

## Graduate Education Student-Centric Policy Guide

### Table of Contents

---

Application of Graduate Credits to Degree Requirements .....	1
Credit Requirements for Master's and Doctoral Degrees .....	2
Post-Baccalaureate Certificates approved by the Board of Regents.....	3
Master's Degree: Performance Standards and Progress.....	4
Master's Degree: Completion.....	5
Doctoral Degree: Performance Standards and Progress .....	6
Doctoral Degree: Completion.....	7

## Graduate Education Student-Centric Policy Guide

### Policy: Application of Graduate Credits to Degree Requirements

*Effective Date: September 2011*

What does the policy govern?	What is the SAME from previous policy?	What has CHANGED from previous policy?
<ul style="list-style-type: none"> <li>• Pre-baccalaureate credits</li> <li>• Credits in common</li> <li>• Transfer credits</li> <li>• Use of 4000-level coursework</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate credits taken pre-baccalaureate may not be counted toward a graduate degree</li> <li>• Maximum of eight credits in common between two University master's level degrees</li> <li>• Graduate programs have the discretion to limit credits in common between University doctoral and master's degree – no central limit</li> <li>• Master's students may transfer up to 40% of the credits on the Graduate Degree Plan (GDP)</li> <li>• Graduate programs may establish their own limit regarding transfer coursework for doctoral students</li> <li>• Transfer coursework must be taken post-baccalaureate, graduate level, and taken for graduate credit at an accredited institution</li> <li>• Transfer of thesis credits from other institutions to meet University 8777 and 8888 thesis credit requirement is not allowed.</li> </ul>	<ul style="list-style-type: none"> <li>• Plan A thesis (8777) and doctoral dissertation (8888) credits may be used toward either the Plan A or PhD, but not both; may be used to meet the Plan B master's project credit requirement</li> <li>• Plan B project credits may only count towards Plan B master's degree requirements</li> <li>• Maximum of 12 credits can transfer from a non-degree status (master's and doctoral)</li> <li>• Maximum of nine credits of 4000-level coursework (master's and doctoral)</li> <li>• Doctoral students must take a minimum of 12 course credits at the University of Minnesota</li> <li>• Graduate course credits earned while enrolled in one University graduate program may be applied to another University graduate program -- number of credits applied is at the discretion of the program to which the student is applying</li> </ul>

## Graduate Education Student-Centric Policy Guide

### Policy: Credit Requirements for Master's and Doctoral Degrees

*Effective Date: September 2011*

What does the policy govern?	What is the SAME from previous policy?	What has CHANGED from previous policy?
<ul style="list-style-type: none"> <li>• Minimum and Maximum (total) credits for degree</li> <li>• Minimum credits for minors</li> <li>• Thesis credits</li> </ul>	<ul style="list-style-type: none"> <li>• Master's Plan A: complete ten thesis credits (8777) and a minimum of 20 graduate-level course credits</li> <li>• Master's Plan B and C: complete a minimum of 30 graduate-level course credits</li> <li>• Master's-level minor: requires a minimum of six credits</li> <li>• Plan A thesis credits can be registered for at any time during a master's student's degree program</li> <li>• Doctoral students must complete 24 dissertation credits (8888)</li> <li>• Doctoral-level minor: requires a minimum of 12 credits</li> </ul>	<ul style="list-style-type: none"> <li>• Master's-level maximum credits allowed:               <ul style="list-style-type: none"> <li>• Plan A: 36 (combo course and ten thesis)</li> <li>• Plan B: 36</li> <li>• Plan C: 48</li> </ul> </li> <li>• Doctoral-level maximum credits allowed: 72 (combo course and 24 thesis)</li> <li>• Doctoral-level minimum credits required: 48 (combo 24 course and 24 thesis)</li> <li>• Doctoral dissertation credits (8888) can be taken at any time after admission to the doctoral program – eligibility determined at the program level</li> </ul>

