

## Important Dates for Graduate Education

**August 26** New Graduate Student Orientation

### September

2 Classes begin

2 Comprehensive Examination Orientation

15 Fall Convocation

### October

11 Comprehensive Examination

27 2nd 8-week classes begin

### November

17 Winter & Spring 2015 Registration begins

27-28 Thanksgiving Recess

### December

1 Classes Resume

4-10 Final for December Graduates

10 Last day of classes

12-18 Final Examinations

19 Commencement

22 End of semester

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## Message from the Dean



Welcome to Bowie State University. We are excited about this coming Spring and look forward to your joining the Bowie State University (BSU) community. This special edition of *The Graduate*, the newsletter of the Office of Graduate School is designed to provide you with information that will assist your transition into BSU and your graduate program.

This newsletter features some topics that will describe how to and where to accomplish important issues in graduate education. We want to clarify some of the policies and procedures you will need to know and follow, as well as inform you about the offices and their functions which will be open to assist you in your academic pursuit.

Bowie State has been offering graduate level programs since 1970. We began with a Master of Education in Elementary Education. Over the past 40 years we have received approval on 19 master's degree programs, 10 graduate certificates and 2 doctoral programs. We have a very diverse offering that will allow you to explore many educational and career paths. We encourage you to learn as much about our other programs beyond the one you have chosen in order to ensure that you explore your interests.

We will begin the fall semester on September 2 with a New Graduate Student Orientation on August 26 from 4:30 p. m. – 6:30 p.m. The orientation will give you a good overview of graduate education and support services. You will also be able to meet the advisors, faculty and coordinators in your program.

We look forward to seeing you this year.

## How To

### Steps in Completing a Graduate Degree

1. Meet with a graduate advisor to establish an approved program of study.
2. Qualify for Advancement to Candidacy (12-18 credit hours completed in approved program of study with gpa of 3.25 or better).
3. Apply for *Advancement to Candidacy*.
4. Register for the Comprehensive Examination.
5. Complete the written Comprehensive Examination satisfactorily. Students must successfully complete the Comprehensive Examination prior to enrollment in the concluding seminar. Students in the Computer Science program have the option to complete a Thesis or project.
6. Prepare a research/seminar paper (or a thesis) according to subject area specifications and satisfactorily complete an oral examination on the thesis, if applicable.
7. Complete the required number of course hours as outlined in the program of study with a minimum gpa of 3.0. Show written approval of advisor and the dean for any change in program.
8. Submit *Application for Graduation* at the beginning of the fall semester of the academic year in which you plan to graduate.
9. Attend graduation ceremony for the conferring of the degree.

### Join the GSA



Join the **Graduate Student Association (GSA)**. This organization represents graduate students and advocates on their behalf with the administration.

The GSA also provides support for student activities, and research/conference opportunities. The GSA office is located at the New Student Union 3rd floor suite 3006. They hold informative monthly meetings. (301-860-3310)

The president of the GSA is **Ms. LaVesha Huff**.



## New Graduate Student Orientation

**Tuesday, August 26, 2014**

**4:30 p.m.—6:30 p.m.**

Learn important information on policies and procedures; Register for classes; Meet your faculty and advisors; Obtain information about finances; Enjoy refreshments with the BSU community

Please R.S.V.P. to [graduatestudies@bowiestate.edu](mailto:graduatestudies@bowiestate.edu) or 301-860-3406

## Program of Study

The Program of Study (POS) is a contract between the student and the University which documents all of the requirements the student has to complete in order to earn a graduate degree.

The POS has to be completed and approved during the first semester of study. The original is filed in the Office of the Registrar with signed copies provided to the student, advisor and the Graduate Office.

The POS will list any pre-requisites, transfer courses and/or other requirements for degree completion. The POS is used to assess the progress of the student through the completion of their degree.

