

COLORADO STATE TEACHERS COLLEGE

BULLETIN

The Graduate School



Rules and Regulations

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CLASSES OF GRADUATE STUDENTS RECOGNIZED

The Graduate School recognizes two classes of graduate students: (1) Those who wish to enter and become candidates for the degree, Master of Arts; (2) Those who having taken the Bachelor's Degree wish to broaden their education without reference to a higher degree.

ADMISSION TO THE GRADUATE SCHOOL

1. Application for admission to graduate study for either of the purposes named above must be made to the Registrar of the College. Formal blanks for this purpose will be furnished by his office.
2. The requirements for admission are:
 - a. The Degree of Bachelor of Arts, Philosophy, Science, or other four-year degree from a reputable institution authorized by law to confer these degrees and approved by this institution.
 - b. Official credentials to be filed with the Registrar giving, (1) a record of the high school work, (2) a transcript of the undergraduate, college or university grades.
 - c. Satisfactory classification test scores to be filed with the Registrar as a matter of record.

Excess undergraduate work taken in Colorado State Teachers College may be applied toward the Master of Arts Degree, provided the student files with the Registrar prior to the time the work is done a statement from the head of his major department granting him the privilege to do this. Such credit will be granted only to students who in their fourth year do not need all of their time for the completion of their undergraduate work. The graduate class card (pink) must be used by students who wish credit for courses taken under this provision.

After satisfying the Registrar in regard to his admission to the Graduate School, the student shall at once plan with the head of his major department a tentative three-quarter program of courses.

Admission to the Graduate School does not guarantee admission to candidacy for the Master of Arts Degree.

ADMISSION TO CANDIDACY FOR THE MASTER OF ARTS DEGREE

1. Not later than the tenth week of the student's first quarter, application for admission should be made to the Registrar of the College. Formal blanks will be furnished by his office.
2. Before a student can be admitted to candidacy, he must meet the following requirements:
 - a. He must have demonstrated his ability to do a high grade of work in his field of specialization and must have shown promise of ability to do research.
 - b. The average of his first quarter's grades must be above the mean grade of "C".
 - c. He must have given evidence to the Director of the Training School of his ability to teach. This may have been done by either of the following ways: (1) Successful teaching experience; (2) Successful student teaching.
 - d. He must have established satisfactory classification test scores.
 - e. He must have demonstrated, in Education 223, a proficiency in organizing and expressing thought in writing. If the student shows an inability to do this, he is required to take English 120 *without credit*.

- f. He must have shown his personal fitness to become a candidate.
 - g. The head of the student's major department must have filed with the Registrar a statement endorsing the student for admission to candidacy, and giving the subject of his thesis. Blanks for this purpose will be furnished by the Registrar's office.
3. A candidate may be required by the head of his major department to pass either a written or an oral preliminary examination before he is recommended to the Graduate Council for admission to candidacy.
 4. Graduate students will not be permitted to engage in more than one extra curricular activity per quarter and then only when they reach a 50 percentile rank on the intelligence test and have made an average of "B" or more in their course work. Extra curricular activities shall be construed to include athletics, debates, oratory, dramatics, student publications, student participation in government, and the Boosters' Club.

TIME LIMIT FOR DEGREE

There are two main types of residence work—that carried on during the regular academic year (fall, winter, and spring quarters) and that carried on entirely in the summer quarter. Continuous, systematic study as much as is possible in either case is very essential. Hence the following regulations are made:

1. Students entering upon graduate work after September 1, 1927, during any one of the regular academic quarters (fall, winter, or spring) must complete and have approved by the Graduate Council all graduate work including the thesis within two years from the time graduate work is begun, or additional requirements may be made by the Graduate Council.
2. Students who restrict their graduate work entirely to the summer quarters must complete and have approved by the Graduate Council all requirements including the thesis within five summer quarters, or additional requirements may be made by the Graduate Council.

REQUIREMENTS FOR THE DEGREE

1. Beyond the four-year undergraduate course, the student working for the degree, Master of Arts, must earn graduate credits amounting to 48 quarter hours. Three quarters of work in residence are required, but one quarter of approved graduate work may be transferred from another institution; or 16 hours of approved graduate work may be done in extra-mural group classes conducted by members of the Teachers College faculty. In no case shall these provisions reduce the two full quarters of work (32 hours) required to be done on the campus.
2. Research culminating in the writing of a thesis upon some selected problem shall be an integral part of the work required for the degree. A maximum of 9 hours credit may be granted for this research, 3 hours of which shall be taken in Education 223. The additional 6 hours shall be granted the student for work done in research courses numbered 224 and 225, respectively, in his major department.
3. Every student must register for Education 223, during his first full quarter of regular graduate work.
4. The student must have at least 64 quarter hours of undergraduate and graduate work in his major or closely related subjects.

5. He must have not less than 32 hours of undergraduate and graduate professional work in education and related fields, as educational psychology, educational sociology, and educational biology. If the candidate majors in Education, 64 quarter hours will be required, but only work in education or educational psychology will be accepted for such undergraduate and graduate work.
6. At least 4 weeks before the date upon which the degree is to be conferred, three copies of his thesis must be filed with the head of his major department for examination by the Thesis Reviewing Committee before going to the Graduate Council for final approval.
The Thesis Reviewing Committee shall consist of the head of the student's major department, a representative of the Graduate Council appointed by the Chairman, and the instructor who is the thesis adviser, provided he is other than the head of the student's major department.
7. At least 2 weeks before the date upon which the degree is to be conferred, the complete thesis in final form must be approved and 2 copies, properly signed, filed with the Graduate Council, one of which must be an original copy. Also two dollars to bind these copies must be deposited with the Business Agent by the student.
8. The thesis must conform to definite standards. It must be type-written on paper of good quality, size 8½ by 11 inches, and be properly bound. The arrangement of the title page is as follows:

COLORADO STATE TEACHERS COLLEGE
 (Title of Thesis)
 A Thesis Submitted in Partial Fulfillment of the Requirements
 for the Degree of Master of Arts
 by
 (Student's Name)
 (Title of Major Department)
 (Date)

9. The form of the approval sheet shall be as follows:

Approved by:

Thesis Adviser

Department.....

Thesis Reviewing Committee

.....

Department.....

.....

Department.....

Chairman of the Graduate Council

.....

Before final approval for the degree, the student may be held for an oral examination by the Council, assisted by the head of his major department.

No graduate credit will be given for courses numbered under 100, or for scattered and unrelated courses. All courses numbered under 200 require additional work for graduate credit.

The undergraduate rule as to load applies to the Graduate School. In determining the maximum amount of work, research upon thesis must be included within the limit stated.

The Master of Arts degree shall be granted only by vote of the Graduate Council.