

1. EXIT REQUIREMENTS:

Applying for Graduation – Graduate students with more than 15 hours and degree-seeking status will have the "Apply to Graduate" button available to them on the Graduation Tab in CampusNet. Once a student applies online, the graduation fee is charged to the student account and the review process begins. Students are encouraged to track the progress of their graduation application on the "Application Tracking" page on the "Graduation" tab.

Exit Requirement Options - In consultation with your faculty advisor, you must select one of the following four options as your culminating experience/exit requirement:

National Counselor Examination (NCE) - If selecting this option for your exit requirement, you must provide a copy of a passing score report from the Ohio Counselor and Social Worker Board (which is immediately available on the day of the test) to the ESSC in JH 170. The NCE must be taken/passed and submitted to the ESSC during your internship in CNS 687. If you delay taking the NCE or do not pass the exam during your internship, you must change your graduation term to the term you plan to take and pass the NCE and submit your passing NCE results no later than the last day of instruction of your graduation term. Upon completion of all coursework and receipt of your passing score report, a notice of degree completion will be forwarded to the Graduation Office for processing. If unsuccessful on the NCE, you may complete one of the other three options below.

Comprehensive Exam Option – If selecting this option, the comprehensive exam should be taken during or after your last term of coursework. Placement on the comprehensive exam list requires that you apply for graduation, have a program of study on file in the Education Student Services Center (ESSC), and be registered for at least one (1) graduate hour during the term taken. Exam notices are sent approximately one month before the exam. If you wish to take the exam earlier than the term you plan to graduate, you must state so on the graduation application. Graduation applications are available in the Graduation Office.

Thesis/Project Option – If selecting the thesis or project option, you must be registered for at least one (1) graduate hour until completion of this requirement and submit a Proposal Approval form prior to submission of the final thesis or project. Thesis/Project forms and instructions are available in the ESSC, JH 170.

2. GRADUATE CREDIT TRANSFER/EXTENSION OF 6-YEAR LIMIT:

Graduate Credit Transfer – A Graduate Credit Transfer form must be completed when requesting credit toward your degree program for graduate-level courses taken at another institution. Transfer eligibility requires that courses be less than 6 years old (unless a petition is filed and approved to extend the 6-year limit—see below), were not used to meet previous degree requirements, and where a letter grade of "B" or better was earned. No more than nine (9) semester hours are transferable and you need to complete 12 semester hours at CSU before you can apply. Transcripts and course descriptions must accompany the Graduate Credit Transfer form, which is available in the ESSC, JH 170.

Extension of 6-Year Limit – A College Petition and corresponding Course Relevancy Statements must be completed when requesting credit for graduate-level coursework that will be more than 6 years old at the time you graduate. Petitions and Relevancy Statements are available in the ESSC, JH 170.

3. APPLYING FOR INTERNSHIP:

Students must apply for internship approximately 6 months prior to the fall semester they wish to begin the internship. Faculty will make an announcement about application usually in February, you then fill out the application and return it to your advisor. You will then get a letter about a mandatory internship orientation meeting to attend, usually during the spring semester before you begin your internship.