



Handbook for Graduate Program Directors & Coordinators

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SECTION 1: INTRODUCTION

On behalf of the School of Graduate Studies (SoGS), thank you for your willingness to serve as a Graduate Program Director/Coordinator. The information in this manual will provide you with an overview of your duties and responsibilities, define and outline academic processes, identify the resources necessary to complete most objectives, and offer aid to assist you in your role as a program director/coordinator. Your most important resources are, your fellow program directors/coordinators, your department head, your academic dean, the academic catalog, the School of Graduate Studies' *Faculty Resources* webpage (<https://www.clayton.edu/graduate/faculty-resources>), *SoGS Procedures* OneDrive file, and your program's faculty and staff. Please do not hesitate to contact the SoGS with any questions or comments. This handbook is a "living" document, which means the information included is dynamic and may change. Please ensure you are utilizing the most recent version.

Note: *The information in this handbook is not specific to any one college or program. Therefore, program directors/coordinators must check with the individual guidelines and requirements of their college and/or program.*

SECTION 2: DUTIES AND RESPONSIBILITIES

As a Program Director/Coordinator, you have a critical role to play as a leader, advisor, recruiter, facilitator and manager, and mentor to graduate students. Your students will look to you to help navigate their course requirements, register for classes, understand services offered by Clayton State University (CSU), assist in making career and academic decisions, notify them of upcoming deadlines, and answer specific questions regarding staying on track for graduation.

Another important activity of a Program Director/Coordinator is to collaborate with department chairs or other appropriate administrators to identify qualified faculty to participate in graduate education at CSU. This means you have responsibility for facilitating the graduate faculty application and renewal process and helping graduate faculty understand what it means to be an effective graduate member at CSU.

Program Directors/Coordinators are required to serve on the Graduate Affairs Committee (GAC), and periodically on GAC Ad Hoc and/or sub-committees. The GAC meets every month to approve, and/or discuss, graduate faculty applications, graduate course changes and proposals, graduate policies and procedures, and other items to ensure the School of Graduate Studies (SoGS) operates in the highest of educational standards. Program Directors/Coordinators are expected to attend every GAC meeting. If you are unable to attend, please select a proxy to vote on your behalf and notify the SoGS of your planned absence and proxy by email to schoolofgradstudies@clayton.edu.

A complete list of the roles and responsibilities for Program Directors/Coordinators are included below. Program Directors/Coordinators must also fulfill any additional duties and responsibilities outlined by their college or program.

2.1 ROLES AND RESPONSIBILITIES FOR GRADUATE PROGRAM DIRECTORS/COORDINATORS

Leadership

- Maintain academic integrity and excellence in graduate degree programs
- Serve as liaison between the graduate program, the college, and the School of Graduate Studies
- Serve and participate as member of Graduate Affairs Committee (GAC) and present concerns and topics for discussion
- Facilitate discussion among faculty on program needs and development
- Engage in continuous, relevant, and timely review and improvement of program's learning outcomes and curriculum
- Complete annual progress reports for program and student learning outcomes
- Participate in annual and comprehensive academic program assessment and review
- Collaborate with other Graduate Program Directors to identify opportunities of interdisciplinary benefit (i.e., joint programs, cross-disciplinary courses, etc.)
- Making recommendations and facilitating the hiring of graduate assistants
- Keeps graduate students and faculty informed of current deadline dates and policies of the School of Graduate Studies
- Ensuring departmental approval and facilitating appropriate documentation of requested exceptions to University and SoGS policy
- Making students aware of student grievance and appeals process and ensuring students obtain due process regarding academic program matters•

Advisement

- Monitor and maintain the progress of enrolled students and, in collaboration with Graduate Enrollment Services, identify and/or maintain relevant program files on prospective and past students
- Monitor and facilitate re-registration of enrolled students each semester
- Serve as academic advisor and/or ensure students have identified program advisor who advises students on choices in concentrations, major and elective courses, and prospective career paths
- Oversight of the review and approval of graduate thesis/capstone projects and/or internship/practicum requirements and notification to the School of Graduate Studies of results of comprehensive/exit examinations, theses defenses, and completion of capstone projects

- Audit the student's program of study via DegreeWorks (DW); Work with SoGS in delineation of transfer credit

Recruitment

- Collaborate with Graduate Enrollment Services to review internal and external program enrollment trends to develop, execute, and revise (when necessary) program recruitments plans to assist in the recruitment and admission of a diverse group of graduate students who meet published program requirements; Engage with and review (if necessary) prospective students' qualifications
- Collaborate with Graduate Enrollment Services to review internal and external program enrollment trends and make necessary adjustments to recruitment plans
- Monitor and develop plans to address reductions (if necessary) in program's adherence to USG productivity expectations
- Attend and lead any graduate Open House events and participate in other graduate school-related internal and external recruitment events (If a Graduate Director is unavailable, they will identify an appropriate substitute)
- Participate in Alumni events and receptions and collaborate with Alumni Relations to track program alumni activities
- Keep program website up to date

Admissions

- Review admissions applications and work with graduate program faculty to make admissions decisions
- Communicate the program's admissions recommendations to Graduate Enrollment Services
- Contact accepted students to welcome them to the program and provide overview of expectations
- Collaborate with Graduate Enrollment Services and SoGS to plan and implement on campus and/or virtual orientations each semester for new students
- Facilitate and monitor registration of accepted and returning students by the registration deadline

Faculty and Curriculum

- Model and encourage excellence in scholarship and teaching
- Collaborate with department chair or other appropriate administrator to identify qualified faculty and facilitate the application and renewal of qualified faculty to the Graduate Faculty
- Collaborate with department chair or other appropriate administrator and program faculty to ensure appropriate teaching assignments

- Work with department chair and program faculty to ensure scheduling of appropriate courses and faculty to facilitate successful and timely matriculation through the program curriculum
- Collaborate with faculty in the development of new courses and modification of existing courses and submission through the graduate curriculum review process
- Complete annual review and revision of academic catalog related to program by identified deadlines
- Determine the needs of the program with regards to the scheduling of courses in the program and the number of sections required
- Identify appropriate teaching space(s) and modalities for specific courses and ensure the department/college in which the program resides maintain necessary equipment, materials, etc. for teaching curriculum

2.2: CLAYTON STATE SYSTEMS AND APPLICATIONS

As Program Directors/Coordinators, you will need to be familiar and comfortable working with a variety of CSU systems and applications. Although not comprehensive, below is a list of some of the most commonly utilized systems and applications used in graduate education at CSU:

Adobe Acrobat DC for creating, editing, and signing pdfs

[DegreeWorks](#) for student degree planning, tracking, and auditing

[Desire 2 Learn](#) for student past and current courses

[Duck](#) for student registration, payments, grades, holds, and other academic items

[Metabase](#) for reports and analytics (formally used through WebEaas)

[Microsoft Teams](#) for virtual meetings

OneDrive and SharePoint for shared CSU files

Outlook for emails and calendar schedules

Polly for real-time polling in MS Teams

[Qualtrics](#) for creating and taking surveys

[Swan](#) for easier access to CSU applications

SECTION 3: GRADUATE ADMISSIONS

Graduate Enrollment Services (<https://www.clayton.edu/graduate/apply/>) is responsible for processing all applications for admission to the School of Graduate Studies (SoGS). Graduate Program Directors/Coordinators must review all application documents before

an admission recommendation can be made. Program Directors/Coordinators are charged with processing and evaluating admission applications and communicating to Graduate Enrollment Services their recommendations on student admission applications. Formal admission decisions on all applications to the university's graduate programs are rendered by the School of Graduate Studies.

