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## New or Revised Graduate School Policies Effective Fall 2010

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Effective beginning in Fall semester 2010, a number of new Graduate School policies will go into effect. These changes are the result of a systematic review of all Graduate School policies and stem from recommendations made by an external review team that visited the Auburn campus in Fall 2009. Many of the changes, such as the new Continuous Enrollment Policy and the revised Time Limits policy, are aimed at helping students make steady progress toward the completion of their degrees.

Here is the summary list of new or revised policies, each a link to policy as it will appear in the Bulletin (with the exception of the eliminated Academic Bankruptcy Policy):

- [Academic Bankruptcy \(eliminated\)](#)
- [Academic Standing \(revised\)](#)
- [Advisors \(new\)](#)
- [Comprehensive Examinations \(revised\)](#)
- [Continuous Enrollment Policy \(new\)](#)
- [Course Requirements for the Ph.D. \(revised\)](#)
- [Definition of Graduate Level Courses \(new\)](#)
- [Electronic Thesis and Dissertation Policy \(revised\)](#)
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- . General Doctoral Examination (revised)
- . Graduate Certificates (revised)
- . Graduate Curriculum Model Change (new)
- . Graduate Faculty Appointment and Reappointment (new)
- . Non-Graduate Students and Graduate Work (revised)
- . Non-Graduate Students Enrolled in Accelerated Bachelor's /  
Master's Degree Plans (new)
- . Non-Thesis Option (revised)
- . Outside Reader (revised)
- . Thesis Option (revised)
- . Time Limits (revised)
- . Transfer of Credit from Other Institutions (revised)

*If you have questions or need more information, please contact  
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## **Academic Standing Policy Revision**

Only grades in Auburn University courses approved for graduate credit will be used in determining the overall GPA for continuation in the Graduate School. If at the end of any semester the cumulative graduate GPA (CGGPA) falls below 3.0, the student will be placed on academic probation. If the CGGPA remains below 3.0 after the next nine credit hours of graduate enrollment (both graded and ungraded) or two consecutive terms (whichever comes first), the student will be placed on academic suspension. The student

may be readmitted only after completion of a remediation plan recommended by the academic unit and approved by the dean of the Graduate School. Course work taken as part of the remediation plan must be completed within two consecutive semesters and may count toward both the student's degree and CGGPA with the recommendation of the department head and the approval of the graduate dean. Upon completion of the remediation plan, the student must have addressed academic deficiencies and have a CGGPA of 3.0 or above. Once approved by the graduate dean, remediation plans may not be amended or extended beyond the original deadline. If a student fails to complete the remediation plan as approved or if the student earns a grade of C or below while completing the remediation plan, the student will be dismissed from the Graduate School and the designation ACADEMIC DISMISSAL will be placed on the student's official record.

## **Advisors**

The dean of the Graduate School is the general counselor to all graduate students. A faculty advisor or major professor will be designated for each student in accordance with departmental policy. There also will be an advisory committee for each student. The major professor generally serves as chair of the advisory committee. In the case of co-chairs, at least one must be a member of the graduate faculty at the appropriate level at Auburn University. Some required forms and reports regarding the student's program must be approved by the major professor, advisory committee, department head or chair and the dean of the Graduate School. Students should ascertain which signatures must be obtained.

## **Comprehensive Exam Policy Revision**

The Thesis Option [final two paragraphs]

At the discretion of the program, students may be required to pass a comprehensive examination independent of the required thesis defense. If a program requires a comprehensive examination, the program will publish and submit to the Graduate School a description of the scope and form of the assessment (e.g., comprehensive oral or written examination) and the process for appeal or re-examination should the student fail the examination.

The major professor will schedule the thesis defense not later than the deadline indicated in the Graduate School calendar. The thesis defense should be open to members of the

Graduate Faculty as visitors. Successful completion of the thesis defense requires the unanimous support of all members of the advisory committee. If a student fails the thesis defense, one re-examination may be given on recommendation of the advisory committee and approval by the dean of the Graduate School. Further examinations will be allowed only under exceptional circumstances and with approval of the Graduate Council.

