SUBJECT: GRADUATE POLICIES

I. PURPOSE: To provide general policy guidelines for graduate studies.

II. REFERENCES:

SUU Policies and Procedures 5.52 Intellectual Property
SUU Policies and Procedures 5.54 Copyright Policy
SUU Policies and Procedures 6.19 Grade Appeal
SUU Policies and Procedures 6.20 Institutional review board for research on human subjects
SUU Policies and Procedures 6.26 Credit Hour Loads
SUU Policies and Procedures 6.43 Care and Use of Vertebrate Animals in Research and Instruction
SUU Policies and Procedures 11.4 Student Complaints

III. DEFINITIONS

A. All references in this policy solely to ‘Dean’ are to signify the Dean of the respective college, as opposed to the Dean of Graduate Studies.

IV. GRADUATE ACADEMIC POLICIES AND REGULATIONS

A. Academic Appeals/Exceptions to Policies and Procedures

Students have the right to appeal decisions that affect them academically according to established University policies and procedures.

1. Dismissal from program. A graduate student may request a reconsideration for a dismissal from a graduate program. Appeals are submitted to the office of the dean of Graduate Studies via email. In some cases, the dean of graduate studies may meet in person with a student to collect more information.

Appeals are considered only in writing through email. The student’s email appeal letter must include:

- A clear and brief explanation as to why the student believes the dismissal should be reversed.
- A clear and brief explanation as to why the student believes he or she did not perform adequately in the program.
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- A clear and brief plan for immediate performance improvement of the student to prospectively continue through the remainder of the program if the dismissal is reversed.

Upon receipt of an appeal, the dean of Graduate Studies will request explanation and documentation from the respective graduate program director. If the dean of Graduate Studies finds merit with the appeal, an ad hoc appeals committee will be summoned. If no merit is determined, the dean will communicate this decision by email to the student.

In case of a committee, the following members will be included:

- Dean of Graduate Studies: 1 vote
- Three graduate program directors, none of which are associated with the program from which the graduate student was dismissed: 1 vote each
- Graduate Studies SUUSA student senator: 1 vote

After receiving a copy of the appeal, the committee will meet once, discuss the appeal, then make an immediate decision by voting, which will be communicated by email from the dean of Graduate Studies to the student and respective program director and dean.

2. Grade appeal. See policy 6.19.

3. Appeal/complaint for other reasons.

All other appeals/complaints are considered at the office of the respective college dean, and in some cases the Provost, unless pursuant to policy 11.4.

B. Capstone Supervisory Committee

1. Not all master’s programs require a capstone experience, which may be a thesis, project, or internship at the capstone/culminating level.

2. For programs that require a capstone project and/or capstone committee, students are urged to form their capstone committees as
early as possible. SUU will confer the master's degree when the following conditions have been met:

- submission of the require graduation application
- completion of all degree course requirements
- satisfactory completion of a capstone experience (for applicable programs)
- certification of capstone completion by the capstone committee (for applicable programs)

The Registrar's Office will promptly notify the candidate and the college or school if graduation is not approved for any reason.

3. The appointing of the committee members, and changes thereto, is by mutual agreement between the student and the program director, or department chair where there is not a program director. The committee members are selected so that relevant emphasis is given to all areas of the capstone topic.

4. The supervisory committee has a minimum of two and normally no more than five members. With the approval of the program director, (or department chair where there is no program director), and dean, members of the supervisory committee may be outside the program (outside the department, college or university), when they have specialized knowledge in the capstone topic. Otherwise, all members of the supervisory committee must be members of the graduate faculty in the program in which the student is seeking a graduate degree. The chairperson must have specialized academic competence in the student’s capstone topic, as determined by the program director or department chair.

5. All master’s theses are submitted in digital format and stored at the SUU Library. The form giving the SUU Library permission to store the thesis is found at: http://www.li.suu.edu/library/Policies/thesis_permission_form.pdf. A program/department may have additional requirements for storing papers arising from a capstone experience.

6. All copyrights to papers prepared in the capstone experience belong to the student-author.
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7. The student-author may choose to send the thesis (or other written document arising from the capstone experience) to a body of knowledge database and pay all costs of doing so.

C. Award of Degree

1. Graduation Procedure

Students are responsible for all degree requirements. Each student who plans to graduate must complete the online graduation process by the appropriate dates.

2. Conditions and Timetable for Graduation

Students are urged to form their capstone committees as early as possible. SUU will confer the master's degree when the following conditions have been met:

- submission of the required application for degree
- certification by the academic dean that all requirements of the degree being sought have been completed
- achievement of the grade requirements as defined by the department
- satisfactory completion of a capstone experience, if required, and submission of one copy of the approved capstone document to the dean by the date specified in the academic calendar.

The Registrar will promptly notify the candidate and the college or school if graduation is not approved for any reason.