Admission requirements are outlined by each program and college.

Please see [Application Deadlines - Clayton State University](#) for application deadlines.

3.1: INTERNATIONAL AND 62 AND OLDER GRADUATE STUDENTS

International Students: International students must meet basic admission requirements for their classification and may have additional requirements based on visa type and educational history.

Applicants to Clayton State University are classified "international" if they meet any of the following criteria;

- Students who are currently in the U.S. on an F-1 (student) visa.
- Students who are currently living outside the U.S. and will require an F-1 visa to study in the United States.
- Students who are currently in the U.S. on any other class of non-immigrant visa.
- Students who are in the process of applying for Permanent Residency status but have not yet received the Permanent Residency card.
- Students who have been educated outside of the U.S.

International students must meet and maintain certain requirements to be admitted and continue their enrollment at CSU.

For more information, please visit:

<https://www.clayton.edu/admissions/international/requirements>

62 And Older Students: Georgia citizens **62 years of age and older** are eligible to attend Clayton State without having to pay course and student fees. Note: The application fee is required. This special program is open on a space-available basis.

Interested applicants must:

- Meet all regular admission requirements to the University
- Be a Georgia resident
- Present proof of age
- Complete and submit the [Senior Citizen Waiver](#)

For more information, please visit:

<https://www.clayton.edu/admissions/undergraduate-admissions/apply/adult-non-traditional>

3.2: GRADUATE STUDENTS' ENROLLMENT STATUS

Full-Time Graduate Student: To be classified as full-time students, graduate students must carry a minimum of nine (9) semester hours in fall and spring and a minimum of six (6) hours in summer.

Half-Time Graduate Student: Graduate students with half-time enrollment carry a minimum of five (5) credit hours in any semester. Half-time graduate students may be in jeopardy of:

- losing insurance coverage under his or her parent/ guardian's or personal insurance policy;
- being out of compliance with the Department of Homeland Security if enrolled at Clayton State University on a student visa;
- being placed on a loan repayment schedule by a lender or guarantor if the student is the recipient of federal financial aid; and/or
- losing a scholarship if the guidelines for receiving the scholarship require full-time enrollment.

Online Students: Students who are enrolled in 100% online graduate programs (as approved by the USG) are classified as remote only students and are not subjected to the same fees as on-campus students. Online students cannot register for in-class courses but can access Clayton State Services such as the HUB, Counseling and Psychological Services, Career Services, and more. For more information for online learning, visit: <https://www.clayton.edu/academics/online-learning>

Note: Students enrolled in on-campus and/or hybrid graduate programs meet on campus for their courses.

Non-Degree Admission: Non-Degree Status is provided for students who wish to take a limited number of graduate courses (typically not more than two) that relate to their academic or professional backgrounds but do not lead to an advanced degree. A student seeking admission to Non-Degree Status should submit completed application forms, application fee, transcripts from all colleges or universities attended, and a list of courses he or she wishes to take. A student is admitted to this status at the option of the department concerned and when adequate resources are available. Graduate Program Director should consult with applicants seeking Non-Degree Status to inform them about any additional requirements or policies that pertain to non-degree admission. Admission to Non-Degree Status does not warrant or secure admission to any degree program. Some departments do not accept non-degree students. Students should be informed that they can be subsequently accepted to a graduate degree program at Clayton State, courses taken at Non-Degree Status may not count towards the degree program requirements.

Transient Admission: A graduate student in good academic standing at another college or university may apply for admission and enrollment as a transient student at Clayton State University. Transient status is usually limited to one term at a time, and enrollment is subject to specific requirements and conditions. Students seeking Transient status must complete the [Transient Authorization Request](#) form.

Students attending CSU who wish to take a class at another institution are considered Cross Registered.

For more information on Transient Admissions, check [Cross Registration](#).

3.3: ADMISSION CHANGES FOR CURRENTLY ENROLLED STUDENTS

To Change Classification or Apply to a Different Degree Program

Students who wish to change their classification (Degree Seeking to Non-Degree Seeking or vice versa), or to change from one Program or College to another, must apply for admission consistent with their enrollment intention. The student must submit a new application for admission and a \$50 application fee.

To Change Concentrations in Same Degree Program After Admission

Graduate Program Directors/Coordinators must discuss the degree requirements and new pathways to graduation with the students who wish to change their concentration in the same degree program. If the change is approved the Program Director/Coordinator updates the student's record in Banner to reflect the new approved concentration.

3.3: Bachelor's/Master's/4+1 Program Policies & Procedures

The following is meant to serve as a comprehensive guide to the implementation, tracking, monitoring, and management of Clayton State students approved to matriculate in any combined bachelor's/master's degree programs. This guide is intended as a procedural reference for graduate program directors/coordinators.

Step One: Once a student(s) self-identifies or is identified as interested in the combined degree program, the student is expected to coordinate and work with the student's undergraduate advisor, the Chair of the Department, and the Graduate Program Director/Coordinator of the graduate program to develop and organize a five-year plan of study. This process should begin as early in the student's undergraduate matriculation as possible, preferably in their first or second year of study at Clayton State. Students should continue to complete core and major requirements under the guidance of both their advisor and Chair of the Department. The Chair of the Department or Graduate Program Director/Coordinator should provide the student with the [Declaration of Intent & Plan of Study](#) form.

Step Two: During the student's third year (or after completion of 60 credit hours), the student should complete a [Declaration of Intent and Plan of Study](#) form. The School of Graduate Studies recommends a minimum of a 3.0 cumulative undergraduate grade point average for acceptance in any combined degree program. Note: Students are required to meet with a Financial Aid Counselor to discuss potential implications of matriculation in a combined degree program prior to receiving acceptance into a program.

Step Three: Once the completed **Declaration of Intent & Plan of Study** is submitted to the School of Graduate Studies, the Chair of the Department or Graduate Program

Director/Coordinator must change the student's program code in Banner. You can find instructions in the "[DW Directions Add Change Concentration Catalog Year](#)" document.

Step Four: Once the student has been accepted into a combined degree program and their program code has been changed in Banner, they can begin executing the Plan of Study approved by the Chair of the Department & Graduate Program Director/Coordinator. In order to enroll in a limited number of graduate credit hours (determined by the number of credit hours in the graduate degree), the student must submit an Application for Admission of an Undergraduate to take a Graduate Course form (<https://www.clayton.edu/graduate/docs/undergraduate-grad-course-fillable.pdf>) for any graduate courses in which the student plans to enroll.

