

# western oregon university

*2011-12 graduate student handbook*



GRADUATE PROGRAMS

● *You're going places.*

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## Contact Information

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*My colleagues and I welcome your interest in Graduate Programs at Western Oregon University. As our national and state economies continue a long march of recovery, there has never been a better time to pursue a graduate degree. Completing a graduate degree or adding an endorsement or authorization to your teaching license will make you more competitive in the current economic cycle, and education is always a good investment in your future.*

*We welcome your questions and comments. Please direct your inquiries to specific programs or to anyone in the Graduate Office.*

*Sincerely,*

*Dr. Linda Stonecipher*  
Director of Graduate Programs

Graduate Programs Staff	Contact Information
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## Contact Information

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<b>Graduate Degree Programs</b>	
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MS in Education	<p>Dr. Marie LeJeune, Program Coordinator 503-838-8450 <a href="mailto:lejeunem@wou.edu">lejeunem@wou.edu</a></p> <p>Bill Hamlin, Program Advisor 503-838-8704 <a href="mailto:hamlinw@wou.edu">hamlinw@wou.edu</a></p>

## Contact Information

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## Contact Information

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Other Programs:	
ESOL Endorsement	<p><i>Surnames A-F:</i> Dr. Maria Dantas-Whitney, Program Coordinator 503-838-8636 <a href="mailto:dantasm@wou.edu">dantasm@wou.edu</a></p> <p><i>Surnames G-O:</i> Dr. Carmen Cáceda 503-838-8409 <a href="mailto:cacedac@wou.edu">cacedac@wou.edu</a></p> <p><i>Surnames P-Z:</i> Dr. Karie Mize 503-838-8724 <a href="mailto:mizek@wou.edu">mizek@wou.edu</a></p>
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Other Endorsements, Authorizations, or Continuing Teaching Licensure	<p>Sue Thompson, TSPC Expert 503-838-8828 <a href="mailto:thomps@wou.edu">thomps@wou.edu</a></p>

# Academic Calendar

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## **WINTER TERM 2012**

### **JANUARY**

- 9 – Classes begin
- 10 – Last day to submit application for completion of Master's Degree for winter term
- 13 – Last day to clear incomplete grades if you plan to take comprehensive exams this term
- 20 – Last day to make changes to class schedule
- 16 – Martin Luther King Holiday

### **FEBRUARY**

- 9-10 – Comprehensive Finals
- 3 – Last day to drop classes
- 27 – Registration week for Spring/Summer Term

### **MARCH**

- 21 – Thesis/Professional Project and Evaluation Sheets DUE
- 23 – Winter Term ends, Master's Degree Completion Date for Winter Term 2012
- 26-30 – Spring Break

## **SPRING TERM 2012**

### **APRIL**

- 2 – Classes begin
- 3 – Last day to submit application for Master's Degree completion for Spring term
- 6 – Last day to clear incomplete grades if you plan to take comprehensive exams this term
- 13 – Last day to make changes to class schedule

### **MAY**

- 3-4 – Comprehensive Exams
- 11 – Thesis title page due for program commencement, last day to drop courses
- 21 – Registration week for Fall/Summer Term
- 28 – Memorial Day Holiday

### **JUNE**

- 13 – Thesis/Professional Project and Evaluation Sheets DUE
- 15 – Spring Term ends, Master's Degree Completion Date for Spring Term 2012
- 16 – Commencement

## **SUMMER TERM 2012**

### **JUNE**

- 25 – Classes begin for 6-week session
- 26 – Last day to submit application for completion of Master's Degree
- 24 – Last day to make changes to class schedule

### **JULY**

- 6 – Last day to drop courses
- 4 – 4<sup>th</sup> of July Holiday

### **AUGUST**

- 1 – Thesis/Professional Project and Evaluation Sheets DUE
- 3 – Summer Term ends, Master's Degree Completion Date for Summer Term 2012

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# Admission

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## **ADMISSION TO THE UNIVERSITY**

All persons wishing to enroll at WOU at the graduate level must be admitted to the university by the Graduate Office.

