history, and political science. Two options are offered for the Master of Arts degree.
1. Option One, the thesis option, requires a minimum of 30 credit hours with 24 hours earned
as graduate coursework and 6 hours earned as research/thesis. A reading knowledge of one foreign language is required of students majoring in English literature and history (Option One only).

2. Option Two, the non-thesis option, requires a minimum of 30 credit hours of graduate coursework.

Master of Science
The Master of Science degree is offered in agriculture, architecture, biological sciences, education, engineering, forestry, forest products, information systems, mathematics, physical sciences, psychology, sociology, statistics, wildlife and fisheries science, and veterinary medical science. Two options are offered for the Master of Science degree.

1. Option One, the thesis option, requires a minimum of 30 credit hours with 24 hours earned as graduate coursework and 6 hours earned as research/thesis.

2. Option Two, the non-thesis option, requires a minimum of 30 semester hours of graduate coursework. Departments opting to offer Option Two must submit a statement of requirements to the University Committee on Courses and Curricula for approval. This statement should define total semester hours, specialized courses, if any, and examinations.

The Master of Science degree program in veterinary medical science has additional admission and graduation requirements. Check the appropriate section under the departmental course listing for details.

The Master of Science degree program in education has specific requirements. Check the appropriate section under the departmental course listing for specific details.

For other specific degrees, see program information elsewhere in the Graduate Bulletin: Master of Agribusiness Management (M.A.B.M.); Master of Arts in Teaching (M.A.T.); Master of Arts in Teaching-Secondary (M.A.T.S.); Master of Business Administration (M.B.A.); Master of Engineering (M.Eng); Master of Landscape Architecture (M.L.A.); Master of Professional Accountancy (M.P.A.); Master of Public Policy and Administration (M.P.P.A.); Master of Science in Business Administration (M.S.B.A.); Master of Science in Information Systems (M.S.I.S.); Master of Science in Instructional Technology (M.S.I.T.); Master of Taxation (M.TX.).

EDUCATIONAL SPECIALIST DEGREE REQUIREMENTS

The educational specialist degree, offered in the College of Education, is comprised of a planned program of at least 30 semester hours above the master’s degree under the direction of a major advisor. If a thesis option is chosen, the program of study must contain at least 24 hours of coursework with at least one-half of the coursework at the 8000-level or higher and at least 6 hours of research/thesis. For a non-thesis option, the program of study consists of a minimum of 30 hours of coursework with at least 15 hours of 8000-level courses (per Graduate Council, April 2004). The non-thesis option requires completion of a Directed Individual Study. The program is designed to provide advanced coursework in education and in other fields and disciplines supplementary to the basic core in the major field.

Students enrolled in the educational specialist degree programs in the College of Education should refer to the program section of this publication and the College of Education Graduate Handbook for specific rules and regulations. Students should also refer to departmental Web pages.

TIME LIMIT
A student must complete the educational specialist program within eight years (per Graduate Council, April 2010). All courses included on the program of study must be current at the time of completion of the degree. An extension of time form, available on the Graduate School Web site, can be used to request a one-time, one-year extension if needed in extreme circumstances. The request must be signed by the major professor and the dean of the college and submitted to the Office of the Graduate School (per Graduate Council, May 2005).

PROGRAM OF STUDY

Major
The educational specialist degree is available with a major in Education. Concentrations are available in:
- Counselor Education
- Elementary Education
- Secondary Education
- School Administration
- School Psychology
- Special Education
- Technology

Minor
A student is required to complete the minimum number of hours required on the program (Summary Graduate Council 2001-02) and may be permitted to enroll in another area, a minor, to satisfy the remaining credit hours. If a minor is taken, at least 9 hours of current graduate coursework in a program or approved concentration other than the major department are required on the student’s program of
study with approval of the student’s major professor, the minor professor, and the graduate coordinator from the minor area (per Graduate Council, March 2005). Any additional requirements specified by the major and minor areas must also be shown on the program of study. A minor may be obtained only in an established area of graduate study. Up to one-third of the required hours for a minor (9 hours required for a minor at the educational specialist level) may be transferred to Mississippi State University. The hours must be current (no more than eight years old) at the time the degree is awarded (per Graduate Council, September 2005). See Transfer Credit.

Prerequisites
The educational specialist degree may be completed only after the student has received the master’s degree from MSU or another recognized institution. Course prerequisites are determined by the area of emphasis involved. A master’s degree candidate lacking 6 or fewer hours may enroll in additional courses to complete a normal load and have these courses counted toward the educational specialist degree provided he/she obtains prior approval.

Transfer Credit
Transfer credit hours from other domestic universities, international universities, or military educational programs may be used to fulfill requirements for the educational specialist degree at MSU provided they meet the criteria established in the General Requirements of the Graduate School. At the educational specialist level, transfer credit may constitute up to 9 semester hours of coursework except for programs requiring more than 40 hours, in which case transfer credits may constitute up to 30 percent of the total credit hours. For the educational specialist thesis option, all thesis credit hours must be taken at MSU. Up to one-third of the required hours for a minor (9 hours at the educational specialist level) may be transferred to MSU. Only courses in which grades of B or higher were earned may be accepted for transfer. Transfer credit must fall within the eight-year time limit and must be academically relevant at the time the degree is awarded (per Graduate Council, September 2005 and March 2010).

Directed Individual Study or Thesis
A 3-hour directed individual study or 6-hour thesis is required. No more than 6 semester hours of graduate credit may be earned in Directed Individual Study courses.

GRADUATE COMMITTEE
Each student’s program of study is directed by a graduate committee consisting of Graduate Faculty.

