

# ACADEMIC POLICIES

## Academic Policies

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## Graduate Only Policies

### Advanced Standing Credits

Advanced standing credits refers to credits taken by a non-matriculated student, transfer student, or by a student in one degree program before formally beginning another program. In instances where a student plans to take a course or courses while in one degree program so as to apply those credits to a more advanced degree at a later date, the student must request and receive written prior approval from the program director of that advanced degree program before enrolling in said course(s). Advanced standing credits earned may be applied toward degree requirements only upon the recommendation of the student's graduate program and with the approval of the Director of Graduate Studies and Extended Education. To be eligible, these credits must have been earned within a seven-year period before matriculating into the degree program in question. For a Master's degree program, advanced standing credits may not total more than one-third of the degree requirements.

## Attendance

Graduate students are to adhere to the current Attendance Policy for all Keene State College students. Each faculty member may have additional attendance standards and conditions which will be published in course syllabi.

## Catalog Year Program Requirement

Academic departments, in consultation with the College Senate and the Graduate Council, approve program requirements. If a change in program requirements occurs after a student has matriculated, the student may complete the requirements as specified for the program when they matriculated, or may shift entirely to the most recently approved program requirements, but may not utilize a combination of both. Each student is responsible for the timely completion of all degree requirements.

## Continuous Enrollment

Unless a formal Leave of Absence is granted, all graduate students are required to maintain continuous enrollment in one or more graduate-level (credit granting) courses, until they have completed all requirements and have received their degrees. Enrollment in regular coursework may be required during the summer term for some graduate programs (see specific program requirements). Enrollment during the summer term may also be required for students who plan to take comprehensive examinations, defend theses or present capstones. Unless required by a specific program, continuous registration is only required during the standard academic year.

If they are actively engaged in research or in a culminating project, they must register for an appropriate number of credits of thesis research, non-thesis research, or special projects per semester (as determined by their major professors or program committees), for which they will receive a grade of Satisfactory or Unsatisfactory, and pay the associated tuition.

If they have completed all requirements for the degree and still need the privileges afforded by graduate student status (including email), students must register for Continuous Registration (KSC-600) each semester during the academic year and pay the associated fee. This option is generally only appropriate for students who have completed all requirements except for making up grades of Incomplete, taking a comprehensive exam, or refining and submitting the final version of a research project or thesis. No grade or credit toward a degree is associated with Continuous Registration. A Continuous Registration administrative fee of \$200 will keep the student's accounts and access to the library active as well as afford them the privileges associated with being a half-time, matriculated student. Graduate students may only register for Continuous Registration with the pre-approval and permission of their faculty advisor or program coordinator and can only use this option for up to 3 consecutive semesters. If a student fails to register in the above manner once all required coursework and research credits are completed, email and other KSC services are discontinued, the student is administratively withdrawn and a Reinstatement Petition and process must be initiated to reenroll into the student's degree program.

## Course Add, Drop, Change, Withdrawal

The following changes in registration for program courses may be made with the approval of the student's faculty advisor or program director:

- a. Courses may be added up until the date specified by the College for each term on its website, or in the Keene State College Catalog.
- b. Courses may be changed from audit to credit up until the date specified by the College for each academic semester on its website, or in the Keene State College Catalog.
- c. Courses may be dropped up until the date specified by the College for each academic semester on its website, or in the Keene State College Catalog.
- d. For a course withdrawal after the date specified by the College for each academic semester or term on its website, or in the Keene State College Catalog, the instructor is required to submit a final grade, which may be a failure.

Non-Matriculating students may register for courses for which they have completed the prerequisites and have received the permission of the Department Chair or program director, subject to enrollment limitations and the accommodation of students in degree programs.

## Full Time and Part Time Registration for Graduate Students

Registration status for students may change over the course of graduate study and may include full-time and part-time status. Eligibility for specific registration statuses depends on several factors, including degree type (e.g., certificate, master's) and citizenship, and each status has different requirements.

Students who desire or who are required to register for full-time study during any semester or summer term must register and pay tuition and fees for full-time work. In order to qualify for full-time registration, students must register for at least 9 credits during a regular semester or 6 credits during a summer term.

Half-time registration for a KSC graduate student is considered a minimum of 3 credits up to 8 credits.

Students registering for credits in excess of 12 per semester will be charged the appropriate part-time per credit tuition for each credit over the limit. Dropping overload credit after the end of the add/drop period does not reduce term bills.

Students must be cognizant that course credit load is a significant determining factor regarding eligibility for and continuity of financial aid.

## Leave of Absence

Students who must leave the College for a period of one semester or more, whether before or after they have completed the work prescribed in their degree program, due to military service, illness, financial hardship, childbirth, adoption or other circumstances should apply for a Leave of Absence. The request should be made in writing by the student to the Dean of Students, accompanied by a Leave of Absence form, carrying the endorsement of the graduate program director.