1. Submit a completed Application for Graduate Admission form and the nonrefundable and nontransferable \$50 application fee.
2. Provide to the Graduate Office sealed official transcripts from all non-WOU institutions attended.
3. If the application is for a professional education program, present one unofficial copy of the current teaching license held.
4. Submit an official score on the Miller Analogies Test or the Graduate Record Examination (verbal/quantitative/analytical writing scores). This is required only for students with an undergraduate GPA below 3.0. If the applicant's GPA is 3.0 or higher, the test requirement is waived.
  - If the GPA is less than 3.0, minimum required score for the (a) MAT: 395 or higher; (b) GRE: average score of 450 or higher on the Verbal and Quantitative sections **and** a 3.5 or higher on the Analytical Writing section.
5. Submit a health history report as required of all new full-time students.
  - The health report form is mailed to students who are accepted for admission and must be completed and returned to WOU's Health Center.
6. TOEFL score of 550 (paper) or 79 (internet) or an IELTS score of 6.0 is required for international students.
7. \$205 one-time matriculation fee (is assessed on all new graduate students when students enroll in their first graduate course)

For current admission information and to view the course catalog, visit the graduate Web page at: [www.wou.edu/grad](http://www.wou.edu/grad). Each graduate program has unique program admission standards and processes.

All documents become the property of the university and will not be returned. The university reserves the right to deny credit for course work completed before a student is officially admitted for graduate study.

### **One of the following options must be achieved prior to full admission:**

1. Applicant has achieved a 3.0 grade point average (GPA) or higher in their last 90 quarter hours of undergraduate degree work, or
2. Applicant has received a score of 395 or higher on the Miller Analogies Test (MAT), or
3. Applicant has received on the Graduate Record Examination (GRE) an average score of 450 for the verbal and quantitative sections and 3.5 on the analytical writing section, or
4. Applicant already holds a Masters degree or higher from a recognized accredited college or university.

### **CONDITIONAL ADMISSION TO THE UNIVERSITY** ***Completing undergraduate degree***

A student who is completing an undergraduate degree will be conditionally admitted to a graduate program with the following caveats:

- Student must have a minimum GPA of 3.0 on completed coursework or have a passing score on the MAT or GRE.
- Student must have met requirements of the specific graduate program to which he/she is applying.
- Student will not be able to receive financial aid until the Graduate and Financial Aid Offices have received proof of completion of the undergraduate degree.
- Students who have undergraduate degrees from WOU still need to provide program verification prior to receiving financial aid.
- Student must provide proof of completion of the undergraduate degree during the first term of enrollment as a graduate student.

**GPA requirement:** A student who has an undergraduate GPA of 2.50-2.99 can be admitted

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# Admission

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conditionally for one term. An applicant seeking conditional status must:

- Have taken either the Miller's Analogy Test (MAT) or the Graduate Record Examination (GRE), but has not received the required passing score,
- Have formally applied to the Graduate Studies Committee for conditional status,
- Have been recommended by the student's program (petition) for conditional admission, and
- At the end of that term, a student must meet university requirements, i.e., take and pass the MAT or GRE.

All students who are admitted on a conditional basis will have a registration hold placed on their account. They will not be allowed to register for classes for the second term of graduate level coursework until the Graduate Office has received proof of completion of the undergraduate degree with a minimum of 3.0 or above on the last 90 quarter credits or 60 credits of semester coursework.

### ***International Students***

An international student may be admitted on a conditional basis with the following criteria:

- The student must have a TOEFL score of 500-549 (paper) or 61-78 (internet) or an IELTS score of 5.0-5.5. The score must be official and not self-reported.
- The student must be conditionally admitted to a specific graduate program.
- The student will have one year to demonstrate English proficiency: TOEFL paper: 550; TOEFL internet: 79; IELTS: 6.0.

While admitted as a conditional student, this individual must enroll in the IEP program full time and receive at least a B- on all courses.

A student can retake the TOEFL or IELTS test at any time. As soon as the Graduate Office receives a copy of the student's official test score that meets the regular admission criteria, the student's status

will be changed from conditional to regular at the beginning of the next academic term.

