

*Colorado
State
College
of
Education
Bulletin*

Greeley



1954 • 1955

Graduate School Number

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COLORADO STATE COLLEGE
OF EDUCATION BULLETIN

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Graduate School

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College Calendar

• 1954 • 1955

1954

September 20
 September 21
 October 21-22
 November 24,
 25, 26
 December 9-10

FALL QUARTER

Registration for all students
 Classes begin
 C.E.A. Convention
 Thanksgiving vacation
 (Starts noon Nov. 24)
 Final examinations

1955

January 3
 January 4
 March 14-15

WINTER QUARTER

Registration for all students
 Classes begin
 Final examinations

1955

March 21
 March 22
 May 27
 May 29
 May 30
 May 31
 June 1
 June 2-3

SPRING QUARTER

Registration for all students
 Classes begin
 Insignia Day
 Baccalaureate
 Memorial Day holiday
 Senior Ceremonial
 Commencement
 Final examinations

1955

June 13-23
 June 25
 June 27
 July 4
 August 18
 August 19

SUMMER SESSIONS

Pre-Session
 Registration for Summer Session
 Classes begin
 Independence Day holiday
 Convocation
 Final examinations

General Information

Location • Colorado State College of Education is in Greeley, a city of 20,354 population. Greeley is 52 miles north of Denver and 52 miles south of Cheyenne, Wyoming. The Rocky Mountains, which provide much recreation for students, are 30 miles west of the campus. The elevation of Greeley is 4,648 feet. The ideal climate is invigorating and conducive to study.

College Yearbook • More detailed information about the college, academic requirements, names of the faculty, titles and descriptions of courses are in the yearbook. The yearbook may be obtained by writing to the Department of Public Relations.

Library • The library, which is in Carter Hall, contains a large and comprehensive selection of books, several thousand magazines and pamphlets, and a large picture collection. Well-lighted study areas are strategically placed throughout the building.

Living Accommodations • Students desiring living quarters should make application early. Housing in Greeley is limited but much improved over recent years.

After a student's admission has been approved by the Director of the Graduate School, the College Housing Office offers aid in placing the student in an apartment or room.

Academic Information

Accreditation • Colorado State College of Education is accredited by the North Central Association of Colleges and Secondary Schools, the American Association of Colleges for Teacher Education, and was on the last published list of institutions approved by the Association of American Universities. (The Association no longer acts as an accrediting agency.)

Program • Colorado State College of Education offers three advanced programs of professional work leading to the Master of Arts degree, Specialist in Education degree, and Doctor of Education degree. Graduate study was first offered during the summer session of 1913, and the first master's degree was conferred in June, 1914. In 1929 the Board of Trustees authorized the college to provide a program leading to the doctor's degree, and in 1952 the Ed.S. (Specialist in Education) degree was approved.

Organization • Each of the instructional divisions of the college is represented on the Graduate Council. The Graduate Council is the legislative body for graduate work.

Objective • Colorado State College of Education is primarily an institution for the preparation of teachers. In accord with this fundamental objective, the Graduate School grants the teaching degrees of Master of Arts, Specialist in Education, and Doctor of Education. Before receiving one of the degrees, the student should be able (a) to identify problems, (b) to organize and evaluate evidence, and (c) to formulate and defend definite conclusions. To achieve these objectives the Graduate School expects each student to show at his graduation special competence (a) in one or more areas of knowledge (the major and minors) and (b) in independent work (field studies, theses, written reports).

General Requirements • (*Effective Date of These Rules*) • All graduate students admitted to candidacy for the master's degree after June 10, 1954, are subject to the following regulations. Classified students who have not exceeded the time limits and who have been admitted to candidacy prior to June 10, 1954, will follow the rules in force at the time of their admission to candidacy as stated in the catalog of the concurrent date to the time of their registration, *with the exception of the designated paper requirement*. An adjustment of this requirement will be made for all students admitted to candidacy for the master's degree prior to June 10, 1954. A printed statement concerning these adjustments is available in the Office of the Graduate School. Doctoral students not yet admitted to candidacy will follow the rules in force as of June 10, 1954.

Admission • All students interested in graduate courses should file with the Director of the Graduate School certified transcripts of all previous academic credits at least *thirty days before registration*.

Application blanks for admission to graduate courses applicable to the degrees of Master of Arts, Specialist in Education, and Doctor of Education will be provided by the Director of the Graduate School upon request.

Admission to graduate courses does not imply acceptance as a candidate for a degree. For a statement of the requirements for

candidacy see the detailed rules governing the granting of each graduate degree.

For admission to graduate courses applicable to the degree of Master of Arts, the student must hold a baccalaureate degree from an accredited college or university authorized by law to grant such a degree, and must show evidence on his undergraduate transcript of ability to pursue graduate study. *The minimum undergraduate preparation for the degree of Master of Arts is twenty-four quarter hours of basic course credit in the field of the graduate major.*

For admission to graduate courses applicable to the degree of Specialist in Education, see Page 15.

For admission to graduate courses applicable to the degree of Doctor of Education, see Page 17.

Courses for Seniors • Senior students, who are within six quarter hours of having completed the requirements for the bachelor's degree may, in their last quarter or summer session of undergraduate study, register for graduate courses and receive graduate credit for them. In all cases the student's course load will be limited and previous arrangements for admission to the Graduate School must be made with the Director of the Graduate School.

Registration and Advisement • For those students who have applied for admission and who have filed their transcripts, the Director of the Graduate School will appoint a major professor. The major professor aids the student in planning a unified program and acts as his permanent adviser. Any change in this relationship must have the approval of the Director of the Graduate School.

Students who have not filed their transcripts before registration will enroll as unclassified graduate students at the desk marked "Unclassified" until an evaluation of their transcripts is possible. When the student is admitted to full graduate standing and assigned a major professor, all courses of graduate rank taken as an unclassified student will be credited toward the graduate degree, provided they can be made a part of the unified program.

