

Graduate Academic Policies

IMMUNIZATION REQUIREMENT

In an effort to provide a healthy environment in which to live and learn, CNU has created an immunization policy that incorporates the guideline for immunizations set forth in the *Code of Virginia*, Section 23-7.5. Students may have received these immunizations as a child or later in life. **All entering full-time students must provide a completed Certificate of Immunization, which must be signed or stamped by a licensed health care professional.** Failure to do so will result in the student's inability to register for and attend the next semester at CNU. In some cases, students may sign a waiver of the recommended immunization and be in compliance with the University and state policy. The **Certificate of Immunization** form is required of all new students when they are admitted to the University. The form may be obtained from the Office of the Registrar Web site (<http://www.cnu.edu/regis/forms/index.asp>) or by contacting the Office of the Registrar, Administration Building, Room 205, Christopher Newport University, One University Place, Newport News, VA 23606-2998. Questions about this requirement or the waiver should be directed to the Office of the Registrar at (757) 594-7155 or via e-mail at register@cnu.edu.

REGISTRATION

The University's registration system is a Web-based registration procedure. Dates and times for registration periods are published on the Office of the Registrar Web site prior to each semester (Fall, Spring and Summer). A student must be admitted as a graduate student to receive graduate credit.

Registered students should log in to their CNU Live account to review their charges as paper bills are no longer mailed. The balance must be paid by the deadline noted on the online billing statement and announced on the CNU Business Office Web site. Students are not considered officially registered until tuition and fee payments have been received in the Business Office. The University reserves the right to cancel registrations if bills are not paid.

Newly admitted students are expected to meet with their graduate academic advisor prior to registration to discuss class scheduling, and are expected to attend the orientation programs when scheduled by their respective Graduate Program Coordinators.

Students who have not registered/nor attended for two consecutive regular semesters (Fall and Spring) will become inactive. **Inactive students who wish to register must seek readmission to the University.**

Students who have a "hold" on their account may not register for courses until the "hold" has been resolved with the office issuing the hold. Students are also responsible for ensuring that they have met the appropriate course prerequisites for entrance into a course. Students who have not met the course prerequisites and/or registration restrictions, as detailed in this catalog, will not be allowed to register for the course without special permission.

Schedule Adjustment (Add/Drop)

After registering for classes, students may make changes to their class schedules via the 'CNU Live' link within their 'myCNU' account during published schedule adjustment periods. If a student has a "hold" on his/her account, he/she will not be able to make schedule adjustments until the "hold" has been resolved with the appropriate office. Schedule adjustment periods are published on the Office of the Registrar Web site. Courses dropped during this period do not become part of the student's permanent academic record.

Withdrawal from a Course

During the withdrawal period, students may withdraw by completing a **Course Withdrawal Form** obtained in the Office of the Registrar or available on the Office of the Registrar's Web site. Students are encouraged to obtain the signature of the instructor of record for the course on the **Course Withdrawal Form**. If the student is unable to obtain the instructor's signature on the **Course Withdrawal Form**, he/she should indicate such on the form when it is submitted to the Office of the Registrar. Course withdrawals will be recorded with a grade of *W* on the student's academic record. A student who stops attending a class and who does not complete a **Course Withdrawal Form** will be assigned the earned grade in that course. Course withdrawal periods are published on the Office of the Registrar's Web site and in the academic calendar. **A total number of 3 course withdrawals (grades of W) are permitted during a student's graduate academic career at CNU.** A student may initiate an appeal by submitting a letter of appeal to the Director of Graduate Studies.

Medical/Administrative Withdrawal

Students who petition to withdraw from the semester for medical reasons (*medical* withdrawal) must complete a **Withdrawal from Semester Form** and submit a letter to the Director of Graduate Studies and to the Office of the Registrar outlining the justification for the request. Requests for medical withdrawals should be submitted as close as reasonably possible to the incident/situation causing the need for the withdrawal. The student also must provide a written statement on official letterhead from his/her physician certifying that the student is incapable of completing the term due to medical reasons. After the Director of Graduate Studies reviews the request, the student will be notified in writing of the decision.

In other extenuating (non-medical) circumstances requiring the student to withdraw from the semester, the student must complete a **Withdrawal from Semester Form** and submit a letter outlining the extenuating circumstances along with justification for an *administrative* withdrawal. The form and documentation must be submitted to the Director of Graduate Studies and to the Office of the Registrar. After the Director of Graduate Studies reviews the request, the student will be notified in writing of the decision.