### **ADMISSION TO A GRADUATE PROGRAM**

Most graduate programs have additional admission requirements. These requirements must be met prior to enrollment in the program. Information about specific program admission requirements can be found at: [www.wou.edu/grad](http://www.wou.edu/grad)

### **FILING A PROGRAM PLAN**

A student is required to complete during the first 9 credits of coursework during the first term a program plan, endorsement, or authorization contract:

- The document must be completed with the assistance of the program advisor and submitted to the Graduate Office for final approval.
- As a conditional student, it is necessary for one to complete the requirements for admission as a regular graduate student.
- Students who have not filed a contract after completing 9 credits of coursework will have a hold placed on registration until it has been filed with the Graduate Office.

# Financial Aid

## **GRADUATE LOANS**

### **Federal Direct Graduate PLUS Loans**

Students admitted and enrolled in a graduate program who have eligibility for additional funding after receiving Stafford loans and any other financial assistance, are able to apply for Graduate Plus Loans.

To apply for the Graduate PLUS loan, the graduate student will need to complete and return the Graduate PLUS Loan Request Form, pass a credit check that will be performed by the Direct Loan servicer, and complete Master Promissory Notes and Entrance Loan Counseling online (if applicable). Applicants will be notified directly by the Direct Loan servicer if they are eligible to receive the PLUS loan. If the applicant does not pass the credit check and the Graduate PLUS loan is denied, the credit check may be challenged. Additional information and documentation may be provided to Direct Loans, or an endorser may sign for the loan with the applicant.

*Students seeking federal financial aid must be admitted by the Graduate Admissions Office and have on file a Plan of Study or a draft Plan of Study completed in their discipline turned into the Graduate Office before filing for financial aid.*

### **GRADUATE ASSISTANTSHIPS**

If accepted by the university, a Graduate Assistantship provides any combination of the following professional duties: library research; data and information warehousing; institutional research and technology projects; development of teaching/training materials, such as webinars, online modes of course content delivery, face-to-face presentations, power point presentations and visual aids; laboratory and field research; examination preparation; development and delivery of conference and workshop materials; grades examinations/papers; and, teaching lower division courses. Other duties may be designated that are

specific to the supervising unit's needs in their pursuit of achieving the university's mission.

This position may provide tuition remission minus the cost of student fees. Students could also receive a monthly stipend in conjunction with an average annual salary of \$13,140. The student must maintain a B- grade point average to be eligible for this position. An evaluation of student's performance will be done every term. All hours of work are computed based on total credits of enrollment.

Quarter hour enrollment limitations should be set according to the following schedule:

Work Hours	FTE	Minimum Credits	Maximum Credits
6	.15	15	16
10	.25	13	14
13	.33	11	12
19.6	.49	9	10

### **PROGRAM SPECIFIC SCHOLARSHIPS**

Please contact the program directly to be advised of additional grants and/or scholarships.

### **AVERAGE COSTS OF ATTENDING WOU**

<i>2011-2012 Academic Year-Graduate Student</i>			
<i>Resident of Oregon</i>		<i>Non-Resident</i>	
<i>Tuition &amp; fees</i>	<i>\$11,610</i>	<i>Tuition &amp; fees</i>	<i>\$18,144</i>
<i>Books &amp; Supplies</i>	<i>\$1,350</i>	<i>Books &amp; Supplies</i>	<i>\$1,350</i>
<i>Room &amp; board</i>	<i>\$8,622</i>	<i>Room &amp; board</i>	<i>\$8,622</i>
<i>Transportation</i>	<i>\$2,895</i>	<i>Transportation</i>	<i>\$2,895</i>
<b>Total</b>	<b>\$24,477</b>	<b>Total</b>	<b>\$31,011</b>

*All information is based on students taking 11 credits. These fees do not include Summer term.*

