

## CHAPTER II

### STUDENTS

#### SECTION XI. REQUIREMENTS FOR MASTER'S DEGREES

- A. General Requirements
1. A program leading to a master's degree normally shall be the equivalent of at least one year of full-time graduate study.
  2. The minimum credit requirement for the master's degree shall be 30 semester hours of graduate work, not more than six of which may be allowed for the thesis and its completion. In optional programs not requiring a thesis, the standard course requirement shall not be less than 30 semester hours.
  3. The student shall complete a minimum of 18 semester hours of graduate credit in a major discipline, including credit for the thesis (where required) and its completion.
  4. Grades must average 3.0 or better on a 4.0 scale and may not include any grade lower than "C," nor more than six semester hours of credit with a grade of "C."
  5. A minimum of one-half of the course credits for the degree must be in courses open only to graduate students.
- B. Second Master's Degree. A student seeking a second master's degree may be allowed to apply from a previous graduate degree a maximum of one-half the credits required for the second degree.
- C. Course Load. The recommended maximum course load for a graduate student is 16 graduate hours for a semester (12 for a quarter) and nine for a seven- to nine-week summer session. For shorter sessions, the maximum shall be one hour of graduate credit for each week of the session.
- D. Resident Requirements. To satisfy resident requirements, a graduate student must earn while in residence at least two-thirds of the credit hours required for the degree.
- E. Admission to Candidacy. Each institution shall provide appropriate and regular means for determining candidacy status.
- F. Comprehensive Examination. A comprehensive examination covering all areas of study for the degree may be required for each candidate.
- G. Thesis. A program leading to a master's degree shall require an understanding of research

and the manner in which research is conducted, as evidenced by a thesis. For a non-research oriented program, additional course work resulting in an understanding of acceptable practices in the field may be required in lieu of the thesis.

- H. Time Limit for Degree. The time limit for completion of all requirements for the master's degree shall be six consecutive calendar years from the time of initial enrollment for degree credit. An extension may be granted if approved by the appropriate administrative unit.
- I. Transfer of Credit. A student may be allowed to transfer from a regionally-accredited college or university a maximum of one-third of the credit hours required for the degree. Both resident and extension credits may be accepted.

## CHAPTER II

### STUDENTS

#### SECTION XIII. REQUIREMENTS FOR DOCTORAL DEGREES

A. General Requirements

1. A program leading to a doctoral degree normally shall be the equivalent of at least three years of graduate study beyond the baccalaureate degree.
2. The applicant should have a master's degree from a regionally accredited institution. However, an exceptional student with a baccalaureate degree may be admitted at the discretion of the institution.
3. Letters of recommendation shall be provided in a number deemed sufficient by the institution.
4. The student shall successfully complete a locally determined screening, qualifying examination, or procedure.
5. The student shall complete all course work with a minimum average of 3.0 on a 4.0 scale. No grade lower than "C" shall be applicable to the degree.
6. The student shall complete successfully a general or comprehensive examination which may be oral or written or both. This examination shall cover all areas of study included for the degree.
7. A program leading to a doctoral degree shall require independent research competence as evidenced by a doctoral dissertation that augments or reinterprets the knowledge within the field. For a professional doctoral program, demonstrated competence through a creative project that applies to known principles and research procedures, and provides for professional experience may be required in lieu of the dissertation. The student shall be required to complete successfully a final examination (oral or written or both) defending the dissertation.
8. The minimum resident requirement of two semesters or three quarters of consecutive graduate study may be waived at the discretion of the university.
9. All degree requirements must be completed within six calendar years following admission to candidacy. Prior work applied to the degree (including transfer and locally-earned credits) must have been completed within nine calendar years immediately preceding the date on which the degree is conferred. An extension may be granted if approved by the appropriate administrative unit of the institution.
10. Graduate credit, earned beyond the master's degree and prior to admission to the

doctoral program, may be transferred if applicable to the student's approved degree program. Transfer credit may not be used to reduce the minimum resident requirements.

- B. Admission to Candidacy. Each institution shall provide appropriate and regular means for determining candidacy status, usually after successful completion of the general or comprehensive examination.