

Utah Tech University Policy

524: Graduation



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I. Purpose

- 1.1 This policy outlines requirements for graduation from Utah Tech University (“the University”).

II. Scope

- 2.1 This policy applies to all students graduating with a certificate or an undergraduate or graduate degree from the University.

III. Definitions

- 3.1 **Catalog Rights:** A student’s right to complete a program as outlined in the specific catalog in existence when the student matriculated into any University program.
- 3.2 **Graduate Student:** A student who holds a baccalaureate degree or above and is taking courses at a post-baccalaureate level.
- 3.3 **Minor:** A grouping of related courses that are deemed to be a student’s secondary field of academic concentration or specialization during undergraduate studies (see Utah Board of Higher Education Policy R401).
- 3.4 **Simultaneous Degrees:** Two degrees awarded during the same semester, which may include two degrees at different levels (i.e., Associate’s and Bachelor’s), or the same level. All requirements for each degree must be met, and the curricular requirements must differ 50% or more.
- 3.5 **Subsequent Degree:** A second degree earned at the University after a first degree of the same level has already been awarded. For Associate degrees, the subsequent degree must be different in title and program. The second bachelor's major must differ from the first. Students may not receive a second bachelor’s degree in the same major, even with a different

emphasis.

- 3.6 **Undergraduate Student:** A student seeking an Associate's or a Bachelor's degree through the University.

IV. Policy

4.1 Application for Graduation

4.1.1 All graduation candidates must complete the appropriate graduation application prior to the published deadlines for the semester in which they will complete requirements and wish to graduate.

4.1.1.1 Graduation application deadlines for each semester are posted in the University catalog.

4.1.1.2 A non-refundable fee is required.

4.1.2 Students must meet with the appropriate advisor to complete the graduation application.

4.1.3 Students who complete degree or certificate requirements will receive the appropriate award after the semester has ended, grades have been posted, and transcripts have been verified.

4.1.4 Students have 30 days after the last day of the final exams in their graduation semester to complete all program and degree requirements, including resolution of any incomplete ("I") grades. Students who do not complete requirements within that time frame will be required to reapply for graduation in a subsequent semester and will be assessed a new non-refundable graduation fee.

4.2 Requirements for Graduation

4.2.1 Institutional Residency

4.2.1.1 A certificate requires that a minimum of seventy-five percent (75%) of semester credit hours be completed at the University.

4.2.1.2 An associate's degree requires that a minimum of twenty (20) semester hours of credit be completed at the University.

4.2.1.3 A bachelor's degree requires that a minimum of thirty (30) semester hours of upper-division credit be completed at the University.

4.2.1.4 A master's degree requires that a minimum of sixty-seven percent (67%) of the total graduate credits be completed at the University.

4.2.1.5 Credits contributing to institutional residency may not be acquired through examination, vertical credit, or prior learning credit.

4.2.2 General Education and Program Requirements

4.2.2.1 General Education requirements are outlined in the University catalog. All bachelor's and associate's degree programs other than the Associate of Applied Science and Specialized Associate degrees require completion of all General Education requirements.

4.2.2.2 Students may fulfill the University General Education requirements through any of the following methods:

4.2.2.2.1 Successful completion of the University General Education courses, transfer credits that articulate to the University General Education courses, and/or courses designated as fulfilling the same General Education requirement at another Utah System of Higher Education (USHE) institution.

4.2.2.2.2 A previously earned Associate of Arts, Associate of Science, or bachelor's degree from a regionally accredited institution (Refer to University Policy 526).

4.2.2.2.2.1 Students with a previously earned degree from an institution outside of USHE who matriculate after July 1, 2010 must meet the University and Utah Board of Higher Education minimum standards in American Institutions, English (composition), and Mathematics/Quantitative Literacy.

4.2.2.2.3 A General Education "Letter of Completion" or GE Certificate from a USHE institution.

4.2.2.2.4 Completion of the International Baccalaureate exams and diploma as specified in the University catalog at the time the credit is posted.

