

Keene STATE COLLEGE

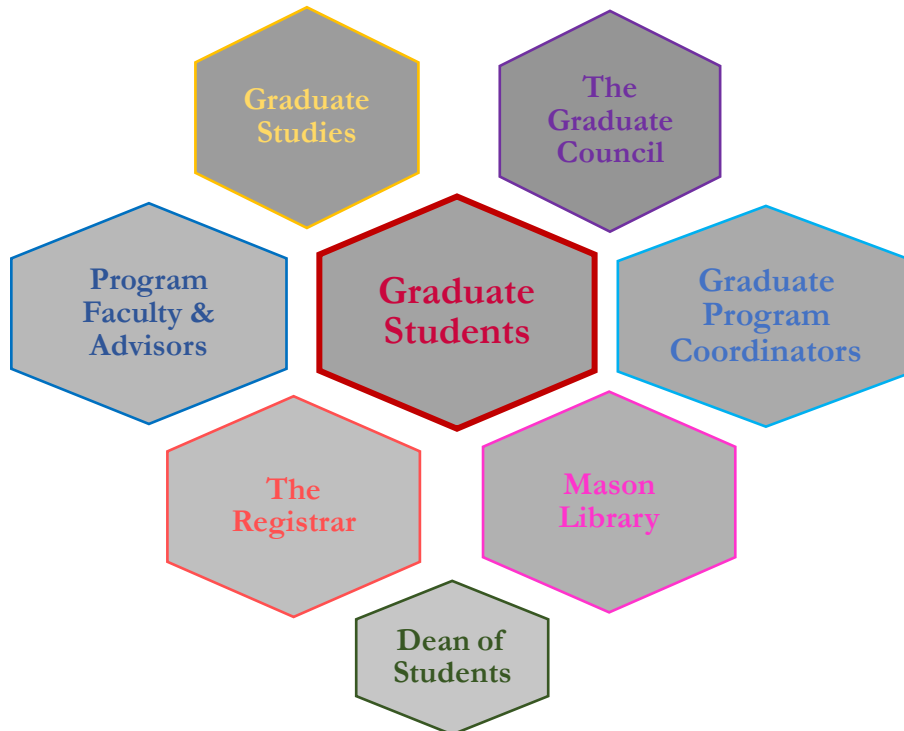
Graduate Student Handbook

Welcome to Graduate Studies at Keene State College

Our warmest congratulations on your acceptance to Graduate Studies at Keene State College. We are very proud of our graduate programs and of the great things our students do with their graduate degrees.

We are your partner in this advanced academic journey and our goal is to support in ways that will be meaningful and productive for you. All KSC Graduate Students will be the beneficiaries of a network of offices and organizations across the College who are dedicated to their success, and these will be referenced in more detail throughout the handbook.

SUPPORT NETWORK FOR KSC GRADUATE STUDENTS



Mission and Goals of Graduate Studies

The mission and goals of Graduate Studies are aligned with those of the institution. At its core, Keene State College prepares promising students to think critically and creatively, to engage in active citizenship, and to pursue meaningful work. As the public liberal arts college of New Hampshire, we offer an enriching campus community and achieve academic excellence through the integration of teaching, learning, scholarship, and service.

Values

Our liberal arts mission dedicates us to the development of knowledge and skills necessary to meet the challenges of our changing world. As a public institution, we provide educational opportunities for all qualified students and continue our heritage of service to New Hampshire, the New England region and nationally.

We value

- All members of our community including students, faculty, staff, alumni, and friends
- Strong relationships among students, faculty, and staff
- Excellence in teaching, learning, and scholarship
- Commitment to learning and cultural enrichment
- Social justice and equity in our community and in our curriculum
- Educational challenge and support for a wide range of graduate student learners
- Physical and financial access and support
- Balanced development of mind, body, and character
- Diversity, civility, and respect
- Civic engagement and service to the community
- Environmental stewardship and sustainability
- Partnerships that enhance the quality of life in the Monadnock region, New Hampshire, nationally and the world
- An attractive campus that inspires and supports inquiry, reflection, and social interaction

Accreditation

As an institution, Keene State College is accredited through the New England Commission of Higher Education (NECHE). In the fall of 2020, Keene State participated in its most recent accreditation self-study. All information related to that accreditation is public and can be found here: <https://www.keene.edu/administration/academic-affairs/neche/>

In addition, some of our graduate programs are also accredited or recognized through professional organizations which hold their own and additional standards of performance:

Education

NCATE- National Council for the Accreditation of Educator Preparation (Educator Preparation Programs)

ELCC- Educational Leadership Constituent Council and National Policy Board for Educational Administration (Nationally recognized)

CEC- Council for Exceptional Children (Nationally recognized)

Public Health Nutrition

ACEND – The Accreditation Council for Education in Nutrition and Dietetics (Public Health Department) - <https://www.eatrightpro.org/acend>

History and Archives

Academy of Certified Archivists -- In History and Archives MA, graduate will be eligible to take the archival certification exam administered by the Academy of Certified Archivists ([Academy of Certified Archivists](#))

Safety and Occupational Health Applied Sciences

Our [Qualified Academic Program](#) status recognizes that SOHAS graduates are prepared for entry into, or advancement in, professional safety practice. These students receive the ability to waive the Associate Safety Professional examination requirement on their path to Certified Safety Professional eligibility.

