



*Preparing people to lead extraordinary lives*

School of Education's

Faculty Handbook

for

Advising Graduate Students

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Component	School of Education	The Graduate School (Ph.D. & M.A. only)
<b>Admissions:</b>		
Applications are submitted and processed through a centralized office – Graduate Enrollment Management (GPEM) at Water Tower Campus	✓ Submission of Re-Application see P. 6-9	✓ Submission of Re-Application see P. 6-9
Admission decisions are up to the program	✓	✓
Admissions requirements: All students asked to meet <ul style="list-style-type: none"> <li>• Abide by doctoral enrollment targets</li> </ul>	School of Education requirements (i.e., minimum GPA)  ✓	Graduate school-wide requirements (i.e., minimum GPA, proficiency in English language)  ✓
<i>Probationary Admits:</i> Student must earn a B or better in first three graduate courses <ul style="list-style-type: none"> <li>• If condition not met</li> </ul>	The Associate Dean of Academic Programs will send the student a letter regarding status	A registration block will be applied and the student will not be allowed to register for 2 <sup>nd</sup> semester and are subject to dismissal
Probationary conditions can be placed on students who have been reinstated, who reapply or who are on academic probation	✓	✓
<i>Conditional Admits:</i> <ul style="list-style-type: none"> <li>• Final transcript with degree posted</li> <li>• Illinois Test of Academic Proficiency</li> <li>• Illinois Content Area (Secondary Educ)</li> </ul> Student must provide all missing credentials before able to register for 2 <sup>nd</sup> term (GEM automatically removes the hold once credentials are received)	✓ ✓ ✓ ✓	✓   ✓
ESL Requirements: <ul style="list-style-type: none"> <li>• Non-native English speakers required to demonstrate English proficiency for admission</li> <li>• Minimum TOEFL score of 550 (paper), 213 (computer) or 79 (internet based – iBT), OR minimum ELTS score of 6.5 required for admission</li> <li>• English proficiency is also a separate degree requirement once admitted</li> </ul>	Students who are from, or who have completed a bachelor's or master's degree from a recognized institution in Canada, the United Kingdom, Ireland, Australia, or New Zealand at which the language of instruction was English are not required to demonstrate English proficiency  ✓  n/a	✓   ✓   Before 1 <sup>st</sup> term begins, students also are require to take LUC/s placement/assessment test, the TELA – depending on scores, students may be required to take and pass formal ESL coursework – this must be done in the students FIRST term.
Doctoral Advanced Standing Credits <ul style="list-style-type: none"> <li>• See page 16 of this document</li> </ul>	✓	✓
Master's Transfer Credits: <ul style="list-style-type: none"> <li>• See page 16 of this document</li> </ul>	✓	✓

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<b>Admissions (cont.):</b>		
<p>If stopped attending and they wish to be in a <b>new/different</b> program:</p> <ul style="list-style-type: none"> <li>◆ New complete formal application</li> <li>◆ Transcripts &amp; test scores are kept on file for a minimum of 5 years after the last activity. The student can request that these be added to the new application if still available.</li> <li>◆ Application fee is waived</li> </ul>	✓	✓

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<b>Non-Degree Admissions:</b>		
<p>The Non-Degree Seeking program is for students not interested in a degree program but want to take classes (i.e. for state certification requirements, professional development, transfer credit, sample classes) or who missed an admit deadline and would like to begin taking classes in the possibility that they would be admitted to the degree program in the foreseeable future:</p> <ul style="list-style-type: none"> <li>• Submit complete application. (Application requirements are less than degree applications - <a href="http://www.luc.edu/education/apply_nondegree.shtml">http://www.luc.edu/education/apply_nondegree.shtml</a> )</li> <li>• Registration hold on student record for each semester they are considered active in LOCUS. NOTE: Hold is by semester and not by course.</li> <li>• As long as a student registers at least once per semester (except summer) they can remain non-degree and take as many courses as they wish</li> <li>• If a student switches from non-degree to a degree program, there are no longer registration holds.</li> </ul>	<p style="text-align: center;">✓</p> <p>SOE Admissions submits decision based on the minimum of a bachelor's degree and a 3.0 or better GPA. If GPA lower, approval obtained from appropriate GPD.</p> <p>Student needs to obtain approval from appropriate GPD to take the course (considerations: student's knowledge level appropriate for the course they desire AND/OR there is sufficient room in the section for the degree seeking students). SOE Admissions will release the hold once notified of approval and notify student to register.</p> <p>ONLY 6 semester hours taken as a non-degree student may be applied toward a degree program</p> <p style="text-align: center;">SOE Admissions remove these holds.</p>	<p>n/a</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>

