SUBJECT: GRADUATE GRADUATION REQUIREMENTS

I. Purpose: To provide policy relating to graduation requirements for graduate students

II. References:
- SUU Policies and Procedures 6.19 Grade Appeal
- SUU Policies and Procedures 6.26 Credit Hour Loads
- SUU Policies and Procedures 11.4 Student Complaints

III. Policy

A. First Master’s Degree

1. A minimum of 30 credit hours, (not including repeated courses), is required for any master’s degree. Depending upon the student’s undergraduate preparation and the particular graduate program of study, additional graduate hours may be required as specified by the program.

2. At least two-thirds of the credits in any master’s degree program (including thesis or project) must be designated as 6000-level courses, or above, and meet departmental approved standards. The student’s department chair or designee must approve all courses applied to graduation.

3. Course work completed as a non-degree student may be credited subsequently to a degree program with the approval of the program director. The number of credits that can be completed as a nondegree student and accepted into a graduate program is limited to 12 semester hours.

4. A minimum cumulative grade point average (CGPA) of 3.0 is required on all work completed in a graduate program.

5. All theses, projects, etc. involving research must comply with SUU policies governing research.

6. A graduate student has six calendar years from the date of first registration in the SUU graduate program to complete the degree. Departments or programs may set shorter time requirements. During this time, the student’s graduate program is governed by the rules and procedures of the catalog under which the student is admitted, unless the student opts to adopt the rules and procedures of a later catalog.
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a. When extenuating circumstances warrant, a student may request an extension of the degree time limit. The student must first file a petition with the academic program stating the reasons why the extension is requested. The program decides on the petition and notifies the Dean of Graduate Studies and student in a timely manner. Should the request for a time extension be granted and the student not complete the program requirements, no additional time extension is granted to complete the degree requirements.

b. If graduate study is interrupted by active military service, or service to the Peace Corps, VISTA, or the equivalent, as much as two years of that time will not count toward the six-year time limit. Such graduate students do not need to be continuously enrolled when in the thesis stage of their program.

B. Second Graduate Degree Requirements

A second master’s degree may be earned at SUU. All degree requirements must be met for both graduate degrees. When a course is required for both graduate degrees, another course is not substituted; taking the required course satisfies the requirements of both graduate degrees. However, the total number of credits for the second masters degree must be at least 15 semester hours.