The committee is composed of a major professor and at least two other committee members, A graduate committee for the specialist-level degree must consist of at least three members, all of whom must be appointed members of the Graduate Faculty. Two committee members will represent the department or the area of program emphasis (per Graduate Council, January 2005). The committee is composed of the major professor and two committee members, one of whom may be a minor professor. The major professor must be Level 1 or Level 2 Graduate Faculty, the other members may have Level 1, Level 2, Associate Level, or Committee Participant statuses. No more than one individual who has been granted a participant appointment can serve on an educational specialist—non-thesis or thesis committee. If the major professor is not an MSU employee, at least one-half of the graduate committee, including the major professor, must be Graduate Faculty (Level 1, Level 2, or Associate Level). Must hold academic appointment and must be MSU employees; exceptions to this rule can be approved by the appropriate dean. When the major professor is not an MSU employee, the majority of the graduate committee must hold academic appointment and must be MSU employees (per Graduate Council, February 2005). Any member of the committee may be the thesis director or co-director. Non-thesis programs with no variation in program of study and/or with standardized examinations are not required to have committees (per Graduate Council, May 2004). The program of study form and the committee request form must be submitted to the Office of the Graduate School the semester in which the student applies for graduation.

COMPREHENSIVE EXAMINATION
A student completing a degree must apply for the comprehensive examination in the office of the major advisor, must be enrolled at MSU during the semester in which the exam is administered, must have a 3.00 GPA in all courses taken after being admitted to the program (i.e., program and non-program courses), and must be within 6 hours or in the terminal semester (per Graduate Council May 2006) of coursework excluding internship/practicum courses (per Graduate Council, September 2004). The non-thesis student must take the examination during the terminal semester of coursework excluding practica and internships, and the thesis-option student must be within 6 hours of completion of the program of study (per Graduate Council, May 2006). One negative vote will not constitute failure for students on preliminary/comprehensive examinations and/or defenses of theses/dissertations. Two negative votes will constitute failure for students on preliminary/comprehensive examinations and/or
THESIS DEFENSE AND SUBMISSION
A student in a graduate program leading to the educational specialist degree may write a thesis as part of the program of study. A grade of S for satisfactory or a grade of U for unsatisfactory is given for thesis credit. Using other letter grades for such credit is not permitted.

Thesis research is subject to review and approval by the University’s Institutional Review Board (IRB).

Although a student may register for more hours of thesis research, a total of 6 hours is awarded upon the successful completion and submission to the Library. A manual, Standards for Preparing Theses and Dissertations (5th edition, 2007), describes the regulations governing thesis and dissertation preparation and must be followed. It is available http://library.msstate.edu/thesis/index.asp. The student must review the Office of Thesis and Dissertation Format Review information on the Library’s Web site.

A thesis committee composed of the major professor as chairman and at least two other members appointed by the major professor will judge content and style of the completed thesis. Following acceptance, the student will conduct an oral defense of the thesis before the committee. The student must be enrolled at MSU in the semester the thesis is defended. The student or a committee member may request that the Graduate School appoint an outside observer to attend the thesis defense. To allow careful and thoughtful evaluation and time for clarification and discussion, the examination for the thesis defense should be scheduled no sooner than seven days after the final manuscript has been distributed to all committee members. The student must be registered for at least one hour of coursework to be eligible to defend the thesis.

One negative vote will not constitute failure for a student on a preliminary/comprehensive examination and/or thesis/dissertation defense. Two negative votes will constitute failure for a student on a preliminary/comprehensive examination and/or thesis/dissertation defense (per Graduate Council, October 2005). A student who fails the defense cannot apply to retake it until four months from the date of the original test. Two failures result in the student’s removal as an educational specialist degree candidate. Following the defense, the student’s committee must complete the examination results report (the original and one copy) and submit the form to the Office of the Graduate School. The form is accessed on the Graduate School Web site.

Following the successful defense, the student will electronically submit the thesis to the Library to be checked for adherence to preparation standards. The student must meet the deadlines found on the Graduate School calendar in this publication for initial and final submission to the Library. The student must be enrolled at MSU in the semester the thesis is submitted to the Library, for both the initial and the final submissions.

Thesis submission must be in PDF (Portable Document Format) and uploaded to the Library’s electronic theses and dissertations (ETD) database. The committee signature page, complete with required signatures, must be submitted in print to the Library before the thesis will be reviewed. For security reasons, signatures should not be scanned for the PDF document; this page will remain absent of signatures for the electronic version. The Library will retain a copy of the signature page with the original signatures for archival purposes.

The University has an agreement with ProQuest Information and Learning Company (ProQuest) for the microfilming of all theses and dissertations. Under this agreement, two microfilm copies of the complete thesis will be made and, if desired, the document will be copyrighted with the copyright in the name of the author. The microfilm will be made available for purchase through ProQuest. The citation and abstract will be published in the ProQuest Dissertations & Theses (PQDT) electronic database and the full document made available to subscribing institutions. Publishing/microfilming fees are no longer required by ProQuest. However, some options are available for interested students, including having ProQuest file for copyright on behalf of a student for $65.00, which covers the $35.00 copyright fee and sending the appropriate copy and the appropriate format of the material to the U.S. Copyright Office. Otherwise, a student could submit online to http://www.copyright.gov/ for a $35.00 fee. In this case, the student is responsible for the fee and getting the appropriate material sent to the U.S. Copyright Office. ProQuest also offers an open access publishing option via its Theses and Dissertations Database for $95.00, providing users access to the
material without paying fees to ProQuest in the future.

OTHER

Distance Student Certification of Off-Campus/Non-MSU Research Facility
Students enrolled in graduate programs (master’s, educational specialist, or doctoral) offered via distance learning and requiring a thesis or dissertation must meet established research requirements as stated in the Mississippi State University Graduate School Bulletin. Distance students engaged in research will be provided the same student support services given to on-campus students, including access to Library resources, thesis and dissertation workshops, etc.

Mississippi State University believes that special attention must be directed toward the mentoring of the students and the development of a creative and supportive environment for research hours offered via distance. Each academic unit which administers a distance graduate degree program with a thesis or dissertation will determine and define the appropriate use of communication and technology. A student’s thesis/dissertation committee must approve the procedures which the student will follow to ensure quality and integrity of the research process at the proposal, data collection/analysis, and final defense stages. Should the student request, or be required, to conduct research at an off-site research facility, appropriate certification will be completed prior to beginning the research process (see attached). Any department offering such a distance program must include specific language regarding delivery of research/thesis or research/dissertation hours via distance learning for provision to students in a published format (policy handbooks for approved distance programs, Web site, etc.) (per Graduate Council, April 2007).