Step Five: Students should be completing the course requirements for their undergraduate degree/major. Simultaneously, they will also take the first of their graduate program courses. Prior to completion of their undergraduate degree and by the identified deadline set by Graduate Enrollment Services and/or the graduate program in which the student is seeking acceptance (<https://www.clayton.edu/graduate/apply/application-deadlines>), the student must apply for admissions to the School of Graduate Studies.

Ongoing Tracking & Monitoring: Department Chairs and/or Graduate Program Directors/Coordinators are required to track and monitor the progress of students accepted into combined degree programs. This includes, but is not limited to, monitoring academic progress each semester to ensure student is making satisfactory academic progress in both their undergraduate major and the graduate courses in which they are enrolled.

SECTION 4: GRADUATE READMISSIONS

Students desiring re-admittance to the SoGS must have been previously enrolled as a graduate student in credit classes at CSU and:

- Not enrolled in classes within the last three (3) semesters;
- Attended any other college or university during their absence;
- Were a prior transient student seeking another transient term at CSU; and/or
- Were placed on academic suspension or dismissal during their last semester at CSU.

For more information on readmission deadlines, materials and forms please check with Graduate Enrollment Services.

Graduate students applying for general readmission to the Graduate Studies program, must complete a [Graduate Studies Readmission form](#). Note: This form is not for graduate students applying for reinstatement after academic suspension or readmittance after academic dismissal (see sections below).

4.1: REINSTATEMENT AFTER SUSPENSION

Students on academic suspension must sit out for one (1) semester before reinstatement. These students are eligible for reinstatement and do not need to reapply into their program.

For reinstatement, suspended students must contact Graduate Enrollment Services and submit a Remediation Plan for future academic success ([Student Remediation Plan](#)). This plan should be developed in collaboration with and reviewed by the student's Graduate Director/Coordinator.

The Graduate Program Director/Coordinator of the program, in which the student is seeking reinstatement, and the School of Graduate Studies will evaluate the remediation plan to decide on reinstatement. All information should be submitted by the admission deadline for the semester in which the student seeks to resume coursework.

For details regarding academic suspension and academic progression see Section 5.

4.2: READMISSION AFTER DISMISSAL

Students seeking readmission to CSU after academic dismissal must complete the [readmission appeal process](#) in its entirety. Appeals will **only** be considered after the student sits out for one calendar year.

For details regarding academic dismissal and academic progression see Section 5.

For readmission appeal guidelines see Section 6.

SECTION 5: ACADEMIC PROGRESS

Program Directors/Coordinators are expected to assist students in assessing their academic progress each semester, and to monitor progress towards completion of graduation requirements. Program Directors /Coordinators are expected to:

- meet regularly with graduate students to review academic progress, program plan and continuing enrollments;
- remind students to review academic policies and procedures described in the current Catalog as well as in applicable Departmental Student Handbooks, know basic University, school or college, and departmental admission, progression and graduation requirements in their chosen programs so they may plan completion of these requirements; and
- ensure student records are accurate including, DegreeWorks, a tentative degree plan, transfer credit requests, and course substitutions (when applicable) until graduation, and other files required by the College/Program.

5.1: GRADUATE STUDENT ACADEMIC STANDING

Good Academic Standing

Graduate students are expected to maintain Good Academic Standing throughout their matriculation in their graduate program. Good Academic Standing at Clayton State University is defined as a minimum institutional graduate GPA of 3.0.

Academic Probation

Graduate students whose institutional GPA falls below the minimum acceptable GPA of 3.0 are placed on Academic Probation. Students on Academic Probation are restricted to taking six (6) credit hours or less for a minimum of one semester and until the institutional GPA is raised to a minimum of 3.0. Graduate Program

Directors/Coordinators are expected to assist students with their continuation in their graduate program. Graduate Program Director/Coordinators are expected to work with students on probation to develop a remediation plan for continuing in graduate school. International students who fall below an institutional GPA of 3.0 risk losing their F-1 or J-1 active immigration status.

Students who are on Academic Probation who earn a term GPA of 3.0 or higher and raise their institutional GPA to a 3.0 or higher will return to Good Academic Standing.

Students who are on Academic Probation whose term GPA is 3.0 or higher, but whose institutional GPA remains below 3.0, will remain on Academic Probation.

Students who are on Academic Probation who earn a term and institutional GPA below 3.0 will be placed on Academic Suspension and excluded for one term (see Academic Suspension below).

Academic Suspension

Graduate students who are on Academic Probation and earn a term and institutional GPA that are below 3.0 are placed on Academic Suspension. Academic Suspension bars students from enrolling for one semester. Graduate Program

Directors/Coordinators are required to consult with their suspended students to develop a concrete remediation plan for academic success upon reinstatement.

Academic Dismissal

Graduate students will be dismissed from graduate studies when they have been suspended previously and in any subsequent term, their term and institutional GPAs are both below 3.0.

Note: Graduate students seeking to apply to a different program must first regain Good Academic Standing (i.e., by retaking and replacing unsatisfactory grades in prior courses) before submitting a new Graduate Admissions Application to Graduate Enrollment Services.

5.2: EXPECTATIONS FOLLOWING REINSTATEMENT AFTER SUSPENSION

Students who are reinstated will be on *Academic Probation*, will be restricted to six (6) credit hours, and must continue to maintain a minimum term GPA of 3.0 until they

achieve *Good Academic Standing*. For those reinstated, in consultation with their Graduate Program Director/Coordinator, the Dean of the School of Graduate Studies may impose additional restrictions such as, students may be required to enroll in specific courses, and/or participate in structured academic support programs.

Graduate students who are on *Academic Suspension* who seek to apply to a different program must first regain Good Academic Standing (i.e., by retaking and replacing unsatisfactory grades in prior courses) before submitting a new graduate admissions application to Graduate Enrollment Services.

5.3: EXPECTATIONS FOLLOWING READMITTANCE AFTER DISMISSAL

Students who are readmitted will be on *Academic Probation*, will be restricted to six (6) credit hours, and must continue to maintain a minimum term GPA of 3.0 until they achieve Good Academic Standing. For those readmitted, in consultation with their Graduate Program Director, the Dean of the School of Graduate Studies may impose additional restrictions such as, students may be required to enroll in specific courses, and/or participate in structured academic support programs.

5.4: PROGRAM SPECIFIC PROGRESSION AND DISMISSAL POLICIES

Individual graduate programs may have additional academic progression and dismissal policies. Check the Academic Policies' [Graduate Student Handbook](#) webpage for your program's student handbook.

SECTION 6: GRADUATE APPEALS PROCESS

Academic Appeals

Graduate students will seek an academic appeal when they wish to have decisions relating to their academic progress or award reviewed. Prior to filing an appeal students should attempt to have an informal resolution by interacting directly with the individual(s) involved (e.g., faculty member, program director, etc.). Graduate Student Academic Appeals Categories are as follows:

Grade Appeals

Transfer of Graduate Credit Appeals

Hardship Withdrawal Appeals

Academic Dismissal Appeals

Reinstatement/Readmission following Academic Dismissal Appeals

If resolution is not achieved through informal interaction, graduate students should proceed with the appeals process by these procedures:

1. Direct the complaint, verbally or in writing, to the Program Director/Coordinator and/or the Department Chair
2. The Program Director/Coordinator or Department Chair will attempt to facilitate resolution between the parties.