Keene State College Graduate Degree Programs and Certificates

Keene State College offers distinctive graduate and certificate programs that bring together the best of the liberal arts, sciences and professional degrees with unmatched learning and leadership development experiences to position students for advancement in their chosen career, or to support their next career move.

EDUCATION (M.Ed., Post-Master's Certificate and Post-Baccalaureate Teaching Certificate)

Keene's longest standing graduate and certificate programs are in Education. We offer three M.Ed. options which include Special Education (32-38 credits) and Curriculum and Instruction (36 credits), and, an Educational Leadership (36 credits) and a Post-Master's certificate in Educational Leadership (27 credits) and a Graduate Certificate Program in Special Education. These programs are designed to provide certified teachers with advanced specialization to enhance their careers. For graduating seniors with, or eligible for certification, our Special Education and our New Teacher as Leader Curriculum and Instruction degrees are a perfect way to more quickly enter the workforce with high level skills that are in high demand by school districts. The Educational Leadership program is designed for experienced classroom teachers who seek principalships or other leadership roles, and our Curriculum and Instruction Master's is also designed to support working teachers holding the bachelor's degree.

<https://www.keene.edu/academics/graduate/education/>

SAFETY and OCCUPATIONAL HEALTH APPLIED SCIENCES (M.S.)

Keene also offers the MS in Safety and Occupational Health Applied Sciences (SOHAS). This unique and completely on-line master's degree (36 credits) prepares safety and risk management professionals, now in very high demand. Many of our students begin to take graduate courses their senior year, preparing them for full application to the program upon graduation. Expert guidance and support for internships and research projects position students for full employment upon graduation. This program bears Qualified Academic Program Status, an indicator of the rigor and relevance of the degree program. This status also waives the Associate Safety Professional requirement, allowing students to move more quickly toward Certified Safety Professional eligibility.

<https://www.keene.edu/academics/graduate/safe/>

HISTORY AND ARCHIVES (M.A.)

The MA degree in History and Archives, one of Keene's newest graduate degree programs, provides students with expanded ways to apply what they know and are passionate about from their undergraduate field of interest (35 credits). Our students come from art, film, biology, English, library sciences, history and other fields to engage in the study of curation and preservation of important artifacts to support the mission of public and community-based organizations, the government, military, corporations and industry and the entertainment field. This degree program is delivered in hybrid formats with the ability for students to engage in internships across the region or closer to home.

<https://www.keene.edu/academics/graduate/master-of-arts-degree-in-history-and-archives/>

PUBLIC HEALTH NUTRITION (M.S.) or the M.S with Dietetic Internship Option

Keene State is excited to announce the launch of a fully on-line MS in Public Health Nutrition with an option to complete the Dietetic Internship (DI) which positions students to be eligible to sit for the national Registration Examination for Dietitians (launch during summer 2021). The 34 credit Master in Public Health Nutrition will prepare graduates for work in local and state public health agencies as well as national agencies such as the USDA Cooperative Extension and Centers for Disease Control and Prevention. Career prospects include a wide variety of positions in non-profit health agencies, international non-governmental organizations and community service organizations. Those choosing the combined option (MS/DI) will complete a total of 48 credits of coursework.

GENOCIDE PREVENTION/HUMAN SECURITY (M.A.) (Temporary Name; under development with a projected program offering beginning fall 2022)

Prime Supports for Keene State College Graduate Students

The Graduate Program Coordinator

Graduate Program Coordinators play a critical role in ensuring the quality, rigor and relevance of the academic graduate programs they oversee. Importantly, they serve as the bridge between students, other program faculty and staff and, are the prime representative of the program to the broader Keene State College community and to discipline related external constituents.

Although each academic program and department is different, Graduate Program Coordinators have responsibility for or need knowledge of many common processes, policies and best practices to fully support the success of students and the faculty working with them.

Graduate Program Coordinator Responsibilities

1. As the prime representative of their degree or certificate program(s), each GPC serves as the primary contact and source of information and support for graduate students enrolled in or inquiring about their programs.
2. Serve as the primary source of information about graduate program status and progress, including curricular changes, to their respective faculty colleagues, departments, schools and the Graduate Council.
3. Act as prime participants in and advisors to marking, outreach and recruitment efforts.
4. Respond to student, applicant or potential applicant inquiries, issues or need for information in a timely fashion.
5. Coordinate and communicate with Admissions and Graduate Studies about applicants, and conduct/coordinate timely application reviews and admission decisions; conveys admissions decisions to Admissions, the ED for Graduate Studies and colleagues, as appropriate.
6. Working with their Department Chair, identifies and assigns a Faculty Advisor to admitted students, and sets standards for quality advising; frequently serves as first advisor to newly admitted students.
7. Ensures the highest quality of their program's educational offerings and promotes access to graduate study through various methods of curriculum delivery.
8. Creates, manages or updates program specific handbooks or materials for students.
9. Is responsible for, coordinates committee work or delegates work related to determinations of graduate transfer credit acceptance and course substitutions (including the submission of appropriate forms and data to support those decisions).
10. Monitors student progress and recommends students for final degree audit to the ED for Graduate Studies four months prior to anticipated completion; communicates the need for students to complete the Intent to Graduate form (found on their MyKSC).
11. In the case of progress delay or academic performance issues, communicates directly with students on their status and informs other supports as appropriate (Faculty Advisor, course professors, Graduate Studies, Dean of Students, Registrar, Office of the Provost, etc.).
12. Represents the interests of their degree or certificate programs(s) within the Graduate Council and when required by Academic Affairs, Admissions, Marketing and the Registrar.
13. Produces reports and program data when requested.