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<b>Transfers and Changes of Degree-Seeking Status:</b>		
<ul style="list-style-type: none"> <li>• All decisions are the program's - must ensure that all admission requirements for new program are met when requirements differ.</li> <li>• Subject to the doctoral enrollment targets</li> </ul>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<ul style="list-style-type: none"> <li>• If already enrolled in a program, and <b>changing master's degree</b> within the SAME program</li> </ul>	M.A. to M.Ed.: <ul style="list-style-type: none"> <li>◆ Re-Application form submitted to SOE</li> <li>◆ SOE obtains Program Director's approval</li> </ul>	M.Ed. to M.A.: <ul style="list-style-type: none"> <li>◆ Re-Application and personal statement addendum submitted to SOE Admissions</li> <li>◆ SOE Admissions obtains GPD approval and submits all to the Graduate School</li> </ul>
<ul style="list-style-type: none"> <li>• If already enrolled in a program and moving to a <b>new degree level</b> in the SAME program <b>without finishing the old one</b> (i.e. master's to Doctoral or M.Ed./Ed.S. to Ph.D.)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Re-application to GPEM</li> <li>◆ Must meet additional program application requirements if any</li> <li>◆ Transcripts &amp; test scores are kept on file for a min. of 5 years after the last activity. The student can request that these be added to the new application if still available.</li> <li>◆ Application fee is waived</li> </ul>	<ul style="list-style-type: none"> <li>◆ Submit Change of Degree-Seeking Status form</li> <li>◆ Must meet additional program requirements if any</li> <li>◆ Program Director and the Graduate School must approve it.</li> </ul>
<ul style="list-style-type: none"> <li>• If already enrolled in a program and wish to <b>add a new concurrent program</b> (i.e. Ed.D. C&amp;I + Type 75 or M.Ed. Elementary + M.Ed. Special Education)               <ul style="list-style-type: none"> <li>◆ Re-application to GPEM</li> <li>◆ Must meet additional program application requirements if any</li> <li>◆ A statement of purpose for new program</li> <li>◆ Application fee is waived</li> </ul> </li> </ul>	<p>✓</p>	<p>✓</p>
<ul style="list-style-type: none"> <li>• If currently a <b>non-degree student</b> and wish to apply for <b>certificate or degree program</b> <ul style="list-style-type: none"> <li>◆ Re-Application form to GPEM</li> <li>◆ Any additional documents required by the program that were not submitted with the original application</li> <li>◆ Program specific statement of purpose if not originally submitted</li> <li>◆ Application fee is waived</li> </ul> </li> </ul>	<p>✓</p>	<p>✓</p>
<ul style="list-style-type: none"> <li>• If already enrolled in a program and wish to <b>transfer into a different program</b> at the same level (i.e. master's to master's)               <ul style="list-style-type: none"> <li>◆ Re-Application form to GPEM</li> <li>◆ Any additional documents not required by the original program</li> <li>◆ New statement of purpose</li> <li>◆ Application fee is waived</li> </ul> </li> </ul>	<p>✓</p>	<p>✓</p>