#### The Non-Thesis Option

At the discretion of the program, students may be required to pass a comprehensive examination. If a program requires a comprehensive examination, the program will publish and submit to the Graduate School a description of the scope and form of the assessment (e.g., comprehensive oral or written examination) and the process for appeal or re-examination should the student fail the examination. Non-thesis graduate students who complete a special project must register for 7980 in semesters when working on the project. Non-thesis students requiring only a final examination register for GRAD 7000 in the semester when the exam is taken. Credit hours for 7990 Research and Thesis cannot be counted toward graduation requirements for non-thesis degree programs.

### **Continuous Enrollment Policy**

The Continuous Enrollment Policy is effective for all new graduate students beginning Fall Semester 2010. It is effective in Fall Semester 2011 for all new and continuing graduate students enrolled before Fall Semester 2010.

All full- and part-time degree-seeking graduate students must be continuously enrolled. Continuous enrollment is defined as registration in at least two semesters in a given academic year (fall, spring, summer) until the degree is awarded or status as a degree-seeking student is terminated through an official university withdrawal.\* Students must register for the term in which they take their examinations, defend their dissertations, and complete degree requirements (including summer term). Although the Graduate School and individual graduate programs will monitor the enrollment status of graduate students, it is ultimately the responsibility of graduate students to ensure that they are meeting the enrollment provisions of this policy.

\*Students who enroll for the first time during spring or summer semesters will not be declared inactive if they register in at least two semesters during their first full and subsequent academic years.

#### Inactive Status

Students who fail to register for at least two semesters in a given academic year will be

declared inactive. To be re-activated, students must apply for re-activation to the program in which they were enrolled and the Graduate School. Re-activation is not guaranteed. In order to fulfill the continuous registration requirement, students who are re-activated must register retroactively and pay the continuous enrollment fee for all semesters that have elapsed since they were last enrolled--up to a maximum of eight semesters.

#### Leave of Absence

A student may be granted a leave of absence for medical reasons, family necessity or dependent care, military service, or other approved personal reasons. Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence. Students may petition the Graduate School for a leave of absence for a maximum of two semesters during the entire program; however, the Graduate School may approve extensions to the maximum two semester leave of absence (e.g., for military service obligations extending beyond two semesters).

A petition for a leave of absence (or extension), signed by the Graduate Program Officer or head of the academic unit, must be approved by the Dean of the Graduate School. The Graduate School may request appropriate documentation. The request must be filed and approved before the anticipated absence. An approved leave of absence will enable students to re-enter their program without applying for re-activation or owing retroactive continuous enrollment fees.

A student on leave is not required to pay fees, but in turn may not use Auburn University faculty, facilities, resources, or services intended only for enrolled students; receive a graduate assistantship, fellowship or financial aid from the University or take any Auburn courses related to the plan of study.

#### Registration and Graduation Requirements

Thesis and dissertation students needing thesis or dissertation final approval and submission and the final examination, or non-thesis graduate students needing to complete projects, would register for 7990 Research and Thesis, 8990 Research and Dissertation, or 7980 Project, as applicable. Non-thesis graduate students requiring only a final examination would register for GRAD 7000. Students may not register for GRAD 7000 for more than one semester. Students who have in a previous term completed all requirements for the degree, upon receipt of a "certificate of completion" form from the Graduate School, will not be required to register in a future term if their graduation is delayed or postponed.

To maintain continuous enrollment, students not enrolled in GRAD 7000, 7980 Project, 7990 Research and Thesis, 8990 Research and Dissertation, or any other course must

register for GRAD 7890, Continuous Registration for Master's Students or GRAD 8890, or Continuous Registration for Doctoral Students, and pay the requisite continuous enrollment fee. The continuous enrollment fee allows students to maintain active enrollment status and continuous advising services. Students who want to use other University-provided services must pay the appropriate registration fees.

No student will be permitted to graduate who fails to submit a graduation check request to the Graduate School prior to the semester of expected graduation. Graduation day is the official last day of each semester and, therefore, is the deadline for approved plans of study and graduation checks for graduation the following semester. It is the responsibility of graduate students to check records for compliance with graduation requirements. Students who have completed a graduation check for a previous term must notify the Graduate School of pending graduation before the 15<sup>th</sup> class day of each subsequent semester. Graduate degrees are awarded at the end of each semester. Candidates wishing to graduate in absentia must inform the Registrar's Office.

