

Advisor Handbook

This web handbook contains information Departmental Graduate Advisors need to assist graduate students in completing their [graduate degrees](#). Click on any of the links below to be taken to the page with the information for which you are interested.

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4. Intent to Graduate
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Frequently Asked Questions from Graduate Advisors

Who to Contact for help

Mary Sewell – Graduate [Admissions](#) (x6404 or email msewell@emporia.edu)

Brandi Beckman – Eligibility (5513 or email bbeckman@emporia.edu)

Doug Cooper – Degree Conferral (x5509 or email dcooper@emporia.edu)

Peggy Anderson – Graduate Assistantships/Scholarships (x5508 or email panderso@emporia.edu)

Pam Fillmore – Research and Grants (x5351 or email pfillmor@emporia.edu)

Admission and Application Processes

Application Process and Fees - The first requirement is that a student must complete a graduate application and pay the application fee. Applications are available online at <http://www.emporia.edu/grad/appinstr.htm> (online or pdf format). Please remember that an applicant for [admission](#) must hold a baccalaureate degree from a regionally accredited institution and must provide proof of this degree. There are three categories for admission into the Graduate School at Emporia State University.

Degree/Certificate Seeking Student

Degree/Certificate admission to graduate study requires a grade point average of not less than 2.5 in the last 60 semester hours of study or an overall grade point average of no less than 3.0 for a completed master's degree. This admission does not constitute admission to a specific program. Some academic departments' requirements may be higher.

Non-degree Seeking Student

Students with at least a baccalaureate degree from a regionally accredited institution who desire to enroll in graduate course work but are not seeking a degree, certificate, or licensure are classified as non-degree students. Faculty reserve the right to decide on the applicability of course work taken prior to formal admission into a [degree program](#). A maximum of 12 approved hours earned under this status may be applied to a degree program. Students are required to pay a \$25 application fee.

Licensure Seeking

Students with at least a baccalaureate degree from a regionally accredited institution who desire to enroll in graduate course work for the purpose of licensure are classified as licensure seeking students. Students should check the graduate degree listing or contact the Teacher Licensure Coordinator in the Teachers College (620-341-5412) for specific licensure programs offered at ESU. Students are required to pay a \$25 application fee.

Certificate Seeking

Students with at least a baccalaureate degree from a regionally accredited institution who desire to enroll in graduate course work for the purpose of obtaining a certificate are classified as certificate seeking students. Students should check the graduate degree listing for specific [certificate programs](#) offered at ESU. Students are required to pay a \$40 application fee.

Application Process – The process is very simple. An applicant must:

1. Submit the correct application
2. Pay the application fee
3. Request official transcript be sent to the Graduate School
4. Submit departmental [admission requirements](#) (GRE, MAT, references, essay, etc. if required).

Eligibility

Once the application, fee and official transcript(s) are complete, the Graduate School will calculate GPA. If the GPA does not meet Graduate School minimum, the student will be denied admission and will receive a letter from the Graduate School indicating that s/he was denied admission to Emporia State University. If the GPA meets minimum Graduate School standards, the department will be notified that the student's file is ready for review (all student information is scanned into OnBase. The Advisor **MUST** submit an eligibility form through infopath indicating one of the 3 eligibility options:

1. Admitted
2. Admitted with Conditional/Probationary Requirements (these conditions can only relate to departmental requirements, not Graduate School requirements).
3. Denied – If student is denied, you must list specific reasons for denial on the form).

Once the eligibility is received, the student is notified of admission status.

Please note: only a student who has been admitted or admitted conditionally is eligible for [financial aid](#).

Processes after a student has been admitted to a degree program

Degree Plans - For masters programs requiring 30-45 credit hours, degree-seeking graduate students must submit an approved degree plan signed by their advisor, department chair, and approved by the Dean of the Graduate School and Distance Education to the Graduate School after completion of 15 credit hours. Graduate programs requiring more than 45 credit hours must submit an approved degree plan signed by their advisor, department chair, and approved by the Dean of the Graduate School and Distance Education to the Graduate Schools after 30 credit hours. After these credit hour limits, if an approved degree plan is not on file in the Graduate School, an enrollment hold will be placed on the student's account. (Changes based on Federal Regulations on Satisfactory Academic Program).

For the Ed.S. program an approved degree plan must be submitted to the Graduate School after a student completes 15 credit hours. After this credit hour limit, if an approved degree plan is not on file in the

Graduate School, an enrollment hold will be placed on the student's account (Changes based on Federal Regulations on Satisfactory Academic Program).

For the Ph.D. program, an approved doctorate degree plan must be submitted to the Graduate School after the student completes 30 credit hours. After this credit hour limit, if an approved degree plan is not on file in the Graduate School, an enrollment hold will be placed on the student's account. (Changes based on Federal Regulations on Satisfactory Academic Program).