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<b>Re-Application:</b>		
<ul style="list-style-type: none"> <li>• If a <b>recently graduated LUC graduate student in good standing</b> and wish to return as a <b>non-degree</b> seeking student or begin a <b>certificate or degree program</b> <ul style="list-style-type: none"> <li>◆ Application to GPEM</li> <li>◆ Any additional documents required by the program that were not submitted with the original application</li> <li>◆ New program specific statement of purpose for a certificate or degree program</li> <li>◆ Application fee is waived</li> </ul> </li> </ul>	<p style="text-align: center;">Non-Degree use Re-Application</p> <p style="text-align: center;">Degree or Certification program submit new regular application</p>	<p>✓</p> <p>✓</p>
<ul style="list-style-type: none"> <li>• If student was admitted, never attended and wishes to <b>defer</b> enrollment (max. 1 year) <ul style="list-style-type: none"> <li>◆ E-mail SOE Admissions (<a href="mailto:SchlEduc@luc.edu">SchlEduc@luc.edu</a>)</li> <li>◆ SOE Admissions automatically approves all except doctoral students, M.Ed./Ed.S. School Psych &amp; M.Ed. Higher Education</li> <li>◆ SOE Admissions obtains Program Director's approval for doctoral and M.Ed./Ed.S. students</li> <li>◆ Admissions communicates decision to GPEM</li> </ul> </li> </ul>	✓	<p>✓</p> <p>SOE Admissions also communicates change to the Graduate School</p>
<ul style="list-style-type: none"> <li>• If student was <b>admitted</b> during the last two years but <b>did not enroll (over one year - otherwise defer as listed above)</b> <ul style="list-style-type: none"> <li>◆ Re-Application</li> <li>◆ Justification statement</li> <li>◆ Processed like a regular application</li> </ul> </li> </ul>	<p>✓</p> <p>Submit to GPEM</p>	<p>✓</p> <p>Submit to Associate Dean</p>
<ul style="list-style-type: none"> <li>• If student was <b>denied</b> admission during the last two years and wish to <b>apply again</b> <ul style="list-style-type: none"> <li>◆ Re-Application form submitted to GPEM</li> <li>◆ Any documents that might make the application stronger</li> <li>◆ A new statement of purpose if the program is different than the original program or a strengthened statement</li> </ul> </li> </ul>	✓	✓
<ul style="list-style-type: none"> <li>• If a student attended and later <b>formally withdrew</b> from a program <ul style="list-style-type: none"> <li>◆ Re-Application form (within 2 years of withdrawing – otherwise see below under “stopped attending”)</li> <li>◆ Submit a justification statement or if applying for another program, a new program specific statement of purpose</li> </ul> </li> </ul>	Submit to SOE admissions	Submit to GPEM



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<b>Re-Application (cont.):</b>		
<ul style="list-style-type: none"> <li>• If a student has <b>not maintained continuous enrollment</b> and wishes to return to the same program</li>   <li>1. <b>One semester (excluding summer):</b> <ul style="list-style-type: none"> <li>◆ Student needs to e-mail the Associate Dean of Student Academic Service (SAS) to request being re-activated.</li> <li>◆ SAS will term activate the student in LOCUS</li> </ul> </li>   <li>2. <b>1 – 5 years:</b> <ul style="list-style-type: none"> <li>◆ Re-Application form</li> <li>◆ Statement justifying re-admission.</li> </ul> </li>   <li>3. <b>Beyond time limit for degree:</b> <ul style="list-style-type: none"> <li>◆ Full new application (previously submitted supporting documents may be used if still available)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>◆ If missed semester should have been Doctoral Supervision, the student will need to be back registered for the missed semester.</li>   <li>◆ Submit to SOE Admissions</li> <li>◆ SOE Admissions requests program approvals</li> <li>◆ If missed semesters should have been Doctoral Supervision, the student will need to be back registered for all missed semesters.</li> <li>◆ Additional courses as required by individual program</li>   <li>◆ Submit to SOE Admissions</li> <li>◆ Program approval required for re-admission</li> <li>◆ Will be held accountable to current program requirements</li> <li>◆ Previous course work will be reviewed for program relevancy and may not be acceptable</li> </ul>	<p>See page 9</p>