This written petition must be sufficiently specific to enable the Dean of Students to determine whether the leave is warranted. A Leave of Absence, granted under such unusual circumstances, has the effect of suspending time limitations such as those for completion of the degree or for the removal of incomplete grades.

Accordingly, a leave will be granted only for sufficient reason, and for an explicit period of time. Before engaging in a Leave of Absence, it is essential that graduate students examine and understand the impact that such leave will have on financial aid, student loan repayment and other financial and progression considerations. Leave of Absence may be renewed if circumstances warrant a renewal; however, this should be done in consultation with the degree program director.

A request for a Leave of Absence must be submitted to the Dean of Students by the last day to add courses as specified on the KSC Academic Calendar. Requests received after the designated dates will not be approved. Students who do not enroll for one term and have not secured an approved Leave of Absence are considered to have self-withdrawn from their program. In this case, an approved Reinstatement Petition or successful re-application to the program along with payment of all associated fees must be submitted for the student to be re-matriculated into the degree program. Re-matriculation may also require the submission of a revised plan of study and timeline.

## Non-Matriculated Status

Individuals holding a baccalaureate degree who are not students in an advanced degree program may take courses during the academic year

or in the summer as non-matriculated students. For a description of the maximum number of credits that may be applied to future graduate work, see the catalog or specific degree program of interest. If non-matriculated students later wish to be admitted to a degree program they must complete the regular admission procedure. Unless specified in the program requirements, no more than 12 course credits taken in this status may be applied to satisfy degree requirements. Non-matriculated students are not eligible for financial aid.

Non-Matriculated students may register for courses for which they have completed the prerequisites and have received the permission of the department chair or program director, subject to enrollment limitations and the accommodation of students in degree programs.

### Program Withdrawal

Withdrawal from graduate study in the College deserves careful consideration by the student in consultation with their faculty advisor and program director. If the student concludes that a Leave of Absence is not in their best interest, they must notify the Office of Graduate Studies and the Dean of Students Office of their intent to self-withdrawal.

A student who does not register or submit a Leave of Absence request before the Enrollment Services' deadlines at the beginning of the fall and spring semesters will be administratively withdrawn. The interpretation of this inaction will be that the student does not intend to return for graduate study. A subsequent return to the College to complete their degree will require the student to engage in the Reinstatement Petition process or, to re-apply for consideration to the degree program. Both require additional fees.

### Registration Advising Policy

Before initial registration, all graduate students must confer with their advisor to select appropriate coursework for the first enrollment cycle.

### Reinstatement and Re-Enrollment

Students who do not enroll for one or more semesters and have not secured an approved Leave of Absence are considered to have self-withdrawn from their program. If a student has withdrawn or has been administratively withdrawn and later desires to resume graduate work at Keene State College, they will be required to request reinstatement by initiating the Reinstatement Petition Process, or, based on the determination of the graduate program director and current requirements of the academic degree, may be required to re-apply to the degree program in order to be considered for re-matriculation. If a student is required to re-apply to a degree program, the catalog and degree requirements at the time of re-application will determine the graduate student's program of study and coursework or competency requirements to earn the degree.

Graduate students whose programs are to be accomplished only during a summer term must give written notice of this intent to their department and to Graduate Studies and must thereafter register for each consecutive summer session until they have completed all degree requirements.

Should a student wish to be reinstated, they must initiate the Reinstatement Petition Process. It will be to the student's advantage to submit this request as early as possible. The student must be in good academic standing and obtain the approval of their graduate program director or faculty advisor, Department Chair and the Office of Graduate Studies. Permission to be reinstated will be granted only after a full review of the student's entire academic record and only if the student can be accommodated within the department's course offerings and research

facilities for that semester, and can be reasonably expected to complete all degree requirements within agreed upon time limits (students and their faculty advisor or program director will develop a timeline and plan).

Should the student be recommended for reinstatement through that process, they will be required to pay the established reinstatement fee along with past continuous registration fees not paid.

### Graduate-Level Academic Honesty Policy Violation Sanctions:

All graduate students accused of violating the Academic Honesty Policy will follow the Keene State College Academic Honesty procedures (<https://www.keene.edu/administration/policy/detail/academic-honesty/>). However, graduate students will be subject to following graduate-specific sanctions: Any first offense sanction will result in, at least, the student receiving an F in the course. Additionally, the home department may choose to dismiss the student from their graduate program at their discretion. Any second offense sanction will result in expulsion from Keene State College.

### Requesting an Exception to a Graduate Policy:

Exceptions to Graduate Policy are considered under compelling circumstances. Students must submit an email asking for an Exception to a Graduate Policy stating the specific exception they're requesting to their GPC. These exception petitions must be approved by the Graduate Program Coordinator and advisor (and as needed, other instructors) prior to submission to Graduate Studies and Extended Education Office for consideration by members of the Graduate Council.