Residency Requirement
The residency requirement for the educational specialist degree is a minimum of 30 weeks. No student is permitted to complete the educational specialist degree in two summer sessions or equivalent. The residency credit is computed as follows:

a. During a regular semester, a student taking 9 hours or more earns half of the required residency credit or 15 weeks.
b. During each term of the regular summer school, a student taking 4 hours or more earns 6 weeks residency.
c. A part-time student earns residency equal in weeks to the semester hours scheduled.
d. Night classes, Saturday classes, and 3-week short-term courses carry residence credit equal to the number of semester hours earned.

DOCTOR OF PHILOSOPHY

DEGREE REQUIREMENTS
In order to earn the Doctor of Philosophy degree, a candidate must demonstrate mastery of a particular field of knowledge, of the techniques of research, and of the correlation of his/her specialty with the larger areas of knowledge, especially those directly related to his/her own field of interest.

NOTE—A student enrolled in a doctoral degree program in the College of Education should refer to the program section of this publication and the College of Education Doctoral Student Guide for specific rules and regulations. Additionally, the student should refer to departmental Web pages.

ADMISSION

The candidate for admission must hold a bachelor’s degree from an appropriately accredited institution of higher learning and possess qualifications indicating ability to do graduate work on the doctoral level, as determined by the Graduate Faculty of the program concerned. Counselor Education requires a master’s degree from a CACREP or CORE accredited program.

TIME LIMIT

A student in a Ph.D. program must complete the program within a period of five years after passing the Preliminary/Comprehensive Examination (per Graduate Council, March 2010). An extension of time form, available on the Graduate School Web site, may be used to request a one-time, one-year extension. The request must be signed by the major professor and the dean of the college and submitted to the Office of the Graduate School (per Graduate Council, May 2005).

GRADUATE COMMITTEE

Each student’s program of study is directed by a graduate committee. The graduate committee is chaired by the major professor, who must be hold a Level 1 member of the Graduate Faculty. Faculty status and must be from the student’s major field, department or disciplinary program. The minor professor (if applicable), and at least three other members, two of whom are from the student’s major field of interest. The committee is either composed of at least five members, including the chair, if the student has a minor or at least four members, including the chair, if there is no minor. All committee members must be members of the graduate faculty. No more than two individuals who have been granted Committee Participant...
At least one-half of the graduate committee, including the major professor, must be Graduate Faculty (Level 1, Level 2, or Associate Level). Any member of the committee may be the dissertation director or co-director. must hold academic appointment and must be MSU employees; exceptions to this rule can be approved by the appropriate dean. When the major professor is not an MSU employee, the majority of the graduate committee must hold academic appointment and must be employees (per Graduate Council, February 2005). A program of study form and a committee request form must be submitted to the Office of the Graduate School when the comprehensive/preliminary examination is scheduled. If applicable, change(s) to the program and/or committee should be submitted as they occur.

PROGRAM OF STUDY

Course Requirements
At least three academic years beyond the bachelor’s degree are necessary to meet course requirements. The number of course hours will vary according to the specific requirements of the program concerned and the student’s needs.

Program of Study
A program of study form and a committee request form must be submitted to the Office of the Graduate School when the comprehensive/preliminary examination is scheduled. Coursework on the program of study must be approved by the student’s committee as current in the discipline at the time the degree is awarded.

Minor
In establishing the candidate’s program of study in his/her major, the student and graduate committee may specify a minor area of study. A minor in a doctoral program must consist of at least 12 hours of current graduate coursework in a program or approved concentration other than the major program; must have approval of the student’s major professor; approval of the graduate coordinator from the minor area; have a member from the minor area on the student’s graduate committee; and satisfy additional requirements as specified by the major and minor areas (per Graduate Council, March 2005). Up to one-third of the required hours for a minor (12 hours required for a minor at the doctoral level) may be transferred to Mississippi State University. The hours must be academically relevant at the time the degree is awarded and fall within the time-limit requirements for coursework (per Graduate Council, September 2005 and March 2010). See Transfer Credit.

Transfer Credit
Transfer credit hours from other domestic universities, international universities, or military educational programs may be used to fulfill requirements for the doctor of philosophy degree at MSU provided they meet the criteria established in the General requirements of the Graduate School. At the doctoral level, transfer credit may constitute up to one-half of the coursework requirement. All dissertation credit hours must be taken at MSU. Up to one-third of the required hours for a minor (12 hours at the doctoral level) may be transferred to MSU. Only courses in which grades of B or higher were earned may be accepted for transfer. Transfer credit must be academically relevant to the current program at completion of the degree. No transfer credit will be accepted after successful completion of the Preliminary/Comprehensive Examination (per Graduate Council, September 2005 and March 2010).

EXAMINATIONS

Qualifying Examination
Some departments require doctoral students to take a qualifying examination either at the beginning of or during the first year of study for the Ph.D. degree. A student must be enrolled at MSU during the semester in which the exam is administered and must have a 3.00 GPA after being admitted to the degree program (i.e., program and non-program courses). One negative vote will not constitute failure for a student on a preliminary/comprehensive examination and/or thesis/dissertation defense. Two negative votes will constitute failure for a student on a preliminary/comprehensive examination and/or thesis/dissertation defense (per Graduate Council, October 2005). Candidates for the Ph.D. degree in education or in educational psychology are required to successfully demonstrate competency in the application of research and statistical techniques. Students should refer to the College of Education Doctoral Student Handbook and the departmental graduate handbook for specific programmatic research requirements.