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<b>Re-Application (cont.):</b>		
<ul style="list-style-type: none"> <li>• If a student has <b>not maintained continuous enrollment**</b> and wishes to return to the same program               <ul style="list-style-type: none"> <li>◆ Submit completed Reinstatement form</li> </ul> </li> </ul> <p>** Students working on M.A. thesis or Ph.D. dissertations will be subject to the reinstatement fees as set forth in the Graduate School Reinstatement Policy.</p>	See page 8	<ul style="list-style-type: none"> <li>◆ Signed form submitted to the Associate Dean</li> <li>◆ GA&amp;S will make decision and contact the student</li> <li>◆ Reinstatement is not automatic</li> <li>◆ Repeated failure to maintain continuous registration is grounds for denying a request for reinstatement</li> <li>◆ Program may require additional courses.</li> <li>◆ Program may recommend to GA&amp;S an alternative to the comprehensive as means of demonstrating currency in the field if program's successfully completed comprehensive is more than 5 years since initial completion.</li> </ul>

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<b>Registration:</b>		
<p><b>Enrollment</b></p> <ul style="list-style-type: none"> <li>• Students must maintain continuous registration (except Summer) until the completion of their program</li> <li>• Students must register for Master's/Doctoral Studies while preparing for exams or working on Thesis/Dissertation Proposal (maximum 2 semesters)</li>   <li>• If a student graduates and still wants to take additional classes, they must be admitted to another program or as a non-degree student</li> </ul>	<p>♦ Program time limits: M.Ed. – 5 years Ed.D. – 7 years</p> <p style="text-align: center;">✓</p>	<p>♦ Program time limits: M.A. – 5 years Ph.D. – 6 years if 30 hours or more are transferred in for Advanced Standing Ph.D. – 8 years if most or all courses taken at Loyola</p> <p style="text-align: center;">✓</p>
<p><b>Problems with online registration due to:</b></p> <p><i>Registration Blocks</i> (Negative Service Indicators) explained:</p> <ul style="list-style-type: none"> <li>• LOCUS Student Center tab – listed on the right-hand side as “Holds”- click details for more information.</li> <li>• LOCUS - red universal “No” sign; clicking on this icon will provide basic information about the block</li> <li>• LOCUS Student Center’s General Info tab also displays <i>future</i> “Service Indicators”</li> <li>• Not all blocks stop registration</li> <li>• Not all blocks are for the current semester</li> <li>• Offices other than the Dean’s may place blocks to stop registration (Students must deal directly with the office that placed the block – Dean’s office cannot remove them.)</li> </ul>	✓	✓

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<b>Registration (cont.):</b>		
<i>Kinds of Registration Blocks:</i>		
<ul style="list-style-type: none"> <li>• <b>Dean's Time Limit Block (DTM)</b></li> </ul>	<p>SOE does not use this block</p> <ul style="list-style-type: none"> <li>◆ Time limit is monitored in annual student review.</li> <li>◆ To receive an extension of time, submit Request for Time Extension form – approval granted by Associate Dean of Student Academic Services</li> </ul>	<ul style="list-style-type: none"> <li>◆ Helps monitor time-to-degree</li> <li>◆ Will stop registration in the first term after a student's time-to-degree or previous extension expires</li> <li>◆ Students are not permitted to register for that term until they request and are granted an extension of time</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Low Grades/GPA</b> <ol style="list-style-type: none"> <li>1. Initial Probation - meet with advisor to create a remediation plan. Then GPD requests removal of block.</li> <li>2. End of Probation Period – block placed in advance for the term by which grades need to be raised back to a 3.0. <ul style="list-style-type: none"> <li>◆ GPD requests block removed only if GPA deemed acceptable</li> <li>◆ GPD requests dismissal if GPA not raised sufficiently</li> </ul> </li> <li>3. Students can be reviewed for dismissal as deemed necessary by the GPD or Dean's office</li> </ol> </li> </ul>	<p>SOE does not use this block. GPA is monitored in annual student review. Low grades are reviewed each semester. Semesters of probation posted in LOCUS</p> <p>SOE does not use this block. GPA is monitored in annual student review and low grades each semester.</p> <p>Associate Dean of Academics</p> <p style="text-align: center;">✓</p>	<p>The Graduate School places a registration block if a student's cumulative GPA falls below a 3.0</p> <p style="text-align: center;">Assistant Dean</p> <p style="text-align: center;">Dean's Office</p> <p style="text-align: center;">✓</p>
<ul style="list-style-type: none"> <li>• <b>Conditionally Admitted</b> <ul style="list-style-type: none"> <li>◆ Students admitted conditionally will not be permitted to register for their second term unless they have provided the missing application materials</li> <li>◆ Block removed only by providing missing credentials to GPED</li> </ul> </li> </ul>	<p>Final transcript showing previous degree, Illinois Test of Academic Proficiency results and/or Illinois Content Area test (Sec Educ)</p> <p style="text-align: center;">✓</p>	<p>Final transcript showing previous degree</p> <p style="text-align: center;">✓</p>
<ul style="list-style-type: none"> <li>• <b>Special Blocks</b> Dean's office can block a student's registration until a requirement or task (i.e. condition set for reinstatement, reapplication, or passing a comprehensive) is satisfied.</li> </ul>	<p>Associate Dean of Academics or Associate Dean of Student Academic Services</p>	<p>Associate Dean</p>



