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.

Message from the Dean

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.

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
or 301-860-3406

How To

Steps in Completing a Graduate 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.

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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**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.

**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/ to register.

**Where To**

The Office of Student Accounts encourages payment at the time of registration to secure enrollment. For your convenience, payments can be made 24/7 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.

**Financial Information**

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.dlssonline.com. Graduate PLUS loan borrowers must complete a separate loan application (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 or call 301-860-3540.

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