

POLICY #6.62

SUBJECT: Graduate Studies: Graduation Requirements

I. PURPOSE

The purpose of this Policy is to provide policy relating to graduation requirements for graduate students.

II. REFERENCES

- A. Northwest Commission on Colleges and Universities [Accreditation Standards](#)
 - B. Southern Utah University [Policy 6.13 Grading](#)
 - C. Southern Utah University [Policy 6.61 Graduate Studies: Admissions](#)
 - D. Utah System of Higher Education [Policy R401 Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports](#)
-

III. DEFINITIONS

N/A

IV. POLICY

- A. General
 - 1. If applicable and with approval of the graduate Program Director, coursework completed as a non-degree student may be credited subsequently to a degree program. The

number of credits that can be completed as a non-degree-seeking student and accepted into a graduate program is limited to a maximum of 12 credit hours.

2. A minimum cumulative grade point average (CGPA) of 3.0 is required on all work completed in a graduate program. See [Policy 6.13](#) for the graduate grading scale.
3. Graduate Research: All theses, projects, etc. involving research must be completed with SUU policies governing research.
4. Residency Requirement: The minimum number of credit hours taken in residence will be determined by the College/School offering the degree.
5. Recency of Credit: See [Policy 6.61](#).
6. Transfer Credit: See [Policy 6.61](#).

B. Master's Degrees

1. First Master's Degree Requirements
 - a. A minimum of 30 credit hours (not including repeated courses) is required for any master's degree. Depending upon the student's undergraduate preparation and the particular graduate program of study, additional graduate hours may be required as specified by the program. Credit ranges for master's programs must be consistent with the requirements outlined in Utah System of Higher Education Policy R401.
 - b. At least two-thirds (2/3) of the credits in any master's degree program (including capstone thesis, internship, or project) must be designated as 6000-level courses or above and meet department- or program-approved standards. The student's Department Chair, Program Director, or designee must approve all courses applied to graduation.

- c. A master's degree student has six (6) calendar years from the date of first registration in the master's program to complete the degree. Departments or programs may set shorter time requirements. During this time, the student's graduate program is governed by the rules and procedures of the catalog under which the student is admitted, unless the student opts to adopt the rules and procedures of a later catalog.
- i. When extenuating circumstances warrant, a student may request an extension of the degree time limit. The student must first file a petition with the academic program stating the reasons why the extension is requested. The program decides on the petition and notifies the Provost's Office, Registrar's Office, and student in a timely manner. Should the request for a time extension be granted and the student not complete the program requirements, no additional time extension is granted to complete the degree requirements.
 - ii. If graduate study is interrupted by active military service, or service to the Peace Corps, VISTA, or the equivalent, as much as two (2) years of that time will not count toward the six-year time limit. Such graduate students do not need to be continuously enrolled when in the capstone stage of their program.

2. Second Master's Degree Requirements

- a. A second master's degree may be earned at SUU either concurrently or consecutively. All degree requirements must be met for both graduate degrees. When a course is required for both graduate degrees, another course is not substituted; taking the required course satisfies

the requirements of both graduate degrees. However, the total number of credits for the second master's degree must be at least an additional 15 unique credit hours from the first degree sought or earned.

C. Doctorate Degrees

1. The minimum number of credits for a doctorate degree is established by the individual program.
2. Generally, students complete 6000- and 7000-level courses for a doctorate degree. Courses at other levels may be applied with permission of the Program Director.
3. A doctorate degree student has seven (7) calendar years from the date of first registration in the doctoral program to complete the degree. Departments or programs may set shorter time requirements. During this time, the student's graduate program is governed by the rules and procedures of the catalog under which the student is admitted, unless the student opts to adopt the rules and procedures of a later catalog.
 - a. When extenuating circumstances warrant, a student may request an extension of the time degree limit. The student must first file a petition with the academic program stating the reasons why the extension is requested. The program decides on the petition and notifies the Provost's Office, Registrar's Office, and student in a timely manner. Should the request for a time extension be granted and the student not complete the program requirements, no additional time extension is granted to complete the degree requirements.
 - b. If graduate study is interrupted by active military service, or service to the Peace Corps, VISTA, or the equivalent, as much as two (2) years of that time will not count toward the seven-year time limit. Such graduate students do not need to be

continuously enrolled when in the thesis capstone stage of their program.

4. Specialized graduation requirements for doctorate degrees may be established by individual programs. These specialized graduation requirements may include, but are not limited to, clinical components, dissertations or other capstone experiences, oral defenses, etc.
 - a. For terms in which doctoral students are registered for an internship, students must be registered in a minimum of one (1) credit to be considered a full-time student.

D. Award of Degree

1. Graduation Procedure: Students are responsible for all degree requirements. Each student who plans to graduate must complete the online graduation process by the appropriate dates.
 2. Conditions and Timetable for Graduation: Students are urged to form their capstone committees as early as possible, if applicable. SUU will confer the graduate degree when the following conditions have been met:
 - i. submission of the required application for degree;
 - ii. confirmation through a degree audit that all degree requirements have been met;
 - iii. achievement of the grade requirements as defined by the department or program; and
 - iv. satisfactory completion of a capstone experience, if required, following program guidelines.
 3. The Registrar's Office will promptly notify the candidate and the College/School if graduation is not approved for any reason.
-

V. RELEVANT FORMS/LINKS

- [Southern Utah University General Catalog](#)
-

VI. QUESTIONS/RESPONSIBLE OFFICE

The responsible office for this Policy is the [Provost/Vice President for Academic Affairs](#). For questions about graduation requirements and the graduation application process, contact the [Registrar's Office](#).

VII. POLICY ADOPTION AND AMENDMENT DATES

Date Approved: [January 30, 2015](#)

Amended: [March 24, 2016](#); April 27, 2023

FORMER POLICY
DO NOT USE