Graduate students who are not candidates for higher degrees will register as unclassified students at the desk marked "Unclassified." However, each student is urged to plan a unified program at the beginning of his graduate experience.

A former graduate student will register directly with his major professor.

All registrations are subject to approval by the Director of the Graduate School.

Student Responsibility • The graduate student is expected to know the requirements for the degree he plans to earn. While the personnel of the Office of the Graduate School will endeavor to aid in every way possible, the responsibility for any error in his own

enrollment or in the interpretation of the rules rests with the student.

All rules herein printed presuppose that the student will meet the graduation requirements in the minimum time. In some cases, however, a longer period of time may be necessary to meet the requirements.

Course Load and Credit • The maximum load for graduate credit applicable to a degree is twelve quarter hours in the eight weeks' summer session, three quarter hours in the pre-session, and fifteen hours per quarter in the regular academic year.

Courses bearing catalog numbers of 200 or above carry graduate credit.

Under certain circumstances and with the approval of the major professor, students may offer not more than eight quarter hours in courses numbered 322, "Individual Studies." A typewritten copy of the report in each "Individual Studies" course shall be filed with the Director of the Graduate School. "Individual Studies," 322, will not be counted toward meeting the requirement of one-third of the graduate credit which must be in courses open only to graduate students. Registrations for "Individual Studies," 322, and Practicums (Ed. 301, Ed. 345, Ed. 401, Ed. 445) are not permitted in the pre-session or in absentia.

Graduate credit is not given for any courses taken by correspondence or by extension.

Grading System • Alphabetical grades are used: "A" indicates superior work; "B" indicates work above average; "C" indicates average work; "D" indicates work below average, but passing; "F" indicates failure. Other marks used are "Inc." incomplete; "W" approved withdrawal; "TF" unapproved withdrawal; "WF" failing at withdrawal; "IF" condition not removed; "S" satisfactory; "U" unsatisfactory. An "Inc." must be removed before the end of the succeeding quarter in residence to yield credit. Graduating students must remove an "Inc." before the middle of the succeeding quarter.

Scholastic Average • A minimum grade average of 3.7 (B-) or better is required for graduating with a graduate degree.

Late Enrollment • No student will be permitted to enroll in a course after the first two weeks of the fall, winter, and spring quarters. Registration after the first week of the regular summer quarter must have the approval of the Director of Instruction. No late enrollments will be approved for the two-week pre-session. These regulations apply to new registrations and to students wishing to change programs.

Changes in Programs • Changes in programs will be permitted without penalty until four o'clock on the Friday following registration. After that period all changes will cost one dollar. No stu-

dent will be permitted to enroll in a course after the first two weeks of the fall, winter, and spring quarters.

Withdrawal from Class • No withdrawals from classes are permitted during the last two weeks of a quarter. When a student registers for a class, he is considered to be a member of that class. If he withdraws, he must have the approval of the Director of the Graduate School.

English Style-Form Standards • The student's written material must conform with the "English Style-Form Standards." This bulletin is available for purchase in the College Bookstore.

The "300" Course Requirement • In the first quarter in residence all graduate students are required to register for the "300" course, "Introduction to Graduate Study." In this course standards for graduate study, research methods, evaluation of printed research, bibliographical tools and other items will be emphasized. In connection with this course English Usage Tests will be required and such other objective tests as the Graduate Council may deem important for beginning graduate students. A typewritten report is also required (see page 10).

Professional Requirements • All students receiving a graduate degree from Colorado State College of Education must have at least 30 quarter hours of undergraduate and/or graduate credit in education and educational psychology regardless of the area in which they major. Students who do not have this professional requirement will be held for the following courses or equivalents: Ed. 25, General Psychology and Personal Adjustment, 5 hours; Ed. 77, Psychology of Childhood and Youth, 3 hours; Ed. 78, Educational Psychology, 3 hours; Ed. 105, American Education, 3 hours; Ed. 150a, Introduction to Student Teaching in the Elementary School, 5 hours or Ed. 150b, Introduction to Student Teaching in the Secondary School, 2 hours and Ed. 150c, Methods, 3 hours; Ed. 214, The Elementary School or Ed. 216, The Secondary School, 3 hours; Ed. 151, Student Teaching, 8 hours; Ed. 295, Philosophy of Education, 3 hours. This makes a total of 33 hours in education.

An evaluation of each undergraduate transcript will be made and the student will be advised as to what deficiencies he has in this professional requirement.

The college grants with each degree a Life Certificate to teach in the State of Colorado. The state certification law requires 30 quarter hours of professional preparation of which six quarter hours must be in "practice teaching."

English Usage Requirement • The English Usage Tests now required in connection with the "300" and "400" courses will be given the first week of the summer session or each quarter.

2. For those students who fail to make the twentieth percentile on the English Usage Tests, a remedial writing laboratory will be required for no credit.

3. For those students who fall in the percentile range of 21-40 of the English Usage Tests, the instructor in the remedial

writing laboratory will judge the student's composition and will determine whether the student shall be required to take the remedial writing laboratory.

4. The students falling in the 41st and above percentile may be required to enroll in the remedial writing laboratory if in the judgment of the instructor of the laboratory the student's composition is poor.

5. For the remedial writing laboratory, a materials and service charge of \$10 will be required. This charge is in addition to the regularly published charges of the college.

6. This program includes not only the new prospective students, but also all previous students who have not made the 20th percentile or above on the English Usage Tests or who have not made up this English deficiency.

7. When in the judgment of the instructor of the remedial writing laboratory the student's written work has markedly improved, the English Usage Tests will be repeated and if the student's score falls in the 30th percentile or above and his essay is acceptable, he will be judged to have met the requirement as stated in the Graduate Bulletin: "has satisfactorily demonstrated proficiency in English Usage."

