

MASTER OF ARTS IN LEADERSHIP STUDIES (MA-LOS) PROGRAM FROM MATRICULATION TO GRADUATION overview

MA-LS Course Requirements Foundations I and Foundations II should be taken first and sequentially when possible (fall/spring). The LOS **competencies, contexts, and elective courses** may be taken in any order **EXCEPT- Methods of Inquiry must be taken directly before the Capstone courses**. The Capstone courses are taken only at the end of the program. A minimum total of 36 Leadership graduate units/credits are required in order to earn a Master of Arts Degree in Leadership Studies.

NOTE: *Up to 6 units of graduate courses from other programs may be accepted as LOS electives with the MA in LS Program Director's PRE-approval.*

The Curriculum

CORNER STONES (6 credits)	COMPETENCIES (9 total credits including Methods of Inquiry)	CONTEXTS (need 6 total credits)	ELECTIVES (need 9 total credits)	CAPSTONE (6 credits)
Foundations I (3 credits) * † ∞ ❖ Foundations II (3 credits) * † ❖	Communication and Relationship Building (3 credits) * ❖ Deliberate Creativity and Innovation (3 credits) * ∞ † Methods of Inquiry (See "Capstone" column)	Cultural Contexts (3 credits) * ∞ † Technology in Society (3 credits) Ethical & Spiritual dimensions of Leadership (3 credits) Leadership Study Abroad ∞ (3 credits)	Leading Through Conflict (3 credits) ❖ Community Leadership (3 credits) Special Topics in Leadership (3 credits) Independent Study (3 credits) <i>Any other LOS course not otherwise applied; or a pre-approved graduate level course from another program</i>	Methods of Inquiry (3 credits) * (Pre-req to Capstone Seminar) Capstone Seminar (3 credits) * (pre-requisite "Methods of Inquiry") Master's Project/Thesis (3 or more credits) *

* required for MA

† 4+1 option courses

❖ required for Certificate of Graduate study in Leadership Studies

∞ required for Certificate of Graduate study in Creative Leadership and Global Strategy

Time Limit for degree completion: The time limit for completion of the LOS degree begins from the date of first matriculation and expires after six years. In extenuating circumstances, a student may petition the MA in LOS graduate program director for an extension of this time limit. Leave of absences should be filed if a semester will be skipped.

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USM Continuous Enrollment and Residency Policy

Continuous enrollment requires that every graduate student must earn at least six units toward his or her degree program **every calendar year** from the time of matriculation through completion of all requirements for the graduate degree. In other words --Every student must either be enrolled in a course or on a formal, approved leave of absence in each fall and spring semester.

Students who have completed all coursework but who are developing their thesis/capstone project are required to register for thesis/capstone project course **EACH semester** until it is completed. *IE. Once a student enrolls in LOS 689 Capstone, s/he must enroll in LOS 689 **each subsequent semester** that the Capstone remains incomplete. The Capstone project/thesis is considered complete only when the Capstone's instructor determines it to be complete and records a final grade for it in Mainstreet.*

Capstone Project/Thesis Completion and Submission

Detailed thesis publishing guidelines are available at:
usm.maine.edu/grad/graduate-student-thesis

- Student obtains the required signatures as listed on the student's thesis *Signature sheet*.
- Student **emails FINAL thesis** in a WORD or PDF file format to jbradley@usm.maine.edu. The LAC office converts the file to pdf if needed and archives the file on behalf of the Leadership program.
- LAC Graduate Programs office prints one copy of the thesis and includes the aforementioned signature sheet in shipment to Library services. The electronic file is emailed to library services.
- **OPTIONAL Student's Own Bound Copy of Thesis: The cost to acquire a leather -bound copy of the thesis** the student will mail/bring a \$25.00 check to LAC's Graduate Programs Office (mailing address below). LAC Graduate Programs office forwards check and student's printed copy to library services for binding. The library will ship the student's bound copy directly to the student address provided in Mainstreet.

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GRADUATION REQUIREMENTS

To be eligible for graduation from the MS-LS degree program a student must:

- Complete a minimum of 36 graduate credit hours as required or otherwise approved by the program with a 3.0 grade average.
- All courses completed for graduate programs must be passed with a minimum grade of C.
- Complete all program degree requirements as defined by the program in the [graduate catalog](#).
- Student applies to graduate **online** through Mainstreet. Complete satisfactorily all program degree requirements as defined in USM' [graduate catalog](#) available the year of student's matriculation into LOS

Diploma

- Student applies to graduate **online** through Mainstreet.
- LAC Graduate Programs office verifies LOS requirements.
- LAC Graduate Programs forwards to registrar & retains a student file copy.
- Registrar issues diploma and mails it to student's address as is it appears in Mainstreet.

Marching at Commencement

A master's degree candidate may participate in the University of Southern Maine's commencement ceremony only if s/he has applied to graduate and been approved to participate by the Graduate Program Director. All student papers must be finalized and graded (including FINAL thesis submission to the Graduate Programs office.)

Although students may walk across the stage at graduation with six credits remaining to earn their degree, they may not take part in the graduation ceremony if their capstone is not completed. Many students do not finish their capstones the first semester they are enrolled in the course. Students who do not finish the capstone during the first semester must re-enroll in LOS689 subsequent semesters until the capstone is approved and graded.

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ADDITIONAL RESOURCES

Students should be familiar with MA-LS program policies presented in the annually updated [Graduate Catalog](#).

Information such as course listings, course registration, course schedules, etc. is online via [Mainestreet](#) and [Leadership's web site](#), and USM's [Registrar](#). *Demographic changes* such as **name & address changes** are made by students directly in Mainestreet.

Semester dates: usm.maine.edu/reg/academiccalendar

Tuition: usm.maine.edu/studentaccounts/tuition

USM Bookstores usm.maine.edu/books/

USM Husky Card usm.maine.edu/usmcard/

USM Husky Card for Distant Learners usm.maine.edu/usmcard/distancecard

USM Online/Distant learning guides: usm.maine.edu/online

Federal Financial Aid Questions? fafsa.ed.gov or usm.maine.edu/fin/

USM Scholarships usm.maine.edu/admission/scholarships

Billing issues? usm.maine.edu/studentaccounts

Need coaching in writing/math/technology/research?

usm.maine.edu/writingcenter and

usm.maine.edu/learningcommons/tutoring-services