14. Supports the College's efforts to maintain an accurate data base of and communication with program alumni.

Graduate Program Faculty Advisors

It is also essential that students know that they have a dedicated Faculty Advisor who will serve as a prime resource, guide and support for them right from the beginning. It is not uncommon for a Faculty Advisor to be changed during the pursuit of a degree as student interests may shift or, in rare cases, there is conflict or difficulties between advisor and advisee. Graduate Program Coordinators are responsible for ensuring that each graduate student has a dedicated and committed advisor who would optimally be assigned upon acceptance to the graduate program.

The Faculty Advisor, like the Graduate Program Coordinator, plays a very critical role in making sure each student has what they need to be successful and to feel supported. It is recommended that once assigned, the Faculty Advisor and student meet to discuss program expectations and to map out the program of study (term by term outline of courses to be taken and research projects to be initiated and completed, with an estimated date for degree completion/graduation). Graduate degrees are conferred only three times during the calendar year: May, August and December – planning should be built around those completion benchmarks.

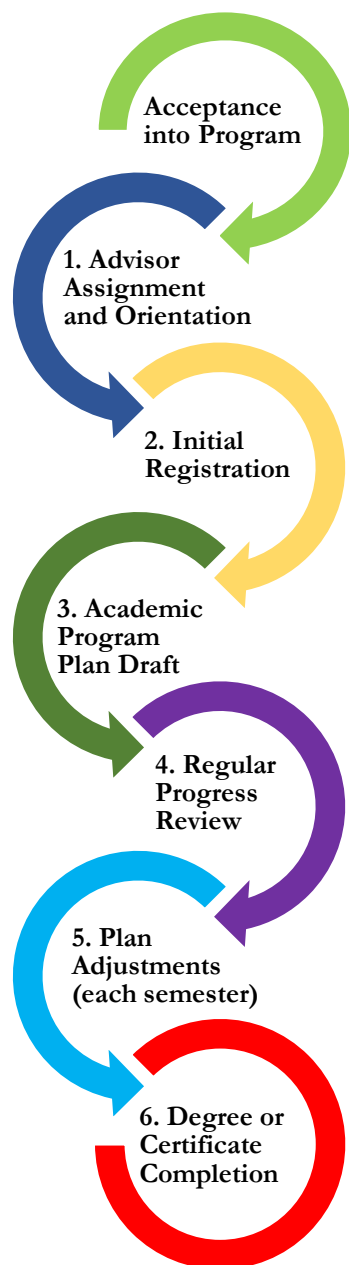
Faculty Advisors should also establish themselves as a mentor for each of their assigned advisees. Graduate students, frequently working professionals returning for specialized training and education, can benefit greatly from careful and thoughtful insight about balancing and managing work, studies and frequently, family obligations. Consistent communication is key in any mentoring relationship—students are half of that successful communication and are responsible for reaching out to their advisors at least once a semester to check on their academic progress or to make course adjustments as needed.

There are some cases where the Graduate Program Coordinator is the de facto advisor for every student admitted to a graduate program. Once a new student gets settled into their program of study, advising responsibilities may be shifted to another appropriate faculty member.

The KSC Graduate Council

Graduate Program Coordinators constitute the primary membership of the Keene State College Graduate Council, making policy and process recommendations and related decisions to support the continuous improvement and strengthening of Graduate Studies to better support all programs and graduate students at the College. They work collegially with the Director for Graduate Studies who supports and convenes the Graduate Council on a monthly or as-needed basis and who works with the Graduate Coordinators and their programs to advocate, improve processes, develop policy, support program marketing, and recruit, support and retain graduate students across all units. The Graduate Council may invite the participation of a graduate student representative on the Council (interested students must be nominated by their advisors to the Director for Graduate Studies for consideration by and appointment to the Council).

Policies, processes, and curriculum developed, endorsed or recommended by the members of the Graduate Council are subsequently routed through the appropriate offices on campus which may include Deans/Associate Deans, other academic administrators (such as the Associate Provost/Provost), the Office of the Registrar, Communications and Marketing, Admissions, the Office of Teacher Preparation, Advising and Career Advising, the College Senate, and governance committees of the Senate.



Support for Graduate Students across their Academic Life-Cycle

Accepted graduate students have likely made their decision to attend Keene State College after asking many questions about the rigor and quality of the curriculum, delivery format of the curriculum, cost of attendance, course credit requirements and typical time for completion of the degree sought.

But, even after being accepted and making the decision to come to Keene State, you will need support to meet your goals. This is where that network of support (depicted previously) comes in and where the relationship you have with the Graduate Program Coordinator and your Faculty Advisor becomes absolutely essential.

The following is a collection of check-lists and to-do items that correspond to the six stages of your graduate student life-cycle. You will find additional information about policies and processes and specifics about the network of support offices following the check-list.

