# Proposed Policy Number and Title: #524 Graduate Program Credit and Graduation Requirements

## Existing Policy Number and Title:

<table>
<thead>
<tr>
<th>Approval Process*</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Regular</td>
</tr>
<tr>
<td>□ Temporary Emergency</td>
</tr>
<tr>
<td>X New</td>
</tr>
<tr>
<td>□ New</td>
</tr>
<tr>
<td>□ Revision</td>
</tr>
<tr>
<td>□ Suspension</td>
</tr>
<tr>
<td>Anticipated Expiration Date:</td>
</tr>
</tbody>
</table>

*See UVU Policy #101 *Policy Governing Policies* for process details.

<table>
<thead>
<tr>
<th>Draft Number and Date:</th>
<th>Stage 4, 01.24.2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>President's Council Sponsor:</td>
<td>Ian Wilson Ext. 8048</td>
</tr>
<tr>
<td>Policy Steward:</td>
<td>Liz Childs Ext. 8460</td>
</tr>
</tbody>
</table>

## POLICY APPROVAL PROCESS DATES

<table>
<thead>
<tr>
<th>Policy Drafting and Revision</th>
<th>Entrance Date: 06/16/2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Entities Review</td>
<td>Entrance Date: 08/18/2011</td>
</tr>
<tr>
<td>University Community Review</td>
<td>Entrance Date: 12/15/2011</td>
</tr>
<tr>
<td>Open Feedback: 12/15/2011</td>
<td></td>
</tr>
<tr>
<td>Close Feedback: 01/20/2012</td>
<td></td>
</tr>
<tr>
<td>Board of Trustees Review</td>
<td>Entrance Date: 01/26/2012</td>
</tr>
<tr>
<td>Approval Date: MM/DD/YYYY</td>
<td></td>
</tr>
</tbody>
</table>

## POST APPROVAL PROCESS

Verify:

- □ Policy Number
- □ Section
- □ Title
- □ BOT approval
- □ Approval date
- □ Effective date
- □ Proper format of Policy Manual posting
- □ TOPS Pipeline and Archives update

Policy Office personnel who verified and posted this policy to the University Policy Manual

Name: ________________________________

Date posted and verified: MM/DD/YYYY

Printed On: January 31, 2012
1.0 PURPOSE

1.1 This policy establishes the credit and graduation requirements for graduate students and programs.

2.0 REFERENCES

2.1 Northwest Commission on Colleges and Universities accreditation standards and policies

2.2 Utah State Board of Regents Policy R401.4.6

3.0 DEFINITIONS

4.0 POLICY

4.1 Development of Graduate Program Requirements

4.1.1 Credit and graduation requirements for graduate programs are developed by faculty teaching in the applicable graduate program.

4.1.2 These programs are subject to approval through UVU’s curriculum process and USHE’s academic program approval and review processes.

4.2 Minimum Requirements for Graduation with a Master’s Degree

4.2.1 A minimum of two-thirds of graduate level credit hours must be completed through UVU.

4.2.2 A minimum of 30 credit hours of graduate course work must be completed; some programs may require more than 30 credit hours of graduate course work.

4.2.3 Graduate course work must be completed within a period of 6 years; some programs may require graduate course work be completed in less than 6 years.

4.2.3.1 When extenuating circumstances warrant, a student may request an extension of the course completion time.
4.2.4 A minimum cumulative GPA of 3.0 or higher must be maintained in graduate degree-courses.

4.3 Evaluation of Transfer Credit for Graduate Programs

4.3.1 No more than one-third of the required credit hours for the graduate degree may be transfer credit.

4.3.2 A faculty committee in the applicable graduate program shall be responsible for evaluating transfer credit.

5.0 PROCEDURES

5.1 Course-Level Numbering and Acceptability

5.1.1 6000-6999 are master’s degree-level courses.

5.1.2 5000-5999 are advanced, upper-division courses which may be used in a master’s program if approved by the academic school/college. Credits from 5000-level coursework may not exceed one-third of total coursework for completion of a graduate degree.

5.2 Minimum Grades in Degree-Program Courses

5.2.1 Grades for individual classes of C- or lower will not be accepted for any graduate degree program. Minimum grade requirements for individual classes vary by graduate degree program.

5.2.2 Minimum overall grade point average accepted for a graduate degree is 3.0. Programs may establish higher minimum GPA.

5.3 Acceptable Credit

5.3.1 Coursework that is more than 6 years old may not be used for a master’s degree. Individual graduate programs may have more stringent time limits.

5.3.2 When requesting an extension of coursework completion time, a student shall submit the request in writing to the dean (or his or her designee) of the appropriate school or college. The dean’s decision shall be final.

5.3.3 Credit earned by special examination cannot be used to satisfy the course requirements for a graduate degree or to meet the residence hour requirement.
5.3.4 Work experience cannot be substituted for out-of-date coursework.

5.3.5 Credit for experiential learning that occurred prior to the student’s acceptance into the graduate degree program will not be granted.

5.4 Graduate Transfer Credit

5.4.1 Each school/college with a graduate degree program shall form a faculty committee that is responsible for evaluating graduate transfer credit and determining whether these credits are appropriate to the degree being sought. The members of this faculty committee shall be appointed by the dean with input from appropriate faculty and department chairs.

5.4.2 This committee evaluates a student’s graduate coursework transcript and informs the student of the awarding of any transfer credit. A student may appeal the decision of this committee to the department chair and dean in writing. The decision of the dean and department chair shall be final.

5.4.3 Any allowed transfer credits cannot replace required residence hours.

5.4.4 Graduate credits from another regionally accredited institution or international equivalent may not exceed the six-year limit at the time transfer credit is evaluated and posted. Graduate credits are also subject to the minimum grades of the graduate program.

5.4.5 Transfer credit is not calculated in the UVU GPA.

5.4.6 Graduate credit may be granted for internships, field experiences, and clinical practices that are an integral part of the graduate degree program. Such learning experiences must be structured, monitored, and assessed by the program’s faculty committee.

5.4.7 Following evaluation of official transcripts, transcripts including acceptable transferred credit must be submitted to the Transfer Credit Office for posting of accepted credit. The Transfer Credit Office is responsible for posting transfer credit to the university student information system.

<table>
<thead>
<tr>
<th>POLICY HISTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Last Action</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
</tbody>
</table>

Printed On:
January 31, 2012