

Graduate Programs

University Procedure 230

1 **Section 1. Purpose**

2 This procedure is established to govern and define the procedures under which the
3 university ensures high-quality, consistent and supportive graduate study experiences
4 for students who pursue post-baccalaureate study, graduate certificate, and graduate
5 degrees.

6 **Section 2. Definitions**

- 7 • Graduate Program: a course of study whose completion results in the award of a
8 graduate certificate, or graduate degree (Master's or Doctoral degrees) as defined
9 by Minnesota State Board Policy and System Procedures
- 10 • Graduate Director or Coordinator: a faculty member who oversees and acts on
11 behalf of a graduate program

12 **Section 3. Procedure**

13 **A. Handbooks.**

14 Where policy or procedure requires programs to create and maintain
15 requirements, processes, or practices, the program shall do so by updating its
16 handbook annually. The Program Director or Coordinator will lead the
17 development and revision of the program handbook, in consultation with faculty
18 in the program, the registrar, financial aid, and the dean.

19 Handbooks will be submitted to the provost/designee by July 1. Any revisions to
20 the handbook will be completed by August 1 for approval for the upcoming
21 academic year. The provost's office shall maintain a record of all current and past
22 handbooks and their approval status.

23 Handbooks shall minimally contain the following contents. Programs may include
24 additional content in their handbooks.

- 25 • Program goals and objectives; and/or mission, vision, and values
- 26 • Admissions requirements
- 27 • Program requirements
- 28 • Minimum grade requirements
- 29 • Curriculum
- 30 • Transfer credit rules and appeals processes
- 31 • Advisor assignment and changing advisors
- 32 • Academic Standing requirements and appeals processes
- 33 • Continuous registration, leave of absence, and time limit extensions
- 34 • Dismissal grounds and appeals

- 35 • Student support resources

36 **B. Transfer Credits**

37 Upon admission to the university, students shall be given information about the
38 number of credits accepted in transfer and applicable to their Graduate Program.
39 The Graduate Director or Coordinator shall evaluate graduate-level college or
40 university course credits completed, as submitted on an official transcript, and
41 course description or syllabus to determine what credits to accept in transfer.
42 Once the credits are accepted in transfer, each program shall determine how the
43 course credits will apply to program and graduation requirements. Such
44 determinations and the outcomes of any student appeals shall be recorded and
45 repeated for future students transferring in identical credits.

46 **C. Satisfactory Academic Standing**

47 Academic standing and the requirements and processes for monitoring student
48 progression are determined and defined by each graduate program.

49 Following posting of grades after each fall, spring, and summer semester, the
50 director/designee will review the academic standing of each student admitted to a
51 graduate degree program and registered for that semester. Continuation in the
52 program of study may be denied at any time during the program as a result of not
53 maintaining satisfactory academic progress.

54 Each program will maintain due processes for considering students appealing an
55 academic suspension, requesting reinstatement from academic suspension, or
56 applying for readmission to a graduate program after academic suspension.

57 Students shall be notified of any changes in their academic standing. Each
58 program director/designee shall ensure effective communication with affected
59 students.

60 **D. S/NC Grading**

61 To adapt University Policy 2080 to the grading policy for graduate programs,
62 when students choose the S/NC grading, satisfactorily completed work
63 equivalent to a grade of B- or higher (instead of C- or higher for undergraduates)
64 will be recorded as "S."

65 **E. Graduation Clearance**

66 It is the responsibility of the director/designee to certify that a student has met all
67 requirements for the degree sought consistent with Minnesota State Policy 3.36
68 and Procedure 3.36.1, and earn a cumulative grade point average of 3.0 or
69 better.

70 **F. Awards and Transcripts**

71 Diplomas for doctoral, specialist and master's degree programs shall be mailed
72 to the student approximately eight weeks after the close of the semester. The
73 satisfactory completion of a certificate program is verified by an appropriate
74 statement on the transcript.

75 A transcript with the award posted on it shall be available approximately three
76 weeks after the end of the semester in which the student graduated. At the
77 request of the student, the director/designee will send a letter verifying
78 graduation to appropriate officials as soon as all requirements are met.

79 **G. Leave of Absence**

80 Students may request a leave of absence from a graduate program for up to four
81 (4) semesters. For graduate students who have completed all required
82 coursework, approval of this request will eliminate the need to maintain
83 continuous registration during the approved leave period.

84 Approval of a leave of absence does not extend the time limit for degree
85 completion. International students should consult with the University's
86 International Student Services office regarding the effects of requesting a leave
87 of absence on visa status.

88 It is the student's responsibility to initiate contact with the Graduate Director or
89 Coordinator to extend a leave of absence or to begin the return process.
90 Students not re-enrolling after the expiration of the leave of absence shall lose
91 their admitted student status and may need to reapply for admission.

92 Student shall have the right to request a leave of absence and/or extensions of
93 these time limits, including the right to appeal a negative decision.

94 **H. Dismissal of Graduate Student Status**

95 Programs shall establish a due process for dismissal of graduate students.
96 Programs may establish specific grounds based on program-specific professional
97 standards, dispositions or required competencies. Failure to meet academic
98 requirements or violation of academic integrity shall be considered grounds for
99 dismissal of a graduate student in any program. Students shall have the right to
100 appeal their dismissal in the following sequence: director/designee,
101 dean/designee, and provost/designee. Determinations shall be provided in
102 writing.

103 **I. English Language Proficiency**

104 If a program requires test scores, such as the Test of English as a Foreign
105 Language (TEOFL) exam, such scores must be submitted officially by the testing
106 agency. Student copies shall not be acceptable. Program shall describe their
107 proficiency requirements, if any, in their program handbooks. Students shall have
108 a right to appeal negative determinations and/or seek alternative means of
109 demonstrating proficiency.

110 **Section 4. Authority**

111 This university procedure is established in accordance with Minnesota State Board
112 Policies and System Procedures.

113 **Section 5. Effective Date**

114 This university procedure shall become effective upon signature by the president, and
115 shall remain in effect until modified or expressly revoked.

116 **Section 6. Responsibility**

117 The responsibility for implementation and revision of this university policy is assigned to
118 the Provost and Executive Vice President for Academic Affairs.

119 **Section 7. Review**

120 This procedure shall be reviewed on a biennial basis or as needed.

121 **Section 8. Signature**

Issued on this date: March 01, 2024

Virginia "Ginny" Arthur, JD
President

Date of Implementation: 03/01/2024

Date of Last Review: 03/01/2024

Date and Subject of Amendments: none

Additional History and/or Revision Dates: none