INTRODUCTION
The Department of Curriculum and Instruction (C&I) houses the faculty for several academic program areas. In addition to providing both master’s and doctoral programs, the department also supervises undergraduate majors in elementary education, early childhood education, and social studies in the College of Education and Human Services. A student who completes the M.S.Ed. Master’s program in C&I will earn the Master of Science degree in Education with a major in Curriculum and Instruction. Program areas do not appear on student transcripts or diplomas. The Concentration in LSD&T will be noted on the student’s transcript after graduation.

ADMISSION REQUIREMENTS
Applicants for admission to the M.S.Ed. degree program in C&I must meet the requirements of both the Graduate School and the department. Program area faculty determines whether or not an applicant is admissible to their area. The program area faculty has responsibility for judging whether the applicant is a viable candidate and likely to complete the program satisfactorily and, subsequently, to become an asset to the field of education.

Application is submitted online with some official documents submitted to the department. An applicant must specify a program area and meet the Graduate School required undergraduate grade point average of 2.7 for the last 60 hours of the baccalaureate program.

ADVISEMENT AND COMMITTEE STRUCTURE
Upon acceptance into the program, a student is assigned an advisor by the coordinator of the program area. All student advisors hold graduate faculty status and are members of the faculty of the student’s program area. The primary functions of the advisor are:

• to assist the student with program decisions
• to guide the student in the process of completing research
• to attest to the satisfactory completion of the graduation requirements to the Coordinator of Graduate Studies

If the student chooses to complete a thesis (see 32-hour thesis option below), then the advisor becomes part of a committee of no fewer than three persons selected by the student and his/her advisor. The advisor (chairperson) and at least one other person must be members of the faculty of the student’s program area. The purpose of the thesis committee is to assist with and approve the thesis and complete an evaluation at the student’s oral defense.

PROGRAM OF STUDY
Each student receives a curriculum guide that outlines the required and elective courses in his/her program area. Students have a choice of two program options: The 32-hour thesis option or the 36-hour coursework only option. All programs must be completed within a six-year period. Failure to complete within this time limit will result in the loss of hours.

The 32-hour/thesis option requires the completion of 32 hours of approved coursework (at least 9 of the 32 hours must be completed after admission to the department by the Graduate School;
fifteen hours of coursework must be at the 500 level). Twelve to fifteen of the program hours must be chosen from the program area courses. The student forms a committee (see Advisement and Committee Structure) to direct and approve the writing and defense of the thesis. In addition, the student must register for at least 3, but no more than 6, hours of thesis credit, CI 599. The approved thesis must be submitted to the Graduate School in fulfillment of the research requirement for the Master’s degree (See Research Requirement).

The 36-hour/coursework only option requires the completion of 36 hours of approved coursework (at least 9 hours after admission to the department by the Graduate School; fifteen hours of coursework must be at the 500 level). At least fifteen of the program hours must be chosen from the program area courses.

Regardless of the option chosen, all students must complete the following departmental core courses with a grade of C or better and an overall GPA of 3.0 for the core courses.

- CI 500 - 3 Introduction to Research Methods in Education
- CI 503 - 3 Introduction to the Curriculum *
- CI 504 - 3 Systematic Approaches to Instruction

* Students in the LSD&T Concentration have a separate list of seven required courses, and CI 503 is not required.

Only six hours of workshop credit (CI 498), six hours of seminar credit (CI 585), four hours of readings credit (CI 590), and three hours of research credit (CI 593) may count toward the degree. Up to 6 credit hours may be transferred from another institution, provided the courses(s) meet departmental criteria and approval.

Each student is expected to consult with his/her advisor prior to registration each semester. It is important to keep the advisor apprised of coursework and research intentions.

Every M.S.Ed. student will be required to purchase an account with LiveText to upload key assignments in Curriculum and Instruction courses.

**RETENTION**
A student’s progress is evaluated periodically by his/her advisor. If the student is not making satisfactory progress, he/she may be dropped from the program. **All students must maintain a 3.0 overall grade point average to remain in the graduate program.**

**Graduate School 601 Policy**
All students in a graduate program but not enrolled in 601 by the Graduate School by the first week of the fall or the spring semester will automatically be registered in and charged tuition for 1 hour of 601. This hour will be dropped if the student subsequently enrolls in a class that semester or is granted a leave of absence by his/her graduate program by the 8th week of the semester. Each program has its own policy of whether and when to grant leaves of absence. Students on leave are not required to enroll in 601 for the period of leave but a leave of absence does not affect the time-to-degree requirements. The requirement of the 601 enrollment ends when a student passes the six years to complete a master's, the five years of doctoral candidacy, or officially withdraws from a program or graduates. Students who are granted extensions to these time limits would be covered by this revised 601 policy. Summer sessions are exempt from the continuous enrollment requirement.
Registration in 601 (1 hour per semester) is required of all graduate students, whether in residence or not, who are not otherwise enrolled for fall or spring semester. Concurrent registration in any other course is not permitted.

