

# School of Education and Human Services

## Masters Program/School Level Policies

The School of Education and Human Services supports the successful progress of all graduate students. If students demonstrate unacceptable progress related to academic or professional dispositions within the graduate program, faculty members will complete a Fitness for the Profession Dispositions Form. This report will be reviewed by the Associate Dean of the Graduate Program and Dean for further recommendation. Appropriate action will be taken if a second report is filed on a student and the Associate Dean of the Graduate Program will convene a Student Hearing Committee to discuss recommendation for program continuance or dismissal.

### Academic Standing

A student is considered in good academic standing if a grade point average of at least a 3.0 (B) is maintained each academic semester. At the graduate level, student grades below a 3.0 represent inadequate mastery of course material or requirements. When a student's grade point average falls below a 3.0, he or she is placed on academic probation until the GPA is raised above 3.0. In some situations, this may require re-taking one or more courses to raise the GPA. If the student's grade point average falls below a 3.0 after two subsequent semesters, the student is dismissed from the program. Students must maintain a GPA of 3.0 to graduate from the university.

### Grade Appeals

Grade appeals must be made in writing first to the student's professor. If this cannot be resolved at this level, then it is forwarded to the program director or chair. Finally, if this cannot be resolved, it is sent to the Associate Dean of the Graduate Program in the School of Education and Human Services.

### Appeals for Policy Waivers

All appeals for policy waivers must be put in writing to the Associate Dean of Graduate Programs in the School of Education and Human Services.

### Time Limit

All requirements for the master's Program must be completed within the eight-year time limit. This includes course work and two years' experience in an educational and/or professional setting. Exceptions and waivers may be appealed to the School of Education and Human Services Advisory Council.

### Multiple Specializations/Additional MEd Degree

Students holding a UST Master of Education degree and desirous of earning an additional specialization resource area/M.Ed. must complete a minimum of 18 hours or all courses that constitute the resource area, whichever is greater. The second resource area and date completed will be added to the transcript; the original degree conferral date will remain unchanged.

Students holding a Master of Education degree from another accredited college or university and desirous of earning an additional specialization resource area/M.Ed. must complete a minimum of 18 hours or all courses that constitute the resource area, whichever is greater. They must also complete the 6-hour core of two research classes unless they are seeking Educational Leadership only. At the discretion of the program director, up to 6 graduate hours may be admitted in transfer from the prior institution(s) awarding the prior Master of Education degree.

In all instances of a second specialization and/or degree, all coursework included in the new resource area and/or degree must be completed in a maximum of eight years.