Preliminary/Comprehensive Examination
The comprehensive/preliminary examination for admission to candidacy for the degree may be taken only after the student has completed or is within 6 hours of completing the coursework, excluding internship/practicum courses. A student must be enrolled at Mississippi State University during the semester in which the examination is administered and must have a 3.00 GPA on all courses attempted for graduate credit after being admitted to the degree program (i.e., program and non-program courses) (per Graduate Council, September 2004). The student’s program of study and committee request form must be submitted to the Office of the
Graduate School when the comprehensive/preliminary examination is scheduled. If required, a change(s) to the program of study and/or committee should be submitted as they occur. The examination must be taken by June 1, if a student intends to graduate in December; by November 1, to graduate in May; and by February 1, to graduate in August. The oral examining committee shall be composed of the student’s specific graduate committee. The student or a committee member may request that the Graduate School appoint an outside observer to attend the comprehensive/preliminary examination. A student must be enrolled at MSU during the semester in which the examination is administered. One negative vote will not constitute failure for a student on a preliminary/comprehensive examination and/or thesis/dissertation defense. Two negative votes will constitute failure for a student on a preliminary/comprehensive examination and/or thesis/dissertation defense (per Graduate Council, October 2005). A student who fails this examination cannot apply to take another until four months have elapsed from the date of the original examination. Two failures on this examination will result in the student being dropped from further consideration as a doctoral candidate. Following the examination, the student’s committee must complete the examination results report and submit the original and one copy to the Office of the Graduate School. The form is accessed on the Graduate School Web site.

ADMISSION TO CANDIDACY
A student will be admitted to candidacy under the following conditions:

- the dissertation topic selected and approved
- the graduate coursework satisfactorily completed as deemed appropriate by the Graduate Committee
- the research skills requirement(s) completed prior to taking the preliminary examination (if applicable)
- the final program of study officially approved and accepted in the Office of the Graduate School and any changes if needed;
- the comprehensive/preliminary examination passed

Upon completion of the above-noted conditions, the Admission to Candidacy form should be sent to the Office of the Graduate School with the examination results.

DISSERTATION DEFENSE AND SUBMISSION
A graduate student must be enrolled at MSU during the semester of a comprehensive examination, dissertation defense, initial dissertation submission to the Library, and final dissertation submission to the Library.

The dissertation is required of all candidates for the doctorate, and a minimum of 20 semester hours of research for the dissertation must be scheduled. The dissertation must show a) mastery of the techniques of research and b) a distinct contribution to the field under investigation and study. A manual, Standards for Preparing Theses and Dissertations (5th edition, 2007), describes the regulations governing thesis and dissertation preparation and must be followed. It is available on the Graduate School Web site at http://library.msstate.edu/thesis/index.asp. The student must review the Office of Thesis and Dissertation Format Review information on the Library’s Web site.

The student’s graduate committee must approve the dissertation topic, the outline, and the final submission of the dissertation. Dissertation research is subject to review and approval by the University’s Institutional Review Board (IRB). Following acceptance, the student will conduct an oral defense of the dissertation before a graduate faculty committee. In order to allow careful and thoughtful evaluation and time for clarification and discussion, it is required that the dissertation be given to the committee no fewer than seven days prior to the final exam.

To qualify for graduation in a given semester, the final defense must take place by the deadline found in the Graduate Calendar in this publication. The student must be enrolled at MSU during the semester of the defense. The announcement of the examination must be sent to the Office of the Graduate School at least two weeks prior to the examination. The oral examining committee will be composed of the student’s graduate committee. The student or a committee member may request that the Graduate School appoint an outside observer to attend the dissertation defense. If a written examination is also required, the student’s graduate committee will prepare the questions and grade the answers.

One negative vote will not constitute failure for a student on a preliminary/comprehensive examination and/or dissertation defense. Two negative votes will constitute failure for a student on a preliminary/comprehensive examination and/or dissertation defense (per Graduate Council, October 2005). A student who fails the to defend his/her dissertation cannot apply for another until a period of four months has elapsed from the date of the original defense. Two failures to defend the dissertation will result in the student’s removal from candidacy. Following the defense, the student’s committee must complete and submit the report of examination results form (the original and one copy) to the Office.
of the Graduate School by the deadline found in the Graduate Calendar in this publication.

Following the successful defense, the student will electronically submit the dissertation to the Library to be checked for adherence to preparation standards. The student must be enrolled at MSU in the semester of both the initial and the final submissions. Deadlines for the submissions are found in the Graduate Calendar in this publication.

Dissertation submission must be in PDF (Portable Document Format) and uploaded to the Library’s electronic theses and dissertations (ETD) database. The committee signature page, complete with required signatures, must be submitted in print to the Library before the dissertation will be reviewed. For security reasons, signatures should not be scanned for the PDF document; this page will remain absent of signatures for the electronic version. The Library will retain a copy of the signature page with the original signatures for archival purposes.

The University has an agreement with ProQuest Information and Learning Company (ProQuest) for the microfilming of all dissertations. Under this agreement, two microfilm copies of the complete dissertation will be made and, if desired, the dissertation will be copyrighted with the copyright in the name of the author. The microfilm will be made available for purchase through ProQuest. The citation and abstract will be published in the ProQuest Dissertations and Theses (PQDT) electronic database and the full document made available to subscribing institutions. Publishing/microfilming fees are no longer required by ProQuest. However, some options are available for interested students, including having ProQuest file for copyright on behalf of a student for $65.00, which covers the $35.00 copyright fee and sending the appropriate copy and the appropriate format of the material to the U.S. Copyright Office. Otherwise, a student could submit online to http://www.copyright.gov/ for a $35.00 fee. In this case, the student is responsible for the fee and getting the appropriate material sent to the U.S. Copyright Office. ProQuest also offers an open access publishing option via its Theses and Dissertations Database for $95.00, providing users access to the material without paying fees to ProQuest in the future.

**Language and Research Skills**

Any foreign language or research skill requirements for the Ph.D. degree are determined by the major department or program. If a program requires a language, a student whose first language is not English may elect to use English for the language requirement. The student may fulfill the requirement by scoring in the 85th percentile (scaled score = 575 or higher) on the Test of English as a Foreign Language.

**Residency Requirement**

There is no specific on-campus residency requirement. However, Ph.D. students will be required to complete one-half of required coursework and all dissertation credits from Mississippi State University. Departments, schools, and colleges can set degree-specific residency requirements (per Graduate Council, October 2005).

**Study Elsewhere**

Under certain conditions, a student’s graduate committee may require a doctoral student to go elsewhere to take a certain number of advanced courses or perform research.
DOCTORAL OF EDUCATION

DEGREE REQUIREMENTS

The Doctor of Education (Ed.D.) Degree is offered with a major in education and a concentration in elementary education, secondary education, school administration, and technology. A student enrolled in a doctoral program in the College of Education should refer to this publication and the College of Education Doctoral Student Handbook for specific rules and regulations. Additionally, the student should refer to departmental Web pages.

