

This reference guide contains information commonly asked of graduate advisors; however, graduate advisors are responsible for all information in the catalog and for ensuring that students adhere to all guidelines.

### **COURSE CREDIT**

All post-graduate and transfer credit courses must be approved by the dean of The Graduate College. Graduate advisors may request approval, but should not guarantee/promise students that the courses will be accepted and applied for degree credit.

#### Post-graduate credit must be:

- graduate-level courses
- limited to six hours
- earned with a grade of “B” or better (“Credit”, “Pass”, “Satisfactory” etc. are not acceptable grades)

#### Transfer credit must be:

- graduate-level courses from a regionally accredited university
- earned with a grade of “B” or better (“Credit”, “Pass”, “Satisfactory” etc. are not acceptable grades)
- courses have not been, and will not be, used for credit toward another degree

#### Transfer credit is limited to:

- 6 hours for degrees with 30-35 credit hours
- 9 hours for degrees with 36-41 credit hours
- 12 hours for degrees with 42+ hours

### **DEGREE WORKS**

Advisors can request:

- substitutions
- additional credit
- extensions
- transfer/post grad coursework

### **THESIS/DISSERTATION**

Students must:

- receive approval by the dean of The Graduate College before research begins.
- obtain IRB/IACUC approval or exemption when applicable.
- maintain continuous enrollment.
- be enrolled the semester in which the degree will be conferred.

### **COMPREHENSIVE EXAMINATION**

All candidates for graduate degrees must pass one or more comp exams (see Graduate Catalog). Students must be enrolled in at least one credit hour of coursework when taking the comp exam. If a student has completed all required coursework, but still needs to complete the comp exam, the student should enroll in GC 5100.

### **PROGRAM TIME LIMITS**

Certificate – 4 years / Master’s degree – 6 years / Doctoral – 10 years