

**FERRIS STATE UNIVERSITY
POLICY FOR DEVELOPING GRADUATE PROGRAMS**

In addition to the guidelines specified in the Curriculum Procedures Manual, all graduate proposals should address the major areas identified in this document. This policy provides the framework for developing graduate programs and represents the minimum requirements. Requirements should be based on the needs of individual graduate programs.

I. Admissions Requirements:

A. Regular Admission Requirements must include:

Baccalaureate degree with a 3.0 grade point average or higher

Minimum TOEFL score of 550 for international students

And any combination of the following:

Entrance exam (GRE, MAT, GMAT)

References

Writing sample

Interviews

Resume'

B. Provisional Admission Requirements: In addition to the above requirements, the student with a GPA of less than 3.00, undergraduate deficiencies, or TOEFL scores between 500-549 must:

1. Successfully complete nine semester hours of graduate work with a 3.0 GPA to qualify for regular admission.
2. Clear any deficiencies in his/her undergraduate education before nine semester hours of graduate work have been completed.
3. Enroll in and successfully complete recommended ESL courses; may retake the TOEFL exam.
4. Other program-specific requirements.

C. Special Enrollment Requirements:

Special enrollment is intended for students who are not planning to become candidates for a graduate degree at Ferris State University. Special enrollment will be permitted only on a semester-by-semester basis, subject to program approval.

II. College Graduate Committees

Each college offering a graduate program should establish a graduate committee to oversee the implementation and management of graduate program(s). (Appendix A)

III. Academic Standards for Retention in a Graduate Program

The student must maintain a minimum GPA of 3.0 in order to be retained unconditionally in the program. Each program is to establish procedures to resolve academic deficiencies.

IV. Degree Requirements

A. Hours Required for Graduation

A minimum of thirty semester hours

No more than 20 percent of required hours can be thesis credit

No more than 6 hours can be independent study and/or special topics

B. Academic Standards Required for Graduation

GPA of 3.00 is required for graduation

No grade below a "C" is acceptable for graduation

No more than two grades of "C"

C. Other Requirements

1. Thesis, graduate project, policy paper, internship, comprehensive examination, or additional course work. Formatting for theses, projects, or policy papers must follow university procedures (Appendix B).
2. University library policy will be followed for binding a traditional thesis.

3. Individual Department or Student Graduate Committee (if appropriate).
The program director/coordinator will have the responsibility for ensuring that a graduate committee is selected.

4. Foreign Language (if appropriate)

V. Transfer Credits

Seventy percent of degree requirements must be from Ferris State University. Any exceptions to the 70% policy must be waived by the Dean upon the request of the graduate coordinator.

VI. Time Limit

Degree requirements shall be completed within a maximum of five years from first enrollment in a graduate class following admission. Criteria for an extension are to be established by each program.

VII. Graduate Faculty Requirements

Depending on the program, faculty who will be teaching in graduate programs are expected to have a doctorate or terminal degree appropriate to the field, consistent with applicable accreditation standards. Below is a graduated system for the minimum requirements faculty should possess to teach at the graduate level.

A. Temporary Affiliate Status (Adjuncts, FSU Faculty not eligible for B or C)

1. Appropriate degree and/or experience as defined by the discipline.
2. Per semester status.

B. Affiliate Graduate Teaching Status (Tenure-track or Tenured Faculty)

1. Appropriate degree as defined by the discipline.
2. Expertise as evidenced by experience in the field and/or completed coursework.
3. Successful teaching experience (based on both quantitative and qualitative assessment).

Active appropriate credentials, licensing, endorsements, certificates as defined by the discipline.

C. Full Graduate Teaching Status (Tenure-track or Tenured Faculty)

1. Tenure-track status.
2. Terminal degree as defined by the discipline's professional governing body where appropriate, and/or accrediting agency.
3. Appropriate academic activity including research, scholarship, and publishing as defined by the discipline.
4. Active participation in professional organizations related to the discipline.
5. Successful appropriate professional experience as defined by the discipline.
6. Successful graduate level teaching experience (based on both quantitative and qualitative assessment).
7. Active appropriate credentials, licensing, endorsements, certificates as defined by the discipline.

Evaluation of Graduate Faculty Status

All graduate programs must have departmental graduate committees. The evaluation process of faculty interested in teaching graduate level courses begins at the departmental level graduate committee.

Temporary affiliate status will be reviewed by the committee each semester. Affiliate teaching status is a renewable appointment of an academic year or 12 months in length. After a 12 month appointment as an affiliate, and if all the criteria are met for full graduate teaching status, full status may be granted. Full Graduate teaching status will be reviewed every five years.

Applications should be submitted no later than one semester prior to the teaching assignment. Applications will be reviewed once per contract semester by the department graduate committee. Applications must be submitted to the committee with any documentation to support the criteria listed. The department graduate committee will assess the application based on their discipline's criteria and will forward in writing their recommendation to the appropriate department head. The department head, in a manner consistent with the Graduate Faculty Policy, will provide a written copy of the evaluation and recommendation to the Dean. The dean examines the credentials and makes the final decision.