

1. PURPOSE

By specifying the maximum time permitted for graduate students to complete their degrees, this policy ensures that all students are consistently and fairly given a realistic amount of time to graduate while upholding reasonable standards of academic rigor.

2. WHO IS AFFECTED BY THIS POLICY

All full-time and part-time graduate students.

3. POLICY STATEMENT

Graduate students who are studying in a degree with 48 or fewer required credits must finish their degree in six years. Graduate students studying in a degree with more than 48 required credits must finish their degree in seven years. The timeline begins during the first semester of study, and does not extend with Leave of Absence Requests.

All requests for extensions must be sent to the Assistant Dean for Graduate Programs before the deadline for completion, as stated in this policy. The Office of Academic Affairs reserves the right to deny any extension request.

4. RESPONSIBILITIES

Graduate students are responsible for finishing their degree within the allotted amount of time. The office of Academic Affairs is not responsible for informing students when they have passed the time limit for degree completion.

5. DEFINITIONS

If a student in a 38, 40, or 48 credit degree begins his or her studies in Fall 2019, he or she must complete all requirements for his or her degree by the end of summer 2025.

If a student in a 62 credit degree begins his or her studies in Fall 2019, he or she must complete all requirements by the end of summer 2026.

6. APPROVALS & HISTORY

Approved by the Graduate Program Review Board on 29 January 2019.

Approved by the Leadership Team on June 20, 2019.

Next review November 2022.

7. ISSUING OFFICE AND CONTACT

The Office of Academic Affairs

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