ADMISSION

A student who holds a master’s degree or its equivalent from an accredited institution may be admitted to advanced graduate study in education. The applicant’s record, as well as promise of success in the program and as a professional educator, are considered in the admission process.

TIME LIMIT

A student in an Ed.D. doctoral program must complete the program within a period of five years after passing the Preliminary/Comprehensive Examination (per Graduate Council, March 2010). All coursework included on the program of study must be current at the time of degree completion. An extension of time form, available on the Graduate School Web site, can be used to request a one-time, one-year extension. The request must be signed by the major professor and the dean of the college and submitted to the Office of the Graduate School (per Graduate Council, May 2005).

GRADUATE COMMITTEE

Each student’s program of study is directed by a The graduate committee. The graduate committee is chaired by the major professor who must have Level 1 Graduate Faculty status and must be from the student’s major field, will be composed of at least five graduate faculty members decided upon by the department in which the area of program emphasis. The committee is composed of at least five members, including the chair, at least one member from a supporting or minor area, one member from a program in education other than the major program, and two other members from the area of program emphasis. is located and the supporting area and/or minor department. The committee will be composed of a major professor who must be a Level 1 member of the graduate faculty and from the major field, a member from a supporting or minor area department, a member from a program in education other than the major program and two additional members from the area of program emphasis. No more than two individuals who have been granted participant appointments can serve on a dissertation or doctoral committee. The major professor and at least one-half of the graduate committee, including the major professor, must be Graduate Faculty (Level 1, Level 2, or Associate Level). Any member of the committee may be the dissertation director or co-director. must hold academic appointment and must be MSU employees; exceptions to this rule can be approved by the appropriate dean. When the major professor is not an MSU employee, the majority of the graduate committee must hold academic appointment and must be MSU employees (per Graduate Council, February 2005).—The program of study form and the committee request form must be submitted to the Office of the Graduate School during the second semester of the student’s program.

PROGRAM OF STUDY

Course Requirements

At least three academic years beyond the bachelor’s degree or a minimum of 90 semester hours beyond the bachelor’s degree are necessary to meet the requirements for the Doctor of Education degree. Coursework on the program of study must be approved by the student’s committee as current in the discipline at the time the degree is awarded.

Transfer Credit

Transfer credit hours from other domestic universities, international universities, or military educational programs may be used to fulfill requirements for the doctor of education degree at MSU provided they meet the criteria established in the General Requirements of the Graduate School. At the doctoral level, transfer credit may constitute up to one-half of the coursework requirement. All dissertation credit hours must be taken at MSU. Up to one-third of the required hours for a minor (12 hours at the doctoral level) may be transferred to MSU. Only courses in which grades of B or higher were earned may be accepted for transfer. Transfer credit can be accepted for those courses that are academically relevant to the program at completion of the degree and must fall within the time-limit requirements for coursework (per Graduate Council, September 2005 and March 2010).

EXAMINATIONS

Preliminary/Comprehensive Examination

The preliminary/comprehensive examination will be taken within 6 hours of completion of the coursework on a planned program and must be completed successfully before admission to candidacy. The examination will be composed of both written and oral examinations, comprehensive in nature, designed to test the student’s knowledge and understanding in the field of professional education. To be eligible for the comprehensive/preliminary examination, the student must have demonstrated competency in the application of research and...
The comprehensive/preliminary written examination must be completed successfully before the student is eligible to take the oral examination. A student who fails the written examination cannot apply for another until four months have elapsed from the time of the first examination. The oral examination must be completed successfully before the student is admitted to candidacy for the degree. One negative vote will not constitute failure for a student on a preliminary/comprehensive examination and/or thesis/dissertation defense. Two negative votes will constitute failure for a student on a preliminary/comprehensive examination and/or thesis/dissertation defense (per Graduate Council, October 2005). A student who fails the oral examination cannot apply for another until four months have elapsed from the date of the original oral examination. Two failures on either examination will result in the student being dropped from the program. The student must file an application to take another until four months have elapsed from the date of the original examination. Two failures on this examination will result in the student’s removal from further consideration as a doctoral candidate. Following the examination, the student’s committee must complete the examination results report and submit the original and one copy to the Office of the Graduate School. The form is accessed on the Graduate School Web site.

**Supporting Area(s) Examination**

A student studying for the Doctor of Education degree also must demonstrate mastery in the supporting or minor area(s). Mastery usually will be demonstrated on a written examination. The examination may be taken after all coursework in the supporting area(s) is completed, or it may be taken in conjunction with the written preliminary examination.

**DISSERTATION DEFENSE AND SUBMISSION**

A graduate student must be enrolled at MSU during the semester of a comprehensive examination, dissertation defense, initial dissertation submission to the Library, and final dissertation submission to the Library.

The dissertation is required of all candidates for the doctorate, and a minimum of 20 semester hours of research for the dissertation must be scheduled. The dissertation is required of all candidates. The dissertation must demonstrate mastery of the techniques of research and be a contribution to the field under investigation. A manual, *Standards for Preparing Theses and Dissertations* (5th edition, 2007), describes the regulations governing thesis and dissertation preparation and must be followed. It is available on the Graduate School Web site at [http://library.msstate.edu/thesis/index.asp](http://library.msstate.edu/thesis/index.asp). The student must review the Office of Thesis and Dissertation Format Review information on the Library’s Web site.

A doctoral student may have a prospectus for the dissertation approved after successfully demonstrating competency in the application of research and statistical techniques. Dissertation research is subject to review and approval by the University’s Institutional Review Board (IRB). The student usually will register for no more than 10 hours of dissertation research credit prior to
In order to allow careful and thoughtful evaluation and time for clarification and discussion, it is required that the dissertation be given to the committee no fewer than ten working days prior to the defense.