4.2.2.3 A student must select one of the following sets of program

and General Education requirements insofar as the student has catalog rights to do so:

- 4.2.2.3.1 Requirements in effect at the time of matriculation into any University degree program.
- 4.2.2.3.2 Requirements in effect at the time of matriculation into the specific degree program in which the student will graduate.
- 4.2.2.3.3 Requirements in effect at the time the student applies for graduation.
- 4.2.2.4 All requirements for a single degree must be from a single catalog. See Catalog Rights in section 4.8 below.
- 4.2.3 Academic Requirements for Associate's and Bachelor's Degrees
 - 4.2.3.1 To be eligible for graduation from the University, students must have a cumulative GPA of 2.00 or higher for all University-level courses, including institutional and transfer credits.
 - 4.2.3.2 Students must achieve a grade of "D-" or higher in each course applicable toward graduation requirements and elective credit.
 - 4.2.3.3 Courses must be numbered 100 (quarter system) / 1000 (semester system) or higher to count toward the total credits earned for graduation.
 - 4.2.3.4 Individual academic programs may have more stringent GPA and course grade requirements.
- 4.2.4 Academic Requirements for Master's Degrees (see University Policy 703).
 - 4.2.4.1 Students must achieve a minimum cumulative GPA of 3.0 with no individual course grade below a "B-". Individual course grade requirements are determined by the sponsoring department.
 - 4.2.4.1.1 Individual academic programs may have more stringent GPA and course grade requirements.
 - 4.2.4.2 Courses must be numbered 6000 to count toward the total

credits earned for graduation.

4.2.4.3 Courses numbered 5000-5999 may be applied toward a University graduate degree with program approval.

4.2.4.3.1 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.

4.2.4.4 All degree requirements shall be completed within seven (7) years of the admission date.

4.2.5 Master's Degree Requirements

4.2.5.1 Completion of a minimum of 30 credits beyond the bachelor's degree.

4.2.5.2 Additional coursework or projects may be required due to graduate program accreditation standards, or for specialized master's degree, or other discipline-related requirements.

4.2.5.3 Completion of program and major requirements.

4.2.5.4 A minimum of two-thirds of the required credits shall be earned at the University.

4.2.6 Bachelor's Degree Requirements

4.2.6.1 Completion of a minimum of 120 credits.

4.2.6.2 Completion of a minimum of 40 upper-division credits.

4.2.6.3 Completion of program and major requirements.

4.2.6.4 Completion of General Education requirements.

4.2.6.5 Completion of institutional baccalaureate degree requirements.

4.2.6.6 Completion of at least 30 upper-division credits at the University for institutional residency.

4.2.6.7 The Bachelor of Arts degree requires completion of the Bachelor of Arts Foreign Language requirements listed in the appropriate catalog.

4.2.6.8 No more than a combined maximum of 15 credits of cooperative work experience, internships, and independent study can be applied toward a baccalaureate degree (refer to University Policy 606).

4.2.6.9 No more than 24 credits in courses repeated for credit.

4.2.6.9.1 Courses listed as “repeatable for credit as topic varies” are not included in this total.

4.2.6.9.2 Private music lessons will not be included in this total for students graduating with a major in Music.

4.2.6.9.3 Dance courses that are repeatable for credit (“R”) will not be included in this total for students graduating with a major in Dance.

4.2.6.10 No more than 30 total credits of cooperative work experience, internship, independent study, and repeatable for credit courses.

4.2.7 Associate’s Degree Requirements

4.2.7.1 Completion of a minimum of 60 credits.

4.2.7.2 Completion of at least 20 credits at the University for institutional residency.

4.2.7.3 Completion of institutional General Education requirements.

4.2.7.4 The Associate of Arts degree requires completion of the Associate of Arts Foreign Language requirements listed in the appropriate catalog.

4.2.7.5 No more than a combined maximum of 12 credits of cooperative work experience, internships, and independent study can be applied towards an Associate Degree (refer to University Policy 606)

4.2.7.6 No more than 12 credits in courses repeated for credit.

4.2.7.6.1 Courses listed as “repeatable for credit as topic varies” are not included in this total.

4.2.7.7 No more than 20 total credits of cooperative work experience, internship, independent study, and repeatable for credit

courses.

