

# ACADEMIC REQUIREMENTS

## Candidacy

Candidacy is a written agreement outlining the courses necessary to receive a degree or certificate. All students pursuing a master's degree, graduate certificate, or a certificate of advanced study must apply for and be admitted to candidacy after the completion of 6, but before the completion of 12 graduate-level credit hours at Buffalo State. A degree candidacy application must be approved by the adviser, department chair, and school dean. (Degree candidacy applications for multidisciplinary studies students must be approved by the principal adviser, advisory committee and graduate school dean.) Failure to develop an approved program and be admitted to candidacy before the completion of 12 graduate-level credit hours at the college could restrict further registration.

Application forms for degree candidacy are available from the academic department and on the Graduate School Web site [www.buffalostate.edu/graduateschool/forms](http://www.buffalostate.edu/graduateschool/forms). The current requirements for admission to candidacy are:

1. Completion of at least 6 credit hours of graduate-level coursework at Buffalo State.
2. Completion of all required prerequisite courses.
3. A minimum cumulative GPA of 3.0 (B grade) in all graduate-level coursework. No grade lower than C is acceptable to meet degree requirements.
4. Removal of all deficiencies and incomplete (I) grades.
5. If requesting transfer credit, the Graduate School must receive an official transcript from the regionally or nationally accredited institution where the graduate-level coursework was completed. Only grades of B or better will be accepted for transfer credit. See policy under Transfer Credit, page 9.
6. A minimum of 15 credit hours of coursework at the 600- or 700-level is required in all degree programs.
7. A maximum of 6 credit hours of independent study (XXX 590) may be included in a degree program.
8. Coursework taken to fulfill degree requirements for one master's degree or certificate of advanced study may not be applied toward another master's degree, graduate certificate, or certificate of advanced study.
9. A maximum of 6 credit hours of workshops, conferences and micro (XXX 594, 596, 598) courses may be included in a degree program.

Graduate candidacy forms require several approval signatures for the purpose of ensuring the accuracy of the proposed program and compliance with academic policy. Graduate candidacy is not approved until ALL signatures have been obtained. The graduate candidacy includes a section titled Completion Date. These are anticipated completion dates. Due to course prerequisites, course availability, etc., it may not be possible to complete coursework in the term listed on the candidacy. Students should periodically check with advisers to review the anticipated completion dates.

## Changes to Approved Degree Candidacy

Once the candidacy form has been approved, changes can be made only with approval of the student's adviser, department chair, and school dean. Change forms are available in department offices or online at [www.buffalostate.edu/graduateschool/forms](http://www.buffalostate.edu/graduateschool/forms).

## Graduate Thesis/Project Continuation Policy

Graduate students who have 24 or more earned hours and who have received an N grade (grade delayed) for at least 1 capstone requirement credit will be required to enroll in 721 Thesis/Project Continuation (non-credit bearing). Students must receive instructor permission to enroll in this course and will be able to continue to enroll in it for four semesters or until the thesis or project has been completed and the N grade has been changed. Graduate students can enroll for this course at no cost for up to two years immediately after the semester in which the capstone course received an N. If students do not enroll in this course, they will be deactivated from matriculated status and will have to reapply to the college to continue their studies. Reapplication must be made in accordance with the established deadline dates and current admission requirements. See Readmission, page 7.

Once a student has 1) earned 24 or more graduate hours, 2) registered for at least 1 graduate capstone requirement credit and received an N grade, and 3) enrolled in 721 Thesis/Project Continuation for two years, the student must register for 722 Thesis/Project Extended-non-credit-bearing but billable for 1 credit at existing graduate tuition rates, until the thesis or project has been completed and the N grade has been changed.

## Graduation/Commencement

In order for a graduate student to be awarded a master's degree or certificate of advanced study, the following minimum requirements must be met:

1. Completion of the Application for Graduation, submitted to the Graduate School, Cleveland Hall 204, by the specified deadline as listed in the Academic Calendar (viewable online at [www.buffalostate.edu/academics/](http://www.buffalostate.edu/academics/) click on Academic Calendar). Failure to apply by the deadline date may delay the granting of the degree and may result in the omission of the student's name from the commencement program.