8. Time for and room assignment of the remedial writing laboratory will be announced in the mimeographed instructions for registration and on the graduate bulletin board in Cranford Hall.

Time Limit for Written Work • All written work such as theses, practicums, and research studies must be completed within two years after the fulfillment of course work.

Graduate Credit in Off-Campus Classes • The following policy applies to off-campus classes for graduate credit when the courses are offered by members of the resident faculty.

Students wishing to apply credit in off-campus courses toward a master's degree must conform to the following procedure:

First: They must be admitted to the Graduate School. This may be done (a) by filling out admission blanks received from the Office of the Graduate School, (b) by filing a certified copy of all undergraduate work taken previously (graduates of CSCE need not file a certified copy of their credentials as they are already in the files of the college), and (c) by obtaining a notification from the Director of the Graduate School that they have been admitted.

Second: All courses must be listed in the official college catalogs as graduate courses. This means courses which are identified by numbers of 200 or above.

Third: The student must abide by all other requirements set forth by the instructor of the course and the Graduate Council.

Fourth: Not more than eight hours credit of off-campus work may apply to a master's degree.

Master of Arts Degree

The degree of Master of Arts is offered in these seven instructional divisions of the college with majors in each division as follows:

DIVISION OF THE ARTS—Industrial Arts, Fine Arts, Home Economics;

DIVISION OF EDUCATION—Elementary Education, Educational Administration**, Secondary Education, Educational Psychology and Guidance, Business Education, Supervision in Elementary Education**;

DIVISION OF HEALTH AND PHYSICAL EDUCATION—Physical Education, Health Education, Supervision of Physical Education**;

DIVISION OF MUSIC—Music, Supervision of Music**;

DIVISION OF THE HUMANITIES—English, Speech and Drama;

DIVISION OF THE SCIENCES—Biological Sciences, Mathematics, Physical Sciences, Science Education;

DIVISION OF THE SOCIAL STUDIES—History, Social Studies.*

Admission to Candidacy • Action on admission to candidacy for the degree of Master of Arts will be taken after the student (1) has been in residence for at least one quarter or summer session earning at least twelve hours of graduate course credit of which 4 hours must be in the "300" course (Introduction to Graduate Study), (2) has achieved a 3.7 grade average or better, (3) has satisfactorily demonstrated proficiency in English Usage (see pages 7, 8) and (4) has satisfied all the classification requirements of the Graduate Council, such as undergraduate and professional prerequisites.

The student failing to meet the above requirements will be continued on probation for a second quarter. In the event he does not meet requirements for candidacy at this time, he will be informed that no more graduate credit earned by him will be applicable to a master's degree.

Time Requirements • The minimum time requirement for any degree in the college is one academic year or thirty weeks.

The maximum time limit for completion of the graduate program for the master's degree is two full calendar years for students attending during the regular college year, or seven summers if the student attends only in summer sessions. Graduate work that is ten years old will not be counted toward fulfillment of degree requirements.

Graduate work exceeding the time limit, and less than ten years old, will be reduced by one half. If the time limit is to be exceeded, all necessary adjustments must have the approval of the Director of the Graduate School.

*In the Division of the Social Studies, besides the major in History, a teaching major in "Social Studies" is offered. An undergraduate prerequisite of 44 hours in the Social Studies is required of which 12 hours must be in the area of the concentration on the graduate level. The student must present a graduate concentration of 24 hours. Of the remaining 21 hours required for the master's degree, at least 9 hours must be in the field of the Social Studies outside the area of concentration. Concentrations are allowed in History or Political Science.

**These majors require two years of actual teaching experience as a prerequisite.

Transfer of Credit • In some cases, but only after the student has been admitted to candidacy for the degree of Master of Arts, there may be a transfer of a small amount of graduate credit earned in an accredited college or university regularly granting the master's degree. *Such transfer of credit may reduce load, but it will not reduce the residence requirements, i.e., three full summer sessions or their equivalent (thirty weeks).* All transfer of graduate credit is made only upon the authorization of the Director of the Graduate School, and upon the written petition of the student. All transferred credit must have been earned within the time limits prescribed for the master's degree. Graduate credit is not transferable if earned in off-campus classes or in courses classified as "extension." Transferred credit may not be used to make up "D" or "F" grades.

Minimum Requirements for the Major • For the degree of Master of Arts, the student must have a minimum of sixty-four quarter hours of graduate and undergraduate credit in the major field. At least 24 quarter hours of graduate credit for the degree of Master of Arts must be in the field of the major.

Whenever possible within the framework of the above rules, the student whose undergraduate record shows a high specialization in a few areas at the expense of general cultural background in the so-called liberal arts and sciences may be required by his major professor upon the recommendation of the Director of the Graduate School to present part of his graduate work in the areas of the liberal arts and sciences.

Thesis for the Degree of Master of Arts • (*Under Plan A*) • It shall be the prerogative of the major professor in consultation with the Director of the Graduate School to approve those students who may write a thesis as a partial fulfillment of the requirements for the degree. Such approvals will be given after the student has completed at least twelve hours of course credit of which the "300" course will represent four hours.

Students not writing theses will be under Plan B.

All graduate students working for the master's degree are required to present a typewritten report of considerable length which will demonstrate the research techniques taught in the "300" course, "Introduction to Graduate Study." This report will be approved and evaluated by the instructor of the "300" course and then sent to the major professor for perusal only. On the basis of this report and the results of the English Usage Tests, the major professor will decide whether the student is to be invited to write a thesis as a partial requirement for the master's degree.

Plan A in Detail • (*For students approved for thesis*) • All general requirements for a graduate degree heretofore mentioned in this bulletin apply to this plan. In addition, the student shall:

1. Earn a minimum of 45 quarter hours of graduate credit, one-third of which shall be in courses in the student's major or concentration, which are open only to graduate students.