4.2.8 Specialized Associate's Degree Requirements

- 4.2.8.1 Completion of a minimum of 68 credits, including extensive specialized course work.
- 4.2.8.2 Completion of program requirements.
- 4.2.8.3 Completion of at least 20 credits at the University for institutional residency.
- 4.2.8.4 No more than 12 credits in courses repeated for credit.
- 4.2.8.5 No more than a combined maximum of 12 credits of cooperative work experience, internships, and independent study can be applied towards a Specialized Associate Degree (refer to University Policy 606).
- 4.2.8.6 Courses listed as “repeatable for credit as topic varies” are not included in this total.
- 4.2.8.7 No more than 20 total credits of cooperative work experience, internship, independent study, and repeatable for credit courses.

4.2.9 Associate of Applied Science Degree Requirements

- 4.2.9.1 Completion of a minimum of 63 credits.
- 4.2.9.2 Completion of program requirements.
- 4.2.9.3 Completion of 15 credits of general, non-technical courses, at least nine (9) credits of which must be institutional General Education courses. Institutional requirement courses may contribute to the general course credit total but shall not be counted as General Education courses. The 15 general, non-technical credits must include courses in written communication, computation, and human relations.
- 4.2.9.4 Completion of at least 20 credits at the University for institutional residency.
- 4.2.9.5 No more than a combined maximum of 12 credits of cooperative work experience, internships, and independent study can be applied toward an Associate of Applied Science

Degree (refer to University Policy 606).

4.2.9.6 No more than 12 credits in courses repeated for credit.

4.2.9.6.1 Courses listed as “repeatable for credit as topic varies” are not included in this total.

4.2.9.7 No more than 20 total credits of cooperative work experience, internship, independent study, and repeatable for credit courses.

4.2.10 Minor Requirements

4.2.10.1 No more than nine credits may be counted toward a major or emphasis and a minor.

4.2.10.2 At least half of the credits for a minor must be completed at the University.

4.2.10.3 No more than nine credits may be counted toward two minors.

4.2.10.4 Minors may only be conferred simultaneously with a bachelor’s degree. Students must declare a minor prior to or as part of their graduation application

4.2.11 Academic Requirements for Undergraduate Certificates

4.2.11.1 To be eligible to earn a certificate, students must be a current University student and have a cumulative Grade Point Average (GPA) of 2.00 or higher for all University-level courses.

4.2.11.2 Students must achieve a grade of C- or higher in required courses.

4.2.11.3 Course substitutions will not be allowed for certificates.

4.2.11.3.1 Undergraduate Certificate of Completion Requirements

4.2.11.3.1.1 Completion of a minimum of 30 credits and program requirements.

4.2.11.3.1.2 Seventy-five percent (75%) of the coursework must be taken at the University.

4.2.11.3.1.3 Completion of courses in written

communication, computation, and human relations. These do not have to be institutional General Education courses.

4.2.11.3.2 Undergraduate Certificate of Proficiency Requirements

4.2.11.3.2.1 Completion of 16 to 29 credits and program requirements.

4.2.11.3.2.2 Seventy-five percent (75%) of the coursework must be taken at the University.

4.2.11.3.2.3 Legacy certificates that require less than 16 credits may exist. All scholastic and other requirements also pertain.

4.2.11.3.3 Undergraduate Institutional Certificate Requirements

4.2.11.3.3.1 Completion of up to 15 credits and program requirements.

4.2.11.3.3.2 No transfer credit is allowed for Institutional Certificates.

4.2.12 Graduate Certificate Requirements

4.2.12.1 Completion of a minimum of nine (9) credit hours of 6000-level courses; in certain cases, 5000-level courses may be applied toward certificate requirements per graduate program policy.

4.2.12.2 Students may pursue more than one certificate but shall be admitted separately to each certificate program.

4.3 Double Majors: one degree with two majors

4.3.1 University students in good academic standing may pursue a single degree comprised of two different baccalaureate majors by declaring a major in each academic department once they have earned at least 60 University-level credits.

4.3.2 If the requirements for both majors are completed, one diploma (either a Bachelor of Science or Bachelor of Arts) listing both majors will be awarded.