To qualify for graduation in a given semester, the final defense must take place by the deadline found in the Graduate Calendar in this publication. The student must be enrolled at MSU during the semester of the defense. Announcement? One negative vote will not constitute failure for a student on an preliminary/comprehensive examination and/or dissertation defense. Two negative votes will constitute failure for a student on an preliminary/comprehensive examination and/or dissertation defense (per Graduate Council, October 2005). A student who fails to defend the dissertation cannot apply to defend again until four months from the date of the original defense. Two failures will result in the student's removal as a candidate. Following the defense, the student's committee must complete the examination results form and submit the original and one copy to the Office of the Graduate School by the deadline found in the Graduate Calendar in this publication.

Following the successful defense, the student will electronically submit the dissertation to the Library to be checked for adherence to preparation standards. The student must meet the deadlines found on the Graduate School calendar in this publication for initial and final submission to the Library. The student must be enrolled at MSU in the semesters of both the initial and the final submissions.

The University has an agreement with ProQuest Information and Learning Company (ProQuest) for the microfilming of all dissertations. Under this agreement, two microfilm copies of the complete dissertation will be made and, if desired, the document will be copyrighted with the copyright in the name of the author. The microfilm will be made available for purchase through ProQuest. The citation and abstract will be published in the ProQuest Dissertations and Theses (PQDT) electronic database and the full document made available to subscribing institutions. Publishing/microfilming fees are no longer required by ProQuest. However, some options are available for interested students, including having ProQuest file for copyright on behalf of a student for $65.00 which covers the $35.00 copyright fee and sending the appropriate copy and the appropriate format of the material to the U.S. Copyright Office. Otherwise, a student could submit online to http://www.copyright.gov/ for a $35.00 fee. In this case, the student is responsible for the fee and getting the appropriate material sent to the U.S. Copyright Office. ProQuest also offers an open access publishing option via its Theses and Dissertations Database for $95.00, providing users access to the material without paying fees to ProQuest in the future.

**OTHER**

**Distance Student Certification of Off-Campus/Non-MSU Research Facility**

Students enrolled in graduate programs offered via distance learning and requiring a thesis or dissertation must meet established research requirements as stated in the MSU Bulletin of the Graduate School. Distance students engaged in research will be provided the same student support services given to on-campus students, including access to Library resources, thesis and dissertation workshops, etc.

MSU believes that special attention must be directed toward mentoring students and developing a creative and supportive environment for research hours offered via distance. Each academic unit administering a distance graduate degree program with a thesis or dissertation will determine and define the appropriate use of communication and technology. A student’s thesis/dissertation committee must approve the procedures the student will follow to ensure quality and integrity of the research process at the proposal, data collection/analysis, and final defense stages. Should the student request, or be required, to conduct research at an off-site research facility, appropriate certification will be completed prior to beginning the research process. Any department offering such a distance program must include specific language regarding delivery of research/thesis or research/dissertation hours via distance learning for provision to students in a published format (policy handbooks for approved distance programs, Web site, etc.) (per Graduate Council, April 2007).

**Residency Requirement**

There is no on-campus residency requirement. However, doctoral students are required to complete one-half of required coursework and all dissertation credits from MSU. Departments, schools, and colleges can set degree-specific residency requirements (per Graduate Council, October 2005).

**Teaching Experience**
The applicant for the Ed.D. degree must have at least three years of acceptable teaching experience, or equivalent, prior to being admitted to candidacy.
DEGREE PROGRAMS

MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the Guide and Format for Curriculum Proposals published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Butler-Williams Building, Suite B, 100 Walker Road, (Mail Stop 9699).

College or School: Education
Department: Curriculum, Instruction, and Special Ed
Contact Person: Devon Brenner  Phone: 325-7119  E-mail: dgb19@ra.msstate.edu
Nature of Change: Modify  Date Initiated: August 15, 2010  Effective Date: Fall 2011
New or Current Degree Program Name:
Master’s Degree in Elementary Education

Summary of Proposed Changes:

- Delete RDG 8523 Comprehension Processes and Instruction
- EDE 8463 Readings and Research in Children’s Literature and EDE 8523 Practicum: Language Arts and Literacy Development become electives rather than required courses
- EDE 8313 Theory and Development of Early Childhood Education, EDE 8763 Elementary & Middle Level Mathematics Education and EDE 8733 Teaching Physical, Life, and Earth Science in the Elementary/Middle School become requirements instead of electives
- EDE 8713 Education Young Adolescents added as a requirement
- Create concentrations in early childhood and middle level education

Approved: ___________________________  Date: ___________________________
Department Head

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council
# Program Modification
## Elementary Education Master’s Degree

### 1. CATALOG DESCRIPTION

<table>
<thead>
<tr>
<th>Current Degree Catalog Description</th>
<th>Proposed Degree Catalog Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Master of Science Degree in Elementary Education requires a minimum of 36 semester hours of course work beyond the bachelor’s degree including EDF 8353 Principles of Curriculum Development and EDF 8363 Functions and Methods of Research and comprehensive written examination.</td>
<td>The Master of Science Degree in Elementary Education requires a minimum of 36 semester hours of course work beyond the bachelor’s degree and a comprehensive written examination. Elective concentrations are available in either Early Childhood Education or Middle Level Education.</td>
</tr>
</tbody>
</table>