## Advancement to Candidacy

Advancement to Candidacy is a major step in fulfilling the requirements for the master's degree. Advancement to Candidacy is accomplished by presenting evidence of having an approved program of study, a gpa of 3.25 and a minimum of 12 semester hours of graduate work. These credits must be taken at Bowie State University and count toward the degree. Should the required 3.25 average not be attained when a maximum of 18 credit hours has been earned, Advancement to Candidacy will be de-

nied. Each graduate program may have additional requirements for advancement to candidacy that students are required to complete. Additional requirements will be included in the section of the catalog for each program.

Students must be advanced to candidacy before taking the Comprehensive Examination, Seminar or Practicum (Practicum II for Counseling Psychology students).



## Important Tidbits

- Do not forget to obtain your BowieCard. You will need to take a copy of your processed bill to the BowieCard Office located in the Wiseman Center to have the card created. (301-860-3792)
- Sign up for Bowie State University Electronic Emergency System (BEES)! This service will send a text message or email to you when there are emergency or weather conditions affecting BSU. Log onto: [www.bowiestate.edu/BEES/signup/](http://www.bowiestate.edu/BEES/signup/) to register.
- Purchase your parking permit at the Office of Student Accounts. You will take the receipt to the security office in Robinson Hall or McKeldin Gym to pickup the permit. All registered students must have a parking pass in order to park on campus. (301-860-4040)
- The campus bookstore is operated by the Follett Higher Education Group and can be accessed online at [eFollett.com](http://eFollett.com). The books ordered by the professors for each course are listed on the website. Textbooks can be ordered online.

## Financial Information

The Office of Student Accounts encourages payment at the time of registration to secure enrollment. For your convenience, payments can be made 24/ hours a day on-line by accessing Bulldog Connection or through the Interactive Voice Response (IVR) system by calling 1-866-364-5826 and following the automated prompts. To use the IVR system you will need your 7-digit student identification number. A confirmation number will be provided if the transaction is successful. Payments can also be made in person at the cashier's office Monday through Friday from 8 a.m. to 4:30 p.m. ONLY. Acceptable forms of payment are: cash, credit card, cashier's check, or money order.

Bowie State University participates in the Sallie Mae TuitionPay Plan. The TuitionPay plan is a monthly plan that provides interest-free monthly installments. This plan is perfect for families looking for an alternative to loans by offering monthly payments that are easier on your household budget.

If you are interested in setting up your monthly payment plan, please log onto your Bulldog Connection. account Third Party Billing: If a student is eligible for tuition assistance, a written contract or letter may be accepted at registration in lieu of full payment (we reserve the right to reject any document not meeting our criteria). If the sponsor does not pay the University within 60 days of the billing date, the student will then be responsible for full payment of the balance due.

The Office of Student Accounts is located on the first floor of the Henry Administration Building. The hours of operation are Monday through Friday from 8 a.m. to 5:00 p.m. with extended hours on Wednesday from 8 a.m. to 7 p.m. during the fall and spring semesters only.

## Financial Aid

To qualify for financial aid you must complete the Free Application for Federal Student Aid Application (FAFSA) online. The code for BSU is 002062. New borrowers to the Federal Direct Loan Program are required to complete a Master Promissory Note at [www.dlenote.ed.gov](http://www.dlenote.ed.gov).

First time borrowers at BSU are required to complete an entrance counseling session at [www.dlsonline.com](http://www.dlsonline.com). Graduate PLUS loan borrowers must complete a separate loan application ([www.bowiestate.edu/admissions/financial\\_aid/types/loans/grad\\_plus/](http://www.bowiestate.edu/admissions/financial_aid/types/loans/grad_plus/)) and a Master Promissory Note. If your financial aid does not cover your charges, you will be required to pay the balance by the due date on your bill.

For more information on Financial Aid, log onto the website at: [www.bowiestate.edu/admissions/financial\\_aid](http://www.bowiestate.edu/admissions/financial_aid) or call 301-860-3540.