4.3.3 Students may not declare double majors if 50% or more of the

curricular requirements in the two majors are the same. Curricular requirements are requirements beyond General Education that a student must complete in order to graduate in that program, including specified elective choices. The restriction refers to program requirements, not specific courses a student completes.

4.4 Simultaneous Degrees: two degrees awarded in the same semester

4.4.1 In specific circumstances, students may receive two separate degrees from the University at the same time if the requirements for both degrees are met.

4.4.2 Students seeking simultaneous degrees must submit a separate application and pay a separate graduation fee for each degree.

4.4.3 Students may not receive simultaneous degrees if 50% or more of the curricular requirements within the two programs are the same. Curricular requirements are requirements beyond General Education that a student must complete in order to graduate in that program, including specified electives. The restriction refers to program requirements, not specific courses a student completes.

4.4.4 Simultaneous degrees of different levels

4.4.4.1 Students may receive two degrees of different levels (e.g., an associate's degree and a bachelor's degree) at the same time.

4.4.5 Simultaneous Associate's Degrees

4.4.5.1 The conferral of a second associate's degree at the same time as the first requires that the second degree title and program be different from the first degree (e.g., Associate of Applied Science in Nursing and Associate of Science).

4.4.5.2 The conferral of a second associate's degree at the same time as the first requires a minimum of 15 credits beyond the number of credits required for the degree with the highest number of credits.

4.4.5.3 Students may not receive two general associate's degrees (e.g., Associate of Science and Associate of Arts).

4.4.6 Simultaneous Bachelor's Degrees

4.4.6.1 The conferral of a second bachelor's degree at the same time as the first requires that the second degree title and major be

different from the first degree (e.g., Bachelor of Arts in English and Bachelor of Science in Finance).

4.4.6.2 The conferral of a second bachelor's degree at the same time as the first requires a minimum of 30 credits beyond the number of credits required for the degree with the highest number of credits.

4.4.7 Dual Master's Degrees

4.4.7.1 Some graduate programs at the University may offer dual or concurrent degrees with other University programs or with other regionally accredited universities.

4.4.7.2 Students may either work simultaneously in two areas of study and receive one graduate degree representing both fields, OR may earn two separate degrees concurrently.

4.4.7.2.1 Two-thirds of unique 6000-level credit hours are required for dual degrees.

4.5 Subsequent Degrees: a second degree earned at the University after a first degree of the same level was awarded

4.5.1 Second Associate's Degree

4.5.1.1 The second associate's degree title and program must differ from the first degree (e.g., Associate of Science and Associate of Applied Science). Students may not receive two general associate's degrees (e.g., Associate of Science and Associate of Arts).

4.5.1.2 After the first associate's degree was conferred, a minimum of 20 credits must be earned at the University.

4.5.1.3 All program requirements must be completed.

4.5.1.4 All degree requirements must be completed other than General Education, which will be considered fulfilled by the first degree, except in the case of an applied or specialized associate's degree, if the first degree was awarded from a regionally accredited university or college.

4.5.1.4.1 Students with previously earned degrees from an institution outside the Utah System of Higher Education who matriculate after July 1, 2010 must

meet the University and Utah Board of Higher Education (UBHE) minimum standards in American Institutions, English (Composition), and Mathematics / Quantitative Literacy.

- 4.5.1.4.2 Students who previously earned a specialized or applied associate's degree must fully complete the University's General Education requirements in order to receive a non-applied science degree.

4.5.2 Second Bachelor's Degree

- 4.5.2.1 The second bachelor's major must differ from the first. Students may not receive a second bachelor's degree in the same major, even with a different emphasis.
- 4.5.2.2 Students may not receive a subsequent degree if 50% of the curricular requirements in the two programs are the same. Curricular requirements are requirements beyond General Education that a student must complete in order to graduate in that program, including specified electives. The restriction refers to program requirements, not specific courses a student completes.
- 4.5.2.3 A minimum of 30 upper-division credits must be earned at the University after the first bachelor's degree was conferred.
- 4.5.2.4 All major requirements must be completed.
- 4.5.2.5 All degree requirements must be completed other than General Education, which will be considered fulfilled by the first degree, if the first degree was awarded from a regionally accredited university or college.
 - 4.5.2.5.1 Students with previously earned degrees from an institution outside the Utah System of Higher Education who matriculate after July 1, 2010, must meet the University and Utah Board of Higher Education (UBHE) minimum standards in American Institutions, English (composition), and Mathematics / Quantitative Literacy.