### 2. CURRICULUM OUTLINE

<table>
<thead>
<tr>
<th>Current Curriculum Outline</th>
<th>Proposed Curriculum Outline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deleted courses are underlined Course in italics become electives rather than required</td>
<td>NEW COURSES ARE IN ALL CAPS Courses in italics become required rather than elective</td>
</tr>
<tr>
<td><strong>Research and Curric. Courses</strong></td>
<td><strong>EDF 8363 Functions and Methods of Research</strong></td>
</tr>
<tr>
<td>EDF 8363 Functions and Methods of Research</td>
<td>EDF 8363 Functions and Methods of Research</td>
</tr>
<tr>
<td>EDF 8333 Principles of Curriculum Development</td>
<td>EDF 8363 Principles of Curriculum Development</td>
</tr>
<tr>
<td><strong>Required EDE and RDG courses</strong></td>
<td><strong>EDE 8623 Content Area Literacy</strong></td>
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<tr>
<td>EDE 8623 Content Area Literacy</td>
<td>EDE 8623 Content Area Literacy</td>
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<tr>
<td>EDE 8633 The Teaching of Writing</td>
<td>EDE 8633 The Teaching of Writing</td>
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<tr>
<td>RDG 8713 Teaching Struggling Readers &amp; Writers</td>
<td>RDG 8713 Teaching Struggling Readers &amp; Writers</td>
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<tr>
<td>RDG 6113 Middle Level Literacy</td>
<td>RDG 6113 Middle Level Literacy</td>
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<tr>
<td>RDG 8523 Comprehension Processes and Instruction</td>
<td>RDG 8523 Comprehension Processes and Instruction</td>
</tr>
<tr>
<td>EDE 8463 Readings and Research in Children’s Literature</td>
<td>EDE 8463 Readings and Research in Children’s Literature</td>
</tr>
<tr>
<td>EDE 8523 Practicum: Language Arts &amp; Literacy Development In Early Childhood</td>
<td>EDE 8523 Practicum: Language Arts &amp; Literacy Development In Early Childhood</td>
</tr>
<tr>
<td><strong>Elective courses</strong></td>
<td><strong>12 hours electives including at least 2 EDE and/or RDG electives, selected from the following:</strong></td>
</tr>
<tr>
<td>9 hours electives including at least one EDE &amp;/or RDG elective, selected from the following:</td>
<td>EDE 8513 Curriculum and Program Developments in Early Childhood Education</td>
</tr>
<tr>
<td>EDE 8313 Theory and Development of Early Childhood Education</td>
<td>EDE 8513 Curriculum and Program Developments in Early Childhood Education</td>
</tr>
<tr>
<td>EDE 8433 The Elementary School Curriculum</td>
<td>EDE 8423 Elementary School Methods</td>
</tr>
<tr>
<td>EDE 8443 Seminar in Elementary Education</td>
<td>EDE 8433 The Elementary School Curriculum</td>
</tr>
<tr>
<td>EDE 8473 The Elementary Social Studies Curriculum</td>
<td>EDE 8443 Seminar in Elementary Education</td>
</tr>
<tr>
<td>EDE 8513 Curriculum and Program Developments in Early Childhood</td>
<td>EDE 8463 Readings and Research in Children’s Literature</td>
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<td>Education</td>
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<tr>
<td>EDE 8533 Behavioral Experiences in Early Childhood Education</td>
<td>EDE 8473 The Elementary Social Studies Curriculum</td>
</tr>
<tr>
<td>EDE 8763 Elementary &amp; Middle Level Mathematics Education</td>
<td>EDE 8523 Practicum: Language Arts &amp; Literacy Development in Early Childhood</td>
</tr>
<tr>
<td>EDE 8733 Teaching Physical, Life, and Earth Science in the Elementary/Middle School</td>
<td>EDE 8533 Behavioral Experiences in Early Childhood Education</td>
</tr>
<tr>
<td>EDE 8543 Mathematics Experiences in Early Childhood Education</td>
<td>EDE 8543 Mathematics Experiences in Early Childhood Education</td>
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<tr>
<td>EDE 8893 Readings in Elementary Education</td>
<td>EDE 8893 Readings in Elementary Education</td>
</tr>
<tr>
<td>RDG 8453 Research in Reading</td>
<td>EDF 8363 Functions and Methods of Research</td>
</tr>
<tr>
<td>RDG 8593 Issues and Innovations in Reading</td>
<td>RDG 6113 Middle Level Literacy</td>
</tr>
<tr>
<td>RDG 8653 Teaching Reading in the Secondary Schools</td>
<td>RDG 8453 Research in Reading</td>
</tr>
<tr>
<td>Other electives upon approval of advisor</td>
<td>RDG 8593 Issues and Innovations in Reading</td>
</tr>
<tr>
<td></td>
<td>RDG 8653 Teaching Reading in the Secondary Schools</td>
</tr>
<tr>
<td></td>
<td>Other electives upon approval of advisor</td>
</tr>
</tbody>
</table>

**Among their electives, students may choose to complete a 9-hour concentration in either Early Childhood Education or Middle Level Education.**

**Middle Level Education:**
Select any three:
- RDG 6113: Middle Level Literacy Dev & Instruction
- EDE 8473 The Elementary Social Studies Curriculum
- EDS 8683: Disposition & Reflective Practice in Teaching
- EDS 8243: Adv Planning & Managing
- EDS 8653: Issues of Accountability in Secondary Schools
- EDS 8623: Principles of Effective Instruction in Secondary Schools

- RDG 8653 Teaching Reading in the Secondary Schools

**Early Childhood Education**
- EDE 8513 Curriculum and Program Developments in Early Childhood Education
- & select any 2:
- EDE 8523: Practicum, Language Arts & Literacy Dev in Early Childhood Ed
3. JUSTIFICATION AND STUDENT LEARNING OUTCOMES

Learning outcomes for the elementary education program are specified in the College of Education Conceptual Framework Program Outcomes for graduate programs, which are attached. The revisions to the Elementary Education Degree Program will better allow our degree program to meet these expectations.

Each year, the College of Education conducts exit surveys of graduates of its programs. Exit surveys indicate that graduates of the Elementary Education Master’s Degree Program value the program’s focus on improving classroom practice, concrete teaching strategies, and becoming a reflective practitioner. However, graduates indicate that RDG 8523 Comprehension Processes and Instruction had some overlap with RDG 8713 Teaching Struggling Readers and Writers. In addition, many graduates have expressed concern about the number of required courses with a focus on literacy to the exclusion of other content areas. In particular, no required coursework in the Elementary Education Master’s Degree program (only electives) supported teachers’ increasing ability to teach mathematics and science. However, mathematics and science instruction are two areas of concern in the state of Mississippi and two areas that are tested in K-12 classrooms. The proposed degree program will require students to enroll in EDE 8763 Elementary & Middle Level Mathematics Education and EDE 8753 Teaching Physical, Life, and Earth Science in the Elementary/Middle School, courses which strengthen teachers’ math and science pedagogy.

The proposed Elementary Education Master’s degree program retains those courses that students find most valuable (i.e., EDF 8363 Functions and Methods of Research, EDE 8633 The Teaching of Writing, RDG 8713 Teaching Struggling Readers and Writers, and EDE 8623 Content Area Literacy Instruction). The revised degree program also continues to provide for the selection of electives that allow students to take additional courses in those areas that best meet their needs and interests and their particular teaching assignment.