2. Plan with the major professor a unified program which will contain in the first quarter or session in residence the required "300" course and a graduate course with the major professor.

3. If approved for thesis, register for four hours of thesis credit (course 399) in each of the second and third quarters or summer sessions in residence. Registration for theses in absentia or in the pre-session will not be permitted. Acceptance of approval to present a thesis must be made by the student not later than the second quarter or session in residence and a typewritten outline of the proposed thesis approved by the major professor and the Director of the Graduate School must be filed in the Office of the Graduate School not later than the end of the sixth week of the second quarter or session in residence.

4. At least two weeks before the end of the quarter in which he expects to graduate, present to the Director of the Graduate School four copies of the thesis in final typed form, approved and signed by the major professor and ready for the Director's approval and signature. The thesis should be in the hands of the major professor for final reading by the beginning of the fourth week of the final quarter or session in residence. The thesis shall conform to the standards of the Graduate School as given in the "English Style-Form Standards."

After being signed and bound, three copies of the thesis become the property of the college and one is retained by the student. The original ribbon copy and the first carbon copy are filed in the college library; the third copy is delivered to the student's major professor. A charge of \$8 is made for binding the four copies. Since the thesis is the property of the college, any use made of the data therein for publication purposes must have the approval of the Director of the Graduate School before publication.

5. Provide with each bound copy of the thesis an abstract of the study; in addition an extra copy of the abstract shall be filed with the student's record in the Office of the Graduate School.

6. Pass a written comprehensive examination in the major or concentration. The major professor will be in charge of the examination and will announce the time it is to be given. The student's examination paper, after being evaluated by the major professor, shall be filed in the Office of Graduate School at least ten days before the end of the last quarter or session in residence.

In case of failure to pass the comprehensive examination or any part of it, the student may be permitted, upon written request of the major professor, to retake the test. At least one academic quarter or an eight weeks' summer session must intervene before the examination will be given again. A special examination fee will be charged for this additional test.

7. Apply for a list of graduation requirements not later than 30 days prior to the quarter or session in which the student expects to graduate.

Plan B in Detail • All general requirements for a graduate degree heretofore mentioned in this bulletin apply to this plan. In addition, the student shall:

1. Earn a minimum of 45 quarter hours of graduate credit, one-third of which shall be in courses in the student's major or concentration which are open only to graduate students.

2. Plan with the major professor a unified program which will contain in the first quarter or session in residence the required "300" course and a graduate course with the major professor.

3. Present the typewritten report required in the "300" course which shall conform to the standards as given in the "English Style-Form Standards."

4. Pass a written comprehensive examination in the graduate major or concentration. The major professor will be in charge of the examination and will announce the time it is to be given. The student's examination paper will be evaluated by the major professor and filed in the Office of the Graduate School at least ten days before the end of the last quarter or session in residence.

In case of failure to pass the comprehensive examination or any part of it, the student may be permitted, upon written request of the major professor, to retake the test. At least one academic quarter or an eight weeks' summer session must intervene before the examination will be given again. A special examination fee will be charged for this additional test.

5. Apply for a list of graduation requirements not later than 30 days prior to the quarter or session in which the student expects to graduate.

Creative Project in Lieu of a Thesis • In harmony with the policies of many of the best institutions of higher learning, the Graduate Council will recognize a creative project in the field of fine arts, literature, and music as the equivalent of the conventional type of thesis for the degree of Master of Arts. The student may attempt this type of research only after he has successfully completed the "300" course, (Introduction to Graduate Study) and has satisfied his major professor that he has reached graduate level in creative ability. Upon the completion of the project, the student shall submit a detailed explanation in the usual written form of the thesis report. In this explanation the student shall give a careful account of his techniques, of the materials from which his problem emerged, and an explanation of the problem's contribution to contemporary thought and life; the mere presentation of the creative project itself is not sufficient. The student is required to observe all the other provisions previously listed for those master's candidates who are writing theses.

Specialist in Education (Ed.S.)

The Advanced Graduate Diploma has been discontinued. Those students who have already started on that program will be permitted to complete the requirements for the diploma, or if qualified, they may change to the program for the Ed.S. degree without loss of credit. Those students who wish to avail themselves of this opportunity should arrange for the change by consulting the Director of the Graduate School.

Limitations on Enrollment for Specialist Degree

1. The Graduate Council reserves the right to limit at any time the number of students permitted to enroll and work for the Ed.S. degree.
2. Students holding both the A.B. and A.M. degrees from Colorado State College of Education will not be permitted to earn the Ed.S. degree here except by special permission of the Graduate Council.
3. It will be understood that the first summer session or regular quarter in residence is a trial session or quarter and that the Graduate Council reserves the right to discourage any student from continuing for the Ed.S. degree.
4. Members of the faculty of Colorado State College of Education are not permitted to earn this degree here except by special permission of the Graduate Council.

Basic Philosophy for New Degree

1. The Ed.S. degree program shall prepare one to be what the name implies, a specialist in some area of education. It is not to be a program of more courses and more credits in the same divisional patterns as those usually found in the present master's and doctor's programs.
2. Each applicant for admission to the program will be considered as an individual case in terms of the area in which he wishes to specialize, his background and experience preparing him for such specialization, and the possibility of a program being provided to offer him the opportunity he desires. The applicant will be expected to have a very clear idea of a purpose that is neither trite nor trivial. The possession of a master's degree will be required.
3. The programs of ordinary majors and minors such as are used in the master's and doctor's degree programs are not acceptable for this degree since they are in general areas. It would be somewhat meaningless to become a specialist in general, e.g.:

“Specialist in Elementary Education.” Instead, a student might wish to specialize in areas similar to the following:

- a. The Supervision of Student Teaching.
- b. The Supervision of Science Instruction.
- c. Conservation Education.
- d. Basic Programs in the Secondary School.
- e. Reading in the Elementary School.
- f. Guidance in the Elementary School.
- g. Testing in the Elementary School.
- h. Consultant in School Buildings.
- i. Speech Correction.
- j. Teaching of Spelling and Grammar.
- k. Academic Records.
- l. Curriculum Specialization.