If the petition for medical or administrative withdrawal is approved all grades for the semester in question will be noted as **M** on the student's transcript. The **M** will not be counted toward the maximum course withdraws permitted and is not computed in the student's GPA. Students may not exercise the medical or administrative withdrawal option to withdraw from individual courses.

Auditing a Course

Students auditing courses are subject to attendance regulations specified by the instructor but are not required to take tests or final examinations in the audited courses. By permission of the instructor, students may complete any of the required assignments. Rather than receive the regular letter grade at the completion of an audited course, auditing students' academic records will indicate **AU** for such courses. (See "Fees and Financial Information" for additional details concerning audit charges.) **Changes from audit to credit status and credit to audit status may be made only during published Schedule Adjustment periods and in compliance with established deadlines.**

Independent Study

The purpose of independent study is to enable qualified students to enrich their programs through directed reading or independent research under faculty supervision and for University credit. The student and faculty member directing the Independent Study agree upon goals, prerequisites, stages and grading procedures in writing. Students may take a maximum of three credit hours of independent study in a given semester or session, and a maximum of six credit hours in their total academic program.

The graduate **Independent Study Authorization Form** is available on the CNU Graduate Studies Web site <http://www.cnu.edu/gradstudies/pdf/gradindepstudy.pdf>. It must be completed by the student and the faculty member directing the Independent Study. Within five days of being signed by both parties, the **Independent Study Authorization Form** must be forwarded to the appropriate Graduate Program Coordinator and the chair of the department. The completed form goes electronically to the Director of Graduate Studies. If presented electronically, the approved form is electronically sent to the Office of the Registrar. If presented in paper form, the student must then present the approved form to the Office of the Registrar at the time of registration. The **Independent Study Authorization Form** must be completed and submitted to the Office of the Registrar no later than the end of the registration period or the schedule adjustment period for the semester/term in which the Independent Study is to occur. Incomplete forms and forms submitted after the registration and/or the schedule adjustment period will not be processed.

Class Attendance

The University expects that students will regularly attend all of their scheduled classes. An educational system based largely upon classroom instruction and analytical discussion depends upon the faithful attendance of all students. The University does not, however, establish specific attendance policies. These are established at the discretion of the individual colleges, departments and/or instructors. Students with excessive absences will receive a grade of **F** upon the instructor's recommendation. If excessive absences are caused by an extreme emergency and the instructor penalizes the student, the student may appeal the grade through the Grade Appeal Policy (see **Student Handbook** for details).

Other regulations are:

- 1) Missing a class meeting does not in any way lessen the student's responsibility for that part of the course that has been missed.

- 2) Instructors may differentiate between excused and unexcused absences and authorize makeup work when appropriate.
- 3) Students who miss classes to represent the University must notify the class instructors in advance of those absences. Given prior notice, instructors will allow students to make up work or complete work in advance of the class absence. In cases of disagreement about whether or not the activity represents the University, the Director of Graduate Studies will make the determination.
- 4) Student who receive federal financial aid and who discontinue class attendance without formally withdrawing from the course(s) may jeopardize current and/or future financial aid awards. The student should contact the Office of Financial Aid for more information.

Final Examinations

The examinations given at the end of each semester take place at times announced on the examination schedule published on the Office of the Registrar Web site. Students are required to take all final examinations at the times scheduled unless excused as noted below (see **Absence from Final Examinations**). The University does not authorize re-examination nor will changes be permitted unless the student has three or more examinations scheduled in a 24-hour period. To request a change, the student must make the request to the Director of Graduate Studies through the Graduate Program Coordinator or the instructor of the course.

Absence from Final Examinations

Students may request to be excused from taking an examination at the scheduled time by presenting an acceptable reason for the expected absence to the instructor before the examination. An excuse on the grounds of illness will be accepted when verified by a physician and received by the Office of Graduate Studies. The student should notify the instructor as soon as possible, unless physically unable to do so. If the instructor cannot be notified, the student must notify the Office of Graduate Studies at gradstdy@cnu.edu or (757) 594-7544 as soon as possible.