In addition, this program modification will result in the creation of concentrations. About four years ago, employers asked the department to create a certification area in middle level education. (Middle level education is defined by the National Middle School Association to be grades 4-8 or the education of young adolescents, students between the ages of 10-15.) However, the department of Curriculum, Instruction, and Special Education does not have the resources to offer an entirely different degree program and the Mississippi Department of Education was reluctant to alter their licensure system to create a middle-school-only license. Yet, a survey of local elementary teachers who work in grades 4-8 and their administrators showed a continuing strong interest in programs that better prepare teachers to work with young adolescents/students in middle school. Concurrently, the Early Childhood Institute conducted surveys of teachers, which indicated an interest in a Master’s degree program in Early Childhood Education. By creating optional concentrations in Early Childhood and Middle Level Education, the Elementary Education Master's degree program will better meet the needs of Mississippi teachers who wish to specialize in one of those two areas. Students who are interested in general K-8 Elementary Education will have the option of electing not to have a concentration in either area and crafting their 12 hours electives from a wide variety of elementary, reading, content area, foundations, and other coursework.
The proposed Elementary Education Degree Program also strengthens the field experiences that are a component of this degree. On a regular basis, the College of Education undergoes external review from the National Council for Accreditation of Teacher Education (NCATE). The most recent NCATE review cited our program for a lack of field experiences, a lack of a systematic data collection, and a lack of dispositional data. To achieve excellence in the area of field experiences, NCATE has outlined this standard:

Candidates in advanced programs for teachers participate in field experiences that require them to critique and synthesize educational theory related to classroom practice based on their own applied research. These projects are theoretically based, involve the use of research and technology, and have real-world application in the candidates’ field placement setting.

These modifications to the degree program will help us to meet NCATE’s standards. In EDE 8313 Theory and Development of Early Childhood Education (formerly an elective, now a required core course) and EDE 8713 Educating Young Adolescents (new course), graduate students will take part in field experiences in both early and middle school classrooms. These field experiences will require program completers to critique and synthesize educational theory as they apply theory in classroom settings. Data collected from these courses and their field experiences will be systematically collected and analyzed in order to help us meet NCATE accreditation requirements.

The program modification proposal must also address the following questions:

1. Will this program change meet local, state, regional, and national educational and cultural needs? Please describe.
   Yes, the revised program will meet local, state, regional, and national educational and cultural needs. The eight required courses in the Master’s Program will strengthen teachers’ ability to teach writing, to teach content area literacy, to support struggling readers and writers in all areas, and to teach both early childhood and middle grades learners including the content areas of literacy, science, and mathematics. These courses have been determined to help teachers better meet the needs of diverse learners in today’s classrooms and to address some of the most critical issues in education today, particularly in Mississippi.

2. Will this program change result in duplication in the System? If so, please describe.
   This change will not result in duplication in the system—the Elementary Education program at MSU will continue to be one of several Master’s programs in the state serving the many teachers who wish to seek both Master’s degrees and AA teaching licensure.

3. Will this program change/advance student diversity within the discipline? If so, please describe.
   The program has some increased flexibility, which will support diverse students’ needs. In particular, the modifications make our degree program more appropriate for middle school content area teachers and early childhood teachers, while continuing to meet the needs of self-contained K-6 teachers as well.

4. Will this program change result in an increase in the potential placement of graduates in MS, the Southeast, and the U.S.? If so, please describe.
   Yes, in some small degree. Most of the students in the Elementary Education Program are already employed in classrooms in nearby schools. However, we believe that the revisions will help us to recruit greater numbers of Master’s students on both the Starkville and Meridian campuses. In turn, teachers will earn both a Master’s degree and advanced teaching licensure, and will therefore increase
retention of teachers, an issue that contributes to Mississippi’s teaching shortage.

5. Will this program change result in an increase in the potential salaries of graduates in MS, the Southeast, and the U.S.? If so, please describe. Students who earn the Master’s degree receive a step increase in their salaries, and so this degree program does have the potential to increase salaries.

4. SUPPORT Support letter from faculty is attached.

5. PROPOSED 4-LETTER ABBREVIATION
   No change.

6. EFFECTIVE DATE
   Fall 2011

Conceptual Framework Program Outcomes:
Learning outcomes for graduate programs in the college of education are provided in the College of Education Conceptual Framework Program Outcomes and include:

1. Professionalism: The knowledge, skills and dispositions needed to become a professional and help all students learn; demonstration of responsible, ethical behavior, and good judgment.

2. Diversity: Commitment to diversity and the ability to work with diverse groups.


5. Communication Skills: Ability to use appropriate language, speak and write with clarity, use standard English in writing and speaking; demonstration of good listening and interpersonal skills.

6. Social/Cultural Skills: Belief that all students can learn and the relevant social and cultural skills for a diverse educational environment; tolerant, fair, and culturally appropriate behavior.

7. Technology: The ability to infuse appropriate technology into professional practice.


9. Collaboration: Genuine collaboration with all stakeholders (recipients) in the world of practice.

10. Inquiry and Problem-solving: Ability to demonstrate problem-solving skills in professional practice.


13. Research: Ability to use research findings to enhance instruction/training and advance knowledge in the discipline.

To: Box Council and UCCC Committee Members

From: Devon Brenner, Graduate Coordinator

RE: Support for Elementary Education Master’s Proposals

Date: November 2, 2010

This letter of support is offered by the faculty in the program area of Elementary Education in the Department of Curriculum, Instruction, and Special Education for the following:

• Modify the elementary education Master’s degree
• Add EDE 8713 Educating Young Adolescents

Elementary Education Program Area faculty include: Devon Brenner, Johnetta Morrison, Nicole Thompson, Rebecca Robichaux, Tina Scholtes, Margaret Pope, Janet McCarr, Kim Triplett, and Sallie Harper.

Thank you,

Program Area Faculty

[Signatures with dates]

Date

11/2/10
11/2/10
11/2/10
11/3/10
11/2/10
11/2/10