As a newly admitted graduate student, it is your responsibility to initiate contact with your assigned advisor to set up meetings to plan out your academic program (schedule of courses, term by term) and to register for

your first term. This responsibility continues to be yours, and we suggest that you set a meeting with your assigned advisor each term (before November 1 in the fall and before April 1 in the spring) to check in, assess progress toward degree, confirm registration in selected courses, manage research or internship activities, or to seek professional advice and support.

**CHECK-LISTS FOR EACH STAGE OF YOUR GRADUATE EXPERIENCE
AT KEENE STATE COLLEGE**

Stage 1. Advisor Assignment and On-Boarding (at time of acceptance/matriculation)

- Confirm advisor name and contact information with Graduate Program Coordinator
- Pay all outstanding tuition and fees
- Get your KSC Identification Card or Student Number
- Set up and try out your KSC student email. This will be the email that all official College communications will be sent to; please check it regularly
- Sign up for or subscribe to all needed professional or academic software
- Log into and become familiar with MyKSC (Student Planning portal)
<https://www.keene.edu/office/itg/get-connected/collaboration/myksc/>
- Learn how to use the Learning Management System (Canvas) if applicable; easy access through MyKSC
- Review Current Academic Calendar
- Review Graduate Student Handbook and Policies
- The Mason Library is a critically important resource for graduate students; please visit the website: <https://library.keene.edu/home>

Stage 2. Initial Registration (during first meeting or consultation with Advisor)

- Set appointment with Advisor to identify/confirm first course(s) to be taken
- Seek directions/assistance for first registration as needed (through advisor or contact the registrar at registrar@keene.edu or graduatestudies@keene.edu)
- Your first registration cannot occur until you have read and agreed to the KSC student attestation** (required academic integrity agreement) that is found in your MyKSC student planning portal (click on your username icon for a drop down menu). Once you click “Agree”, you may begin your initial registration for your classes

Confirm first class day for course(s) in this first term; Professors may post their syllabus in Canvas (some graduate courses begin on different dates depending on the discipline)

If the course is online, be sure you are comfortable operating within Canvas before the start of the term; guidance can be found here: <https://www.keene.edu/office/itg/get-connected/essentials/netid-and-passwords/canvas/>

If you have specific technical issues, you can call the **KSC Digital Learning Consultant at 603.358.2223**

If you have any **complaints about your fully online academic program**, please use this resource: <https://www.keene.edu/featured/program-complaint/>

Note: Technical issues with MyKSC, Canvas, and financial obligations must be addressed immediately as any delays will stall your progress and success; do not wait for a formal meeting with your Advisor.

Stage 3. Develop Draft of Academic Program Plan (during or subsequent to first meeting or consultation with Advisor, but *should be completed within one month of matriculation*)

Download or have handy the list of courses required for the degree sought (catalog)

If you have advanced standing or transfer courses that the program has agreed to consider, bring or have handy all transcripts verifying courses along with syllabus or course descriptions

Complete the draft program plan with your advisor, including all course substitutions and other relevant data

Identify a target degree completion date (May, August or December with year)

The draft Academic Program Plan should be initialed and dated by you and your advisor

Send a follow-up email to your advisor confirming the draft Academic Program Plan and thanking them for their guidance

Stage 4. Schedule regular progress review with Advisor (each mid-term)

Before your meeting or call, make a list of the things you have accomplished so far, the things you are challenged by (seemingly big or small), and, it is never too soon to think a few terms (semesters) into the future. Progress review topics can include:

- Mid-term grades and other accomplishments/progress
- Course planning and registration for next term
- Discussion and arrangement of any internships or practicum
- Discussion of research project/thesis design and/or progress

- Need for scholarship support (there are three competitive scholarships for Graduate Students; applications are submitted by the third week of October of each year for distribution the following term); other aid is becoming available through Financial Aid
- Work-Life balance issues (sometimes in the early stages, graduate studies can take up more time than was expected. Your advisor can coach you through this and will discuss options, should temporarily stepping away from your studies be necessary)

Always follow your meetings with your advisor with a quick email to thank them for their time and document what was discussed and what next steps on items you have agreed upon. So, if there were any disconnects in common understanding, your advisor can correct those asap to keep you on course

One item to keep in mind as you come within one term of expected completion of the degree is the submission of the *Intent to Graduate Form*. This can be found in MyKSC, Student Planning and once completed is sent automatically to the Office of the Registrar. You cannot be processed for a graduation audit without that form being completed (you will periodically receive general email reminders to complete the form by Graduate Studies when you are within 6-9 credits of completing your degree)

Stage 5. Make Academic Program Plan Adjustments as necessary (on-going and as needed)

Regular meetings with your advisor will give you real time opportunities to make adjustments in your Academic Program Plan (this can happen if a special course is being offered that you are interested in, or in the case where courses must be dropped or added, etc.)

Adjust anticipated degree completion date (May, August or December) as needed

Submit your *Intent to Graduate Form*, if within one term (or 6-9 credits) of anticipated degree completion (found in MyKSC)

Is the revised Academic Program Plan initialed and dated by both your advisor and you?

Did you send a follow-up email to your advisor confirming changes to your plan and thanking them for their guidance?