Students registering for 601 are assessed only in-state tuition for the credit hour associated with the registration. Since none of the other student fees are assessed for 601, the student is not eligible for the benefits of any other programs such as Recreation Center use, Health Service and Student Medical Benefits, Students' Attorney Program assistance, etc. Students needing the above benefits that require fees may instead register for additional research, thesis, or dissertation hours.

Students who have not paid their bills and have a bursar hold on their accounts, may not be allowed to enroll and this may affect their graduate standing.

The department policy on continuing enrollment and leave of absence is as follows:

If a student has registered for all required coursework toward the degree, but has not completed the degree due to incompletes, deferred grades, or failure to complete a thesis or dissertation, the student will be expected to register for CI 601 until all degree requirements are met (CI 601 is not required during summer sessions).

If a student has not registered for all required degree coursework, but is unable, due to extenuating circumstances, to register for coursework during the semester, the student may request a leave of absence. The request for the leave of absence should include an explanation of the extenuating circumstances preventing the registration and the anticipated date of the next enrollment. The request should be sent via email to Dr. Rose Moroz at rmtmoroz@siu.edu.

Requests must be received no later that the 7th week of the semester to be considered.

RESEARCH REQUIREMENT/THESIS OPTION ONLY

Students completing the thesis option complete their research under the direction of an advisor. Research involving human subjects must be approved, prior to any data collection, by the Human Subjects Committee. Applications for research involving human subjects may be obtained from the Office of Sponsored Projects Administration (OSPA), Woody Hall C206, (618)453-4540 or online at http://ospa.siu.edu/.

It is the student’s responsibility to discuss research with the advisor. Ample time should be scheduled during the course of study to allow for topic discussion, paper revision, defense, and submission of the research. Graduate School deadlines for graduation (see Graduation) must be considered well in advance to allow time for research, writing, revision, and approval; advisors will not approve research without sufficient time for feedback and revision. Guidelines for the completion of the thesis may be obtained online at


A list of Graduate School approved typists is also available in the Graduate School.

Thesis

A thesis typically focuses on either pure or applied research—dealing scientifically with a question which needs investigation and one which usually sheds light on a current or emerging problem. Research done for thesis credit can often be classified as experimental, descriptive, or historical. The thesis is characteristically more rigorous than either a research paper or project thereby demonstrating substantial control over the variable being investigated. In keeping with
the empirical nature of the thesis, it is usually accompanied with appropriately structured research questions and/or hypotheses as well as careful and substantial review of the related literature.

GRADUATION/PROGRAM COMPLETION
The master’s program in Curriculum and Instruction is completed when the student’s advisor attests to the achievement of the following requirements to the satisfaction of the Department and Graduate School:

- the satisfactory completion of the departmental core courses, the program area requirements, and the required number of graduate credits
- the fulfillment of graduation requirements determined by the Graduate School

Students completing the thesis option must defend thesis and submit it to the Graduate School by deadlines posted.

Application for graduation must be made by the end of the first week of the semester during which a student wishes to graduate. Applications are available in the Graduate School. Students may also apply online through their Salukinet account.

Graduation deadlines are important and should be followed closely. Deadline information is available online at the Graduate School website.

Prior to application, the student should consult with his/her advisor about the completion of all requirements for graduation. All students are provided with a progress sheet/checklist that can assist them in determining their status for graduation. (Students who complete all coursework requirements but have not submitted the thesis must enroll for CI 601, Continuing Enrollment. CI 601 is not required during the summer semester. A maximum of two semesters of CI 601 may be required for some students.)

GRADUATE FELLOWSHIPS AND ASSISTANTSHIPS
Some fellowships are available. The student should apply for these awards through the department. Applications for Fellowships are available at


Information about and applications for scholarships are available at

http://siu.academicworks.com

Applications are due no later than February 1 unless otherwise specified. Tuition waivers may also be sought through the Graduate School by application.

A limited number of graduate assistantships are available through the department. For these appointments, the student should request an application for Graduate Assistantship. Applications are accepted at any time, but appointments are usually made in February for the following academic year. Graduate teaching assistantship positions require appropriate teaching experience in American schools.