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# Graduate Studies

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## **PROGRAMS**

- M.A. in Criminal Justice
- M.A. in History
- M.A. in Interpreting Studies
- M.A. in Teaching: Community College
- M.A. in Teaching: Initial Licensure, High School/Middle Level Authorizations
- M. Music in Contemporary Music
- M.S. in Education
- M.S. in Education: Information Technology
- M.S. in Education: Special Education
- M.S. in Management and Information Systems
- M.S. in Rehabilitation Counseling
  - Rehabilitation Counseling
  - Rehabilitation Counseling: Deafness
- Non-degree, graduate level licensure programs
  - Early Intervention/Special Education
  - Handicapped Learner (Standard Endorsement)
  - Special Educator
- Endorsements
  - ESOL or Bilingual/ESOL Education
  - Early Childhood Education
  - Educational Media
  - Reading

## **PROGRAM OBJECTIVES**

Graduate students are screened and admitted into the various programs, each of which has admissions standards and designated graduate faculty.

Campus-wide standards for admissions, curricular revisions, operating policies and final examinations are established in accordance with recommendations of the Graduate Studies Committee.

The graduate faculty consists of the President and Provost of WOU, the academic deans, the director

of graduate programs, the University's graduate faculty coordinators and members of the faculty who have been named by their divisions and approved by the director of graduate studies.

Each graduate student at WOU is expected to meet these objectives pertinent to their specific graduate program:

- Demonstrate the advanced competence and skill in the mastery of concepts, principles, systems and practices which are in the context of the student's discipline.
- Demonstrate advanced competence and skill in reading, interpreting and applying research and literature required in the professional studies component of the student's graduate program.
- Demonstrate awareness and understanding of the ethical, philosophical and cultural issues that apply to the professional component of the student's graduate program.
- Demonstrate the ability to synthesize and apply program skills and knowledge through completion of their program exit requirements.

## **GRADUATE COURSE NUMBERING SYSTEM**

500-599: courses that are usually assigned dual numbers at both the 400 and 500 level and have both graduate and undergraduates in attendance.

600-699: courses are open to master's degree students or non-admitted students who have completed a bachelor's degree from a recognized university or college.

At least half of all course work for master's degree programs must be 600-699 courses.

# Graduate Studies

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## **GRADUATE GRADING SYSTEM**

The following grading scale is employed at the graduate level:

Excellent:

A	4.00
A-	3.70

Normal graduate performance:

B+	3.30
B	3.00
B-	2.70

Below graduate standards:

C+	2.30
C	2.00
C-	1.70

Unsatisfactory performance:

D+	1.30
D	1.00
D-	0.70
F	0.00

The following marks are also used. These grades are disregarded in the computation of grade point averages.

- P** Satisfactory completion (B- or better, special conditions apply)
- NC** No Credit, unsatisfactory
- I** Incomplete (see full policy below)
- W** Withdrawn
- X** No grade received/no basis for grade
- RP** Work in progress, for thesis credits

Although grades of C+, C, and C- are below the graduate standard, up to 8 credits may be counted toward a master's degree if the course(s) was/were taken through Western Oregon University. Grades below a B cannot be transferred into a WOU graduate program from another accredited university or college.

The graduate student must always maintain a B (3.00 GPA) average on all courses fulfilling the degree requirements (i.e. courses listed on the student's graduate plan of study). A department/program can establish more rigorous policies concerning the use of C grades in a degree program and/or overall minimum GPA requirements.

Grades of D or F indicate unacceptable work and carry no graduate credit. A graduate student whose overall GPA falls below 3.00 or receives a grade of D or F must submit a petition with a plan of remediation to the Graduate Studies Committee.

The petition and plan of remediation must be approved by the student's advisor or program coordinator.

A grade of P/NC is used by only a limited number of degree programs that have received special authorization and will be counted as credit toward a graduate degree.

## **REGULATIONS CONCERNING "X" GRADES**

A student who does not attend class or turn in course assignments will receive a grade of "X", which indicates that there is no basis for assigning a grade. Students who receive an "X" in any course will have to register for the course again to receive credit.

A student who has participated in a course but has failed to complete essential work or attend examinations, and has failed to communicate with the instructor, will be assigned the specific grade deemed applicable by the instructor.