4.5.3 Second Master's Degree

- 4.5.3.1 More than one master's degree may be earned at the University. Students should contact the graduate program

advisor for details.

- 4.5.3.2 Subsequent master's degrees shall require a minimum of 20 graduate credit hours beyond previously-earned graduate credit.

4.6 Completed Degrees

- 4.6.1 Once a certificate or associate's degree has been conferred, the name of the program and the title of the degree cannot be changed.

- 4.6.1.1 Grades earned in achieving a certificate or associate's degree will be used in calculating a baccalaureate GPA. However, a course may be repeated after an associate's degree or certificate was conferred and the most recent grade will be applied to the new cumulative GPA.

- 4.6.2 Once a baccalaureate degree has been conferred, no course may be retaken for a new grade, no minor(s) can be added, no grade can be changed, and neither the degree nor the major(s) can be changed.

4.7 Financial Obligations

- 4.7.1 In order to graduate, all financial obligations to the University must be cleared.

4.8 Catalog Rights

- 4.8.1 Students must fulfill all requirements (graduation, degree, General Education, institutional, honors program, and major) from one catalog. Students may not split requirements for a single degree between two or more catalogs. However, requirements for a minor may come from a separate catalog.

- 4.8.2 Students who maintain continuous enrollment at the University have the right to apply for graduation under the General Education and degree requirements listed in the catalog under which they first enrolled as a matriculated student, under the following conditions:

- 4.8.2.1 Continuous enrollment is defined as successful completion of at least one credit-bearing course each academic year.

- 4.8.2.2 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.

- 4.8.2.3 Students maintain catalog rights for bachelor's degree requirements, including General Education requirements, for seven (7) years beginning with the date of matriculation into any University degree program. The date of matriculation is not always the same as the date of first admission or enrollment.
- 4.8.2.4 Students maintain catalog rights for associate's degree requirements, including General Education requirements, for four (4) years beginning with the date of matriculation into any University degree program. The date of matriculation is not always the same as the date of first admission or enrollment.
- 4.8.2.5 There are no catalog rights for certificates or minors. Students must fulfill all requirements in place at the time of graduation.
- 4.8.3 Students may choose to forfeit original catalog rights and advance to a future catalog year.
 - 4.8.3.1 A change in major, emphasis, or concentration will not automatically change the student's catalog year, unless the new major did not exist in the student's original catalog year. In that case, the student's catalog year will be updated to the current catalog when the change was initiated.
 - 4.8.3.2 Students will not be allowed to move to a previous catalog year once they have advanced to a future catalog year. Example: A student requests to be advanced into the Fall 2021 catalog, but later requests to be in the Fall 2019 catalog; the request for a previous catalog year will be denied.
 - 4.8.3.3 Catalog year change requests must be received from the student's Academic Advisor.

4.9 Honors

- 4.9.1 Three types of honors may be conferred upon the University graduates:
 - 4.9.1.1 Latin Honors, which are reserved for baccalaureate graduates.
 - 4.9.1.2 Associate Honors, which are restricted to graduates earning associate's degrees.

- 4.9.1.3 Honors Program Graduate designation, for students who have been admitted to and completed requirements for the University Honors Program.
- 4.9.2 Credits contributing toward minimum GPA and credit requirements for honors may not be acquired through examination, vertical credit, or prior learning credit.
- 4.9.3 Latin and Associate Honors are posted on students' transcripts based on final GPA once all courses and requirements have been completed.
- 4.9.4 For students graduating at the end of spring semester, only courses that have been graded at the time the graduation application is processed will be considered in the qualification for and calculation of Latin and Associate Honors and valedictorian selection for commencement.
 - 4.9.4.1 Students graduating at the end of spring semester will be listed in the commencement program as having received Latin or Associate honors only if they were eligible for honors at the time the graduation application was processed.
 - 4.9.4.2 Honors earned at the date students actually complete program requirements will be posted to both transcripts and diplomas.
- 4.9.5 Latin Honors
 - 4.9.5.1 The distinction of Latin honors is reserved for baccalaureate graduates, according to the following standards:
 - 4.9.5.1.1 Summa cum laude shall be granted to those students whose cumulative GPA is at least 3.95.
 - 4.9.5.1.2 Magna cum laude shall be granted to those students whose cumulative GPA is at least 3.80.
 - 4.9.5.1.3 Cum laude shall be granted to those students whose cumulative GPA is at least 3.65.
 - 4.9.5.1.4 Students who will have completed a minimum of 48 credits at the University at the time of graduation are eligible for Latin honors.