A graduate student may carry a maximum course load of 16 hours per semester (14 in the summer term). This includes undergraduate courses, but does not include 7990 Research and Thesis and 8990 Research and Dissertation when required of all graduate students in a department each semester. Graduate students must carry nine hours per semester or enroll in GRAD 7AA0/8AA0 with concurrent enrollment for a minimum of one hour of 7990/8990 to be classified as full-time students. Enrollment in GRAD 7AA0/8AA0 requires the completion of a certification available at the Graduate School or on the Web at [www.grad.auburn.edu](http://www.grad.auburn.edu).

#### Revised Bulletin Description for GRAD 7000

GRAD 7000. CLEARING REGISTRATION. (0). LEC. May be used to register graduate students to graduate who have finished all graduation requirements by the last day of the previous semester, to remove incomplete grades, or to complete comprehensive examination for non-thesis students. Course may not be repeated.

#### Bulletin Description for New Courses

GRAD 7890. CONTINUOUS REGISTRATION FOR MASTER'S STUDENTS (0). For GRAD 8890. CONTINUOUS REGISTRATION FOR DOCTORAL STUDENTS (0). For doctoral students not seeking course work credit but who wish to meet continuous registration requirements. No grade.

#### Exceptions to the Continuous Enrollment Policy

The Graduate School, if circumstances warrant, may grant exceptions to the Continuous Enrollment Policy. Appeals should be made directly to the Dean of the Graduate School.

## **Course Requirements [for the Doctor of Philosophy Degree] Policy Revision**

The Graduate School requires a minimum of 30 semester hours graded (e.g. A, B, C) graduate course work (6000-level and above) beyond the bachelor's degree, and at least 30 semester hours of additional course work which may include un-graded courses, 7990 and 8990. Students may transfer up to 30 hours from a previously awarded master's degree with the approval of the advisory committee and the dean of the Graduate School; such transfer credit must fall within the time limits of the degree. At least 21 semester hours must be completed as a graduate student at Auburn University. The minimum number of hours in a doctoral program is 60 semester hours beyond the bachelor's degree, but some departments require more, and requirements may vary according to a student's background and interests. A maximum of four hours of 7990 (Research and Thesis) from a completed master's program may be counted.

All doctoral students must complete a minimum of 10 hours of 8990. Enrollment in 8990 may take place at any time the student and the advisory committee deem appropriate. During any one semester, the number of hours of 8990 in which the student enrolls should reflect the amount of time being spent on the dissertation and the degree to which university resources are being utilized. Students may enroll, during any one semester, for as few as one hour or as many as 16 hours of 8990. Dissertation students submitting their dissertation, awaiting committee review and approval, or taking their final examination must register for 8990 Research and Dissertation in the semester(s) when these steps in the process take place. The requisite 10 hours of 8990 should be included in the Plan of Study. No grade is assigned.

The dean of the Graduate School is authorized to approve alternatives to these course work requirements in exceptional cases and on an individual basis.

### **Definition of Graduate Course Levels**

To maintain accreditation with the Commission on Colleges, Auburn University must comply with the standards contained in The Principles of Accreditation: Foundations for Quality Enhancement. In particular, Auburn University must be able to demonstrate that "the institution's post-baccalaureate professional degree programs, masters's and doctoral degree programs are progressively more advanced in academic content than its undergraduate programs" (Standard 3.6.1). In addition, "the institution structures its graduate curricula (1) to include knowledge of the literature of the discipline and (2) to

ensure ongoing student engagement in research and/or appropriate professional practice and training experiences” (Standard 3.6.2).

With these standards in mind, the Graduate School offers the following definitions of graduate course levels and guidelines for the submission of course modifications or new course proposals including a justification for graduate credit.

5XXX: (1) Courses for professional students in Architecture, Pharmacy, and Veterinary Medicine; and

(2) Undergraduate courses taught in conjunction with graduate courses

6XXX: Graduate courses taught in conjunction with parallel undergraduate courses

Note One: Any 6XXX-level class must have a 5XXX-level piggybacked option because many undergraduate students are attracted by the topics of piggybacked courses. If they enroll without the proper permission, there must be a 5XXX-level option into which they may transfer. The reverse is not true. A 5XXX-level course may not necessarily have a 6XXX-level equivalent. By extension, this policy means that any 6XXX-level course currently on the books that does not have a 5000-level option should go through a curriculum modification and be renumbered at the 7XXX level.

Note Two: The hours required for the 5XXX-level and 6XXX-level sections of a piggyback class may not differ. Departments that want to require that graduate students attend additional meetings of the graduate section of a piggyback class must require graduate students to register for graduate-level seminar hours.