3. If resolution is not achieved through the initial intervention of the Program Director/Coordinator and/or Department Chair, the matter can be directed as follows:
 - a. The student must present a formal written complaint using the [Graduate Student Appeal form](#), with any relevant documentation to the dean of the College/School of the academic department (or designee) and any other documentation as required by the college/school.
 - b. The Dean of the College/School (i.e., College of Arts & Sciences, College of Business, College of Health, or College of Information & Mathematical Sciences) of the academic department (or designee) will provide a resolution to the issue in writing to the student.
4. If the student is not satisfied with the resolution of the issue, they have the right to appeal the decision to the Dean of the School of Graduate Studies as designee in the Office of the Provost and Vice President of Academic Affairs. All appeals must be initiated within 30 days of the last appeal denial. Appeals and supporting documents can be sent electronically to: schoolofgradstudies@clayton.edu.

Readmission Appeals

Students seeking readmission to CSU after an academic dismissal must complete the appeal process in its entirety. Appeals will be considered **only** if the student sat out from CSU for the required length of time. Students on academic dismissal must sit out one calendar year.

All documents must be received by the application deadline for the semester for which readmission is sought. Incomplete appeal packets **will not** be reviewed. If the student misses the published deadline, they will need to submit an application and appeal for the next available term.

For the full Readmission Appeal policy and forms, please ask Graduate Enrollment Services.

SECTION 7: REGISTRAR POLICIES AND FORMS

Transfer of Graduate Credits: Transfer credit allows graduate students to utilize credit from a different institution towards a current degree program at CSU. Transfer credits will be limited to a maximum of six (6) semester hours in degree programs requiring 39 or less of total credit hours of coursework. Programs requiring more than 39 hours of course work may allow up to nine (9) credits to transfer. An [Application for Transfer of Graduate Credit](#) must be completed by *no later than the end of the first semester of attendance at CSU*.

Click the link for the full [Transfer Credit policy](#).

Course Substitutions (Course Subs): Course Substitutions are used to substitute one course for a different course, typically similar in content. Program

Directors/Coordinators must electronically submit the [Course Substitution Request Form](#).

Course Overload Request: Students in all programs may schedule up to twelve (12) hours of course credit per full term semester and up to nine (9) hours of course credit per short term semester without special permission. Students are not allowed to exceed fifteen (15) cumulative course credit hours per semester. A student who wishes to register for a course load exceeding the maximum permitted load in must submit a [Course Overload form](#) to their Program Director for approval by the Dean of the School of Graduate Studies. A student must have been at Clayton State University for at least one semester and have achieved an overall B (GPA 3.0) average before an overload request will be considered, although the Graduate Dean may make exceptions in special circumstances.

Use of Graduate Credit for Two Graduate Degrees/Certificates: Any graduate student wishing to receive a second or subsequent graduate degree/certificate must outline the graduate credit requested to fulfill both first and second graduate degrees/certificates. Students and their Program Directors/Coordinators must outline their course progression, for the second degree in a Curriculum Map (e.g. DegreeWorks). Curriculum Maps should be attached to the [Request for Use of Graduate Credit for Two Graduate Degrees/Certificates](#) form. Requests are due by *no later than the first semester of enrollment.*

For the full policy on earning Two Graduate Degrees/Certificates, see: <https://catalog.clayton.edu/graduation-requirements/graduate-graduation-requirements/other-graduate-graduationrequirements/>

Catalog Change: Graduate students must normally satisfy the curricular degree requirements of the catalog in effect at the time they enter CSU. In some circumstances, revisions may be required to provide more effective curriculum. Graduate Program Directors/Coordinators and the School of Graduate Studies must approve the [Request To Change Catalog Year form](#) for students choosing to satisfy requirements of a **later catalog**. The completed form must be submitted to schoolofgradstudies@clayton.edu by **no later than the first day of classes of any given term.**

SECTION 8: COURSE REPEAT POLICY

Program Directors/Coordinators must ensure their students understand the Course Repeat Policy. A graduate student can repeat a course and replace the grade in the course. All course attempts are recorded on the transcript, but only the most recent attempt for credit will count toward fulfillment of the graduate degree program and be included in the institutional GPA. This policy provides an opportunity for a student to raise their GPA by re-taking a course and earning a higher grade, but students must be aware that the most recent grade will count even if it is lower. Courses in which a grade that is less than C (i.e., D, F, WF, or U) is earned will not count toward the fulfillment of the respective degree requirements. Apart from a grade of U, grades less than C will also count for GPA calculation purposes.

SECTION 9: GRADUATE CURRICULUM REVIEW PROCESS

New Program/Concentration Proposals

1. Upon approval of department, college dean, and college graduate curriculum committee*, the college dean or their representative submits the proposal as a memo to Graduate Affairs Committee (GAC) for review and approval. Simultaneously, the designated initiator (i.e., whomever in the department is responsible for submitting changes at the graduate level for a course/program) submits a new program/concentration form in the CourseLeaf system.

*It is highly recommended that prior to initiating the approval process, colleges/departments consult with VPAA to ensure viability and support for new proposals.

2. Upon approval by the GAC, the proposal will be approved by the School of Graduate Studies (SoGS)/Vice-President of Academic Affairs (VPAA) in the CourseLeaf system and routed to the Office of the Registrar.
3. Upon approval, the Faculty Senate representative(s) will inform Faculty Senate.
4. The Board of Regents must approve all new program proposals.
5. Once the Board of Regents has approved the new program/degree proposal and after departments/programs receive the final approval from the Dean of SoGS, the Banner Code Request_Major_Minor_Concentration form (see #10 below) must be completed and submitted to the Office of the Registrar.

New Course Proposals/Modification of Existing Courses

1. Upon approval of department, college dean, and college graduate curriculum committee, submit proposal(s) as memos electronically to VPAA/SoGS. Simultaneously, the designated initiator (i.e., whomever in the department is responsible for submitting changes at the graduate level for a course/program) submits a new course/modification form in the CourseLeaf system.
2. College Dean will route approved BAF to Graduate Curriculum Committee for review and approval.
3. Upon approval by GAC, the approved course/modification proposal in the CourseLeaf system will be approved by SoGS/VPAA and routed to the Office of the Registrar.
4. After departments/programs receive the final approval from the Dean of SoGS, the Banner Code Request_Major_Minor_Concentration form (see #10 below) must be completed and submitted to the Office of the Registrar.

SECTION 10: REQUEST FOR NEW DEGREE/CONCETRATION BANNER CODE

After departments/programs receive the GAC approval from the Dean of SoGS, the Banner Code [Request Major Minor Concentration](#) form (pictured below) must be completed and sent to the Registrar. This form can be found in the School of Graduate Studies' SoGS Procedures OneDrive file.