4.9.6 Associate Honors

4.9.6.1 Associate Honors are awarded to recipients of associate's degrees according to the following standards:

4.9.6.1.1 High honors are awarded to students whose cumulative GPA is at least 3.75.

4.9.6.1.2 Honors are awarded to students whose cumulative GPA is at least 3.50.

4.9.6.1.3 Students who will have completed a minimum of 30 credits at the University at the time of graduation are eligible for honors conferred with an associate's degree.

4.9.7 Honors Program

4.9.7.1 Associate's and bachelor's degree graduates fulfilling Honors Program requirements will have their transcripts marked "Honors Program Graduate." Information about admission to the Honors Program and Honors Program graduation requirements can be found in the University catalog.

4.10 Commencement

4.10.1 Students may graduate at the end of any semester but the commencement ceremony is held at the end of spring semester.

4.10.2 Students who will not complete requirements by the end of spring semester may participate in that semester's graduation ceremonies and activities under the following conditions:

4.10.2.1 Student must have nine (9) or fewer credits remaining to complete graduation requirements and will complete these requirements during the summer semester.

4.10.2.2 Students who have not completed all requirements 30 days after the end of summer semester will be required to reapply for graduation in a subsequent semester and will be assessed a new non-refundable graduation fee.

4.10.2.3 Summer graduates will not be eligible for valedictorian, Latin honors, or associate honors at commencement until the spring semester following their graduation, even if they chose to participate in commencement exercises prior to their graduation.

4.11 Appeals

- 4.11.1 Appeals of this policy and the requirements contained therein should be directed to the Academic Appeals Committee. Appeals for late application can be made by filling out the Graduation Application Deadline Extension form with the appropriate advisor.

4.12 Posthumous Degrees

- 4.12.1 The University may confer a posthumous degree upon a student who is deceased prior to completion of all degree requirements in the program being pursued.
 - 4.12.1.1 The purpose of such an award is to recognize the academic achievement of deceased students and extend sympathy to the families of those students. Such compassion must be balanced with academic and institutional integrity.
- 4.12.2 To be eligible for the award of a posthumous degree from the University, students must have met the following conditions:
 - 4.12.2.1 Students must have been enrolled in University classes within the 12-month period prior to death.
 - 4.12.2.2 Students must have been in good academic standing (minimum 2.0 GPA) at the time of death.
 - 4.12.2.3 Students must have been matriculated and showing successful progress toward completion of the degree to be awarded.
 - 4.12.2.4 Students must have completed at least 30 credits at the University to receive a posthumous associate's degree or at least 60 credits at the University to receive a posthumous bachelor's degree.
 - 4.12.2.4.1 Students must have matriculated into a bachelor's degree program to receive a posthumous bachelor's degree.
 - 4.12.2.4.2 Students who accumulated fewer than 60 credits and/or were not matriculated into a bachelor's degree program are still eligible to receive a posthumous general associate's degree.
 - 4.12.2.5 The request for a posthumous degree must be made within

12 months of death.

V. References

- 5.1 Utah Board of Higher Education (UBHE) Policy R401
- 5.2 University Policy 526: Academic Transfer
- 5.3 University Policy 606: Independent Study
- 5.4 University Policy 703: Graduate Studies

VI. Procedures N/A

VII. Addenda

- 7.1 [University Valedictorian](#)
- 7.2 [Posthumous Degree](#)
- 7.3 [Posthumous Degree Checklist](#)

Policy Owner: Vice President of Academic Affairs and Provost
Policy Steward: Associate Provost for Academic Success

History:

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