

11.99.99.R0.15 Time Limitations for Graduate Programs



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Revised by Graduate Council FY02
Revised April 30, 2012
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Procedure Statement

Time limitations for course work used for graduate degree programs and graduate certificates are established to assure the quality of these programs.

Reason for Procedure

This procedure outlines the time limitations for course work used for a graduate program and the process and time-table for implementation of a Doctoral Completion Plan.

Procedures and Responsibilities

1 GRADUATE CERTIFICATES

- 1.1 Credit earned over six years prior to earning a graduate certificate will require specific written departmental justification and approval of the Dean of Graduate School in order to be counted toward a graduate certificate. The discipline in which the course(s) was taken shall be involved in the validation of an out-of-date course.
- 1.2 In no case may courses more than ten years old be accepted toward a graduate certificate.

2 MASTER'S DEGREE

- 2.1 Credit earned over six years prior to graduation will require specific written departmental justification and approval of the Dean of Graduate School in order to be counted toward a master's degree. The discipline in which the course(s) was taken shall be involved in the validation of an out-of-date course.
- 2.2 In no case may courses more than ten years old be accepted toward a master's degree.

3 DOCTORAL DEGREE

- 3.1 No course work beyond the master's degree which is over ten years old at the time the doctoral degree is conferred can be used toward the doctoral degree.
- 3.2 The degree can be conferred no sooner than eight months after admission to candidacy.
- 3.3 A Doctoral Completion Plan must be implemented for all doctoral students who have completed the seventh year of enrollment in their doctoral program and have not graduated. At the completion of the seventh year of enrollment, that academic advisor will draft a Doctoral Completion Plan that contains the steps to be completed and a timeline for completion. The plan must be approved by the Department Head/Associate Director, Academic Dean/Director of School, and the Dean of Graduate School. The Graduate School will maintain a centralized database for Doctoral Completion Plans and annual reports of students' progress towards completion of the plan. Failure to meet the requirements of the Doctoral Completion Plan as scheduled may result in the student's dismissal from the doctoral program.

Related Statutes, Policies, or Requirements

University Procedure [*11.99.99.09 Course Requirements for the Master's and Specialist Degree*](#)

University Procedure [*11.99.99.10 Course Requirements for the Doctoral Degree*](#)

University Procedure [*11.04.99.31 Graduate Certificates*](#)

Suspends University Procedure *11.04.99.R0.18 Time Limitations for Graduate Programs*

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