

# GRADUATE STUDIES

## General Information

### Graduate Education

Graduate degrees offered by Keene State College are designed to meet the Standards of Accreditation for Academic Programs that are set forth by the New England Commission of Higher Education (NECHE). Scholarly work for a post-baccalaureate or advanced degree requires more independence and demonstrated advanced intellectual and creative capacity. The major goal of graduate study at Keene State College is to provide students with the opportunity to develop mastery within a selected field of study through the study of subject matter, advanced practice or, by engaging in research as applied in the discipline. In preparing our students for intellectual leadership through this graduate work, they are expected to adhere to the accepted standards of scholarly integrity in all presentations, examinations, research, in clinical practice and in the writing of papers, capstone projects and theses.

Keene State College's graduate degree programs are administratively supported through the Office of Graduate Studies and Extended Education which reports through the Office of the Provost (Academic Affairs). Each specific graduate program is housed within an academic department, where the department chair, a graduate program director/coordinator, and graduate faculty teach, mentor, advise and engage with students. Upon admission to a graduate program, each student is assigned a faculty advisor. The faculty advisor is the prime program contact and source of information for students. Regular consultation between advisee and advisor is one of the most essential elements in the successful pursuit of graduate study.

The Office of Graduate Studies and Extended Education works in partnership with the Graduate Council to review and propose graduate policy and to improve processes related to student on-boarding, orientation and degree completion. The Office of Graduate Studies and Extended Education also monitors matriculated student progress toward the degree of choice. Once matriculated, graduate students will be assigned a KSC email account through which all Graduate Studies notifications and communications will be routed.

### Master's Degree Programs Offered

#### Master of Arts (M.A.)

- Genocide Prevention and Human Security
  - Master's Certificate in Atrocity Prevention (this is not a Master's degree but may lead to the MA in Genocide Prevention and Human Security)
- History and Archives
  - American History and Archives, Graduate Certificate, G.C.
  - European History and Archives, Graduate Certificate, G.C.

#### Master of Education (M.Ed.)

- Curriculum and Teaching.
- Educational Leadership (Master's and Post-Master's)
  - School Principal Specialization
  - Special Education Administrator
- Special Education
  - Graduate Educator Certification (designed for individuals seeking certification in General Special Education)

- Post-Baccalaureate Teacher Certification (this is not a master's degree but is designed for individuals wanting to meet NH competencies for teacher certification)

#### Master of Science (M.S.)

- Safety and Occupational Health Applied Sciences
- Construction Safety
- Public Health Nutrition or the MSDI (Master's with Dietetic Internship)
  - This program is on Administrative Hold.

#### Admission

Persons holding the baccalaureate degree who wish to take graduate courses at the College may do so through admission to Graduate Studies as degree-seeking students, or by enrolling as non-matriculating students through Extended Education. Overall, graduate program admission review is rolling/continuous at Keene State College and applicants are encouraged to apply throughout the year (one exception is the Master's of Public Health Nutrition with Dietetic Internship – see program details). International applicants are encouraged to build in additional lead time in advance of desired matriculation.

Candidates seeking admission to a Master's degree, Post-Master's Certification or Post-Baccalaureate Teacher Certification Program must submit the appropriate application, including materials required by that program, to the Admissions Office ([admissions@keene.edu](mailto:admissions@keene.edu)). The following general requirements must be met: submission of required transcripts for undergraduate and graduate course work, recommendations, required written materials, and where required, an application fee and/or program fees. A personal interview may also be required to complete the application process. Applications are available on the Graduate Studies website (<https://www.keene.edu/academics/graduate/>).

Once accepted, students are required to submit a nonrefundable enrollment services fee to become fully matriculated. Keene State College reserves the right to close admissions for any graduate program at any point in time.

#### Academic Standards

Graduate students must have a cumulative GPA of 3.0 or higher in order to graduate while meeting all specified requirements of their selected program. No grade below a C is acceptable, and no more than two grades below a B may be applied to any graduate degree. Each individual program may set and announce standards for coursework, field work, examinations and/or research achievement that are more rigorous than the standards set by the Office of Graduate Studies.