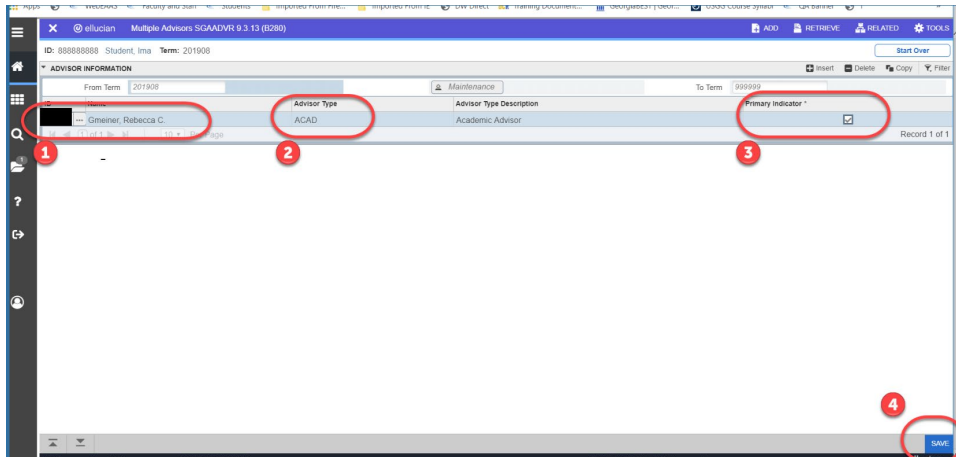
Request for New Major, Minor, or Concentration Banner Code		
This form will be used to create or inactive Banner codes for majors, minors, and concentrations. Please provide the applicable information below and forward to Academic Affairs.		
College:		
<input type="checkbox"/> College of Arts and Sciences		<input type="checkbox"/> College of Health
<input type="checkbox"/> College of Business		<input type="checkbox"/> College of Information & Mathematical Sciences
Academic Department:		
Requestor's Name:		Date:
NEW	EFFECTIVE TERM	TITLE
<input type="checkbox"/> Degree		
<input type="checkbox"/> Major		
<input type="checkbox"/> Minor		
<input type="checkbox"/> Concentration*		
CIP Code:	Find CIP Code	
*Concentrations must be attached to a degree and major. Please indicate in this space the degree and major.		
DEGREE:	MAJOR:	
REMOVE/INACTIVATE	EFFECTIVE TERM	TITLE
<input type="checkbox"/> Degree		
<input type="checkbox"/> Major		
<input type="checkbox"/> Minor		
<input type="checkbox"/> Concentration		
Approval Process		
Date Approved by UCC/GAC:		
Date Approved by Faculty Senate (Not required for graduate programs):		
Date Approved by USG (new majors only):		
Posted to Degrees and Majors Authorized (new majors only):		
Associate Provost:	Date:	
Registrar:	Date:	

SECTION 11: CHANGING OR ADDING AN ACADEMIC ADVISOR IN BANNER

1. SGAADVR
2. Enter the Student's Laker ID and the term you want the change to be effective:
 - a. 20XX08 = Fall
 - b. 20XX02 = Spring
 - c. 20XX05 = Summer
3. Click on the "GO" button in the upper right-hand corner

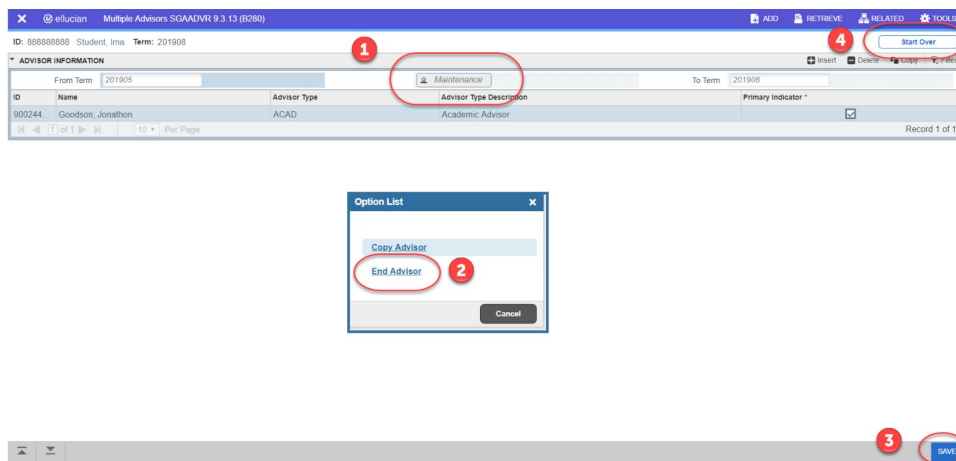
No Advisor Exists

1. Enter in the advisor's Laker ID. If you do not know the Laker ID, you can do a search by clicking on the tab with the 3 dots to the right on the ID space.
2. Advisor Type = ACAD
3. Primary Indicator – be sure to check the box
4. Click on the SAVE button in the bottom right-hand corner.



Advisor Already Exists

- 1.If the student already has an advisor and you need to make a change, click on the Maintenance button in the center of the page.
- 2.A box will pop up. Click on “END ADVISOR”.
- 3.Click on the SAVE
- 4.Click on Start Over and a new screen will pop up
- 5.Enter in the new advisors Laker ID



SECTION 12: CLEANING UP DEGREEWORKS' ERRORS

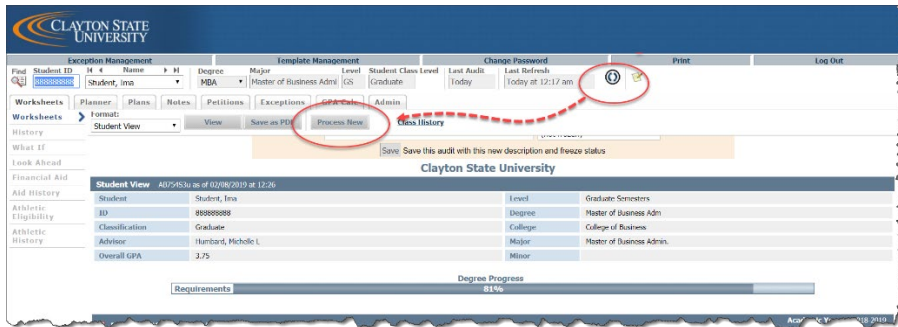
The Registrar’s Office will be using DegreeWorks exclusively to process all candidates for graduation. A student’s DegreeWorks audit must be 100% correct in order for the Registrar’s Office to award the degree.