7XXX: Graduate courses primarily for master’s-level students

8XXX: Graduate courses primarily for doctoral-level students

Courses numbered 4XXX and below indicate courses for undergraduates and may NOT be taken by graduate students for credit.

## **Electronic Thesis Policy Revision**

The Electronic Thesis and Dissertation Guide, which contains information about requirements for the thesis, is available on the Web at [www.grad.auburn.edu/etd\\_guide.html](http://www.grad.auburn.edu/etd_guide.html). Submission of a thesis is defined as the time at which the first complete draft of such is submitted to the major professor for review. The Graduate School accepts only theses prepared according to the Guide. Refer to the Approval Process section in the Guide to have a final format check done. The Graduate School Calendar lists the deadline for acceptance of final approved theses by the Graduate School each semester. If the electronic thesis needs corrections, the student’s graduation may be delayed at least one



semester. Auburn University reserves the right to make copies of the thesis, but the student retains all publication rights. Effective summer 2005, all theses must be published electronically through AUETD.

## **Exceptions to Graduate School Policies**

Exceptions may be made to policies of the Graduate School under special circumstances. A person wishing to request an exception should write a letter to the dean of the Graduate School stating the nature of the request and the reasons for it. If a student is making the request, the letter should be submitted first to the major professor, who will write a letter of recommendation. Both letters go to the department head. If a member of the faculty is making the request, the letter goes to the department head, who will write a letter of recommendation. All letters go to the associated College/School dean for approval. Letters and comments then are forwarded to the dean of the Graduate School. A request for an extension of time to meet degree requirements must be justified. It must be accompanied by a proposed schedule for completion and assurance that the student is current in subjects included in the plan of study.

## **General Doctoral Examination Policy Revision**

### **General Doctoral Examination**

A general examination, often called the "preliminary examination" is required of all applicants for the degrees of doctor of philosophy. It consists of written and oral testing by the student's advisory committee or by an examination committee designated by the student's academic program) in the student's major and minor. The written portion of the examination does not require approval in advance by the Graduate School. The oral portion, however, does require such approval. Arrangements for the oral examination must be made by application to the Graduate School at least one week in advance of the examination. The primary purpose of the general examination is to assess the student's understanding of the broad body of knowledge in a field of study. The examination also affords the advisory committee an opportunity to review the student's proposed research and understanding of research methods and literature in the chosen field. If the general examination reveals deficiencies in any of these areas, the advisory committee may recommend remedial work, re-examination, or discontinuation of doctoral study.

The general oral examination should be conducted immediately after the successful completion of the written examination and well before the final examination. At least one

complete semester (preferably more than one) must intervene between the general oral and final examinations. The two examinations thus cannot be taken either in the same semester or in consecutive semesters. Some departments have specific requirements for conducting these examinations, and the student should become familiar with these. Successful completion of the oral examination requires unanimous support of the student's advisory committee. If the general oral examination is failed, a re-examination may be given on recommendation of the committee and approval by the dean of the Graduate School. Further examinations require exceptional circumstances and approval by the Graduate Council.

## **Graduate Certificates Policy Revision**

GND – Students who hold a Bachelor's degree (or post-baccalaureate degree) may apply for admission to the Graduate School as a non-degree student for personal development, to obtain or renew certification, or to take a limited number of courses preliminary to enrolling in a graduate degree program. No more than 12 hours of credit earned while enrolled as a non-degree student may later be counted toward a graduate degree; however, students officially enrolled in an approved graduate certificate program may count up to the maximum number of credit hours allowed by the certificate program toward a graduate degree. Non-degree students who later decide to pursue a graduate degree must re-apply for admission to the Graduate School and the graduate degree program.

### **Graduate Certificate Definition**

Graduate certificate programs constitute an integrated curriculum, but not necessarily one aligned with a specific academic program. They may exist within programs, bridge programs or offer content widely useable across programs. Graduate certificate programs consist of a minimum of 9 and maximum of 21 hours of graduate-level course work. The course work may be graded or non-graded. A minimum GPA of 3.0 must be maintained on all graded course work in the certificate program.