#### Time Limitations

The statute of limitations (total time period in which to complete a graduate program) is six calendar years from the date of matriculation (following admission) for programs that require 30 credits or more to complete, or four calendar years for those programs that require 29 or fewer credits. Progress toward the degree will be carefully monitored by each student's advisor, program director/coordinator and the Office of Graduate Studies to ensure that adequate advancement is made toward program completion and that any deficiencies noted at the time of admission are addressed.

#### Course Load

A matriculated graduate student is considered to be full-time when they register for 9 or more credits in a given term. Registration for 3.0 credits but fewer than 9 credits results in half-time status. Course load

is a significant determining factor regarding eligibility for financial aid. Contact the Student Financial Services Office for additional information.

### **Leave of Absence**

Each semester students must either register for a course or request a leave of absence. Failure to do either will lead to administrative withdrawal from the College. To request a leave of absence, contact the Dean of Students' office or complete the online form. Students must specify an intended date of return. No readmission procedure will be required when the College has granted an official leave. Should a leave of absence not be appropriate, graduate students should register for KSC-600 Continuous Registration, a non-credit bearing course that will keep the student administratively connected to the College (including library access). See Graduate Studies Policy. (<https://catalog.keene.edu/academic-policies/#graduatepolicies>)

### **Academic Dismissal**

Graduate students who fail to maintain a 3.0 cumulative grade point average (on a 4.0 scale) are subject to academic dismissal. Graduate students may also be dismissed for violations of professional, ethical, breach of behavioral expectations, or for unsatisfactory academic progress (see time limitations). See institutional Academic Policies for specific information on academic honesty, grade appeals, student conduct, etc. and the appeals process. Request for Reinstatement after Administrative or Elective Withdrawal Students in good academic standing who have elected withdrawal or have been administratively withdrawn for non-registration may initiate consideration for reinstatement by submitting a letter of appeal to the program director/coordinator from which they have withdrawn. Students failing to maintain a 3.0 and/or those dismissed for violation of academic conduct standards will not be eligible or consideration for readmission or reinstatement.

### **Transfer of Credit**

The residency requirement for graduate students must be fulfilled and is typically completed by taking at least 80 percent of credits through Keene State College courses.

Matriculated students may submit a Transfer of Credit Request form to the Office of Graduate Studies and the Registrar's Office. Keene State College will accept only transfer credits that apply to a candidate's graduate program and are approved by the student's advisor, program director/coordinator, and/or department chair. Only credits are transferred, not grades. Transfer course grades are not included in the 3.0 grade point average required for program completion. Transcripts must indicate that the student was enrolled in a graduate-level course in an appropriately accredited institution. Grades below a B- (3.0 on a scale of 4.0) are not acceptable for transfer into graduate programs. Courses taken more than seven years before the date of matriculation may not be transferred into a graduate program.

### **Financial Aid**

A limited amount of grant and loan funds is available for financial aid for graduate students. Submit a Free Application for Federal Student Aid (FAFSA) and contact the Keene State Office of Student Financial Services for more information.

### **Graduate Courses**

KSC graduate credit may be earned in courses numbered in the 600s.

### **KSC Credit Hour Policy**

Keene State College is in compliance with the federal definition of credit hour. For each credit hour, the College requires at a minimum, the equivalent of three hours of student academic work each week.

Academic work includes, but is not limited to, direct faculty instruction, e-learning, recitation, laboratory work, studio work, field work, performance, internships, and practica. Additional academic activities include but are not limited to readings, reflections, essays, reports, inquiry, problem solving, rehearsal, collaborations, theses, and electronic interactions. Student work reflects intended learning outcomes and is verified through evidence of student achievement. Graduation Graduate students will initiate the official degree audit and clearance by submitting an Application for Graduation form. Students will be notified once they are cleared for graduation. Although a formal (and optional) KSC graduate commencement ceremony for all degree recipients only occurs once a year (May or June), the completion date that will appear on your graduate transcript may be May, or August, or December, depending on when you have actually completed degree requirements.