## **SPECIAL REGULATIONS CONCERNING INCOMPLETE GRADES**

The instructor of a course has the final decision regarding the appropriateness and willingness to award a grade of incomplete.

A graduate student with more than nine (9) hours of unclear incomplete course work (except for student teaching, internship, thesis, field study and/or professional project) will have a hold placed on registration until a petition has been submitted to the Director of Graduate Programs and a remediation plan approved by the graduate studies committee that meets once per month.

A student requesting a grade of incomplete and the course instructor issuing a grade of incomplete must both sign a contract that specifies:

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# Graduate Studies

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- The course assignments still needing submission to remove the incomplete grade
- A time line for completion of missing course requirements

A student who has a grade of incomplete in a course that is a prerequisite for a subsequent course may not enroll in the subsequent course until the grade of incomplete is removed or must receive the permission of the instructor allowing enrollment into the subsequent course.

Any graduate program can deny a student registration for their final professional field experience (student teaching, internship, etc) on the basis that incomplete grades have not been cleared before the beginning of the final professional field experience.

The Graduate Office will refuse students to sit for their final comprehensive examination until all past incomplete grades have been cleared.

## **REGULATIONS CONCERNING WITHDRAWALS**

Withdrawals from a course must be initiated by the graduate student. It is the student's responsibility to withdraw properly by the deadlines as established by the Registrar's Office. There are two types of withdrawals; from a course and from the university.

### **Withdrawal from a course:**

- The student must complete an add-drop form, obtain the necessary signatures, and return the form to the Registrar's Office before the end of the **7<sup>th</sup> week** of the term. A grade of 'W' will appear on the student's permanent scholastic record if the student withdraws after the fifth week and through the seventh week of the term.
- After the seventh week of the term, students can no longer withdraw from a class. Medical emergency or other catastrophic events are the only exceptions permitting withdrawal after the 7<sup>th</sup> week.

### **Withdrawal from the university:**

- The student must complete an application for withdrawal from the university, obtain the necessary signatures, and return the form to the Registrar's Office. Deadlines indicated above will apply.
- In situations of emergency (accident, prolonged illness, etc.), a student may be permitted by the Registrar to withdraw without penalty from the university at any time. Written verification will be required.

## **CONFERRING OF DEGREES**

All courses with marks of "I" (incomplete) from previous terms must be finished and the grades filed with the Registrar's Office before the end of the term in which program requirements are expected to be completed or graduation will be delayed until a later term. Incompletes received in the final term must be finished and the grades recorded in the Registrar's Office within three weeks after the end of the final term, or the diploma will be invalidated. The diploma for the master's degree will be conferred at the June commencement subsequent to the completion of all degree requirements.

## **LENGTH OF GRADUATE PROGRAMS - TRANSFER CLASSES**

All Master's degree programs at Western Oregon University must be at least 45-quarter hours of graduate level courses. Graduate level courses have 500 - 600 numbers. Half of the courses used in your degree must be 600-699.

*Please note:* several graduate programs at Western are longer in length than 45 credits. The program and its accrediting agencies establish the length of a particular graduate program.

With the approval of your advisor, you may transfer up to 15-quarter credits of graduate coursework from another accredited college or university. Only courses awarding a letter grade (A or B) can be used in your degree. In some cases, courses listed for a particular degree have in their course catalog description a statement that a Pass or Satisfactory

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# Graduate Studies

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grade is equivalent to a "B" or higher. In such cases a Pass or Satisfactory grade can be used.

Advanced Final Project (601, 603), Independent studies (506 or 606), Seminar (507 or 607), Workshop (508 or 608), and Practicum (509 or 609) courses are limited to a maximum of 15 hours with a limit of 9 hours of the same number on any plan of study. All courses taken for the degree should not be more than five years old at the time the degree is conferred (a two-year extension can be granted).

## **TRANSFER CREDITS**

Any transfer credit used in a master's degree program must be documented with an official sealed transcript from an accredited university. All transfer course work must be approved by the student's advisor and should be submitted and approved early in the student's program. Only graduate-level course work acceptable to the granting institution for master's degree programs with grades of A or B can be transferred. The maximum transfer credit accepted toward a master's degree program is 15. Credits from non-accredited colleges and universities cannot be used in a master's program.