## Graduate Education Student-Centric Policy Guide

### Policy: Post-Baccalaureate Certificates approved by the Board of Regents

*Effective Date: May 2012*

What does the policy govern?	What is the SAME from previous policy?	What has CHANGED from previous policy?
<ul style="list-style-type: none"> <li>• Admission</li> <li>• Program requirements</li> <li>• Transfer credits</li> <li>• Credits in common</li> <li>• Time limit</li> </ul>	<ul style="list-style-type: none"> <li>• Plans must have at minimum 12 semester course credits</li> <li>• All courses must be 4000-level or above</li> <li>• GPA requirement: 2.800</li> <li>• Students may transfer up to 40% of the credits on the Graduate Degree Plan</li> <li>• Transfer coursework must be taken post-baccalaureate, graduate level, and taken for graduate credit at an accredited institution</li> </ul>	<ul style="list-style-type: none"> <li>• At least 50% of the certificate course credits on the Graduate Degree Plan must be 5000-level or above</li> <li>• Maximum of three credits in common between two University post-baccalaureate certificates</li> <li>• Students must complete and have the post-baccalaureate certificate within five calendar years of the initial enrollment</li> </ul>

## Graduate Education Student-Centric Policy Guide

### Policy: Master's Degree: Performance Standards and Progress

*Effective Date: July 2012. Applies to students admitted after 1/1/13*

What does the policy govern?	What is the SAME from previous policy?	What has CHANGED from previous policy?
<ul style="list-style-type: none"> <li>• Pre-matriculation requirements</li> <li>• Progress reviews</li> <li>• Continuous enrollment</li> <li>• Time limit</li> <li>• GPA requirement</li> <li>• S/N limit</li> </ul>	<ul style="list-style-type: none"> <li>• Provide all incoming students with a current graduate program handbook</li> <li>• Assign each student a temporary adviser at the time of matriculation.</li> <li>• Programs must review the progress of each student annually – students not in good standing must be notified in writing with copy to the adviser</li> <li>• Students must have an approved Graduate Degree Plan (GDP) on file to defend and/or apply for degree clearance</li> <li>• Students must declare a minor (on the GDP) prior to the examination/defense</li> <li>• Programs that do not have a final examination/defense – students must declare the minor prior to filing for degree conferral</li> <li>• Students are required to enroll every fall and spring term from the time of matriculation to degree conferral</li> <li>• Students must complete with a minimum GPA of 2.800 for courses included on the GDP</li> <li>• A maximum of 1/3 of the course credits on the GDP can be S/N</li> <li>• Transfer coursework from an international institution is not counted in the S/N limit</li> </ul>	<ul style="list-style-type: none"> <li>• Students must complete and have the degree awarded within five calendar years after initial enrollment in the graduate program</li> <li>• Coursework completed S/N that is only offered on the S/N grading basis is not counted in the S/N limit</li> </ul>

## Graduate Education Student-Centric Policy Guide

### Policy: Master's Degree: Completion

*Effective Date: July 2012. Applies to students admitted after 1/1/13*

What does the policy govern?	What is the SAME from previous policy?	What has CHANGED from previous policy?
<ul style="list-style-type: none"> <li>• Plan A/B committee composition</li> <li>• Plan A/B final exam grading requirements</li> <li>• Thesis submission</li> <li>• GPA requirement</li> </ul>	<ul style="list-style-type: none"> <li>• Final exam committee must consist of at least three members, including the adviser(s)</li> <li>• All committee members and the student must participate in the final exam</li> <li>• At least one member must represent a field outside the major or if a minor is declared – must represent the minor field</li> <li>• Members cannot serve as both a major field and outside/minor field examiner</li> <li>• Plan A exams must contain an oral component and are closed – open only to the committee and the student</li> <li>• Every member of the exam committee must certify that the thesis is acceptable or acceptable with minor revisions before the final exam may take place</li> <li>• Plan B exams may be oral, written, or both and are closed – open only to the committee and the student</li> <li>• A majority vote is required to pass</li> <li>• A retake of the exam must use the same committee members and makeup as the original exam</li> <li>• If the committee does not approve a retake or the student fails the second attempt, students will be terminated from their program</li> <li>• Plan C students must satisfy all of the course requirements specified by the program in order to complete the degree</li> <li>• A minimum GPA of 2.800 for courses on the Graduate Degree Plan is required for degree conferral</li> </ul>	<ul style="list-style-type: none"> <li>• Plan A students must provide the reviewers with a copy of the Plan A thesis at least 14 days before the scheduled date of the final exam</li> <li>• Adviser(s) must certify that any/all revisions to the thesis are satisfactorily completed before the degree is awarded; met by signing the signature page</li> <li>• Retake of an exam requires all committee members or all save one approve this option</li> <li>• Plan A students are required to submit a digital copy of the thesis to ProQuest and made available in the University's Digital Conservancy</li> </ul>