Stage 6. Complete Program or Certificate (during the last term of enrollment)

Intent to Graduate Form completed? (in Student Planning)

Confirm with advisor that all course and other requirements are (or will be) completed as planned (including internships, capstone projects, research)

- Be sure to check your KSC email regularly during this last term – your KSC email address is the prime communication route for all official messages related to various aspects of graduate studies, including participation in Graduate Commencement, securing regalia for commencement, etc.
- Submit your RSVP to Graduate Commencement in a timely fashion and order your regalia if you intend to participate in Graduate Commencement (see calendar for date) Note: there is no cost to graduate students for regalia
- Your official record of degree completion is the academic transcript which is generated by the Office of the Registrar. Your printed diploma will be mailed to the address you provide on the *Intent to Graduate* form at a subsequent date (because these are printed by a third party, these may take up to three months to reach you). You may use your transcript as the definitive evidence of completion and may request a letter from the Office of Graduate Studies as additional verification of completion for an employer (graduatestudies@keene.edu)

Prime Resources to Respond to

Frequently Asked Questions by Prospective Graduate Applicants

CURRICULAR/PROGRAM RELATED

- | | |
|---|---|
| Qualifications for admission? | Graduate Program Coordinator (particularly for the M.Ed.) |
| Is the program partially/fully on-line? | Graduate Program Coordinator or Graduate Studies |
| Full or part time? | Graduate Program Coordinator or Graduate Studies |
| Average time to completion? | |
| Application deadlines? | |

FINANCIAL

- | | |
|----------------------------------|---|
| Cost of enrollment? Fees? | Bursar's Office / Student Accounts
https://www.keene.edu/life/services/accounts/costs/graduate/ |
| Late Payments? Refunds? | studentaccounts@keene.edu |
| Graduate scholarships available? | Student Financial Aid financialaid@keene.edu
and Graduate Studies (see listed Scholarships in this handbook) |

HOUSING

Housing for graduate students? Student Life for off-campus housing ideas
<https://www.keene.edu/office/reslife/och/>

ADD, DROP, LEAVE OF ABSENCE, DEFERRING ADMISSION, WITHDRAWAL

Adding/Dropping Courses {dates are posted in the Academic Calendar}

<https://www.keene.edu/news/events/categories/academic/>

Leaves of Absence and Program Withdrawal

<https://www.keene.edu/administration/student-affairs/dean-of-students-office/>

<https://www.keene.edu/administration/student-affairs/dean-of-students-office/forms/withdrawal/>

General Graduate Policies

<https://www.keene.edu/administration/policy/categories/graduate-academic-policies/>

The Application Process

All Keene State graduate programs have, or are in the process of using online applications. Please check the particular application format the program you are interested in is currently using.

If your program is still using a non-online application process, all applications and associated materials (letters of recommendation, other required materials) should be sent to/routed through the Admissions@Keene.edu email for processing. Depending on the touch points a prospective student has before applying, GPCs, Graduate Studies, or a faculty member might receive elements of the application, but rest assured, all will be forwarded upon their receipt immediately to Admissions@keene.edu.

The Admissions team will begin to build out a folder with whatever pieces they receive and will begin communicating with applicants about missing elements. They will also notify GPCs of the status of each application file (incomplete or ready for review).

What does the application process look like, from start to finish?

- 1) Individuals submit their online or scanned or paper application to Admissions Admissions@keene.edu ; supporting documents may follow (recommendations, transcripts, certifications, writing samples, etc.)
- 2) Students with a Keene State College undergraduate transcript do not need to provide one; Admissions will add that to their dossier. Those applicants with degrees from other institutions will need to make an arrangement with their previous institutions attended to have those transcripts made available to KSC Admissions. (some of these are electronic; some are still sent in paper form). Optimally, these should be sent directly to Admissions@keene.edu .

- 3) As supporting documents are received, Admissions indexes these to each applicant's file. For those programs not yet using on-line application formats, these documents will be available for review by admissions review committees in an internal system.

The Admissions Review, Decision and Communication Process

Graduate Program Coordinators will be notified of completed applications by the Office of Admissions. It is the role of the Graduate Program Coordinator to either review and determine student qualifications for an admission decision or, to coordinate the review of the student file by committee or the department (the review process varies from program to program).

Each department should have a transparent and documented (in writing) process by which they outline a fair and thorough review of each applicant. Some departments and programs require interviews with applicants before a decision can be made; others do not. Once all conditions are met, the GPC then communicates the decision (to admit or deny admission) as well as any special conditions (e.g., admit provisionally, or with the provision of taking prerequisite coursework, etc.) both to Admissions with a cc: to the Director for Graduate Studies at graduatestudies@keene.edu.

Once Admissions receives the decision (and any other special conditions related to admission), Admissions will send out a letter of admission, with directions for next steps in enrolling as a matriculated graduate student (paying the required deposit is a prerequisite to being moved to student with access to email and other essential functions). If the decision is negative, Admissions will send out the corresponding decision letter to the applicant.

Other Questions or Special Circumstances related to Admissions

Incomplete Applications

If an applicant begins the application process but does not produce all required elements prior to set review deadlines and/or the beginning of the desired term, the application may be put into inactive status. Admissions, Graduate Studies, and the Graduate Program Coordinators will do due diligence in reaching out to applicants to encourage completion of the application and then, with no action on the part of the applicant, to notify of "inactive" status. A written request from the applicant is required to reactivate an application (Graduate Reactivation Form). This should be sent to Admissions.