ACADEMIC STANDARDS

Course Numbering

Courses numbered 500 through 699 may be applied to a graduate degree. Courses numbered 400/500 may be taken at either an undergraduate or graduate level. Additional work and/or a higher standard will be required for those taking a course at the 500 level. **A student who has taken a course numbered 400/500 as a 400-level course may not retake it as a 500-level course.**

The three hyphenated numbers enclosed in parentheses following the title of the course, (4-3-4) for example, have the following meanings: the first number refers to the number of credit hours awarded for successful completion of the course; the second number refers to the number of weekly lecture hours in the course; and the third number refers to the number of weekly laboratory or practicum hours in the course.

Grade Point Average

Two grade point averages (GPAs) are maintained. The "cumulative GPA" is the total number of grade points earned (for CNU courses and all transferred courses) divided by the total number of credit hours attempted (CNU and all transferred hours). The "CNU GPA" is the total number of grade points earned for CNU courses divided by the total number of credit hours attempted at CNU. Transfer credit is not included in grade points and credit hours attempted, resulting in one GPA; however, transfer credit is included in credit hours earned toward a degree.

Grading System

<u>Letter Grade</u>	<u>Meaning</u>	<u>Numerical Value</u>
A	Excellent	4.00
A-		3.70
B+		3.30
B	Good	3.00
B-		2.70
C+		2.30
C	Passing (Poor)	2.00
C-		1.70
F		Failing
I	Incomplete	

W	Withdrew
S	Satisfactory (for thesis in progress)
U	Unsatisfactory (for thesis in progress)
AU	Audit

Incomplete Grade

The grade of Incomplete, **I**, is a temporary grade that the instructor may assign when exceptional, documented circumstances prevent the student from completing required assignments or from taking the final examination. If the grade of Incomplete is assigned, the student must complete the work and the professor must submit the **Grade Change Form** (or **Extension of Incomplete Form**, if appropriate) to the Office of the Registrar before the end of the 4th week of the next regular semester. If a **Grade Change Form** or **Extension of Incomplete Form** is not submitted as indicated, the grade of **I** automatically will be converted to a grade of **F**. The change of grade deadlines are:

- If the grade of Incomplete is given in the Fall, it must be removed by no later than 5:00 p.m. on Friday of the 4th week of the following Spring semester.
- If the grade of Incomplete is given in the Spring, it must be removed by no later than 5:00 p.m. on Friday of the 4th week of the following Fall semester.
- If the grade of Incomplete is given in the Summer, it must be removed by no later than 5:00 p.m. on Friday of the 4th week of the following Fall semester.

Extensions of the grade of Incomplete will require the approval of the Director of Graduate Studies.

Grade of Satisfactory/Unsatisfactory

A grade of Satisfactory (**S**) or Unsatisfactory (**U**) will be given for thesis credit while the thesis is in progress. After the thesis has been written, defended and accepted, the thesis advisor will replace the **S** and/or **U** designation with a grade of numerical value. Until that time, the **S** or **U** designation assigned for thesis work in progress will not affect the student's grade point average. Thesis credit beyond the minimum required by the program will remain with an **S** and/or **U** designation.

Grades For Repeated Courses

For courses that are repeated, only the grade, credit and grade points for the most recent course enrollment will be counted toward graduation requirements, credit hours earned, and included in the computation of grade point averages. Any graduate course taken at CNU in which a grade is earned may be repeated no more than once (total of two enrollments). Graduate courses completed at CNU with a grade of **C** or **F** cannot be repeated at another institution for transfer credit to CNU. Students who, after their second attempt, do not successfully complete a course required for a specific degree at CNU may not be allowed to graduate with that degree.

Final Grade Reports

Students may access their final grade reports by accessing their Web-based 'CNU Connect' account and clicking on the 'CNU Live' link. Final grades are available at the end of each semester and summer terms.

Permission to Take Classes Elsewhere

Admitted students are expected to complete all of their course work in residence. In those unique situations when a student seeks to enroll in credit courses at another institution concurrently, **the student must obtain advance approval from the University** by submitting the **Request to Take Graduate Course Elsewhere** form, available on the CNU Graduate Studies Web site <http://www.cnu.edu/gradstudies/pdf/gradcourseelsewhere.pdf>. Students must submit the completed form, including all required signatures, to the Office of the Registrar. The University grants students permission to take courses for credit at other institutions only when such action is academically necessary to meet scheduling requirements of their programs that cannot be met in residence at CNU.

Transfer credits for courses taken elsewhere will be granted only if the student has prior written approval and earns a grade of B- or better. Pass/fail grades are not accepted for transfer credit. A graduate student is limited to a **maximum of 6 credit hours that may be transferred** into the University.