Degree Candidacy - Most departments require students [to apply](#) for degree candidacy once the following requirements have been met:

1. The student has met the entrance and/or candidacy requirements of the major department and the results must be on file in the Graduate School. Any probationary requirements must have been completed and all entrance [exam](#) results indicating successful completion of those test requirements must be on file in the Graduate Office.
2. The student must have an approved degree plan on file in the Graduate School.
3. The student must have successfully completed a minimum of 6 hours of course [work](#) on the [graduate program](#) of study. (This requirement is greater in some departments).

Once those requirements have been completed, the Graduate Advisor must notify the Graduate school via email of the student's degree candidacy. After receiving this notification, an email notifying the student of his/her [admission](#) to degree candidacy will be sent by the Graduate School.

Comprehensive/Final exams – The majority of programs require a final examination that must be successfully completed. These results must be submitted by the department to the Graduate School for inclusion in the student's record before his/her degree will be conferred. If your department requires a final exam, a final exam card must be sent to the Graduate School indicating this requirement has been successfully completed.

Intent to Graduate - The semester prior to the semester in which the student anticipates completing his/her degree requirements, the student is required to complete an Intent to Graduate. Nothing will begin in the degree conferral process until the student has completed the Intent to Graduate and submitted it to the Graduate School. Once this [form](#) is received and processed by the Graduate School, the student will be notified at his/her official ESU email address that it has been received and processed. Deadlines for receipt of the Intent to Graduate are as follows:

Spring graduates – November 1 of the preceding Fall semester.

Summer graduates-March 1 of the preceding Spring semester.

Fall graduates – July 1 of the preceding Summer semester.

The Intent to Graduate Form may be found at and submitted from the following website:
<http://www.emporia.edu/grad/graduating-students/intent-to-graduate.html>

Failure to file the Intent to Graduate will delay the awarding of the student's degree.

Degree Analysis - Once your Intent to Graduate Form has been filed and an analysis done on the student's degree requirements, the student will receive at his/her official ESU email address a courtesy copy of that analysis that is sent to departmental advisor. The analysis is normally performed immediately prior to the student's last semester of [enrollment](#).

Advisor FAQs

Students without official transcripts – Degree seeking students may enroll for 1 Semester without the Graduate School having received their official transcripts. However, the student must send verification of undergraduate degree completion for Graduate School. No degree seeking student may enroll for more than one semester without official transcripts being received by the Graduate School. Please note: new, recent undergraduates will not be permitted one semester of [enrollment](#) without an official transcript indicating they have completed an undergraduate degree.

Course substitutions/exemptions – If an advisor would like to change a student's [degree program](#), s/he must e-mail the substitutions/exemptions to the degree analyst in the Graduate School or by submitting a revised degree plan.

Change of Grades for in-progress course work – Please remember to check the student's transcript to make sure all in-progress or incomplete grades have been changed. A change of grade form must be submitted to the Transcripts & Records Office to change the grade.

Degree Candidacy – Please remember to admit a student to degree candidacy, all probationary requirements, a degree plan, any qualifying exams AND a minimum of 6 graduate hours must have been successfully completed.

Transfer work– The maximum number of transfer hours ESU will accept is 9 hours for programs requiring fewer than 40 hours and 15 for programs requiring 40 or more hours of graduate course work. No course will be accepted for [transfer credit](#) unless the student has earned an A, B, or P. No grade of C or lower can be transferred. Transfer work must have been taken for GRADUATE CREDIT from the university from which the credit is transferred AND be applicable toward a graduate degree at that university. No transfer work will be accepted without an official transcript from the university.

Time Limit – The time limit to complete a master's program or the EdS program is 7 years or 21 semesters. With departmental approval for extenuating circumstances, the time limit is 8 years, or 24 semesters. The time limit for the Ph.D program must be completed within eight (8) years from the date of first enrollment. The Graduate Council may consider a petition, with departmental approval, to validate course work in the ninth and tenth year. No work over ten years old can be used to satisfy the requirements for graduate degrees.

C grades – A course numbered 500-600 level in which a student received a "C" grade, cannot be used to fulfill graduate [degree requirements](#). 500-600 level courses are considered lower-level graduate courses and grades of A, B, or P must be received in these courses. Please note: Not all 500-600 level courses are for graduate credit.

Enrollment in semester degree is conferred – Please remember a student MUST be enrolled in a minimum of 1 credit hour at ESU in the semester in which the degree is actually completed. Any requests for an exception to this policy must be directed in writing to the Dean of the Graduate School, with an explanation of why the exception should be granted.