

Utah Tech University Policy

703: Graduate Degree Requirements



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I. Purpose

- 1.1 To define general requirements for obtaining a graduate degree at Utah Tech University (“the University”).

II. Scope

- 2.1 Graduate degree requirements apply to all students enrolled in graduate programs at the University.

III. Definitions

- 3.1 **Experiential Learning:** Experiential learning, also called prior learning, is learning that has been gained through work or life experience.
- 3.2 **Graduate Certificate Program:** A graduate certificate program is a program of study requiring less than thirty (30) semester credit hours and composed of undergraduate and/or graduate courses. The program requires a bachelor’s degree for admission.
- 3.3 **Graduate Course Numbering:**
 - 3.3.1 5000 level courses are advanced, upper division undergraduate courses, prerequisite or leveling graduate courses, or graduate courses.
 - 3.3.2 6000-7000 level courses are considered graduate level courses and are typically unavailable to undergraduates.
- 3.4 **Leveling Course:** A leveling course is a prerequisite course designed to prepare a prospective graduate student for the rigor and content of future graduate courses.

IV. Policy

- 4.1 A minimum of thirty (30) credit hours beyond the bachelor's degree is required for any Utah Tech University master's degree and a minimum of three (3) years of study for doctoral programs.
- 4.2 Additional coursework or projects may be required due to graduate program accreditation standards, or for specialized professional master's degrees, specialized doctoral degrees, or other discipline related requirements.
- 4.3 A minimum of sixty-seven percent (67%) of the required credits in any graduate degree program (including thesis or project) shall be earned at Utah Tech University.
- 4.4 Good academic standing is required for successful completion of a graduate degree. Good academic standing includes the following:
 - 4.4.1 A minimum cumulative grade point average of 3.0.
 - 4.4.2 Any grade below a C in a graduate course is not accepted for a graduate degree.
 - 4.4.3 Continuous enrollment is expected in a graduate program.
 - 4.4.3.1 Students with extenuating circumstances may request a leave of absence from the Graduate Council through their sponsoring department.
 - 4.4.3.2 Additional requirements may be imposed as determined by the sponsoring department.
- 4.5 Academic Probation, Suspension, and Dismissal
 - 4.5.1 Students who fail to maintain good academic standing are subject to a sanction of academic probation, academic suspension, or academic dismissal.
 - 4.5.2 Students are placed on academic probation for violating the University policy requirement that graduate students must maintain good academic standing.
 - 4.5.3 Students will be removed from academic probation when they return to good academic standing.
 - 4.5.4 If a student is on academic probation for two consecutive semesters

of enrollment, the Graduate Council will place the student on academic suspension.

- 4.5.5 Students who are placed on academic suspension are not permitted to enroll in the University during the upcoming semester but will be expected to enroll the semester consecutively after the semester of suspension.
- 4.5.6 Students on academic suspension are exempt from continuous enrollment requirements for the period of suspension.
- 4.5.7 Students who are reinstated after the suspension period will remain on academic probation.
- 4.5.8 Students who do not meet the requirements for good academic standing during their first semester as a reinstated student will be dismissed from their graduate program.
- 4.5.9 Students have the right to appeal an academic suspension or dismissal (see Policy 553 Student Academic Appeals).
- 4.6 All degree requirements for a graduate degree shall be completed within seven (7) years of the admission date unless otherwise specified by the individual graduate program.
- 4.7 A graduate student's catalog shall be the catalog in effect the Fall Semester of the academic year when the student first enrolls in the graduate program following formal admission into that program.
- 4.8 Any exceptions to the above requirements must be approved by the Director of Graduate Studies, or designee.
- 4.9 Thesis/Non-thesis Option
 - 4.9.1 Most graduate degree programs include a thesis option and/or a non-thesis option.
 - 4.9.2 The non-thesis option shall include a major project, paper, presentation, capstone, and/or a comprehensive examination.
 - 4.9.2.1 Professional graduate degree programs such as Master of Accountancy or a clinical doctorate may align with disciplinary standard practice that may not require a major project, paper, presentation, capstone, and/or a comprehensive examination.

4.10 Final Semester Requirements

- 4.10.1 Matriculated graduate students shall be registered for at least one graduate credit during the semester of the final defense or, in a non-thesis degree program, the last semester of coursework required on the student's program of study.

4.11 Subsequent Utah Tech University Graduate Degree Requirements

- 4.11.1 More than one graduate degree may be earned at the University. Students should contact the graduate program advisor for details.
- 4.11.2 Subsequent graduate degrees shall require a minimum of 20 graduate credit hours beyond the previously earned graduate degree.