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<b>Student Forms:</b>	<a href="http://www.luc.edu/education">http://www.luc.edu/education</a> Click Forms under the header of Resources	<a href="http://www.luc.edu/gradschool">http://www.luc.edu/gradschool</a> Click Forms under the header of Resources
<ul style="list-style-type: none"> <li>• <b>Comprehensive Assessment Applications</b> <ul style="list-style-type: none"> <li>◆ Deadlines: Aug. 1 for Fall</li> <li>                  Dec. 1 for Spring</li> <li>                  April 1 for Summer</li> </ul> </li> </ul>	Submit to the SOE Front Desk	Submit to the SOE Front Desk
<ul style="list-style-type: none"> <li>• <b>Dissertations – Student-Managed Forms</b> <ul style="list-style-type: none"> <li>◆ Dissertation Chair to introduce Student-Managed Submission instructions and forms to students</li> <li>◆ Students are responsible for obtaining forms and submitting them as required per the general instructions</li> </ul> </li> </ul>	Submit to SOE Student Academic Services Coordinator	The Graduate School does NOT use Student- Managed forms. The Graduate Program Director is responsible for submitting forms to the GA&S Assistant Dean
<ul style="list-style-type: none"> <li>• <b>Graduation/Degree Conferral Applications</b> <ul style="list-style-type: none"> <li>◆ Deadlines: Aug. 1 for Fall</li> <li>                  Dec. 1 for Spring</li> <li>                  Feb. 1 for Summer</li> <li>◆ Applications do NOT automatically roll to the next semester if a student does not graduate. Student needs to submit in writing a request to change the conferral semester.</li> </ul> </li> </ul>	Submit to the SOE Associate Dean of Student Academic Services	Submit to the GA&S Associate Dean
<ul style="list-style-type: none"> <li>• <b>Illinois State Certification</b> <ul style="list-style-type: none"> <li>◆ Submit forms to SOE</li> <li>◆ After approved, SOE e-mails students to the ECS website to complete the process with ISBE.</li> </ul> </li> </ul>	Submit to the SOE Associate Dean of Student Academic Services	n/a

