

MA IN AGING STUDIES CERTIFICATION OF COMPREHENSIVE KNOWLEDGE:
POLICY AND PROCEDURE

Degree candidates are expected to achieve comprehensive knowledge in the area in which the degree is to be offered. Many programs require formal documentation of this achievement through the Certificate of Comprehensive Knowledge. Upon the candidate's successful completion of academic program requirements, the Graduate Coordinator will electronically document achievement of the Certificate of Comprehensive Knowledge. Programs may designate completion of the examination as "pass" or "pass with distinction."

Below is the policy and procedure for the Master of Arts in Aging Studies. Students will demonstrate comprehensive knowledge by both written and oral means as outlined below:

Part I: Written and Oral Capstone Requirements

A. Satisfactory completion of a written thesis and an oral defense, approved by the student's graduate thesis committee.

OR

B. Satisfactory completion of a written (paper) and oral (presentation) professional capstone upon completion of an Independent Study or Internship.

1. A deadline for the written and oral professional capstone will be scheduled by the Graduate Coordinator in conjunction with the student near the conclusion of the respective semester. Instructions for the written paper and oral presentation will be provided to the student by the Graduate Coordinator or a designee. Since each student will have unique experiences in the respective Independent Study or Internship, the written and oral professional capstone specifications will be individually tailored in alignment.
2. Based on the Independent Study or Internship experience and in a written and oral format, students must be able to demonstrate mastery and comprehension of the following content areas and apply knowledge of the content areas to professional practice experiences in the Independent Study or Internship.
 - a. Public policy related to the well being of aging individuals and historical, current, and future policy issues and trends
 - b. Central theories of communication related to aging and intergenerational communication approaches
 - c. Social theories of aging and application of theory to aging processes
 - d. Health changes, issues, and concerns related to aging
 - e. Research methodology and professional ethics
 - f. Principles of third age learning (55+ years old) and educational practices
 - g. Physical aging, functional changes in humans with aging, and effects of short term and chronic physical activity upon aging systems
 - h. Psychological age-related changes in processes such as learning, memory, sensation, perception, intelligence, and adjustment

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3. Requirements for eligibility to complete capstone experience of :
 - GPA must be 3.0 to be eligible to complete the written professional capstone of the Independent Study or Internship and the written and oral components;
 - unless approved by the Graduate Coordinator or designee, it is expected that students will complete the professional capstone in the semester they expect to graduate;
 - the student must have completed more than 24 hours of their course work, as determined by their approved study plan;
 - exceptions require approval of the Graduate Coordinator or designee.
4. In addition to details in #2, the written component of the capstone will be evaluated on the following criteria, as published the MA in Aging Studies Written Certification of Comprehensive Knowledge Rubric: Content, Application to Discipline, Language, and Mechanics and Style. A well organized, well written and legible paper is expected. References/authorities in the field should be cited as appropriate. The oral component of the capstone will be evaluated on the following criteria, as published in the MA in Aging Studies Oral Certification of Comprehensive Knowledge Rubric: Content, Application to Discipline, Language, Verbal Delivery, Nonverbal and General Delivery.
5. Upon completion of the written component of the capstone, the student will upload the paper to the designated online dropbox as directed by the advisor. Upon completion of the oral component of the capstone, the student will upload an audio/visual recording of the presentation to the designated online dropbox as directed by the advisor.
6. The student's graduate advisor will review, evaluate, and render a Pass/Fail decision on the written and oral capstone submissions. If there is a serious deficiency, the advisor will coordinate review, evaluation, and decision input from two additional Aging Studies or Human Services and Community Leadership graduate faculty members. Within 72 hours beginning on the day after students complete the written and oral submissions, students will be notified of the outcome. Arrangements for remediation requirements and/or revising/resubmitting either the written or oral component will be the responsibility of the advisor and, if needed, following consultation with Aging Studies or Human Services and Community Leadership graduate faculty members.
7. In the event that there is an impasse of the advisor and graduate faculty members regarding decisions about the student's level of performance on the written or oral component or extenuating circumstances make a committee member unable to participate, the decision may be reached by a majority vote (2 of the 3).
8. If a student does not successfully complete the written or oral component, two additional opportunities to meet the requirements will be provided to the student. The requirements that comprise the additional opportunity are determined by the advisor in consultation with Aging Studies or Human Services and Community Leadership graduate faculty members. The advisor will communicate to the student the terms under which the deficits will be met and the documentation that is required. The advisor will provide

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guidance through the remediation process. The communication regarding the remediation will be in writing and copied to the student, the Aging Studies Graduate Coordinator (if different from the advisor) and the Human Services and Community Leadership Chair. The opportunity to successfully complete the requirements must be completed within the two academic terms following the term in which the written and oral components were first attempted, unless stated otherwise by the advisor, and must be within the six-year time limit on graduate coursework included on the student's study plan. In the event that a student does not pass the written or oral component after the third attempt, the student is dismissed from the program and no longer holds candidacy status for the MA in Aging Studies degree.

Part II. APPEAL PROCESS

If a student chooses to appeal the revocation of their candidacy status after failure of the written and/or oral component, they may submit an appeal in writing to the Council on Graduate Studies with a copy sent to the MA in Aging Studies Graduate Coordinator and HSCL Chairperson. The written appeal request must be received no later than the Midterm Day of the following term (after the revocation of the candidacy status). After the appeal is received, a time for the remediation hearing will be scheduled by the MA in Aging Studies Graduate Coordinator with the Aging Studies graduate faculty and the student will be notified in writing of the remediation date. The majority (over 50%) of the graduate faculty present at the remediation hearing will need to agree that the student demonstrated sufficient competency in order to overturn the revocation of the student's candidacy status. In the event that the student does not pass with the graduate faculty, the student will not be eligible for degree candidacy status for the MA in Aging Studies degree.

Part III. CERTIFICATE OF COMPREHENSIVE KNOWLEDGE

Final certification for graduation depends upon documentation of the completion of all graduation requirements being submitted to the Graduate School by their stipulated deadlines. The completed and signed "Thesis Deposit Certificate" or "Certification of Comprehensive Knowledge" form must be submitted to the Graduate School by the last class day published in the Class Schedule of the student's final term.