4.12 Dual University Graduate Degree Requirements

- 4.12.1 Some graduate programs at Utah Tech University may offer dual or concurrent degrees with other Utah Tech University programs or with other regionally accredited universities.
- 4.12.2 Students may work simultaneously in two areas of study and may earn two separate degrees concurrently.
 - 4.12.2.1 Sixty-seven percent (67%) of unique 6000- or 7000-level credit hours are required for dual degrees.

4.13 Transfer Credits and Graduate Program Residency Requirements

- 4.13.1 All transfer credits shall be approved by the degree program director. Graduate programs may, at their discretion, stipulate course age limits and appropriateness of transfer credit hours that may be applied towards their degree, provided no course age limit exceeds seven (7) years from time of acceptance.
- 4.13.2 Depending on individual program requirements, a maximum of thirty-three percent (33%) of the total semester graduate credits earned at another regionally-accredited institution may be approved by a student's program director/coordinator and department chair.

4.14 Non-matriculated Credits

- 4.14.1 Graduate credit hours earned while a student is classified as a non-degree seeking graduate student (non-matriculated) at the

University may be applied toward a graduate degree with the permission of the specific graduate program.

- 4.14.2 Graduate programs may, at their discretion, stipulate course age limits, appropriateness, and a maximum number of non-matriculated credit hours which may be applied towards their degree.

4.15 Experiential Learning Credits

- 4.15.1 Credit for experiential learning is expressly prohibited at the graduate level at the University. However, graduate credit may be granted for internships, field experiences, and clinical practices that are an integral part of the graduate degree program.

4.16 Course Level Requirements

- 4.16.1 5000 level undergraduate courses may be applied toward a University graduate degree with program approval.

- 4.16.1.1 5000-level credit used to earn the undergraduate degree may not be counted toward a graduate degree, although students may petition the program director for retroactive graduate credit for courses taken as an undergraduate under certain circumstances.

- 4.16.1.1.1 Permission may be granted for no more than six (6) credit hours or two (2) courses with a grade of B or higher. Courses shall have been completed within five (5) years of the petition date.

- 4.16.1.2 6000 level courses may only be cross-listed with undergraduate courses when there are substantially different course requirements for graduate students, reflecting a degree of academic rigor appropriate to graduate-level study.

4.17 Graduate Certificates

- 4.17.1 Credit bearing graduate certificate programs must be taught by Graduate Faculty.
- 4.17.2 While certificate programs may be chosen by students who do not wish to pursue a master's degree (i.e., non-matriculated graduate students), courses completed during a certificate program may be applied toward graduate degree requirements upon the approval of

the appropriate graduate program director.

- 4.17.3 Graduate certificate programs shall require a minimum of nine (9) credit hours of 6000- or 7000-level courses, although 5000-level courses may be applied toward certificate requirements per graduate program discretion.
- 4.17.4 Students shall apply and be accepted into the graduate certificate area of study to be eligible to receive a certificate. The requirements and general criteria of eligibility for admission to any graduate certificate area of study include:
 - 4.17.4.1 An earned bachelor's degree from a regionally-accredited college or university, or enrollment in a Utah Tech University graduate academic degree program.
 - 4.17.4.2 The requirements for admission are established by each graduate area of study, which may include minimum grade point average, standardized test scores, and other similar criteria as part of the application.
 - 4.17.4.3 Students who wish to pursue approved graduate certificates shall be admitted to that certificate program.
 - 4.17.4.3.1 Students may pursue more than one (1) certificate, but they must be admitted separately to each certificate program.
 - 4.17.4.4 Successful completion of a graduate certificate shall be noted on the student's academic transcript.
 - 4.17.4.5 All graduate certificate students shall meet all prerequisites for courses in which they wish to enroll.
 - 4.17.4.6 Students who earn a graduate certificate and subsequently apply and are accepted to a degree-granting Utah Tech University graduate program, may apply credit hours earned as part of the graduate certificate toward a University graduate degree with the permission of the specific graduate program.

V. References

5.1 University Policy 553: Student Academic Appeals

5.2 University Policy 706: Master's Degree Requirements

VI. Procedures

- 6.1 Appeals of decisions on all issues of an administrative nature, such as admission to the University, residency, tuition, course waivers, credit adjustment, graduation, program eligibility, participation in specific activities, financial aid, parking and traffic, and residence halls, will be resolved based on the procedures outlined in Policy 553: Student Academic Appeals.

VII. Addenda – N/A

Policy Owner: Provost and Vice President of Academic Affairs

Policy Steward: Associate Provost for Academic and Budget Planning

History:

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