

GUIDELINES FOR PREPARING THE COURSE OF STUDY

- 1) **Accuracy of Course of Study.** It is very important that all information coincides with official transcript entries and that the amount of credit be precisely entered. Do not enter a variable amount of credit or enter a selection of courses from which one is to be elected. The approved Course of Study, together with substitutions or revisions submitted for approval, is used for determining the completion of degree requirements.
- 2) **Transfer of Credit.** A maximum of fifteen (15) quarter credits completed before formal admission, including a maximum of nine (9) quarter credits transferred from other accredited institutions which offer graduate degrees, may be accepted. The credits must be approved as part of the official Course of Study filed in the Graduate Studies Office. Approval of transfer credit shall be made through Graduate Studies and Research only after an official Course of Study has been filed and only after official transcripts have been submitted directly to the Office of Graduate Studies. Transfer credit must be graded A or B.
- 3) **Credits from Extension and Workshops.** CWU catalog courses numbered 500 are not applicable to master's degree credit. No more than a combined maximum of eight (8) quarter credits of workshop courses numbered 591 can be applied towards a master's degree. Courses numbered 491 are not applicable to the master's program. Credits earned via correspondence courses may not be applied to any master's degree.
- 4) **Maximum Time Limit.** No credit earned more than six (6) years before the date of the master's degree award may be counted as part of the degree credit requirements except as may be approved by formal action of the Dean of Graduate Studies.
- 5) **Credit-No Credit Option.** Graduate students are urged to use the credit-no credit option as a way to explore academic areas in which they are interested. Students are allowed to select one class per quarter for a credit-no credit grade. Credit-no credit courses will not be counted toward master's degree credits or in the graduate grade point average. A student must designate a class as credit-no credit during registration or on class change day.
- 6) **Credits Required.** Each graduate student must complete at least forty-five (45) credit hours of course work, generally at the 400 and 500 level (a few degree programs require more than forty-five (45) credits). No less than twenty-five (25) credits of the total required for the degree must be elected at the 500 or above level. Courses at the 400 level may be accepted for credit toward a graduate degree at CWU provided they are approved as part of the student's official Course of Study and taken after formal admission to a master's degree program. In such cases, graduate students are expected to perform at a high level, while completing requirements in addition to those expected of undergraduates enrolled in the course. At least thirty (30) credits of course work must be on the graded scale, that is, not elected for S/U grading.
- 7) **Teaching Experience (MEd and MAT Teacher Candidates).** The MEd and MAT degree teacher candidates must have met requirements for state certification and, with the exception of school counselor/school psychologist candidates and master teacher candidates, must have completed at least one year of successful teaching experience certified by an appropriate school official.
- 8) **Required Enrollment During Final Quarter.** Students must be registered for a minimum of two (2) credits during the quarter the master's degree is conferred.
- 9) **Program Requirements.** Graduate students are expected to know the requirements of their individual programs. The Office of Graduate Studies and the faculty will aid in the communication of University regulations, but the responsibility of errors of enrollment and interpretation remains with the student. Although regulations for graduate study will generally not change before the publication of a new issue of the catalog, the University reserves the right to change regulations without notice.