

**Timely Completion of a
Program of Study
at Bowie State University**

By

Dr. Cosmas U. Nwokeafor
Dean Graduate School

One of the best practices at Bowie State University is the timely completion of a graduate student's program of study at the time of matricualtion.

- Due to the challenging situation created by what, when, why, and how a program of study should be completed,
- Several graduate council meetings, special committee recommendations and several other directions from other units of the graduate program,

- A clear definition as to how to manage student program of study was put in place.
- 1. At the time of matricuation, a student despite the awareness seminar presented during the new student orientation session, will be guided to meet their program coordinators in their respective units for the first one-on-one advisement.

- 2. During this first advisement session, the new student and the program of coordinator will have the opportunity to meet.
- 3. During this meeting, the student will be presented with all the core courses programmed for his or her course of study during the duration of his/her studentship.

Isolated Cases

- In some isolated cases where a student was admitted on a special condition:
 - 1. The student will be presented with two, three or sometimes even four prerequisite courses which must be completed with passing grades.
 - 2. A student cannot be allowed to advance to his/her core courses until the completion of the prerequisite courses.

Completion and signing of the Program of Study

- At the end of this initial meeting, the program coordinator and the student signs the program of study form.
- At the signing of this form, the courses identified on the program of study becomes binding on the student.

- The Program of study form goes through:
- (a) the academic dean for signature
- (b) Graduate dean for his signature
- © A completed program of study will be housed in the graduate school archive
- (d) copies will be mailed to the student, the department and the graduate record staff.

- The purpose of this safe keeping places will be to avoid some overlaps and students' coming up with additional or less courses than programmed at the initial meeting.
- Another reason will be to check on student's progression

- Another most essential reason will be to address issues and claims of lack of prerequisites at the matriculation time.
- In some cases, students have ignored prerequisites identified in their program of study at the time of matriculation because they are fundamental courses.

- Completion of core course requirements without completing the prerequisite courses.
- Clearance for graduation and the challenges of not following the program of study.
- Clearance for graduation cannot be given without the completion of the requirements

- Which include (a) the completion of the prerequisite course and (b) the completion of the core course requirements.
- At Bowie State University, the issue of program of study as a best practice is followed by the letters.

- Students were meant to understand the importance of the program of study at matriculation.
- Program of study is an obvious agreement between the graduate student, his program area and the graduate school.

- This agreement must be accomplished before the furtherance of other programmed activities leading to the completion of all the requirements for graduation.

- Thanks for being a wonderful and listening audience.

- **Interactive**