## **FINDING AN ADVISOR**

Advisors are generally not assigned to new students automatically. The student should take the initiative and contact the program coordinator or chair of the specific program division to receive name(s) of appropriate advisor(s). Some graduate degree programs will require two advisors. You should make every effort to keep in close communication with your advisor. The Graduate Office strongly encourages you to meet with your advisor at least once each term. A student in a teacher education program who attends Western only during the summer term should formally contact an advisor in April or early May before each summer term.

## **SPECIAL CONDITIONS AND/OR WAIVERS TO THE GUIDELINES**

Any student can petition the Graduate Studies Committee for special consideration and/or waivers to policy. Petition forms are available in the Graduate Office, in most Division/Department

offices, and on the graduate website. The Graduate Studies Committee generally meets on the third Tuesday of each month from September through May.

## **ACADEMIC LOAD**

The full-time course load for graduate students is 9 graduate credits, including course work, portfolio, professional project, field study, or thesis. The maximum course load for graduate students is 16 credits with any combination of courses (graduate or undergraduate) during fall, winter or spring term. Nine credit hours is the maximum load for graduate students during the six-week summer term.

## **CONTINUING REGISTRATION**

WOU does not require a graduate student to be continually registered during each term while progressing through a master's degree. A special fee is required when engaged in any phase of research such as developing or collecting data, preparing for final examinations, or any aspects of a thesis or professional project development in which university facilities or library resources are used and the student is not registered for graduate courses. The non-registered continuing student fee is assessed through the business office. If a student fails to register for classes for more than four terms, they will be required to re-enroll.

## **RE-ENROLLMENT**

Graduate re-enrollment is necessary when an already fully admitted graduate student has not attended for four terms or longer or has completed a Masters program, endorsement, or authorization. Graduate student status inactivates and graduate re-enrollment reactivates that status. The graduate re-enrollment application must be completed. You can find this form on the form website at: [www.wou.edu/grad](http://www.wou.edu/grad). This form must include approval by the faculty advisor for the student to pursue the student's chosen master's degree, authorization, or endorsement.

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## Graduate Studies

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If the student is pursuing continuing professional development, the student needs to attend as a non-admit student, with the form being processed by the Office of Admission.

### **SPECIAL CASE SITUATION FOR UNDERGRADUATE STUDENTS**

Undergraduate students within 12 quarter hours of completing all requirements for the bachelor's degree, but not including student teaching, may petition to enroll in up to 12 credit hours of graduate courses numbered 500-599. These courses can be reserved for later use in a graduate degree program.

### **TIME LIMIT TO COMPLETE MASTER'S DEGREES**

Course work and requirements for a master's degree program must be completed within a period of five years. This includes all residence credit, all applicable transfer credit and required final evaluation. The five-year limit also applies to a thesis, field study, professional project, portfolio, comprehensive exams, and all other exit requirement.

Undergraduate students cannot register for any 600-699 courses. Petition forms to reserve graduate courses are available from the Registrar's Office.

### **APPLICATION TO GRADUATE**

Additional general information is available on the web at: [www.wou.edu/grad](http://www.wou.edu/grad)

Each candidate must file an application for completion of the master's degree with the Graduate Office. This application also serves as the application to complete the final evaluation procedures and must be submitted at least **1 term** before the student's degree completion.

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# Final Evaluation

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## **FINAL EVALUATION PROCEDURES**

Apply one term prior to completion of final course work.

1. Application for completion of master's degree must be submitted to the Graduate Office.
2. Submit \$50 exit fee.
3. Final evaluation procedures must be completed, either written examinations or alternative evaluations.
4. Complete Exit Survey administered by Graduate Office.

## **GRADUATION/COMMENCEMENT**

A student graduates from WOU when the Registrar's Office determines that all university requirements have been met. Graduation occurs at the close of any academic term whereupon the student's academic record is closed.

Commencement exercises at WOU take place once a year in June.