To correct problems in DegreeWorks, please refer to the following checklist:

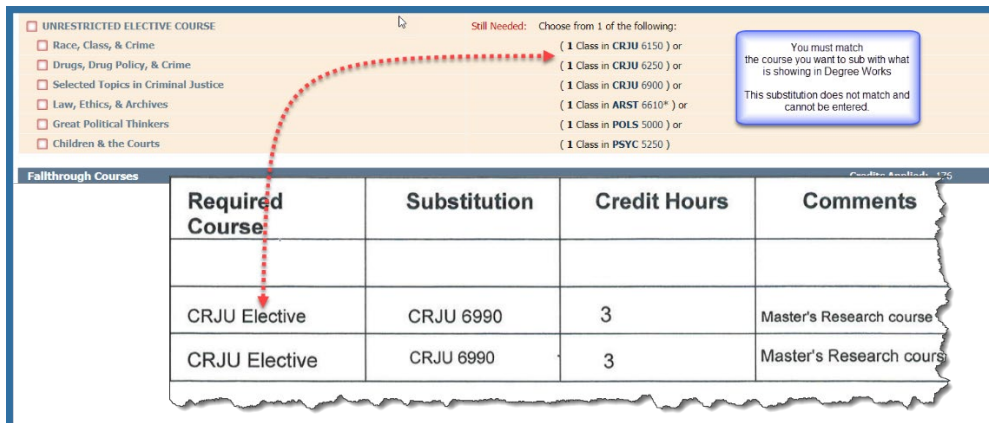
1. Check each of the following in the DUCK:
 - a. Is the major correct?
 - b. Is the concentration listed?
 - c. Is the catalog year correct?

If corrections need to be made, they will have to be made directly in Banner. If the student is registered this semester, all major changes must be made in SFAREGS. I have attached detailed instructions on how to change a major in Banner. ***Note: Please ensure that any changes made in Banner have gone through the appropriate approvals, etc.**

2. When the major, concentration, and catalog year are correct, go back to DegreeWorks.
 - a. Click on the refresh button
 - b. Click on run new audit



3. For course substitutions, can you clear up the errors using a course that currently appears in the excess course section of DegreeWorks (DW)? If so, please complete the appropriate paperwork and obtain the required signatures.
 - a. You must match the required course in DW to the course you are planning to substitute. For instance, if DW shows that a specific set of courses may be used as electives, you must indicate which of the courses your substitution is for; if you do not indicate an exact course and only list a general elective, the course substitution will not be accepted (see example below). The Registrar’s Office does not evaluate the appropriateness of a substitution, but we will reject any substitution request that is not properly submitted.



SECTION 13: GRADUATE ASSISTANTSHIPS

Graduate assistantships at Clayton State University are available for the purpose of recruitment of graduate students, to support the learning of undergraduate students, and to aid in advancement of the mission of the institution. Graduate assistantships provide financial assistance and enhanced educational opportunities for graduate students while supporting the University in its teaching, research, and service missions. Graduate assistantships contribute to students' professional development and the successful retention, progression, and completion of their academic program.

Types of Assistantships

Graduate Teaching Assistant (GTA): Provides teaching support to the professor of record. GTAs are not given primary teaching responsibilities for a course(s), but may serve in supplemental teaching activities in seated, hybrid, or online courses, including but not limited to the following: leading classroom discussions, grading papers, and assisting the instructor of record in other ways. The department chair and Graduate Program Director/Coordinator shall determine if a GTA's credentials merit an appointment as a teaching assistant.

Graduate Research Assistant (GRA): Non-teaching position that provides students with an opportunity to work with a faculty member or division on research projects in their discipline or a related topic.

Graduate Assistant (GA): Performs various types of duties other than those related directly to teaching or research. Whenever possible, the duties associated with the GA position should relate to the student's academic program and contribute to their educational and professional development.

Eligibility Requirements

To be eligible for a graduate assistantship, a student must have the following: (1) official acceptance to a graduate degree program at Clayton State University, and (2) a minimum grade point average of 3.0 in any previous graduate coursework. International students with an F-1 visa are required to provide a copy of their current visa documentation as well as their current I-20 form, complete with work authorization approval from the International Student Services. International students are required to have a tax identification or social security number prior to date of hire.

13.1 REQUIREMENTS FOR TUITION WAIVERS

Full Tuition Waiver:

- Graduate assistants, regardless of type, must have an appointment total between 35 and 48.75% FTE
- Must be currently enrolled in a Clayton State graduate program
- Enroll in mandatory health insurance program or provide proof of insurance

Partial (50%) Tuition Waiver:

- Graduate assistants, regardless of type, must have an appointment total of at least 20% FTE
- Must be currently enrolled in a Clayton State graduate program

For the full FTE chart, visit see the [Graduate Assistantship Policy & Procedures](#)

13.2: MANDATORY HEALTH INSURANCE REQUIREMENT

Graduate assistants receiving a full tuition waiver, as part of their graduate assistantship award, are required to have student health insurance that meets the minimum standards set by the University System of Georgia. **Students will be billed for the mandatory health insurance fee at the time of registration unless appropriate documentation of health insurance has been presented** to the Bursars' office.

Student health insurance is currently provided by United Healthcare. Graduate students hired as a graduate research assistant (GRA) only are eligible for a healthcare option available through the University System of Georgia (USG): https://www.usg.edu/student_affairs/student_health_insurance_program_SHIP

Students who are already covered by an insurance plan can opt out of the plan by completing a Waiver Form to request a review of their existing coverage. If it is determined that their coverage meets United Healthcare minimum coverage standards, they will not be required to enroll in the Clayton State University's student insurance plan. Please visit <https://www.clayton.edu/health/insurance/> to review information about the student insurance plan and steps to completing a waiver. Please note it is the student's responsibility to **submit an insurance waiver each semester** of enrollment while in the graduate assistantship. For complete information regarding the USG Student Health Insurance Program and waivers, go to https://www.usg.edu/student_affairs/student_health_insurance_program_SHIP/waiver_process.

To apply for a Health Insurance Waiver go to <https://studentcenter.uhcsr.com/>, before the semester deadlines.

13.3: GRADUATE ASSISTANTSHIP RECRUITMENT AND HIRE PROCESS

Hiring managers should complete a job description that includes (1) type of assistantship with duties and responsibilities; (2) specifications of the job's requirements; (3) number of work hours required of the graduate assistant each week; and, (4) objectives for student learning for each graduate assistantship position.

Graduate assistant position announcements must be posted in OneUSG Careers prior to initiating a background investigation. Instructions for how to post the position announcement in OneUSG Careers can be found at [Recruitment: Creating a Job Opening \(USGKB0011245\)](#). A login may be required. You will receive an email from HR approving and confirming the position has been posted on the Careers page.

Once a graduate student candidate has been selected, the Hiring Manager and graduate student will discuss the duties and responsibilities expected for the Graduate Assistantship position. Upon agreement, the Hiring Manager and graduate student must complete and sign the "[Graduate Assistantship Agreement](#)" form. Selected graduate students will need to complete an application through the Careers page. Update the status of your applicants as you go. The status of your applicants in OneUSG Careers

needs to be marked as “Reviewed” for your selected candidate to be considered for a background check. Background checks will be denied without all candidates being marked as reviewed in OneUSG Careers.

Once the job posting and application process has been completed, the Hiring Manager (that’s YOU 😊) will submit a request for an Onboarding Room with the Office of Human Resources (HR). Information and instructions about the Onboarding Room can be found at <https://share.percipio.com/cd/FZp7nWNIW>. Hiring Managers will complete one initial request to create the onboarding room, which includes the Background Investigation process. **Note: A Graduate Assistantship cannot begin until the BI process has been successfully completed.**

Note: Assistantship candidates who are international students are required to have a tax identification or social security number in order to complete a background investigation. To apply for a tax identification or social security number, candidates will need to submit a copy of the approved “Graduate Assistantship Agreement” to the International Student Services Office and receive work authorization approval.