Degree-seeking students who are on Academic Probation or Academic Suspension will not be approved to take courses elsewhere without written permission from their Graduate Program Coordinator and the Director of Graduate Studies. Credit hours earned elsewhere while on probation or suspension will not be accepted for credit by Christopher Newport University unless prior written permission was granted.

Undergraduate Students Taking Graduate Courses

Maximum Number of Graduate Credits Allowed

CNU students in undergraduate senior status, with a minimum cumulative GPA of 3.0, are allowed, with signed approval, to enroll in a maximum of 8 graduate credit hours (one course per semester with associated lab). These graduate credit hours may count toward the 120 credit hours for the undergraduate degree.

Enrollment

The form *Request to Take CNU Graduate Course while in Undergraduate Status* must be completed and approved in order to enroll in a graduate course. The form is available on the CNU Graduate Studies Web site at <http://www.cnu.edu/regis/pdf/ugradtakegrad.pdf>. Approval to enroll in a graduate course must be obtained from the course instructor and the Graduate Program Coordinator with verification of the student's current grade point average by the Office of Graduate Studies. The completed and signed form must be attached to the Add/Drop form at the time of registration (no later than the final day of the published add/drop period) and submitted to the Office of the Registrar with all required signatures.

Academic Performance

Any undergraduate student, whether in a five-year program or not, who earns a grade of **C+** or lower in a graduate-level course will not be allowed to take any additional graduate courses while in undergraduate status. If an undergraduate student in a five-year program earns a single grade of **F** or two grades of **C+** or lower in a graduate-level course(s), that student will not be allowed to continue in the five-year program and the offer of admission to the graduate program will be rescinded.

Graduate Students Taking Undergraduate Courses

A graduate student may enroll in a course that carries undergraduate credit if, in the graduate advisor's opinion, the student should be familiar with the subject matter of that course. A student registered for a course for undergraduate credit must complete all the requirements of the course and receive a grade for it. The grade will be noted on the graduate record but will not count toward a graduate degree nor be computed in any graduate grade point average.

A graduate student may take an undergraduate course on a pass/fail basis with the written approval by the Graduate Program Coordinator. A maximum of two courses are allowed, and limited to one course per semester.

ACADEMIC PERFORMANCE POLICIES

Minimum Standards for Academic Continuance

The University expects a degree-seeking student to make reasonable progress toward earning a degree. Both degree-seeking and non-degree-seeking students must demonstrate the incentive and ability to meet the minimum performance standards in order to remain in "good standing" for academic continuance at the University. Academic performance is measured by the grade point average (GPA), and graduate students are expected to maintain a cumulative grade point average of 3.0 for each semester for which the student is enrolled. In addition, graduate students are expected to earn grades of **B-** or higher.

Attempted credit hours are defined as those hours for which a student has enrolled in and earned a permanent grade. Attempted credit hours are cumulative.

Academic status is assessed at three points each year: the end of fall semester, the end of spring semester, and the end of the summer term(s).

Academic Probation

If a degree-seeking student is not making satisfactory progress toward a graduate degree when academic status is assessed that student may be placed on academic probation. Degree-seeking and non-degree-seeking students will be placed on academic probation for:

- a cumulative graduate grade point average below 3.0; or
- one grade of **C**, to include **C+**, **C**, and **C-**; or
- more than six credit hours of **U**.

The notation *Academic Probation* will appear on the student's Web-based grade report and his/her permanent academic record. A student who is on academic probation will be required to raise his or her grade point average above 3.0 or to earn at least a grade of **B** in all graduate courses attempted in the next semester

of enrollment in order to avoid being placed on academic suspension. The *Academic Probation* notation will appear for each semester until the student is in "Good Standing." "Good Standing" is defined as having a cumulative GPA of greater than or equal to 3.0 and being in non-probationary status. Credit for courses taken at other institutions while on probation will not be transferred to CNU.

Academic Suspension

Graduate students will be suspended following the first semester in which they do not meet the minimum standards for continuance. Degree-seeking and non-degree-seeking students will be placed on academic suspension for:

- a cumulative graduate grade point average below 3.0 for a second consecutive semester; or
- two grades of **C**, to include **C+**, **C**, and **C-**; or
- one grade of **F**; or
- nine or more credit hours of **U**.