## Graduate Education Student-Centric Policy Guide

### Policy: Doctoral Degree: Performance Standards and Progress

*Effective Date: July 2012. Applies to students admitted after 1/1/13*

What does the policy govern?	What is the SAME from previous policy?	What has CHANGED from previous policy?
<ul style="list-style-type: none"> <li>• Pre-matriculation requirements</li> <li>• Progress reviews</li> <li>• Continuous enrollment</li> <li>• Time limit</li> <li>• GPA requirement</li> <li>• S/N limit</li> <li>• Prelim Oral Committee composition and grading for the prelim written and prelim oral</li> </ul>	<ul style="list-style-type: none"> <li>• Provide all incoming students with a current graduate program handbook</li> <li>• Assign each student a temporary adviser at the time of matriculation</li> <li>• Programs must review the progress of each student at least once a year and provide the results in writing</li> <li>• Students must have an approved Graduate Degree Plan (GDP) on file prior to taking the preliminary oral exam</li> <li>• Students must declare a minor (on the GDP) prior to the prelim oral</li> <li>• Students are required to register every fall and spring term from the time of matriculation to degree conferral</li> <li>• A maximum of 1/3 of the course credits on the GDP can be S/N</li> <li>• Transfer coursework from an international institution is not counted in the S/N limit</li> <li>• Each doctoral candidate must pass a written examination in the major field</li> <li>• Every doctoral student must pass a preliminary oral exam in the major field where such an examination is a degree requirement</li> <li>• Prelim oral is a closed exam – open only to the student and examining committee</li> <li>• Prelim oral is graded pass, pass with reservations, or fail</li> <li>• A retake of the prelim oral must use the same committee members as the original exam</li> <li>• If the committee does not approve a retake, or if the student fails the second attempt, the student is terminated from the program</li> <li>• Prelim oral committee must consist of at least four members</li> <li>• At least three members must be from the student's major field</li> <li>• At least one member must represent a field outside the major or if a minor declared, must represent the minor field</li> <li>• Members cannot serve as both a major field and outside/minor field examiner</li> </ul>	<ul style="list-style-type: none"> <li>• Students must complete the degree and have the degree awarded within eight calendar years of the initial enrollment in the graduate program</li> <li>• To remain in good academic standing a student must maintain a minimum GPA of 3.000 and coursework on the GDP must be at a minimum of 3.000</li> <li>• Coursework completed S/N that is only offered on the S/N grading basis is not counted in the S/N limit</li> <li>• Prelim written may be graded as pass, pass with reservations, or fail in accordance with program standards</li> <li>• Students who pass with reservations must be given a written notice of the reservations within ten working days of the exam, including a timeline for completion</li> <li>• Reservations on the written exam must be removed prior to the preliminary oral exam</li> <li>• Retake of the preliminary oral requires all committee members or all save one approve this option</li> <li>• Adviser must serve on the prelim oral committee</li> </ul>

## Graduate Education Student-Centric Policy Guide

### Policy: Doctoral Degree: Completion

*Effective Date: July 2012. Applies to students admitted after 1/1/13*

What does the policy govern?	What is the SAME from previous policy?	What has CHANGED from previous policy?
<ul style="list-style-type: none"> <li>• Final oral exam committee</li> <li>• Final oral exam grading</li> <li>• Dissertation submission</li> </ul>	<ul style="list-style-type: none"> <li>• Exam must consist of at least four members, including the adviser</li> <li>• At least three members must be from the student's major field</li> <li>• At least one member must represent a field outside the major or if a minor declared, must represent the minor field</li> <li>• Members cannot serve as both a major field and outside/minor field examiner</li> <li>• A minimum of two major field and one minor/outside reviewer are required</li> <li>• In the case of multiple minors there must be a reviewer from each minor field</li> <li>• Adviser(s) must serve as reviewer</li> <li>• Every designated reviewer must certify that the dissertation is ready for defense prior to the oral exam</li> <li>• The doctoral final oral exam must include a public presentation and a closed session open only to the committee and the student immediately following the public presentation</li> <li>• All committee members or all save one must certify that a student has passed</li> <li>• Students are not allowed to retake the final exam</li> </ul>	<ul style="list-style-type: none"> <li>• Students must provide reviewers with a copy of the dissertation at least 14 days before the scheduled date of the exam</li> <li>• The dissertation must be submitted as a digital copy and submitted to ProQuest and made available in the University's Digital Conservancy</li> </ul>