PROGRAM INFORMATION

Active Status and Time Limit for Degree/Program Completion

A graduate student who has completed a course within a semester is considered an active student. A student who has not completed a course within a semester or whose Leave of Absence is greater than 180 days will be administratively withdrawn due to non-attendance. If a student wishes to reenroll at the University, the student is required to report to the Office of Graduate Admission and Student Services and follow the Readmission process prior to registration for courses. The readmitted student will comply with current catalog requirements at the time of readmission and be assessed the current tuition rate of their program.

All credit toward a degree, approval, certificate or endorsement must be completed within 8 academic years after registration for the first CUC course counted toward the current degree/program. A petition for time extension is to be addressed to the appropriate division chair and dean.

Advisor

All students will be assigned a Graduate Program Specialist (GPS) advisor. Master of Church Music and Master of Arts in Music students will be assigned a music faculty advisor. It is strongly recommended that the student meet with his/her advisor before registering for courses to plan for appropriate coursework to be taken. It is important to make frequent contacts with the advisor, who will assist the student in an orderly progression from enrollment to graduation. The ultimate responsibility for compliance with academic requirements for graduation, selection of courses, prerequisites and class registration rests with the student.

Capstone/Dissertation Experiences

Nearly all master-level students must complete a capstone experience as part of their degree requirements. Some graduate programs have course-embedded capstone experiences which, depending on the program, can include a recital, portfolio, research project, internship experience or practicum requirement. Students receive graduate credit while enrolled in the capstone course if all requirements have been successfully met. See specific capstone requirements listed in the program section of this catalog.

Doctoral students complete a dissertation. More information about the process is available in Blackboard's Collegial Cloud (https://libguides.cuchicago.edu/collegial_cloud/). DBA candidates who desire more information regarding specific course requirements, comprehensive examinations, dissertation, etc., should consult the Doctor of Business Program Handbook.

Change of Program

New students are accepted into most graduate degree-seeking, certificate, endorsement and/or post-graduate programs for online and on-campus study for in the fall, spring, or summer semesters. Students seeking to change programs may do so by submitting a Change-of-Program quick app (https://capp.cuchicago.edu/graduate/change-of-program/). Applicants must be in good academic standing according to Concordia University Chicago's satisfactory academic progress standards and meet published program admission requirements at the time of requesting a program change. Program changes will be processed and recorded for the subsequent semester.