It is not presumed that the college has the facilities, offerings, or staff to support all of the areas that might be suggested by the applicants. Many, if not all, of the programs will cut across divisional and subdivisonal lines.

This new program will be regarded as a terminal one and the credits earned will not be transferable to the doctorate program; nor will admission to this program be regarded as an automatic admission to work on the doctorate.

Admission

1. The applicant for admission to this degree program will be required to present a statement of his objective in specializing, a summary of his educational experience, and complete certified transcripts of undergraduate and graduate study. Application blanks for admission are available in the Office of the Graduate School.

2. Upon the receipt of the above documents, the Director of the Graduate School will appoint a committee of at least two representatives of the possible instructional areas included in the proposed objective. This committee shall perform three functions:

- a. Decide whether the specialization interest of the applicant is acceptable and could be met by the college.
- b. Evaluate the applicant's qualifications for undertaking the proposed study.
- c. Outline a basic plan for the student's year of study course offerings, research, practicum, etc.

This committee's actions will be referred to and reviewed by the Director of the Graduate School who will invite the applicant to begin his work and will acquaint him with the proposed plan of study or notify him of the negative action and reasons therefor. An adviser will be appointed who will be chairman of the supervisory committee.

3. To be considered for this program, all applications and supporting transcripts must be submitted at least thirty days before

the beginning of the quarter or summer session in which the student plans to start his study.

4. Because of the necessity of having time to outline the basic plan of study, no applicant will be permitted to come in person and enroll in the Ed.S. degree program without having been approved and invited as stated above.

Prerequisite Requirements for Admission

1. The applicant must possess a master's degree.
2. The applicant must have 30 or more quarter hours in education and psychology.
3. The applicant must have an adequate academic background in the areas involved in his plan of specialization. If inadequate, the adviser and the supervising committee may require course work in addition to the requirements of the Ed.S. degree.
4. The applicant will be required to take the English Usage Tests which are required of all graduate students. Those students who do not make a creditable score (40th percentile or above), and who do not present an acceptable essay, may be discouraged from continuing work applicable to this degree.
5. The applicant must have an acceptable undergraduate and graduate scholastic average (B or better).
6. Two years of successful teaching experience is a prerequisite requirement for admission to work for the Specialist in Education degree.

Specific Requirements for Graduation

All the general requirements for a graduate degree heretofore mentioned in this bulletin apply to this plan. In addition the student shall:

1. Earn a minimum of 45 graduate quarter hours on the campus at Greeley. There will be no transfer of credit. Twenty-four quarter hours of the graduate credit, which will include the credit for the required practicum, shall be earned in courses open only to graduate students (courses numbered 300 or above).

Specialized interests of the student for which no regularly scheduled courses are available will be cared for through Individual studies (322), Practice in School Administration (345), Practicum (in areas other than administration) (301), and the required Practicum (401).

2. Enroll in the "400" course if he has not had the equivalent in his previous graduate work.

3. Present at least one practicum (401) representing his major interest and for which eight quarter hours of credit will be given. This required practicum shall be enrolled for in the first and second quarters in residence. A written plan for the required practicum shall be filed in the Office of the Graduate School by the end of the eighth week of the first quarter or summer session in

residence and must have been approved by the supervising committee.

Enrollments for the practicums or individual studies will not be permitted in the pre-session or in absentia.

At least two weeks before the end of the third quarter or session in residence, four typewritten copies of the report of the practical activity which has been approved by the student's adviser and the supervisory committee shall be filed in the Office of the Graduate School. The four copies will be bound. The original and first carbon copy will be placed in the library, the second carbon copy will be delivered to the faculty adviser, and the third carbon copy will be sent to the student. A binding fee of \$2.00 per copy will be charged. The reports become the property of the College. Any use of them for publication purposes must have the prior approval of the Director of the Graduate School. The report shall conform to the "English Style-Form Standards" of the college.

4. Be in residence for a minimum of one academic year, or three summer sessions of ten weeks, or four eight-week summer sessions.

5. Pass a written comprehensive examination over his specialty and his practicum, and meet such other final requirements as his committee may prescribe. This written examination, when approved, shall be filed with the student's records in the Office of the Graduate School at least ten days before the date of graduation. The adviser shall make all arrangements for this final examination.

6. Complete all requirements for the degree within a period of two academic years or five summer sessions.

7. Apply for graduation requirements not later than 30 days prior to the quarter or session in which the student expects to graduate.

Doctor of Education Degree

Prior to the fall of 1948, the program for the degree of Doctor of Education was exclusively one of alternating on-campus and off-campus activities and was considered as an in-service type of advanced professional education. The program was divided into two parts. One called for the pursuance of certain courses on the campus during the summer sessions. The other planned for practical research projects to be completed while the student was engaged in professional activities. The Graduate School will continue this in-service type of program and will make ample provision for an adequate doctoral program of courses during the summer session. Hereafter this exclusively summer program will be designated as Plan I.

Beginning with the fall quarter of 1948, students were permitted to register during the academic year for work applicable to

the doctorate provided there was an adequate number of course offerings and the student was approved for such work beforehand by the Director of the Graduate School. This plan of two academic years in residence will be designated as Plan II. Under this plan the research studies will be registered for as a part of the regular course load and will be completed on the campus.

Another program designated as Plan III requires residence for three summer sessions and one academic year. Under this plan the research study will be registered for as a part of the regular academic load and will be completed on the campus.