If a P-Card is required for the position, a P-Card Background Investigation must also be completed. P-Card Background Checks require additional information from the Hiring Manager and Candidate, please contact HR to learn the additional requirements and documentation needed.

Once the background investigation concludes, the Hiring Manager will submit verification that the BI has cleared and the completed “Graduate Assistantship Agreement” form to the Academic Dean (or designee) of the respective college or Division Lead. The Academic Dean (or designee) or Division Lead will submit all completed forms, and verification of the cleared BI, to the School of Graduate Studies (SoGS). All documents must be submitted by no later than the deadlines listed below.

Deadlines for Submission of Paperwork to SoGS:

Fall Semester = August 10th

Spring Semester = January 10th

Summer Semester = May 10th

Important: Only students receiving a stipend must complete the I-9 Employment Eligibility Verification and e-PAF process. Contact the Office of Human Resources for additional specific instructions.

13.4: RESIGNATION

A Graduate Assistant wishing to resign must submit a letter of resignation to the Assistantship Supervisor and the Academic Dean/Division Head. The Academic Dean/Division Head will also notify the School of Graduate Studies of the resignation by submitting the [Termination of Graduate Assistantship Appointment](#). If the GA/GTA/GRA was receiving a stipend, once the letter of resignation is accepted, the Academic Dean/Division Head will submit a Personnel Action Form (e-PAF) to Human Resources, ending the GA/GTA/GRA assistantship status. Compensation will cease upon resignation, and the student may be required to reimburse the institution for that semester’s tuition on a prorated basis.

13.5: TERMINATION

Students who do not meet the academic or job requirements may be terminated by the Hiring Manager. If termination is necessary, the School of Graduate Studies must be informed in writing by submitting a [Termination of Graduate Assistantship Appointment](#). Compensation will cease upon termination, and the student may be required to reimburse the institution for that semester's tuition on a prorated basis.

SECTION 14: GRADUATE FACULTY APPLICATION PROCESS

Program Directors/Coordinators are expected to collaborate with department chair or other appropriate administrators to identify qualified faculty and facilitate the application and renewal of qualified faculty to the Graduate Faculty. To execute these duties effectively, Program Directors/Coordinators must understand the [CSU Graduate Faculty qualifications](#). Faculty seeking to apply for Graduate Faculty status will need to complete the Graduate Faculty Application in ServiceNow (https://service.clayton.edu/graduate?id=sc_cat_item&sys_id=90dbf759db9c4510762e05d2ca9619bd&sysparm_category=c6517ad2db54c910762e05d2ca961970). Here is a link to a knowledge article about the process https://service.clayton.edu/kb?id=kb_article_view&sysparm_article=KB0011760.

14.1 GRADUATE FACULTY CRITERIA

The information provided below serves as a general overview of the qualifications for Graduate Faculty Members. Please see the [General Criteria used for Selecting and Evaluating Graduate Faculty](#) packet for more details.

Graduate Faculty must understand that their main responsibilities are to conduct scholarly research and creative work of high quality, to teach graduate students effectively, to advise graduate students, and to direct the research of graduate students. Graduate Faculty must continually satisfy both University-wide standards and those specific to individual academic components. No single performance criterion should be used to judge the fitness of a graduate faculty member. Graduate Faculty Membership levels are Full, Associate, Affiliate, and Administrative. Each level has specific criteria and duties as outlined in the [General Criteria used for Selecting and Evaluating Graduate Faculty](#) packet.

Full Members: Full Members of the Graduate Faculty shall be entitled to teach graduate courses at or below the equivalent of their highest earned degree; to chair and to serve on committees for professional papers, theses, or dissertations; to vote in the deliberations of the Graduate Faculty; and to serve on the Graduate Council. To demonstrate minimum standards of professional performance for Full Member Status on the Graduate Faculty, the faculty member must be engaged in research or creative and professional activities.

Associate Members: Associate membership status is not intended for faculty who have been in a tenure track position for five or more years and who do not meet the publication standard for Full membership. Members of the University Faculty who do not qualify for Full membership on the Graduate Faculty, but who have fulfilled some of the prerequisites for Full membership, are eligible for an Associate Membership in the

Graduate Faculty until such time as they are eligible for Full membership. This status is for junior members of the faculty (those who have completed graduate school within the past five years with a terminal degree in a related field) and faculty members whose non-academic professional expertise warrants such an appointment by the Dean of the School of Graduate Studies and approval by the Graduate Council. Associate Members shall be entitled to teach graduate courses and to serve on committees for professional papers, theses, or dissertations, but not to chair such committees, except with the written permission of the Graduate Council. Associate Members shall be permitted to vote in the deliberations of the Graduate Faculty, but not to serve as members of the Graduate Council or to sign on Graduate Faculty membership applications. Associate memberships on the Graduate Faculty shall be limited to a period of not more than five years and is not renewable at the Associate level.

Affiliate Members: Visiting Faculty, Temporary Faculty, Adjunct Faculty, Emeritus Faculty, or other faculty with particular expertise or qualifications who have the recommendation of their college and whose professional activities otherwise qualify them for consideration, may also be proposed for Affiliate Membership of the Graduate Faculty. These individuals must be recommended by the Graduate Program Director and the Dean of their College and approved by the Graduate Council.

Administrative Members: Administrative Members shall include the President of the University, the Provost and Vice President for Academic Affairs, the Associate Provost, the Assistant Vice President for Academic Affairs, the Dean of the Graduate School, Deans of Schools and Colleges, Associate Deans, Department Chairs and Graduate Program Directors/Coordinators. Administrative Members shall have the same duties and privileges as Full members of the Graduate Faculty. Upon re-entry into a regular teaching faculty position, former Administrative Members shall apply for renewal of membership on the Graduate Faculty after a transitional period of four years. The transition period allows for increased participation in discipline-specific scholarly activities before renewal is required.

14.2 GRADUATE FACULTY QUALIFICATIONS

Note: Your college may have additional qualifications that are specific to your program. Please check with your Dean or Department Chair for more information.

To qualify for a Graduate Faculty position, applicants must obtain most required items within the last six calendar years preceding the year of their application, unless noted otherwise.

*(Applicants must meet **at least one** requirement in section “a”)*

a) Authoring for nationally distributed instruments that are recognized by the Council as:

- publication of one book or at least two book chapters by academic presses with appropriate review processes; or
- at least two articles in refereed journals; or

- juried invitations resulting in musical performance or art exhibition sponsored by an arts organization or institution of national scope and reputation; and/or
- published complete conference proceedings resulting in at least two presentations.

