

**Master's Degree in Curriculum & Instruction**  
**Area of Emphasis: English as a Second Language**

**FREQUENTLY ASKED QUESTIONS**

Q: I applied and was accepted to Graduate School in Fall of 2005. I took a couple summers off from taking courses for personal reasons. How long do I have to complete my master's degree?

A: A student is allowed 6 years to complete their course requirements. In this case, you would have until Fall 2010 to complete your degree.

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Q: I have completed the 15 hours for my ESL area of emphasis through distance education. What order should I take the remaining courses?

A: The remaining courses, with the exception of the Master's Project, can be taken in any order. Since some courses are not offered every semester through distance education, consideration should be given to when a course is offered. Course offerings are usually posted at the following times:

For a Spring semester – courses are posted in November

For a Summer or Fall semester – courses are posted in April/May.

Contacting your Chair/Advisor concerning course offerings for each semester is *recommended* since distance education courses fluctuate depending upon instructor workloads. Semester enrollment – <http://kats.ksu.edu/>

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Q: I would like to take a graduate level course from a university/college near where I live. What are the requirements for transfer courses and how many hours can I transfer?

A: The Graduate School will accept up to 9 hours of graduate credit **IF** the courses meet the following requirements:

- The course was taken from an accredited college/university.
  - The course is approved by the student's committee Chair/Advisor.
  - The grade received in the course is a B or above.
  - The course was taken within 6 years of the expected graduation date.  
(e.g. – For a 2009 graduation, courses taken between 2003 - 2009 would be eligible.)
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Q: "I took a graduate level course from another college or university that is similar to a required course in Section A (or B, C, D, E or G). Would this course be accepted as transfer hours for my program of study?"

- A: Graduate level courses taken prior to application for the master's program are subject to approval by the student's committee Chair/Advisor. The Graduate Council requires courses be taken within a 6-year limit to maintain currency of knowledge in subject areas. If the course is within 6 years of the student's expected graduation date, the student should submit the following information to their committee Chair/Advisor:
- A request for consideration of acceptance for a course substitution in the section in question.
  - A syllabus/course description for the course(s).
  - A transcript listing the college or university, course title, semester taken, and the grade received. (*A photocopy of an official transcript will suffice.*)
- The student will receive notification from the Chair/Advisor if the course will be accepted.
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Q: I completed my oral exam/master's degree during the summer. With a master's degree, I am eligible to move up on my district's pay scale. Will I receive documentation to provide my school district so that I can receive my pay raise?

A: When a student completes their degree during the summer session, they are considered an August graduate. Since there is no official summer commencement ceremony, summer graduates are eligible to participate in the December commencement ceremony. The Graduate School requires all paperwork for summer exams to be submitted by the first week of August. Results are posted to the transcripts by late August. Diplomas are mailed in mid-September.

Effective July 1, 2006, transcripts will be available at no charge to all currently enrolled K-State students. (*Special handling fees will continue to be assessed on all requests for fax, priority mail, and Federal Express services.*)