Admission • For admission to graduate courses applicable to the degree of Doctor of Education, the student must possess a master's degree from an acceptable graduate school, apply for admission and present certified transcripts of all previous academic credits at least thirty-days before registration. If these records do not show a high quality in past academic credits (B or better), the applicant may be denied admission. Sixty-four quarter hours in the fields of education and psychology are prerequisites for admission to courses applicable to the doctor's degree.

All students enrolled in courses leading to the doctor's degree are admitted on trial until the Graduate Council is able to determine their qualifications for admission to candidacy for the degree. No applicant will be permitted to come in person and expect to enroll in the Ed.D. program without having been approved and admission cleared as stated above.

Limitations on Enrollment for the Doctorate

1. The Graduate Council reserves the right to limit at any time the number of students permitted to enroll for work applicable to the doctorate.

2. It will be understood that the first summer session or regular quarter in residence is a trial session or quarter and that the Graduate Council has the right to discourage any student from continuing for the doctorate.

3. Students holding the A.B. and the A.M. degrees from Colorado State College of Education will not be permitted to register for this degree.

4. Members of the faculty of Colorado State College of Education are not permitted to earn the doctorate here except by special permission of the Graduate Council.

5. Two years of successful teaching experience is a prerequisite requirement for admission to work for the doctor's degree.

Course Program • Each student selects an area of specialization (major) in the field of education, and a supporting area (minor) in education. The research study will be in the area of the student's major.

In the first summer session in residence all students enrolled for courses leading to the doctor's degree must enroll for the course, "Introduction to Graduate Study" (Ed. 400), unless they

have already had its equivalent on the graduate level. In connection with the "400" course, English Usage Tests, an objective test in education and psychology and a written report will be required. All new students are required to take these two tests and present a written report even though they are not required to enroll for Ed. 400.

The written report should be of considerable length and should demonstrate the research techniques taught in the "400" course. This required report will be graded by the instructor of the "400" course and referred to the major professor for perusal only.

One-third of the work applicable to the doctor's degree must be in courses open only to graduate students (courses numbered 300 or above). Registration for the research study is not included in this requirement. Only graduate courses taught by members of the faculty with an earned doctor's degree will apply to the Ed.D.

A maximum of 24 quarter hours of graduate course credit may be taken outside the field of education provided the student enrolls in graduate courses taught by members of the faculty with the earned doctor's degree and that the plan for such work is approved jointly by the Director of the Graduate School and the major professor.

Majors: Educational Administration, Educational Psychology and Guidance, Elementary Education, Secondary Education.

Minors: All the above fields, Curriculum, Higher Education, Philosophy of Education.

General Program • By petition to and approval of the Director of the Graduate School the student may plan a general program in education in which he will select three areas in education and psychology instead of a major and a minor.

Research Studies • Normally one research study is required. The student may receive eighteen quarter hours of credit for the study. The student will pay the research fee at the time the outline of the study is presented. The research fee is in addition to the regular tuition fees.

The preliminary outline of the study shall be under the supervision of the major professor and a research and examining committee. This committee will consist of the major professor as chairman, a member of the faculty of the Division of Education representing the student's minor, a second member from the Division of Education, and one member who shall be the representative of the faculty and who is not a member of the Division of Education. Normally, this committee will be the student's committee throughout his work toward the doctorate. It will be appointed by the Director of the Graduate School and the major professor, both agreeing on the membership of the committee.

Upon the recommendation of the major professor, and with the approval of the Graduate Council, a candidate may write, in lieu of one research study, two studies for nine hours credit each.

At all times the Graduate Council reserves its prerogative of re-evaluating the research studies.

Candidacy for the Degree • To be eligible for formal admission to candidacy for the degree of Doctor of Education, the student shall have earned at least 36 quarter hours of resident graduate credit in the major and minor with better than a "B" average, shall have passed satisfactorily the comprehensive examination, shall have presented an approved outline for the research study, and shall have completed all classification requirements. As a part of the classification requirements, the Graduate Council may require the student to furnish records of acceptable scores on standardized intelligence tests.

Admission to candidacy will be based upon the evidence available: (1) from staff members with whom the student has studied on this campus; (2) from the official transcripts concerning the type and quality of the student's accomplishments in other institutions; (3) from the results of the comprehensive examination, the English Usage Tests, an objective test in education and psychology; and (4) an acceptable outline for the research study. Admission to candidacy will be by action of the Graduate Council upon recommendation of the student's major professor.

Time Requirements • The maximum time limit for earning the doctor's degree is eight summers for those enrolled only in the summer sessions. For those selecting the suggested year program, the time limit is five calendar years. In the event of a manifest hardship delay which exceeds the time limit, the candidate may petition the Graduate Council for an extension which may be granted under such provisions as determined by the Council.

Residence Requirements • The minimum residence time requirement for the degree of Doctor of Education is six regular summer sessions of full-time study, or their equivalent, for those enrolled only in the summer session. For those enrolled during the regular year, the minimum residence requirement will be six regular quarters of full-time study.

Registrations in the pre-session in a course open only to doctoral candidates will be counted as meeting this residence time requirement only when the student is enrolled in the summer session immediately following the pre-session.

Transfer of Credit • Transfer of credit to the extent of twelve quarter hours may be granted toward the doctorate, but in no case will this transfer of credit reduce the residence requirements as given above. Transfer of credit does not take place until the student has been admitted to candidacy for the degree and then only upon the authorization of the Director of the Graduate School. Any such transfer of credits will be subject to the following rules: (1) that it may be made an integral part of the student's total plan; (2) that it is of excellent quality; (3) that it was earned on the campus of an institution offering the doctor's degree and on the last

approved list of the Association of American Universities; (4) that it was earned within five years preceding the date of the student's admission to candidacy for the doctor's degree at Colorado State College of Education.