The notation *Academic Suspension* will appear on the student's Web-based grade report and his/her permanent academic record.

A suspended student is not permitted to register for additional credits in any semester or summer term until the conditions of the suspension are completed. The student may not register for any classes until after the next regular semester (i.e., fall or spring) following the suspension, and may not register for summer terms if the suspension includes the following fall semester.

Students who wish to return to CNU after their one semester of suspension must:

- make an appointment to develop a Plan of Study with their Graduate Program Coordinator before November 1 for a return in the spring semester and before April 1 for a return in the summer or fall semester;
- include in the Plan of Study credit hour limits the student must observe and a schedule of courses to be taken each semester following the suspension;
- register for the semester immediately following their suspension semester, not including summer terms.

If the student follows this Plan of Study and earns a GPA of 3.0 or higher and earns no grade of **F** or any additional grade(s) of **C**, then the student will not be suspended the next semester even if the cumulative GPA is below that required for minimum standing. If the student does not follow the Plan of Study, or does not earn a GPA of 3.0 or higher in each subsequent semester, the student will be suspended from the University.

Academically suspended students who do not return for two or more consecutive semesters (not including summer terms) must apply for readmission through Graduate Admissions. These applications will be judged by the graduate admission standards current at the time of application for readmission.

Upon reinstatement, the student will be on Academic Probation. If a student who has been reinstated receives a grade of **C**, **F** or **U** in any graduate course, that student will be suspended from the University.

Academic Dismissal

Students who fail to meet minimum standards for continuance will be academically dismissed from the University upon receiving the second academic suspension. Additionally degree-seeking and non-degree graduate students who earn two or more grades of **F** during one semester will be academically dismissed from the University. Students who have been academically dismissed may not apply for readmission to the University for at least two calendar years. Such applicants' academic records at CNU will be considered as part of the relevant materials for readmission to the University. The notation *Academic Dismissal* will be placed on the student's Web-based grade report and his/her permanent academic record.

Appeal Process For Suspension or Dismissal

All academic suspensions at the graduate level are made for one semester, not to include summer terms. A suspended student may initiate an appeal for immediate reinstatement, and a dismissed student may initiate an appeal by submitting a Letter of Appeal to the Director of Graduate Studies. This letter must include evidence supporting the appeal and demonstrating that the student is able to complete successfully the planned graduate program. The evidence the student provides may include: 1) statements from the student; 2) the student's credentials; and 3) an explanation of circumstances leading to the original suspension. Reinstatement of a student on academic suspension or academic dismissal to graduate studies is a two-step process.

On receipt of the letter initiating an appeal, the Director of Graduate Studies will select a committee of not fewer than three members of the graduate faculty drawn from the student's area of study or related areas. This committee will review the student's record and the evidence contained in the appeal letter and recommend acceptance or rejection of the appeal for immediate reinstatement. A recommendation to reinstate the student must be based on evidence strongly supporting the likelihood of the student's success in the graduate program. The committee may also impose requirements that must be completed prior to reinstatement. These requirements may include a fixed period of suspension for a dismissed student (not to exceed one semester following the semester during which the academic suspension being appealed occurred) or the taking of specific undergraduate courses designed to strengthen the student's deficiencies. In addition, the student will be required to develop a Plan of Study with his or her Graduate Program Coordinator. A student may not register for any courses at the University while on academic suspension.

The Director of Graduate Studies will render a final decision on the appeal based upon this committee's recommendation. An academically suspended student whose appeal for immediate reinstatement is rejected must follow the requirements listed under the heading **Academic Suspension**. A student whose appeal is accepted moves to the second step in the reinstatement process. A student whose appeal of academic dismissal is rejected must wait at least one year to appeal again.

The second step in the reinstatement process consists of meeting all of the requirements imposed by the *ad hoc* graduate faculty committee. This same committee will review the student's progress and verify that the imposed requirements have been met completely. When the requirements have been met, the Director of Graduate Studies will be notified and the reinstatement will be complete.

Academic Reinstatement Policy

For reinstatement, the Graduate Program Coordinator must inform the Director of Graduate Studies that the suspended student has developed and completed the actions on the Plan of Study. For students who appeal the suspension or dismissal, the Director of Graduate Studies will render a final decision of the appeal. If the appeal is successful, the *ad hoc* graduate faculty committee is responsible for informing the Director that the terms of the appeal have been completed.