Transfer Credits

Students can request that *up to* 12 credits from other institutions be transferred. These must have been completed with a grade of 'B-' or better and cannot have been counted towards the awarding of another degree. The decision to accept transfer credits is fully at the discretion of the Graduate Program Coordinator and/or by committee or other review process set up by the academic degree program, and is determined on a case by case basis. Documentation of transfer credit acceptance must follow standard KSC procedures established by the Registrar.

No more than 12 credits taken by a student prior to matriculation (internal and external combined) can be applied to a Keene State College graduate degree program unless there is a formal MOU with another institution that provides for additional acceptance of credit by KSC.

Regular and Provisional Admission Status

Depending on the background and caliber of an applicant, programs may grant a certain admission type. Regular admission will be used for applicants whose academic records indicate that they are fully qualified to undertake graduate study in their chosen field at the time of application. Provisional admission can be used for applicants whose academic records indicate deficiencies but suggest some promise of success in graduate study. Applicants offered provisional admission must meet specific requirements stated by their program at the time of their admission in order to remain in Graduate Studies (e.g., must attain a B- or higher in all first term courses). Other provisions may include the need for certifications or other endorsements indicating competencies needed for successful completion of a graduate degree in the chosen field. These requirements must be clearly specified on the decision sheet used by programs during the admission review process, including a time frame for the student to meet requirements. This must also be clearly communicated and outlined to students in their letter of admission. Upon meeting these requirements, the provisional status is removed and the student may continue pursuit of the degree as a regular student. Generally speaking, provisional students are not eligible for scholarships until the provisional status is removed.

Request to Defer Admission

Applicants who cannot enroll in the term they for which they were admitted can request to defer admission for up to one year (3 successive terms- fall, spring, summer, etc.) by emailing their GPC, Admissions@keene.edu and Graduatestudies@keene.edu of this need. Allowing these requests will be up to each GPC. Deferred applicants cannot take non-degree or graduate courses: by requesting deferment, they're indicating that they cannot engage in graduate work at that time. It is essential that Admissions be notified immediately by GPCs of the decision and allowance of a deferment. Admissions maintains the official record for all applicants, and this information is essential to keep these records accurate and up to date. This can be done by sending an email to Graduatestudies@keene.edu and Admissions@keene.edu. Deferment past the one year period (three successive terms) will require the student to complete a graduate reactivation petition and pay fees associated with reactivation if granted.

Engaging in Graduate Coursework as an Undergraduate

For certain programs and under appropriate circumstances, undergraduate students may enroll in graduate coursework, but only if they are applying/accepted to a 4+1 or an accelerated master's program, or similar program entry format, or, with the permission of the GPC and/or Department Chair. Undergraduate students at KSC may not hold undergraduate and graduate status at the same time; therefore, they will engage in graduate study as an undergraduate until their undergraduate degree requirements are met. If they have applied to a 4+1 or accelerated master's program, those graduate credits taken (meeting grade requirements) as an undergraduate are generally applied to the

master's program of interest in the year/term when they are admitted as a fully matriculated graduate student.

International Students

One of the most important things a Graduate Program Coordinator can do when working with international prospects is to contact the Global Education Office (GEO) immediately to discuss the specific circumstances and visa documents required of prospective international applicants. International applicants in turn must acquaint themselves with visa and other requirements. Information for international students can be found here:

<https://www.keene.edu/academics/geo/exchange/>

First and foremost, international student applicants must demonstrate that they hold the equivalent of a four-year baccalaureate degree. Exceptions to this are 3-year baccalaureate degrees that are considered comparable to 4-year degrees, e.g., those from institutions based on the UK system. Indian 3-year baccalaureate degrees may be eligible if they meet certain criteria. There should be a discussion with the candidates to ensure that they meet basic criteria for admission.

International applicants must also provide data on financial capacity (ability to cover the costs of graduate studies). International students who are not native or near native English language speakers must also provide a valid Test of English as a Foreign Language (TOEFL) and meet institutional criteria for proficiency. In addition, note that applications from individuals who are seeking an F-1 visa to study in the USA will be considered only for regular full-time admission (part-time programs are normally ineligible, and international applicants cannot be admitted provisionally).

Matriculation (Formal Move to Student Status) and the Importance of Advising

Once accepted to your chosen program, graduate applicants must pay their admission deposit so that they can be officially “moved” to matriculated student status. Admitted students who have paid this deposit will be provided with an individual program contact through an Admission Welcome Letter, along with other critical information, including gaining access to email and other technology.

Requesting an Exception to a Graduate Policy

Graduate Policies can be found here:

<https://www.keene.edu/administration/policy/categories/graduate-academic-policies/>

Exceptions to Graduate Policy are considered under compelling circumstances. Students must submit an email asking for an Exception to a Graduate Policy stating the specific exception they're requesting to their GPC. These exception petitions must be approved by the Graduate Program Coordinator and advisor (and as needed, other instructors) prior to submission to Graduate Studies for consideration by members of the Graduate Council.