## **FINAL EXIT EVALUATION**

All graduate students must complete one or more final exit evaluations. The type of exit evaluation is determined when the graduate degree is approved.

Common exit evaluations consist of:

- Written comprehensive examinations
- Thesis (approximately \$75 per copy)
- Portfolio
- Professional projects
- Combination of two exit evaluations

Candidates who elect to write a thesis or professional project must follow the procedures outlined in the guidelines which can be found on the web at: [www.wou.edu/grad](http://www.wou.edu/grad). Copies are also available in the Graduate Office.

A final oral examination will be required of all candidates who write a thesis, professional project or field study. The oral examination is not limited to the thesis, field study, or professional project, but may cover any aspect of the candidate's program.

Candidates who prepare a portfolio should contact an advisor for information regarding specific portfolio requirements for that program. Some divisions at WOU require comprehensive written examinations based on course work in the student's content area in addition to the completion of a thesis, professional project or portfolio.

Final written comprehensive examination will be based upon areas of study in the approved program. Subject area questions will be based upon the statement of components, objectives and requirements outlined in the statement of program objectives.

Candidates who fail one or more areas of the written comprehensive examination may be given a program of self-study by their advisor(s) and may retake the area(s) failed at another regularly scheduled comprehensive examination.

Students may retake the written comprehensive examinations only once. Candidates who score an inadequate grade (below C-) on any component of the comprehensive examination will be required to take a final oral examination on the unsatisfactory section. Final oral examinations will not be required of students who score a pass or above in all areas of the written comprehensive examination.

The History program requires all students to take and pass a written and oral comprehensive examination. A candidate is eligible to complete final evaluations only after all course work has been completed or the candidate is in the final term of enrollment. Examinations are offered every term, except summer.

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# Final Evaluation

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## **DESCRIPTIONS OF EXIT STRATEGIES**

### **WRITTEN COMPREHENSIVE EXAMINATIONS**

Comprehensive written examinations are taken during the student's last quarter of study or after all courses have been completed for a particular degree. The examination is designed to be taken in two morning sessions or on one full day. The dates for comprehensive examinations are established by the University each term. Individual test dates for comprehensive examinations are not allowed.

The examination is seven (7) hours in length. Most examinations have a general education component that requires three hours to complete, and a subject matter/specialty component that usually requires four hours to complete. (The readers/evaluators of your examinations will not know who wrote any particular answer.) All candidates will be identified by code numbers picked at random by the Graduate Office.

Written comprehensive examinations will be graded as follows:

- With distinction
- Pass
- Unsatisfactory
- Fail

If you receive a failing grade, you must retake that section of your examination. If you receive an unsatisfactory grade, a committee of two or three faculty members will schedule a one-hour oral review with you. The oral will focus on the section(s) that were evaluated as unsatisfactory. Every attempt will be made to have at least one member of the oral committee from your program.

Your advisor and/or professors who usually teach courses listed on your Program Plan often write the subject matter or specialty area questions. These questions are based on courses taken as part of your degree. The faculty member who wrote the questions in the subject matter or specialty area usually reads and rates the responses.

**NOTE:** All of the following final evaluation procedures should be planned for the latter part of your program. These procedures are designed to build on the knowledge that you have gained from your program plan.

### **THESIS**

Thesis attempts to share with the professional community information that may be used to enhance the common knowledge base of a particular profession. The focus of the thesis research is to answer a question that is of interest to the general profession. The results of thesis research are generalized to an entire field.

The master's student must show familiarity with previous work in the field and must demonstrate ability to organize data and explain results. The format is:

- Rationale for the Project that includes a detailed description of environment for which the study was designed
- Review of Literature
- Statement of Hypotheses
- Methodology
- Analysis
- Results

### **Policy for Accepting and Binding of Thesis**

The final thesis will be presented to the student's thesis board. A student is required to submit one copy of the thesis to have on file in the library. Students may provide additional copies to be bound for themselves.

1. The thesis must be submitted to the Graduate Office (Administration building, room 107) the Wednesday of Finals Week.
2. The cost for binding generally ranges from \$60 to \$75 per binding. All binding costs will be charged to the student's account.
3. It takes 4-6 weeks to receive the thesis and it can either be mailed directly to the student or arranged for pick up at the Graduate Office.

