

## Graduate Programs

**University Policy 2300****1 Section 1. Purpose**

2 The purpose of this policy is to ensure high-quality, consistent, and supportive graduate  
3 study experiences for students who pursue post-baccalaureate study, graduate  
4 certificate, and graduate degrees.

**5 Section 2. Definitions**

- 6 • Graduate Program: a course of study whose completion results in the award of a  
7 graduate certificate, or graduate degree (Master's or Doctoral degrees) as  
8 defined by Minnesota State Board Policy and System Procedures
- 9 • Graduate Director or Coordinator: a faculty member who oversees and acts on  
10 behalf of a graduate program
- 11 • Dissertation: a major piece of original research completed in partial satisfaction of  
12 the requirements for a doctoral degree
- 13 • Thesis: a significant piece of written work completed in partial satisfaction of the  
14 requirements for a master's degree
- 15 • HLC: Higher Learning Commission, the university's accreditor

**16 Section 3. Policy**

17 The following policy establishes a set of common rules or standards for all graduate  
18 programs and sets the parameters for graduate program-specific requirements,  
19 processes, and/or practices. Extant university policies apply to graduate programs  
20 except as described in this policy. Where another university policy and this policy are in  
21 contradiction, the graduate programs policy applies to the graduate program. When  
22 such contradictions are not easily resolved, the provost/designee determines a  
23 resolution.

**24 A. Directorships**

25 A director shall be responsible for at least one graduate program. A director may  
26 be responsible for multiple programs. Graduate program directorships are  
27 governed by the terms of the IFO Master Bargaining Agreement, in particular  
28 Article 20, Section I or its successors.

**29 B. Handbooks**

30 Each graduate program shall maintain a program handbook to guide faculty,  
31 advisors, and students. Such handbooks shall explain all program requirements,  
32 including prerequisites, as well as any approved applications, variations or  
33 exceptions to this policy and its related procedure. Program credit requirements  
34 will be consistent with "Minnesota State System Procedure 3.36.1 Academic

35 Programs,” or its successors. Requirements for completion of graduate degrees  
36 and procedures for determining when students have met those requirements  
37 consistent with “Minnesota State Policy 3.36 and Procedure 3.36.1,” or its  
38 successors. Handbooks shall be reviewed and approved annually by August 1  
39 for each academic year by the provost/designee prior to their implementation.

#### 40 **C. Admissions**

41 Program-specific admissions processes pre-requisites, and requirements shall  
42 be documented in program handbooks. Students must have earned a  
43 baccalaureate or equivalent degree before beginning a graduate program, unless  
44 they are enrolled in a 4+1 or similar program. Graduate programs may require  
45 specific undergraduate degrees. Consistent with university policy 2130, graduate  
46 programs may establish program prerequisites that students are required to  
47 complete before starting their course of study with the program. Each program  
48 shall determine criteria by which international students can demonstrate English  
49 language proficiency necessary for success in that program.

#### 50 **D. Graduate Curriculum**

51 Graduate program curriculum creation and changes follow the usual university  
52 policy and procedure for undergraduate programs, with the exception a separate  
53 graduate programs committee may serve in place of the college/school  
54 curriculum committee that approves undergraduate courses and programs.

#### 55 **E. Program Credits**

56 In keeping with HLC assumed practices (HLC Criterion 3.1.1 and 2), at least 50%  
57 of courses applied to a graduate program are courses designed for graduate  
58 work, rather than undergraduate courses credited toward a graduate degree.  
59 Students may substitute graduate courses for required or elective courses in an  
60 undergraduate degree program and then subsequently count those same  
61 courses as fulfilling graduate requirements in a related graduate program. In  
62 “4+1” or “2+3” programs, at least 50% of the credits allocated for the master’s  
63 degree shall be for courses designed for graduate work.

64 Credits that were included as part of an awarded graduate degree at another  
65 institution, shall not be counted in transfer towards a new degree at the same  
66 degree level (i.e. earned credits in a completed Master’s program cannot be  
67 applied towards another Master’s degree program). Subject to the approval of the  
68 program directors, students in multiple master's programs or graduate certificate  
69 programs may graduate or complete one program while continuing to make  
70 progress in the other programs or certificates. A maximum of 16 credits may  
71 overlap across degrees, although programs may be more restrictive.