Graduate Scholarships and Aid for Graduate Students

Graduate Studies, the Graduate Program Coordinators and Financial Aid are working together to establish additional aid opportunities for graduate students. Questions about this aid may be directed to your GPC.

There are three main scholarships established specifically available for students enrolled in graduate studies. Some are degree or program specific.

Norma Walker Scholarship

Amount available depends on number of awardees and income generated by the scholarship gift each year (a single award has recently been around \$1,400)

- Open only to matriculated Graduate Students in Education
- Displays “quest” to advance reading and literacy
- Preference to student who has completed at least 2 graduate courses
- Requires a completed application and description of what they will do based on the scholarship
- Faculty must nominate and endorse (application materials should be passed by the faculty member endorsing the student)

Fred Barry Fellowship

Amount available depends on number of awardees and income generated by the scholarship gift each year (a single award may be between \$2000 and \$4,000)

- Open to all matriculated Graduate Students
- For a Graduate Student who displays a strong interest in leadership or in developing or testing innovative approaches in their field
- Requires a completed application and description of what they will do based on the scholarship
- Faculty must nominate and endorse (application materials should be passed by the faculty member endorsing the student)

AAUW Elsa P. Ware Scholarship

- Amount is for a single recipient and has typically been \$1000
- Designed to support non-traditional, female graduate students
- At least half-time enrolled
- 3.0 GPA
- Financial Aid and Scholarships may propose recipients, but faculty can and should nominate potential recipients

Once a faculty nominates a student for the Walker or Barry scholarships by emailing Graduatestudies@keene.edu, an application packet will be provided to the student nominees.

Nominations for the Ware Scholarship should be sent to the ED of Graduate Studies at Graduatestudies@keene.edu and to the scholarship manager at tory.kennedy@keene.edu.

Effective Advising is Essential to Your Success

Excellence in advising is crucial to graduate student success. Advising actually begins during the inquiry phase of the graduate student's academic lifecycle and continues in a variety of ways throughout their time with us as a matriculated student. Your Graduate Advisor should:

Understand how to use all available tools within Student Advising and other relevant platforms.

Be fully knowledgeable about the curriculum, curriculum sequence and requirements, viable course substitutions, transfer credit review, and competency review.

Be familiar with all relevant forms and processes related to admission, general advising, course substitutions, registration, add/drop, leave of absence, withdrawal, reinstatement, readmission and academic dishonesty.

Consult regularly with Graduate Studies Policies, the KSC Student Code of Conduct, policies and procedures of the Registrar, Office of the Dean of Students, and deadlines as outlined in current and future Academic Calendars.

Listen carefully and with empathy, but is also mindful that as an adult learner, you are accountable and responsible for your own progress and performance.

If you are enrolled in a fully online master's program and have any **complaints about it**, please use this resource: <https://www.keene.edu/featured/program-complaint/>

Registration

There are multiple offices on campus that provide important supports for matriculated graduate students that are essential to student success. Primary among these is the Office of the Registrar: <https://www.keene.edu/office/registrar/> .

The Registrar is largely responsible for posting and honoring policies that govern various aspects of our academic programs, including Graduate Studies. The Registrar also serves as the ultimate manager of all grades awarded, transcripts and final audits of student records for degree completion. There are several important forms related to supporting student progression that are accessed through the Registrar's website: <https://www.keene.edu/office/registrar/forms/>

Generally speaking, matriculated graduate students can register for classes at three different times during the calendar year once course offerings are posted for a term: for traditional fall or spring terms, the Registrar serves as the prime resource and support related to graduate student registration. The third term is summer - the Office of Extended Education supports the management of all summer courses, including the provision of support for registration if needed and, to assist non-matriculated students enroll in graduate or post-baccalaureate course work during the early phases of exploring a degree option or to complete course work for a post-baccalaureate certificate. Graduate students can find essential registration tips at <https://www.keene.edu/office/registrar/how-to/>

Importantly too, the Office of Graduate Studies is available to assist students (particularly new students) at any point in the registration process if they are having difficulty accessing what they

need. Students should confer with their GPCs and advisors to confirm needed course work (as it appears on their Academic Program Plan) for upcoming terms and can then contact Graduatestudies@keene.edu with any issues related to registration.

Once a graduate student has registered, student accounts will generate the billing process. For a variety of reasons, graduate students may need to adjust their course loads. The Academic Calendar can be accessed here for course adjustment dates, add/drop and the like:

<https://www.keene.edu/news/events/categories/academic/>

Continuous Registration (KSC 600)

Unless a leave of absence is granted, all matriculated graduate students are required to be continuously enrolled (registered) across the lifecycle of their academic program (for fall and spring terms only for most programs; some programs may require continuous registration during the summer term) until their degree is formally awarded. This includes coursework as planned for in the Academic Program Plan, by registering for research credits, or, enrollment in Continuous Registration when all required or allowed credit bearing courses have been completed, but the student has some final writing, edits for a thesis or capstone, or internship hours left to complete.