2. Completion of a minimum of 30 graduate-level credit hours.

3. A minimum cumulative GPA of 3.0 (B) in all graduate coursework.

4. Completion of all coursework and degree requirements within the six-year period immediately preceding the date of graduation.

5. Completion of a minimum of 15 credit hours of 600- or 700-level coursework.

6. Receipt by the Graduate School of official transcript(s) of approved transfer credit as listed on the candidacy form. Transfer credit must meet all requirements as defined under Transfer Credit on page 9 of this catalog.

7. All graduate and undergraduate courses with a grade status of I, N, or X must be completed and appropriate grades submitted.

8. All financial obligations to the college must be met, and all college property must be returned.

9. Students who write a master's thesis must submit two official bound copies to the Graduate School office before a diploma will be issued.

Students who do not meet the requirements for graduation by the semester for which they applied must submit a new application for graduation, in accordance with established deadlines, for the semester in which the requirements will be completed.

### Commencement

Commencement is held once each year at the end of the spring semester in May. Students eligible to participate in commencement are those who complete their degree requirements in December (previous), May (current), or August (anticipated). Visit the commencement Web site for more information: [www.buffalostate.edu/commencement](http://www.buffalostate.edu/commencement).

## Initial/Permanent/Professional Certification in Education

Buffalo State's graduate degree programs in education are registered with the New York State Department of Education. All graduates who meet state certification requirements are recommended by the college for the appropriate certification. Students eligible for initial/permanent/professional certification can apply online at [www.highered.nysed.gov/tcert/teach](http://www.highered.nysed.gov/tcert/teach). Contact the Teacher Certification Office, Caudell Hall 101, (716) 878-6121, with questions.

## Project, Thesis, Comprehensive Examinations, and Defense of Graduate Portfolio

Degree programs require a project, thesis, comprehensive examination, or defense of graduate portfolio as evidence of mastery of the chosen field. Individual program descriptions in this catalog contain specific degree requirements. Contact hours stipulated for projects and theses will vary, depending on the nature of the work and departmental requirements. See Graduate Thesis/Project Continuation Policy, page 8.

## Time Limit for Degree Completion

All coursework and degree requirements must be completed within the six-year period immediately preceding a student's graduation. Coursework completed more than six years prior to date of graduation cannot be used to satisfy degree requirements unless approved by the adviser, department chair and school dean.

## Transfer Credit

There is no automatic transfer of credit toward a graduate degree or certificate of advanced study. A maximum of 12 graduate-level credit hours of transfer work from an approved regionally or nationally accredited institution may be applied to a degree program or certificate of advanced study upon departmental/advisor approval. Academic departments reserve the right to allow fewer transfer credits. The applicability of transfer credit to a graduate certificate program is determined by the department. The 12-credit maximum does not apply to the master's degree program in multidisciplinary studies, which allows a maximum of 15 credit hours of transfer work upon advisory committee approval.

Specific restrictions:

1. Transfer work must be a coherent part of the required program of study and be approved by the major department.

2. Transfer work must be completed within the six-year period immediately preceding the date of graduation.

3. Only grades of B or better are acceptable for transfer. Grades of S or P are not acceptable.

4. Coursework taken to fulfill degree requirements for one master's degree or certificate of advanced study may not be applied toward another master's degree, graduate certificate, or certificate of advanced study.

5. Official transcripts must be submitted to the Graduate School in a sealed envelope from the institution at which the coursework being requested for transfer was completed. The institution must be accredited by an approved regional or national accrediting agency.

6. Transfer credit requested from institutions using the quarter system will be converted to semester hours using the following equation:

1 quarter hour	=	2/3 (.66) semester hour
2 quarter hours	=	1-1/3 (1.33) semester hours
3 quarter hours	=	2 semester hours

Transfer credit requests should be presented for consideration at the time the student applies for degree candidacy (see Candidacy section, page 8) or as soon as the coursework is completed. Approved transfer credit is added to the student's official record when the student's approved degree candidacy application and official transcripts of transfer credit are received by the Graduate School.