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# Final Evaluation

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## **PORTFOLIO**

A Portfolio is an exit document that is approved on a program-by-program basis. Individual graduate candidates cannot select a portfolio unless their Degree program has been approved to offer portfolio. Portfolios are usually part of a professional degree in which the candidate has demonstrated professional competency in closely supervised field experiences, and in fields that have diverse professional philosophies.

## **PROFESSIONAL PROJECT**

A Professional Project's focus is to share with the professional community information that may be used to enhance the common knowledge base of a particular profession.

The master's student must show familiarity with previous work in the field and must demonstrate ability to organize data and explain how the end product will add to the previous body of knowledge.

## **CONTINUING TEACHING LICENSURE**

This alternative final procedure is only available to students seeking a Continuing Teaching License (part of a Master of Science in Education degree). Specific requirements for completing the Advanced Proficiency Documentation courses (FS 600 and

601) are available from the College of Education. The student must be employed as a teacher and make formal arrangements with a school district to complete this on-the-job demonstration of competency. The student must register for 6 credit hours during the last year of study. An action research project is a component on the continuing teaching license.

Examples of a professional project may include but are not limited to:

- A curriculum design for a particular discipline
- Training programs, or
- Computer programs for a particular application
- Action Research Project

The professional project is a professional paper, which is accompanied by the finished product. The general format of the Professional Project is:

- Introduction
- Review of Literature
- A statement or reason explaining the need for the Professional Project
- Rationale for the design of the Professional Project
- Attachment: Professional Project

## **Institutional Review Board (IRB) Requirement**

If the proposed exit requirement involves human participants, then the project will require review and approval by the WOU Institutional Review Board **before** any recruitment or research involving human participants may begin.

IRB approval must be obtained prior to recruiting or working with human participants.

IRB review and approval is required for **all** research projects involving human participants, regardless of the level of risk posed to participants. Students are advised to begin the IRB application process several weeks **prior** to recruiting human participants for their thesis or field study.

All forms and procedures for the IRB application can be found at <http://www.wou.edu/irb>.

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## Successful Online Student Tips

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Getting your degree online can require a different approach than a course normally taken in a traditional classroom. The online environment includes freedom and flexibility, but also requires rigorous responsibility. Qualities a successful student should adopt are:

- **Time Management**  
Online college courses are flexible, allowing students to attend classes whenever it is convenient for them. Part of what makes a successful online student is carving out time for studying in the midst of an already busy life schedule.
- **Participate in online discussions**  
Students agree that online discussion groups are important in developing relationships with students through posting meaningful responses and comments. Online discussions are successful only when *all students participate regularly and in a timely manner.*
- **Apply your work life to your class life**  
Another quality is being able to connect the information learned in class to everyday life. Practicing instructions learned from class in your workplace helps retain new information and skills. It may even help you succeed at work.
- **Ask questions**  
Keeping to yourself isn't what makes a successful online student, so if you have a question, speak up. The more questions you ask, the more you learn!
- **Find a source of motivation**  
Motivation is a key part of what makes an online student successful. Remain motivated and interested throughout the course by keeping your goals in focus. Goals can include graduation, good grades or the general experience. Find something that will help you keep on track.
- **Connect with classmates**  
Online learning brings a large variety of students together through convenience and technology. Be open to learning from other people's experiences, and don't be afraid to

develop friendships, which can help keep you active and engaged in your online coursework. Connecting with students on social networking communities such as Facebook, Skype, or even on the phone will add to the classroom environment. Collaboration with fellow classmates can add to the success of online students.

- **Be willing to commit the hours to coursework**  
Online learning may require more time and commitment than traditional educational classes. They are sometimes perceived as "easier" than traditional classes but, in reality, are often found to be as rigorous as or more so than comparable face-to-face classes.

--Some of this information came from: "Tips and Strategies for the Successful Online Student" by Randy Accetta, February 15, 2001  
<http://www.computerschools.com/interviews/elearning/-->