Graduate certificate programs pertain to graduate students, whether degree seeking or non-degree seeking. A graduate certificate is distinguished from graduate minors in two primary ways. First, graduate minors are intended exclusively for degree seeking graduate students. Graduate certificates may be directed to both degree seeking and non-degree seeking students. Second, there are limits to the number of course credits taken in pursuit of graduate minors that may be applied to a graduate degree (e.g., masters degrees require 21/30 hours to be in the major discipline). The limiting factor in the application of certificate course credits to graduate degrees is departmental policy or advisory committee

recommendations. As an example, if a department developed a certificate program intended only for non-degree seeking students, that department could prevent those certificate courses from applying to a degree. However, in the absence of departmental policy, and with the approval of a student's advisory committee, both degree seeking and non-degree seeking students (if they later change status to degree seeking) may include all certificate-related courses toward degree requirements.

When new graduate certificates are proposed, they undergo the full process of curriculum review. This same process applies regardless of delivery method (i.e., on campus and distance). Special requirements for applicants may be negotiated between the certificate proposing program and the graduate school at the time the program is proposed.

Consistent with Graduate School policy related to the Masters and Specialist degrees, all requirements for a graduate certificate must be accomplished within 6 years unless departmental criteria for the certificate necessitate a longer time. Certificate Programs that require an exception to this 6 year time limit must be approved by the Graduate Council. Not only must the content of the proposed certificate be appropriate, but the availability of a viable group of graduate faculty to teach the courses in the certificate must be documented. Proposals for graduate certificate programs must identify a specific person who will serve as coordinator. Certificates that bridge departments must have a home department to which all certificate applicants apply. But each affiliated department must also designate a coordinator. Students who fulfill all requirements for a graduate certificate will have the certificate noted on their transcript when the Graduate School receives a memo signed by the certificate coordinator documenting the successful completion of all certificate requirements.

Graduate certificates are to be differentiated from professional development certificates. No comprehensive definition of the latter is offered here, however, in brief, completion of a professional development certificate does not require admission to the Graduate School and is awarded based on participation in non-credit work. The definition of graduate certificate does not limit the ability of departments or other units from defining, implementing, or awarding professional development certificates. Professional development certificates are not subject to the Auburn University curriculum process, nor are their achievement noted on Auburn University transcripts.

## **Graduate Curriculum Model Change Policy Revision**

When a graduate curriculum model is changed, the changes apply only to students who matriculate after the approval of the changes and to currently enrolled students who voluntarily choose to complete the requirements of the new curriculum model. In no case,

for students who are continuously enrolled, will the changed curriculum compel them to accumulate additional hours and grade points to graduate. Graduate students who have not been enrolled at Auburn University for two or more semesters and who are returning to the same curriculum may be subject to different university, college, school or departmental requirements than those which existed when continuous enrollment ceased.

## **Graduate Faculty Appointment & Reappointment Procedures**

### Criteria

- Criteria for graduate faculty teaching and mentoring will be determined by department/college for its graduate programs. At a minimum, all criteria must satisfy the minimum requirements detailed below.

Criteria should specify in reasonable detail what that program considers to be the minimal acceptable performance for a 7 year period in terms of scholarship and teaching.

- Graduate programs not affiliated with a department/college may establish graduate faculty criteria with approval from the dean of the Graduate School.
- Graduate faculty levels may be defined that are teaching only as well as the more traditional levels that include both teaching and the directing of graduate students.
- These criteria will be reviewed and approved by the Graduate Council and the Graduate School will maintain a central archive for graduate faculty criteria.

### Review

- Faculty will continue to apply and submit documentation through a central system (GFAST at present) with 7 year terms of appointments.
- Applications for appointment/re-appointment are to be reviewed and decisions rendered at the department level. In cases where a program is not affiliated with a specific department/college, decisions are to be rendered at that program level. A college/school may also choose to provide review.
- The Graduate School will review appointment/re-appointment documents to ensure

that the procedures/criteria for a given program are followed. Faculty denied graduate faculty status can appeal to the Graduate School for a detailed procedural review.

#### Minimum Criteria for graduate teaching

- . Earned doctorate/terminal degree in the teaching discipline or a related discipline.

Or

- . Documented exceptional competency and achievement.\*

\*Such as “related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements.”

#### Minimum Criteria for reappointment for graduate teaching

- . Documentation of performance at or above a level that satisfies the program's minimum acceptable performance in teaching for the past 7 years must be provided.

#### Minimum Criteria for initial appointment for directing graduate students

- . Earned doctorate/terminal degree in the teaching discipline or a related discipline.

