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THE GRADUATE SCHOOL

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THE GRADUATE COUNCIL

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President and Vice-President of the College ex-officio.

With the appointment of a Graduate Council, advanced study and research work took on a new significance at Colorado State Teachers College. While it is a fact that those students who had been engaged in advanced study made noticeable progress, the reorganization and the appointment of a Graduate Council was accompanied by the adoption of more formal regulations.

Widespread and a constantly growing interest in the Graduate School has followed the changed order, with the result that during the last year there have been 224 students taking graduate work at Colorado State Teachers College and inquiries from prospective students have been received from many additional men and women. These interested persons, practically all of them actively engaged in the profession of teaching, are located in scattered communities, all the way from the Atlantic to the Pacific, and from the Gulf into Canada.

Acceptance of Colorado State Teachers College into full standing in Class A of the American Association of Teachers Colleges and recognition of Teachers College credits at their full value by all of the leading colleges and universities have combined to give further prestige to the Graduate School.

The Graduate School is governed by the Graduate Council. Admission is gained through application to the Registrar of the college.

Detailed information concerning the school is given in the following pages.

GRADUATE WORK

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 Registrar giving (1) a record of high school work, (2) 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.

The student's first quarter in the Graduate School is considered to be a test of his ability to do acceptable graduate work. Any student whose record or personal qualifications at the end of the first quarter is unsatisfactory will not be admitted to candidacy for the degree.

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 during his first week in departmental research 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 20 without credit during his first quarter of graduate work.
 - 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.

EXTENSION WORK

No graduate credit is given for correspondence work. Graduate credit will be given for extra-mural classes of graduate rank. In order to register for graduate credit in extra-mural classes, the following procedure should be observed:

- a. The student shall file with the Registrar proof of having received a Bachelor's degree from a reputable institution, together with a transcript of his work in such institution and the preparatory credits upon which he was originally admitted.

He shall, also, indicate the department in which he desires to major.

Upon receipt of such proof

- (1) The Registrar shall promptly notify him of his admission to the graduate School.
- (2) He further shall notify him that it will be necessary for him to arrange a program of studies with his major adviser and shall indicate who this adviser is to be.
- (3) He shall further advise such student that the specific course he plans to take in extra-mural classes may or may not fit into the program of studies leading to the Master's degree, and that the student can only determine that by consultation with his major adviser.

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 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. Data for a thesis study may be collected in absentia without credit if approved in advance by the head of the student's major department. The thesis, however, must be written while the student is in residence.
4. Every student must register for Research 223 in his major department during his first full quarter of regular graduate work.
5. The student must have at least 64 quarter hours of undergraduate and graduate work in his major or closely related subjects.
6. 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.
7. 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.
8. At least four 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 thesis adviser, provided he is other than the head of the student's major department.
9. At least two weeks before the date upon which the degree is to be conferred the complete thesis in final form must be approved and two 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.

10. The thesis must conform to definite standards. It must be typewritten 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)

11. 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.

One week before graduation date, a brief typewritten digest of the thesis should be filed with the head of the major department, with the Director of Research, and one with the Business Agent to be bound with the copy of the thesis prepared for the Library.

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