#### 72 **F. Transfer Credits**

73 A master’s degree program may allow a student to transfer in a maximum of 16  
74 graduate credits from an accredited institution. A doctoral degree program may  
75 allow a student to transfer in a maximum of 24 graduate credits from an

76 accredited institution. Allowable transfer of credits for graduate programs shall be  
77 governed by the relevant Minnesota State Procedure 3.36.1. The Graduate  
78 Director or Coordinator shall determine what credits to accept in transfer,  
79 equivalences (if any), and application to program requirements. Students shall be  
80 able to appeal transfer decisions.

### 81 **G. Advisors**

82 Graduate program handbook shall include a method of connecting students  
83 with a primary faculty advisor for their dissertation, thesis, project or equivalent  
84 summative experience. Every graduate student will have an assigned advisor.  
85 Programs shall have a process for students to request a change in their  
86 advisor.

### 87 **H. Graduate Grades and Grade Points**

88 The following grades and grade points apply to graduate programs.

<b>Grade</b>		<b>Grade Points</b>
A	Excellent	4.0
A-		3.67
<hr/>		
B+		3.33
B	Good	3.0
B-		2.67
<hr/>		
C+		2.33
C		2.0
<hr/>		
C-	No credit	1.67
D	No credit	1.0
F	No credit	0.0

89 Note: Individual graduate programs may designate minimum grades for any and  
90 all courses. The minimum grade expectations will be clearly stated in the  
91 program handbook. All graduate students must maintain a cumulative GPA of 3.0  
92 or higher to be eligible for continuation in their program and graduation.

### 93 **I. Satisfactory Academic Standing**

94 In graduate programs, to remain in good standing and qualify for graduation,  
95 students must maintain a cumulative grade point average of at least 3.0 and  
96 complete 67% of graduate credits attempted at Metro State University. Grades  
97 below C do not earn credit nor apply to program requirements but are calculated  
98 in the cumulative grade point average. If compelled by accreditation or other  
99 factors, programs may require higher course grades, semester GPA, and  
100 program GPA. Such variations; such requirements shall be documented in their

101 program handbook. Students shall have a right to appeal academic suspensions  
102 and petition for reinstatement or readmission after suspension.

103 **J. Time Limit for Earning a Graduate Degree or Certificate**

104 Starting with the semester for which they are admitted, students shall have up to  
105 five (5) years from the first date of enrollment to complete graduate certificates  
106 and master's and DNP degrees. DBA students have up to seven (7) years from  
107 the first day of enrollment to complete their degree.

108 Normally, graduate students who have completed their course work and are  
109 working toward the completion of their degree will register each semester.

110 Students shall have the right to request a leave of absence and/or extensions of  
111 these time limits, including the right to appeal a negative decision.

112 **K. Dismissal of Graduate Student Status**

113 Students who do not meet academic requirements, have been found in violation  
114 of the academic integrity policy or do not meet professional standards,  
115 dispositions or competencies required for a student earning a graduate degree  
116 may be dismissed from a graduate program and from the university.

117 Graduate programs may establish grounds and due process practices regarding  
118 dismissal of graduate students from their programs for causes other than  
119 academic standing.

120 **L. Exceptions to Program and Graduation Requirements**

121 Consistent with university policies 2010 and 2020, academic department  
122 chairs/curriculum coordinators or academic deans/executive directors may make  
123 exceptions to major, minor and program requirements and academic deans/  
124 executive directors may make exceptions to any other parts of this policy.  
125 Graduate Directors and Graduate Coordinators may recommend exceptions for  
126 approval.

127 **Section 4. Authority**

128 This university policy is established in accordance with Minnesota State Board  
129 policies and System Procedures.

130 **Section 5. Effective Date**

131 This university policy shall become effective upon signature by the president, and shall  
132 remain in effect until modified or expressly revoked.

133 **Section 6. Responsibility**

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

136 **Section 7. Review**

137 This policy shall be reviewed on a biennial basis or as needed.

138 **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