

Graduate Program Standards: Credit, Enrollment, Degree

Graduate Credit

Courses approved at the 500 level and higher may be taken for graduate credit and used to satisfy course requirements on the student's graduate plan of study.

All graduate credits used to meet the requirements of a master's degree must be approved by the program administrator, and/or the Dean of the associated graduate program. Graduate students may petition (in writing) for a transcript review by the Dean of the associated graduate program if a transfer of graduate credits from another institution is sought.

A maximum of 9 semester hours of graduate credit may be transferred to satisfy program or plan of study requirements upon review and approval of program faculty for graduate degrees.

A maximum of 6 semester hours of graduate credit may be transferred to satisfy program or plan of study requirements upon review and approval of program faculty for graduate certificates.

Approval for transfer of graduate credits will be based on the following criteria:

- Graduate-level course work from regionally accredited colleges or universities is eligible for acceptance in transfer;
- Must carry only grades of A or B on a 4.0 scale;
- Must have been earned within a 7-year period at the time of the graduate program completion;
- Must not be a continuing education, correspondence, extension, prior learning assessment, or workshop course;
- Must not be internship, individual study, special problem, or research (disquisition) courses, or courses graded Satisfactory/Unsatisfactory or Pass/Fail;
- Transfer courses for a graduate program used to fulfill the requirements of a baccalaureate degree require approval of program faculty; and
- Must be verified by an official transcript.

It is the responsibility of the student to provide official transcripts of graduate courses

taken, but not completed at MSU, and any other materials required for admission to the graduate program as outlined in MP411.6: Admission Procedure – Graduate Degree Applicants. This includes all program specific required materials.

No more than 50% of graduate credits approved for a Master's degree may be substituted for required or elective courses in a related undergraduate degree program as part of a combined or accelerated bachelor's and master's degree program.

Graduate Enrollment

Students enrolled in at least 9 graduate credit hours in Fall and Spring terms are classified as full-time graduate students. Students enrolled in at least 6 graduate credit hours in the Summer are classified as full-time graduate students.

Graduate programs may set minimum course credit requirements for maintaining progress toward degree requirements.

Graduate credit for any course work that is more than seven (7) calendar years old at the time of the final course or examination cannot be used to satisfy a master's degree program.

Continuous Enrollment: Students are required to register for at least one graduate level credit each Fall and Spring semester until all degree requirements are completed (including review and approval of thesis, paper, or dissertation).

Leave of Absence: A graduate student may request of a leave of absence, not to exceed three academic terms (including summer), through the program Dean if graduate studies must be interrupted. A leave of absence must be based on demonstrated good cause (e.g., military service, illness, temporary departure for employment, financial need, department approved part-time program progression, or other personal circumstances). Approved time on leave is included within the seven-year time limit. A student on an approved leave of absence does not need to maintain continuous enrollment during the leave. Leave status does not provide the student with University resources. A student on leave status maintains graduate standing and does not have to apply for readmission if returning within the approved leave timeline.

Graduate Degree Requirements

All graduate degrees must consist of at least 30 semester hours of graded courses, research, or practice at the 500 level or higher and contain a focused field of study. Departures from the University approved program of study must be appealed through the program Dean and Vice

President for Academic Affairs.

All courses applied toward a graduate degree must be completed within 7 years, beginning with the start of the first semester when the first graduate course is counted toward the degree is completed and ending with the semester when the last course counted toward the degree is completed. This includes graduate courses taken through Mayville State University and applied toward a bachelor's degree as part of an accelerated or combined master's program.

No more than two graduate courses with a course grade of C may count toward graduate degree completion. Students must maintain good Academic Standing, including a cumulative GPA of 3.0, as outlined in M540.2: Graduate Studies: Academic Standing - Probation, suspension and Appeal.

No more than two graduate courses may be repeated to satisfy degree requirements. A graduate course may not be repeated more than once.

Students must maintain and meet all program requirements as well as maintain all University standards, including Academic Integrity, Code of Student Rights and Responsibilities, and so on. Failure to do so may result in removal from the program following University policies and procedures.

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Sponsor: Vice President for Academic Affairs