Upon reinstatement, the student will be on Academic Probation. From this point on, all of the grades on the student's graduate record earned prior to suspension that are **C**, **F** or **U** will not be counted toward a master's degree. If a student who has been reinstated receives a grade of **C**, **F** or **U** in any graduate course, that student will be suspended.

DEGREE REQUIREMENTS

The following represent the minimum University requirements for the master's degree. Individual programs may impose additional requirements.

Credits

To receive the master's degree, all graduate students, including those enrolled in the five-year baccalaureate to master's programs, must present on the graduate transcript successful completion of a minimum of 30 hours of graduate credits. However individual programs may require additional hours. No more than six semester hours of graduate credit may be transferred from another regionally accredited institution and/or be taken elsewhere by a degree-seeking student as described below. Credit transferred from another institution will be counted toward the total number of credits required for the graduate degree but will not be computed in the student's cumulative graduate grade point average. If no thesis, internship or culminating project is required as a part of the degree requirements, a minimum of 36 graduate credits will be required for the degree.

Transfer of Credit

A maximum of six semester hours of graduate credit from another regionally accredited institution may be included in a degree-seeking student's graduate record if all of the requirements are met. Transfer of credit is allowed in two ways: acceptance of previously earned credit; and/or requesting to take a course at another regionally accredited institution while enrolled as a CNU degree-seeking graduate student.

Previously Earned Credit

A degree-seeking graduate student may transfer a graduate course from another regionally accredited institution and apply the credit toward a degree at Christopher Newport University provided that the intended transfer of credit meets all of the requirements stated as follows:

- An earned grade of **A** or **B**.
- Pass/fail or satisfactory/unsatisfactory grades are ineligible for transfer credit.
- Courses submitted for transfer credit must have been applicable toward a similar degree at the institution awarding them.
- Submit an official transcript from a regionally accredited institution showing the course and the grade earned.
- Evidence of the course applicability toward a graduate degree must be forwarded to the Graduate Program Coordinator.
- Transfer credit must have been taken within six years prior to the award of the CNU master's degree.
- The Graduate Program Coordinator must approve the transfer of credit.
- The request for transfer of previously earned credit must be made during the student's first semester as a degree-seeking student.
- No transfer credit will be allowed for courses that have been used to fulfill the requirements of another earned degree.

Transfer Credit Earned While a Degree-Seeking Student

A degree-seeking graduate student may take a graduate course at another regionally accredited institution and apply the credit toward a degree at Christopher Newport University provided that the intended transfer of credit meets all of the requirements stated in the **Transfer of Credit** section.

- The student must complete a **Request to Take Graduate Course Elsewhere** form available on the CNU Graduate Studies Web site at <http://www.cnu.edu/gradstudies/pdf/gradcourseelsewhere.pdf> and submit it to the Graduate Program Coordinator.
- The student is responsible for completing all the steps in this approval process in a timely manner **prior** to registering for the course, or the course will not be eligible for transfer.
- The student must submit the completed **Request to Take Graduate Course Elsewhere** form to the Office of Graduate Studies for final approval.
- Upon completion of the course, the grade earned must be an **A** or **B** to be eligible for transfer credit.
- Pass/fail or satisfactory/unsatisfactory grades are ineligible for transfer credit.
- The class format and course length should be equivalent to what is offered at CNU.

Generally, permission to take a course elsewhere will not be given during the student's last semester at CNU or if the course is offered at CNU during that semester.

Time Limit

Graduate students must complete all of their work toward a master's degree within a period of six calendar years. This period begins with the student's initial registration as a graduate student. Academic work, including transfer credit, taken more than six years prior to the award of the master's degree cannot be credited toward that degree. In extenuating circumstances a student may petition for a waiver of this limit. The waiver must be approved by the student's advisor, Graduate Program Coordinator and the Director of Graduate Studies. Additional conditions, imposed to verify the currency of knowledge involved in the courses for which the six-year limit might be waived, may be imposed.

Plan of Study

Each student in consultation with his or her advisor should develop a Plan of Study showing a reasonable concentration of interrelated subjects. This plan should be formulated and approved by the student's advisor before the student has completed 15 hours of graduate study. The student's advisor must approve any change in the student's Plan of Study. In case of changes in program requirements subsequent to the year the student became degree-seeking, the degree's Program Coordinator and the Director of Graduate Studies must approve changes to the standard degree program.

