

Quick Guide to Degree Completion

(rev. 1-2010)

What do you need to do by the time you graduate? What should you do when?

Note: All forms mentioned here are available in “forms” section of grad school web site at: <http://www.graduate.appstate.edu>

Step 1: By the time ca. 18 hours are completed:

A. Identify faculty members whom you’d like to ask to serve on your MA committee.

Tips for designing your committee:

- Try to find balance in your committee
- Try to find people with expertise in areas in which you are interested
- Make sure your committee members will be available in the semester you will graduate (!!!)

B. Prepare a “Program of Study” with your Spanish/French advisor

Tips for the Program of Study

- Have your ideal committee in mind
- Bring your transcript of courses taken thus far
- Bring a copy of the degree requirements for your track
- Wait until courses are planned for the following semester (or summer) are set (*this allows you to do a program of study that is fairly accurate*)
- List courses in groups (required FL, required CI or HE, SNH/FRE electives)
- Get **original signatures** from all committee members
- Return the form with all signatures to your advisor, who will copy the final version and send it to the Registrar’s office.

Note: If you wish to apply for transfer credit from elsewhere:

- Bring all documentation of any courses you wish to submit for possible transfer credit (transcript, course description, syllabi, projects, etc.)
- Have an **original transcript** of your graduate work from the other institution sent to the Graduate School (which they will send to the Registrar later)
- After your advisor evaluates this credit, these courses get listed on the Program of Study (at bottom)

Some reminders:

- You cannot automatically transfer in graduate credit from another institution
- You cannot take more than 4 courses that are “dual-listed” (4000/5000 level)
- Only ¼ of your course work may be taken as “Independent Study” or “Selected Topics” courses in combination

C. Complete the “Admission to Candidacy” form with your advisor

Note: Admission to candidacy is not guaranteed. Your advisor may discuss additional course work the faculty believes you need in order to complete the degree successfully.

Tips for the Admission to Candidacy form

- Make sure the “language proficiency” portion is checked and filled in. (*You are automatically “proficient” in your target language if we admitted you, but this has to be recorded by the Registrar!*)
- Complete **everything** as in B above (degree major code, concentration code, Banner ID, original signatures etc.)

Step 2: In your final semester

A. Apply to Graduate (first month of semester)

You file this application yourself; it’s usually due about a month after the term starts (mid-September, mid- February)

B. Schedule your MA Comprehensive exam (by mid-semester)

Tips:

- Make sure you know who is on your committee (from Program of Study form)!
- Make sure your committee members know you are preparing for your MA exam in the coming semester
- If doing classroom-based research, brief your committee members on what you are studying.

Remember: the K-12 teaching track requires that a practicing teacher in your discipline attend your exam, so schedule it also with that person in mind!

C. Prepare your Written Product of Learning (K-12) or MA Program Portfolio (Community College Track) (towards end of semester)

Tips:

- Read, and re-read the guidelines for MA exams as you prepare
- Make sure you are referring to the guidelines for **your degree track!**
- Start early to allow enough time for faculty to read your portfolio (or classroom-based research)
- Turn in your written materials at least 10 days (2 weeks preferable) before your comprehensive exam date

D. Prepare for the Day of your Oral Comprehensive Exam

Tips:

- Practice your presentation with another student
- Time your presentation (you have 20-30 minutes max!!!)
- Double-check compatibility with your technology and your exam space

Most Important Tips:

- sleep beforehand
- eat beforehand

- breathe before, during and after !