Students who don't register for a fall or spring term will receive notification of this and may have their degree status discontinued. Continuous Registration (KSC 600) is used when graduate students have not completed a grade of "I" (Incomplete) within the set time requirement within the subsequent term or, when a student has not completed a grade of "IP" (In-Progress) by the end of the subsequent term. More information on Continuous Registration can be found here:

<https://www.keene.edu/administration/policy/categories/graduate-academic-policies/>

The form for withdrawal from an academic program can be found here:

<https://www.keene.edu/administration/student-affairs/dean-of-students-office/forms/withdrawal/>

Reinstatement Petition Process

Should a graduate student fail to continuously register, is withdrawn for lack of progress or non-activity or, self- withdraws from their program of study and later wishes to be reinstated as a graduate student, they must be in good academic standing (B- or better average) and, engage in the following process:

- Contact the GPC for their program and declare their interest in returning.
- Write an email or letter to both graduatestudies@keene.edu and to their GPC outlining the conditions of their withdrawal, how their circumstances have changed and their interest in continuing in their program, including a clear timeline.
- The GPC and other selected faculty and administrators will review the letter of petition and determine reinstatement (or not) and the conditions of reinstatement.
- The student will be notified of the decision by the GPC and the ED of Graduate Studies and will then be required to complete a new application which will be submitted to Admissions

(based on the determinations by the Program Coordinator, they may or may not need to supply new references or other supporting materials). They will pay all required application fees.

- Once re-admitted, the student will work with their assigned Faculty Advisor and/or the Graduate Program Coordinator on a new formal Academic Program Plan with a timeline.
- The student will also be required to pay a reinstatement fee of \$200 and may be required to pay all past Continuous Registration fees.

Monitoring of Progress

The assigned Faculty Advisor (which may also be the Graduate Program Coordinator) should review the progress of each of their graduate student advisees at the end of each term by reviewing grades for satisfactory performance and assessing course completion benchmarks as outlined in the Academic Program Plan. If circumstances have shifted for a student creating a delay or accelerating the completion of a degree, this should be reflected in an amended Plan with supporting notes as required.

Because the progress of Graduate Students may be assessed by a number of different people (the Faculty Advisor, the GPC, the ED for Graduate Studies and the Registrar) it is essential that notes are entered into advising self-service as a way to document and provide context for changes in a student's plan or progress. It is also there that determinations related to acceptable transfer credits and course substitutions (at the end of the degree process) are clearly noted as approved.

This regular, informal monitoring helps to keep students on track and is helpful in planning for needed course sections in upcoming terms. It also provides for real-time advising and opportunity for course correction should performance be an issue for an advisee.

Degree Completion

Each graduate student must file an *Intent to Graduate Form* for their chosen graduation term (May, August or December); the form and instructions are found in MyKSC. This can be completed up to one year ahead of expected completion, but for an expected May completion, should be submitted by March 1st. The Office of Graduate Studies will reach out to students and their advisors to remind them of this (fluid) deadline.

Certifications of completion are to be run at the end of each term by each graduate program or their home department. Graduate Studies will notify departments at the end of each term that certifications should be completed and names of anticipated graduates forwarded to Graduate Studies by a specified due date.

Certification should be carefully reviewed by Faculty Advisors and GPCs to ensure that each student has successfully completed their degree requirements as stated in the Graduate Catalog they entered under, and according to their Academic Program Plan. If the student has not completed the requirements, the advisor/coordinator will note this on their certification.

By indicating that the student has completed the requirements for the degree the Advisor or Graduate Program Coordinator is confirming that what is found on the student's transcript or in self-service is an accurate reflection of the student's coursework, and that all degree requirements have been (or will be) fulfilled: all courses and credits are present, all transfer credits are applied, all incompletes are cleared (or special grade reports are attached), and importantly, all course substitutions have been recorded and sent to the Office of the Registrar.

In sum, there are three levels of degree completion review: the first is by the Graduate Program Coordinator and/or Advisor. The second review is by Graduate Studies who then refers the student record to the Office of the Registrar (third level). It is the Registrar who is the final audit and confirmation of the student meeting degree requirements. The final audit will result in an updated official transcript which will indicate the degree earned and date of degree attainment (May, August or December). Diplomas will be mailed directly to the student address indicated on the *Intent to Graduate* form. This may take up to a few months, but the transcript can be used as the definitive evidence of degree completion for potential employers. Under special circumstances, the Graduate Studies Office can write a brief note to a current or potential employer as an intermediate attestation of degree completion. Contact Graduatestudies@keene.edu for more information.

Intent to Graduate Form and the Graduate Commencement Ceremony

Keene State College hosts a formal Graduate Commencement only once a year (May or June). Participation in this ceremony is elective (not required to receive your degree). To be invited to participate in the Graduate Commencement ceremony, graduate students must have submitted an *Intent to Graduate* form, must be within 6-9 credits of degree completion and, in all cases, must have the endorsement (certification) of their GPC to the Office of Graduate Studies, who will conduct a preliminary audit of credits and other completed requirements. Students qualifying to participate in Graduate Commencement will receive information on the ceremony, how to acquire regalia, etc. through their KSC email. There is no cost for regalia.

Supporting the Future of Keene State College through a Strong Alumni Base

We produce very strong professionals out of our graduate programs and our Alumni are an important resource for us intellectually, practically, and reputationally. We do hope that your experience at Keene State College will inspire you to speak favorably of us within your communities and to think about ways to support our graduate programs within your professional sphere and responsibilities. Please stay connected!

<https://www.keene.edu/alumni/>