Full-time Status

Students who enroll in nine (9) or more graduate credits in a given semester or a total of at least six (6) credits for all summer sessions combined will be considered a full-time student. **Students need approval of the Director of Graduate Studies to take more than 12 graduate credits in a given semester or more than 6 graduate credits in a summer session.** No student may enroll for more than 13 graduate credits in a given semester or more than 12 graduate credits in all summer sessions combined without permission of the Director of Graduate Studies.

FULL Time

Minimum of 9 hours
 Minimum of 6 hours

Fall or Spring Semester
 within the 2 Summer Sessions

HALF Time

Minimum of 5 hours
 Minimum of 3 hours

Fall or Spring Semester
 within the 2 Summer Sessions

Comprehensive Examination

A degree program for a master's degree may require a comprehensive examination to evaluate the student's proficiency in his or her field. This comprehensive examination may be written and/or oral. The nature of the comprehensive examination is determined by the department(s) involved in administering the degree. At the time of the comprehensive exam or at a specifically designated time, each student will be asked questions that specifically assess the student's mastery of course-related objectives. A student failing the comprehensive examination may request a re-examination within six months of the failure. Only one additional examination is permitted. For MAT degree candidates, the Praxis II is the comprehensive examination.

Thesis

Research resulting in the presentation of a thesis may be required by the degree program. **Thesis students are required to be enrolled in at least one thesis credit hour during any semester in which they are working on the thesis and must be enrolled in one thesis credit hour during the semester of degree completion.** The defense of the thesis may be considered as part of the comprehensive examination. All theses presented must meet the requirements as listed in the *Policy and Style Manual for Master's Theses at Christopher Newport University*. The manual is available at Graduate Studies/Current Students/Forms and Thesis Manual Website <http://www.cnu.edu/gradstudies/current/index.asp>. Theses may be placed in the CNU library as research sources available to the academic community.

For the **Thesis Format Review and Final Copy Due Dates** access Graduate Studies Dates and Deadlines Website at <http://www.cnu.edu/gradstudies/current/index.asp>.

Intent to Graduate Form

Students must file the *Intent to Graduate* form with the Office of Graduate Studies by the following dates:

Graduation Date

May Graduation

August Graduation

December Graduation

Due Date

September 15 preceding graduation date

February 1 preceding graduation date

February 1 preceding graduation date

The *Intent to Graduate* form is available at the Graduate Studies Website <http://www.cnu.edu/gradstudies/pdf/intent2grad.pdf>.

Commencement Exercises

Commencement exercises are held once each year in May. Students who complete degree requirements in August and December are eligible to participate in the following Spring Commencement ceremony. Diplomas for August graduates will be available on the first business day after the end of the last summer term. Diplomas for December graduates will be available 21 calendar days after the semester ends. For August and December graduates who do not pick up their diplomas as designated and who plan to participate in the Spring Commencement ceremony, diplomas will be available immediately following the ceremony.

All prospective graduates will be contacted before the Spring Commencement ceremony by the Office of the Registrar and/or the Dean of Students concerning rehearsal and attendance. **Those students planning to attend Commencement must notify the University by the announced deadline so that seating arrangements can be finalized for all who plan to participate.** Students who plan to attend Commencement must keep the Office of the Registrar informed of any address and/or phone number changes so that students can receive important information concerning graduation. Degrees will not be conferred for students unless all graduation requirements, including courses, degree requirements, GPAs, credits, and financial obligations have been satisfied.

GRADUATION REQUIREMENTS

- Successful completion of minimum hours of the master's degree program coursework
- Cumulative graduate grade point average of 3.00 in all CNU courses submitted for graduate credit with no more than two grades of **C**
- Submission of the ***Intent to Graduate*** form by the following dates:

<u>Graduation Date</u>	<u>Due Date</u>
May Graduation	September 15 preceding graduation date
August Graduation	February 1 preceding graduation date
December Graduation	February 1 preceding graduation date
- Successful completion of the comprehensive examination, if applicable
- Thesis students are required to be enrolled in at least one thesis credit hour during any semester in which they are working on the thesis and must be enrolled in one thesis credit hour during the semester of degree completion.
- Successful defense of a culminating project or thesis (if applicable) and presentation of the appropriate number of approved copies to the Office of Graduate Studies by the published deadline on the Graduate Studies Website <http://www.cnu.edu/gradstudies/current/index.asp>.