(Applicants must meet at least three requirements within sections “b”-“i”)

- b) In the last five calendar years preceding the year of application,
- authoring for regional, state, and non-refereed instruments (including papers or abstracts in conference proceedings) nationally distributed publications not utilized in a; and/or
 - juried invitations resulting in musical performance or art exhibition sponsored by an arts organization or institution or regional or state scope and reputation resulting in at least two presentations
- c) Service as a member of graduate student research advisory committees, which results in the completion of professional papers, theses, or dissertations.
- d) Development of new graduate courses or recent effective teaching of graduate courses. Evidence may be drawn from a faculty member’s recent Annual Performance Review: Evaluation and Recommendations, Student Course Evaluations, and other evaluative methods used by the faculty member’s department.
- e) Serving on editorial boards of scholarly journals; editing scholarly books or reviewing manuscripts; publishing book reviews in the discipline; or reviewing grant proposals for major funding agencies.
- f) In the last five calendar years preceding the year of application, authoring grant proposals and contracts resulting in at least one externally funded grant;
- g) In the last five years preceding the year of application, presentations on programs of professional and scholarly organizations during at least two of (nationally distributed publications not utilized in a;
- h) During at least two of the last five years preceding the year of application, held offices in professional and scholarly organizations
- i) During the last five calendar years preceding the year of application, performed consulting, commissions, and other professional endeavors related to the discipline that reflected credit on the University and/or service to enhance the graduate program.

SECTION 15: GRADUATE THESIS

The School of Graduate Studies’ [Graduate Thesis Guidelines](#) outlines steps, deadlines, and other details of the Master Thesis process. Program Directors/Coordinators and students are encouraged to review the Graduate Thesis Guidelines and other documents found on the School of Graduate Studies’ Current Students [Academic](#)

[Policies](#) webpage. Note: Any questions regarding the format of the thesis not answered in the Graduate Thesis Guidelines should be directed to your program's Thesis Chair and Thesis Committee.

The Graduate Thesis section, of the Academic Policies webpage, contains links to aid in completing the Master Thesis process. [Calendar of Thesis Deliverables and Due Dates](#), [Thesis Checklist](#) and [Thesis Binding Procedures](#) are informative documents for graduate students and do not require submission. The remaining links, [Thesis Chair and Thesis Committee Selection Form](#), [Thesis Prospectus Approval Form](#), Approval Form for Master Thesis, [Thesis Title Page](#), and Thesis Signature Pages require signatures and submission to the respective department.

The first step in the Master's Thesis process is selecting the Thesis Committee members (Thesis Chair and at least one additional member). Program Directors/Coordinators should assist students in selecting a Thesis Chair. Important note: the Thesis Chair must be a Clayton State Faculty member. Once the committee members are selected the [Thesis Chair and Thesis Committee Selection Form](#) must be signed and submitted to the student's Program Director/Coordinator.

After the thesis committee is selected, the student should discuss their thesis prospectus with their Thesis Chair. [Thesis Prospectus Approval Form](#) must be signed and emailed to the SoGS by no later than the last drop/add date of the semester student will enroll in Thesis Course or the semester after the completion of all coursework or other requirements specified by program. Note: if there are changes to the thesis committee or major changes to the thesis prospectus, a new thesis prospectus form must be signed and submitted to the SoGS.

The next step is completing the [Approval Form for Master Thesis](#). This form encompasses multiple stages of the Master Thesis process.

1. Thesis topic approval by the Thesis Chair.
2. Approval of written thesis by at least one thesis committee member. This set must be completed and approved before the student can move to the oral defense.
3. Approval of oral defense must be signed by all thesis committee members. Approval should be obtained by no later than midpoint grade reporting period of the graduating semester.
4. Final approval must be signed by the Thesis Chair. The Thesis Chair should only provide their final approval after the student has completed all of the previous steps to the satisfaction of their Thesis Committee.

Once the Approval Form for Master Thesis is complete, it should be emailed to schoolofgradstudies@clayton.edu.

The final step, before binding, is submission for format approval. Students should email a pdf copy of their written thesis to schoolofgradstudies@clayton.edu by no later than the withdrawal deadline of the graduating semester. The School of Graduate Studies

will review the thesis' format. This review will not check for grammar, spelling, or content. Theses with proper formatting will receive a Certificate of Thesis Approval to be submitted to the library for thesis binding.

If errors are detected in the formatting, students will receive a Thesis Feedback Form for Approval outlining the corrections necessary to receive the Certificate of Approval. The student must return a fully revised thesis by no later than the last day of classes of the graduating semester.

To complete binding of the theses, the student will submit a Certificate of Approval, three (3) copies of the theses (each with a Signature Page), and any additional copies that the student would like bound, to the Clayton State University Library. One bound copy of the thesis is for the student and the remaining two are for the university.

SECTION 16: COMBINED DEGREE PROGRAM/4+1 POLICIES & PROCEDURES

The following document is meant to serve as a comprehensive guide to the implementation, tracking, monitoring, and management of Clayton State students approved to matriculate in any combined bachelor's/master's degree programs. This guide is intended as a procedural reference for graduate program directors/coordinators.

Step One: Once a student(s) self-identifies or is identified as interested in the combined degree program, the student is expected to coordinate and work with the student's undergraduate advisor, the Chair of the Department, and the Graduate Program Director/Coordinator of the graduate program to develop and organize a five-year plan of study. This process should begin as early in the student's undergraduate matriculation as possible, preferably in their first or second year of study at Clayton State. Students should continue to complete core and major requirements under the guidance of both their advisor and Chair of the Department. The Chair of the Department or Graduate Program Director/Coordinator should provide the student with the [Declaration of Intent & Plan of Study](#) form.

Step Two: During the student's third year (or after completion of 60 credit hours), the student should complete a **Declaration of Intent and Plan of Study** form. The School of Graduate Studies recommends a minimum of a 3.0 cumulative undergraduate grade point average for acceptance in any combined degree program. Note: Students are required to meet with a Financial Aid Counselor to discuss potential implications of matriculation in a combined degree program prior to receiving acceptance into a program.

Step Three: Once the completed **Declaration of Intent & Plan of Study** is submitted to the School of Graduate Studies, the Chair of the Department or Graduate Program Director/Coordinator must change the student's program code in Banner. You can find instructions in the "[DW Directions Add Change Concentration Catalog Year](#)" document.

Step Four: Once the student has been accepted into a combined degree program and their program code has been changed in Banner, they can begin executing the Plan of Study approved by the Chair of the Department & Graduate Program Director/Coordinator. In order to enroll in a limited number of graduate credit hours (determined by the number of credit hours in the graduate degree), the student must submit an Application for Admission of an Undergraduate to take a Graduate Course form (<https://www.clayton.edu/graduate/docs/undergraduate-grad-course-fillable.pdf>) for any graduate courses in which the student plans to enroll.

Step Five: Students should be completing the course requirements for their undergraduate degree/major. Simultaneously, they will also take the first of their graduate program courses. Prior to completion of their undergraduate degree and by the identified deadline set by Graduate Enrollment Services and/or the graduate program in which the student is seeking acceptance (<https://www.clayton.edu/graduate/apply/application-deadlines>), the student must apply for admissions to the School of Graduate Studies.

Ongoing Tracking & Monitoring: Department Chairs and/or Graduate Program Directors/Coordinators are required to track and monitor the progress of students accepted into combined degree programs. This includes, but is not limited to, monitoring academic progress each semester to ensure student is making satisfactory academic progress in both their undergraduate major and the graduate courses in which they are enrolled.