The Graduate Council reserves the right to suggest to doctoral students the advisability of earning twelve quarter hours of course work on the campus of another institution which was on the last approved list of the Association of American Universities and which offers the doctorate. Off-campus and extension classes will not be included in this suggestion and only those courses previously approved by the major professor, the research and examining committee, and the Director of the Graduate School will be applicable to the degree. The total number of hours earned away from the campus or any transfer cannot exceed twelve quarter hours.

Advisement ● Upon receipt of a statement of the prospective student's field of interest, the Director of the Graduate School will assign him to a member of the faculty, who will act as the major professor for the first quarter and with whom the student will register. This assignment will become permanent automatically unless the major professor or the student makes a written request for a change.

Responsibility of the Major Professor ● It shall be the responsibility of the major professor to advise the student as to the course program in the major and minors, research studies, and the examination.

Research Professor ● At the request of the major professor, a research professor may be appointed for directing a particular research study. When such an appointment is made, the research professor has all the responsibilities and the prerogatives of the major professor in regard to that particular research study.

Specific Requirements ● In addition to all the general requirements for a doctor's degree heretofore mentioned the student shall:

1. Earn a minimum of 90 quarter hours of graduate credit beyond the master's degree. Of this credit 24 hours must be in courses open only to graduate students.
2. Be in residence on the campus of Colorado State College of Education at least six full summer sessions, or two academic years or their equivalent.
3. Present one research study for which the student may receive 18 quarter hours of credit. This study fully approved must be filed in the Office of the Graduate School at least ten days before graduation.
4. Pass satisfactorily the following examinations in addition to the usual course examinations:
 - (a) Comprehensive examination in major and minor. This examination will take place normally after the student has successfully completed, with better than a "B" average, 36 quarter hours of full-time course work in both the major and

minor fields. The examination will be both written and oral and will be comprehensive in nature, covering both major and minor fields. It is the duty of the student to present a written request to the Office of the Graduate School for the examination. The major professor must approve in writing this request before any time will be set or the research and examining committee will be appointed. This committee will be appointed by the Director of the Graduate School and the major professor, both agreeing on the membership of the committee. This committee will consist of the major professor as chairman, a member of the faculty of the Division of Education representing the student's minor, a second member from the Division of Education, and one member who shall be the representative of the faculty and who is not a member of the Division of Education. Normally this committee will be the student's committee throughout his work toward the doctorate. The Director of the Graduate School will set the time for the examination. The written examination in the major will be given by the major professor and in the minor by the member of the Division of Education who regularly teaches courses in the minor and who is a member of the research and examining committee.

The written examinations will be given before the oral and will be available to all members of the research and examining committee prior to the oral examination and finally shall be filed in the student's folder in the Office of the Graduate School. The members of the research and examining committee will evaluate the written and oral examinations as follows:

(1) Satisfactory.

(2) Unsatisfactory with the privilege of additional examinations for which a fee will be charged. One quarter or summer session must intervene before the examination may be given again.

(3) Failure.

In case of failure the student will have eliminated himself from further work applicable to the doctorate and may not present himself for further examinations.

(b) Oral examinations in defense of the research study. When a student has satisfied his research and examining committee that he has completed a research study in a satisfactory manner and in accord with the "English Style-Form Standards" of the college, he shall defend his research in an oral examination before his research and examining committee. *The research study shall be complete in every detail and ready for the final typewritten copies to be made before the student or the major professor may ask the Director of the Graduate School to set the date for the oral examination.* A vita is required for each copy of the research study.

5. Pay \$40 for the publication of each research study. The research study is microfilmed and a 1500-word abstract of the study is lithoprinted. For the purpose of publication the student files in the Office of the Graduate School two extra copies of the abstract of each study. This abstract cannot be more than 1500 words and must include a vita. These are in addition to the copies

of the abstract which are bound with the typewritten copies of the research studies. The student receives 150 copies of the lithoprinted abstract and a copy of the annual volume of all abstracts submitted during the year.

6. Pay \$2 per copy for the binding of each research study. At least four copies of each research study, including an abstract in each study, are required to be bound. These copies become the property of the college. After being bound, the original ribbon copy and the first carbon copy are filed in the college library, while the third copy is delivered to the student's major professor. Any use of the study for publication purposes must have the approval of the Director of the Graduate School prior to publication.

7. Apply for final graduation requirements not later than 30 days prior to the session or quarter in residence in which the student expects to graduate.

Expenses

Quarterly Tuition and Fees

Fall, Winter and Spring Quarters

REQUIRED OF ALL STUDENTS enrolled for programs of 6 credit hours and above.

	<i>In-State Students Each Quarter</i>	<i>Out-of-State Students* Each Quarter</i>
Tuition - - - - -	\$27.50	\$52.50
Registration Fee - - - - -	3.50	3.50
College Service Fee - - - - -	9.25	9.25
Associated Students' Fee** - - - - -	10.00	10.00
	\$50.25	\$75.25

Required tuition and fees for the academic year—fall, winter and spring quarters—for in-state students total \$150.75 and for out-of-state students, \$225.75. Tuition for limited programs for one through six hours are charged at the rate of \$4.00 per credit hour and fees listed above are assessed thereon. The College Service Fee includes a Health Fee of \$3.25.

Courses audited bear the same tuition rate as those taken for credit but no accompanying fees are charged. An audited course can never be converted into one carried for credit.

*Out-of-state status is determined in accordance with rulings established by the Board of Trustees and reviewed by a college committee. The decisions of the committee are final. Declarations of intent to be or become a resident of Colorado have no bearing on the status conferred on the student to whom the out-of-state fee applies.