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<b>Student Forms (cont.):</b>		
<ul style="list-style-type: none"> <li>• <b>Misc. Student Forms</b></li> </ul>	<a href="http://www.luc.edu/education">http://www.luc.edu/education</a> Click Forms under the header of Resources	<a href="http://www.luc.edu/gradschool">http://www.luc.edu/gradschool</a> Click Forms under the header of Resources
<ul style="list-style-type: none"> <li>◆ <b>Extension of Time</b></li> </ul>	Submit to the SOE Associate Dean of Student Academic Services	Submit to the GA&S Associate Dean
<ul style="list-style-type: none"> <li>◆ <b>Independent Study Registration</b> <ul style="list-style-type: none"> <li>▪ MUST give title at bottom of form for 2-3 hours credit or the Assoc. Dean will not approve it.</li> <li>▪ Obtain Instructor's signature</li> <li>▪ Assoc. Dean will forward it to the Program Coordinator to register student for class and to Registration &amp; Records for the transcript title</li> </ul> </li> </ul>	Submit to Associate Dean of Academic Programs	Use SOE form and submit to SOE Associate Dean of Academic Programs
<ul style="list-style-type: none"> <li>◆ <b>Leave of Absence</b> <ul style="list-style-type: none"> <li>▪ Must receive a letter from the Assoc. Dean approving the leave for it to be official</li> <li>▪ Returning from an approved leave – school will ensure the student is active in the computer system</li> </ul> </li> </ul>	Submit to the SOE Associate Dean of Student Academic Services (Leave (LEAV) term and Return (RLOA) will be posted in LOCUS)  ✓	Submit to the GA&S Associate Dean  E-mail required to the GPD & Associate Dean ✓
<ul style="list-style-type: none"> <li>◆ <b>Merit Award/Graduate Assistantship Application</b> <ul style="list-style-type: none"> <li>▪ Due Feb. 1 for following academic year</li> </ul> </li> </ul>	Submit to SOE	Submit to SOE (GA&S Assistantships require their application and submission to GA&S)
<ul style="list-style-type: none"> <li>◆ <b>Re-Application for Admission</b> <ul style="list-style-type: none"> <li>▪ See pages 6-9 of this document for details</li> </ul> </li> </ul>	✓	✓
<ul style="list-style-type: none"> <li>◆ <b>Request to Audit a Graduate Course</b> <ul style="list-style-type: none"> <li>▪ Audited courses cannot be used to earn degrees or certification</li> <li>▪ Instructor permission required</li> <li>▪ Graduate audited courses are offered at a 50% tuition discount</li> </ul> </li> </ul>	Submit to the SOE Associate Dean of Student Academic Services	Submit to the GA&S Assistant Dean
<ul style="list-style-type: none"> <li>◆ <b>Research-Tool Requirement</b> <ul style="list-style-type: none"> <li>▪ Program dependent</li> </ul> </li> </ul>	n/a	Submit to the GA&S Assistant Dean

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<b>Forms (cont.):</b>		
<ul style="list-style-type: none"> <li>• <b>Misc. Student Forms (cont.)</b></li> </ul>	<a href="http://www.luc.edu/education">http://www.luc.edu/education</a> Click Forms under the header of Resources	<a href="http://www.luc.edu/gradschool">http://www.luc.edu/gradschool</a> Click Forms under the header of Resources
<ul style="list-style-type: none"> <li>◆ <b>Request for a Change of Degree-Seeking Status</b> (degree level i.e. doctorate to master's. or reverse)</li> </ul>	Use Re-Application instead See page 5 of this document	✓ (See page 5 of this document for other forms for other situations)
<ul style="list-style-type: none"> <li>◆ <b>Student Grievance Procedures &amp; Form</b> <ul style="list-style-type: none"> <li>▪ Follow procedures as instructed.</li> </ul> </li> </ul>	✓	See GA&S Academic Standards & Regulations
<ul style="list-style-type: none"> <li>• <b>SOE: Student Activity Fund / Reimbursement</b></li> </ul>	Submit to the SOE Associate Dean of Student Academic Services	Submit to the SOE Associate Dean of Student Academic Services
<ul style="list-style-type: none"> <li>• <b>Graduate School: Travel Request</b></li> </ul>	n/a	Submit to Graduate School Awards Coordinator
<ul style="list-style-type: none"> <li>• <b>Teacher Preparation Forms</b> <ul style="list-style-type: none"> <li>◆ Clinical Availability</li> <li>◆ Clinical Logs</li> <li>◆ Student Teaching Application                Deadlines: Fall – Oct. 1                Spring – March 1</li> </ul> </li> </ul>	Submit to SOE Coordinator of Clinical Services ✓ ✓	n/a