**This fee entitles the student to Associated Students identification card or a quarterly validation of an existing card. The charge finances attendance at athletic events, concerts, and college plays, and provides a subscription to the Mirror (student newspaper) and the Cache La Poudre (student annual).

Incidental Tuition and Fees

These are applicable each quarter in the terms of individual registrations:

Late registration (assessed for enrollment permitted after the scheduled hours of registration any quarter) - - - - -	\$ 5.00
Special examination (assessed when permission is granted to take an examination at a time other than the hour scheduled) - - - - -	2.00
Late application for degree - - - - -	2.00
Change of program (assessed for each program change permitted after an announced grace period) - - - - -	1.00
Extension of credit	
Tuition and fees - - - - -	1.00
Board and room by installments, as arranged - - - - -	1.50
(Tuition and fees, charges for board and room or apartment rentals are payable at registration in every quarter. For just cause, postponements may be arranged on application)	
Credit by examination	
Test - - - - -	2.00
Credit entitlement by examination, each credit hour - - - - -	4.00
Tuition for on-campus limited course programs (registration for credit or audit one through six hours) per credit hour - - - - -	4.00
Tuition for correspondence course study, per credit hour - - - - -	4.00
Tuition for group instruction (residence credit earned in the off-campus teaching centers) per credit hour - - - - -	4.50

Fees Added for Graduate Study

Candidates for advanced degrees enrolled for a Plan A thesis for the Master of Arts or a practicum for the Specialist in Education are assessed tuition at rates based on the number of credit hours for which the study is assigned.

Doctoral Research Study (assessed in three installments of \$30.00 each for three quarters during the progress of the study) - - - - -	\$90.00
Publication, Doctoral Research Study (payable when the study has been defended and approved) - - - - -	40.00
Binding Master's thesis, Practicum or Doctoral Research Study (4 copies required) per copy \$2.00 - - - - -	8.00
Remedial Writing Laboratory (required of a student assigned to the laboratory following tests) - - - - -	10.00
Advanced Test in Education and Psychology (for Doctoral Students)	3.00

Policy on Refunds

Partial refunds of tuition or fees on withdrawal are made under Board of Trustees' rulings as follows:

Fall, winter, or spring quarters—

1. Within the first week following registration—all tuition, no fees.
2. Within the second week following registration—three-fourths of the tuition, no fees.
3. Within the third week following registration—one-half of the tuition, no fees.
4. Within the fourth week following registration—one-fourth tuition, no fees.

Summer Sessions

1. Pre-session course, no refund after attending the first session of class.
2. Within the first week of the eight weeks' regular session, three-fourths tuition, no fees.
3. Within the second week, regular session, one-half tuition, no fees.
4. Within the third week, regular session, one-fourth tuition, no fees.

Consult the residence halls' lease for terms covering refunds on board and room. Due to possible fluctuation in food prices or the cost of service, the Board of Trustees reserves the right to alter residence halls charges on thirty days notice prior to the registration date for any college quarter.

Fees for College Residence Halls**Fall, Winter and Springs Quarters**

	<i>Per Quarter</i>	
	<i>Minimum</i>	<i>Maximum</i>
Board and Room		
Men's residence halls - - - - -	\$173.00	\$179.00
Women's residence halls - - - - -	159.00	173.00
Board (limited to students not resident in college halls, 14 meals per week, excluding breakfasts) - -	115.00	115.00
Rooms, college-owned fraternity or sorority houses (restricted to organization members) - - - - -	42.50	47.50
	<i>Per Month</i>	
Apartments, Jackson Village (rentals restricted to married students) - - - - -	31.00	43.00

Students are expected to provide their own personal linens and towels. For those wishing such service the college will furnish and launder college-owned sheets, pillowcases and blankets at a charge of \$5.00 per person per quarter. Applications for rooms should be addressed to the Housing Office, Department of Student Personnel. To confirm a reservation a \$15.00 deposit must be advanced by the student. If the student desires to cancel a reservation \$5.00 will be refunded if notification is given at least twenty days prior to the quarter for which accommodations have been reserved. After the student enters a residence the deposit will be held to his credit as a protection against penalty charges and property damage. On withdrawal of the student the deposit, less any deductions assessed, will be returned. If the academic year's contract is broken during or at the close of any quarter \$10.00 of the deposit shall be forfeited.

Summer Session Tuition and Fees

<i>Credit for which Registered</i>	<i>In-State Student</i>	<i>Out-of-State Student</i>
1-3	\$16.50	\$21.50
4	22.00	27.00
5-8	35.00	50.00
9-12	40.00	65.00

During summer sessions a Registration Fee (\$3.50) and College Service Fee (\$6.00) are assessed on all programs of five or more credit hours of enrollment.

All other fees applicable in the fall, winter, and spring quarters of the regular academic year listed in this section apply to summer session enrollments except to Associated Students' Fee.

By obtaining visitors' cards at the Business Office, wives of regularly enrolled summer session students may attend certain classes without cost if no credit is desired. Laboratory and ticketed courses are always excluded from visitors' card privileges.

Fees for College Residence Halls

Summer Sessions	<i>Pre-Session (2 weeks)</i>	<i>Regular Session (8 weeks)</i>	
		<i>Minimum</i>	<i>Maximum</i>
Board and Room			
Men's residence halls - - - - -	\$33.00	\$134.00	\$138.00
Women's residence halls - - - - -	33.00	124.00	138.00
Board only (limited to students not resident in college halls, 14 meals per week, excluding breakfasts) - - - - -		85.00	85.00
Rooms, college-owned houses			
Single person - - - - -	10.00	37.50	42.50
Married couples (rate for 2 persons) - - - - -		90.00	110.00

Incidental Fees, Graduate Study Fees, Tuition for Individual Music Instruction, assessable in the regular academic year, are also applicable to the summer session. Individual fee rates for music instruction may be obtained by writing to the Division of Music.