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<b>Faculty Forms &amp; Resources:</b> <a href="http://www.luc.edu/education/resources_faculty_forms.shtml">http://www.luc.edu/education/resources_faculty_forms.shtml</a>		
• Advising & Servicing Students		
<ul style="list-style-type: none"> <li>◆ <b>Review of Teacher Candidates</b> <ul style="list-style-type: none"> <li>▪ For teacher preparation programs</li> <li>▪ <a href="http://www.luc.edu/education/ReviewTeacherCandida.shtml">http://www.luc.edu/education/ReviewTeacherCandida.shtml</a></li> </ul> </li> </ul>	✓	n/a
<ul style="list-style-type: none"> <li>◆ <b>Change of Grades</b> <ul style="list-style-type: none"> <li>▪ On-line submission in LOCUS</li> <li>▪ LOCUS forward to appropriate Dean's office for approval</li> </ul> </li> </ul>	✓	✓
◆ <b>LOCUS Usage for Advising Students</b>	✓	✓
<ul style="list-style-type: none"> <li>◆ <b>Services for Student with Disabilities</b> <ul style="list-style-type: none"> <li>▪ <a href="http://www.luc.edu/sswd">http://www.luc.edu/sswd</a></li> </ul> </li> </ul>	✓	✓
<ul style="list-style-type: none"> <li>◆ <b>Student Transcripts for Advising</b> <ul style="list-style-type: none"> <li>▪ Instructions for obtaining transcripts in LOCUS <ul style="list-style-type: none"> <li>○ Unofficial</li> <li>○ Advising</li> </ul> </li> <li>▪ Be sure to "Add a New Value" rather than filling in the available field</li> <li>▪ For transfer credit detail use the Advising Transcript option</li> <li>▪ Use the browser's printer as the yellow "Print" button only sends it to the "Report Manager"</li> </ul> </li> </ul>	✓	✓
<ul style="list-style-type: none"> <li>◆ <b>Transfer Credit Request</b> <p><b>Master's</b> Transfer Credits:</p> <ul style="list-style-type: none"> <li>▪ A maximum of 2 classes/6 semester hours may be transferred into a program. Check with the program to determine it's allowance</li> <li>▪ Student obtains Faculty Advisor's approval for transfer hours substituting for program requirements</li> <li>▪ Faculty submits request for transfer credits to SOE Associate Dean of Academics/GA&amp;S Assistant Dean</li> <li>▪ Transfer hours are posted on the LUC transcript</li> </ul> <p><b>Doctoral</b> Advanced Standing Credits:</p> <ul style="list-style-type: none"> <li>▪ A maximum of ½ of the required hours may be transferred in from previous/other graduate studies</li> <li>▪ Faculty Advisor responsible for evaluating transcript at first advising session</li> <li>▪ Faculty submits request for transfer credits to SOE Associate Dean of Academics/GA&amp;S Assistant Dean for approval and to be posted on LUC transcripts</li> </ul> <p>Student responsible to make sure hours are posted on transcript and total number of required hours is met.</p> </li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">Graduate level courses must typically have been taken within five years prior to admission to be considered relevant with a grade of B or better</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">Graduate level courses must typically be relevant with a grade of B or better</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">Graduate level courses must typically have been taken within five years prior to admission to be considered relevant with a grade of B or better</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">Graduate level courses in the field of study -typically taken within five years prior to admission to be considered relevant with a grade of B or better. (Max. 50% of programs hrs. required)</p>

**School of Education's  
Faculty Handbook for Advising Graduate Students**

<b>Component</b>	<b>School of Education</b>	<b>The Graduate School (Ph.D. &amp; M.A. only)</b>
<b>Student Files and Joint Record-Keeping</b>		
Programs may additionally keep their own files	✓	✓
<b>OFFICIAL Student Advising Files:</b> <ul style="list-style-type: none"> <li>• Used to make decisions</li> <li>• Can be subpoenaed</li> </ul>	Housed in the School of Education	Housed in the Graduate School
<b>Archived Files:</b> <ul style="list-style-type: none"> <li>• Files for alumni, dismissed students, and students who voluntarily withdraw are kept for 5 years</li> <li>• After 5 years files are destroyed</li> <li>• Fiscal records are destroyed after 7 years</li> </ul>	✓	✓
Files are CONFIDENTIAL	✓	✓