Or

- . Earned degree at/above the level of the student's degree program, and demonstrated exceptional competency and achievement.\*

\*Such as “related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements.”

#### Minimum Criteria for reappointment for directing graduate students

- . Documentation of performance at or above a level that satisfies the program's minimum acceptable scholarly performance for the past 7 years must be provided.

## **Non-Graduate Students and Graduate Work Policy Revision**

An Auburn University undergraduate student may register for graduate courses provided that the following conditions are met: the student has at least a 3.0 GPA, is within 30 semester hours of graduating, has the written consent of the instructor of each graduate course, and obtains approval in advance from the Graduate School. A maximum of 12 semester hours of graduate course work taken in this option later may be applied toward a graduate degree at Auburn University with the approval of the student's advisory committee provided that appropriate arrangements are made in advance with the Graduate School and a grade of B or higher is achieved on all courses used for graduate credit. The total course load taken at the time the undergraduate student is in a graduate course may not exceed 16 semester hours per semester. The same guidelines apply to undergraduate students taking graduate courses for undergraduate credit. A student may not use the same graduate course for both undergraduate and graduate credit. An exception is made for non-graduate students officially enrolled in an approved Accelerated Bachelor's / Master's Degree Plan (see Non-Graduate Students Enrolled in Accelerated Bachelor's / Master's Degree Plans below).

Any post-baccalaureate, non-degree student desiring enrollment in a graduate course must receive written consent of the instructor and approval of the Graduate dean in order to register for such a class.

## **Non-Graduate Students Enrolled in Accelerated Bachelor's / Master's Degree Plans**

An Auburn University undergraduate student officially admitted and enrolled in an approved Accelerated Bachelor's / Master's degree plan (ABM) may register for graduate courses that are listed as required or elective courses in the student's ABM plan. A maximum of nine hours (in a thirty- to thirty-five hour master's program) or twelve hours (in a thirty-six, or more, hour master's program) may be counted towards both degrees, provided that a grade of B or higher is achieved on all courses used for graduate credit. No courses may be counted for both undergraduate and graduate credit in a program in which the double counting of courses is prohibited by an accrediting agency. The total course load taken at the time the undergraduate student is in a graduate course may not exceed 16 semester hours per semester.

## Outside Reader Policy Revision

### Final Examination

After the dissertation has been completed (except for minor revisions) and has been approved by the student's advisory committee, it is submitted to the Graduate School. A University Reader (representing the university's graduate faculty and the Graduate School) will be appointed to review the dissertation. However, the student's advisor may request appointment of the University Reader at any time rather than waiting until after the dissertation is drafted. When the Graduate School has approved the dissertation, the student may apply for the final examination on a form sent by the Graduate School. The application must be filed with the graduate School at least one week in advance of the final examination. The examination is administered by the student's advisory committee. The University Reader also attends and participates. The examination, which generally is oral but may be both oral and written, includes the major and minor fields and a defense of the dissertation. Successful completion requires unanimous support of all members of the committee, including the University Reader. Any member of the Graduate Faculty may attend.

If a student fails the examination, a re-examination may be given on recommendation of the advisory committee and approval by the dean of the Graduate School. Further examination requires exceptional circumstances and approval of the Graduate Council. In addition to successful completion of all examinations, the final electronic copy of the dissertation must be submitted to the Graduate School before the degree is conferred (see Graduate School calendar for the deadline).

## Time Limit and Transfer Credit Policy Revisions

### Time Limit [for the Master's Degree]

All graduate work toward a master's degree must be completed within a period of six calendar years. The student's time to completion begins with the earliest completed course approved for inclusion in the Plan of Study.

### Time Limit [for the Education Specialist's Degree]

All graduate work toward an Education Specialist degree must be completed within a period of six calendar years. The student's time to completion begins with the earliest completed course approved for inclusion in the plan of study.

### Time Limit [for the Doctor of Philosophy Degree]

Programs and departments should conduct annual reviews of doctoral candidates to assess progress toward the completion of the degree. Students are expected to achieve candidacy within six years and to complete all requirements for the degree within ten years. Upon admission to candidacy, the student has four calendar years to complete all remaining requirements for the doctoral degree. The student's time to completion begins with the earliest completed course approved for inclusion in the plan of study. If unable for any reason to complete the requirements on time, the student may, with the approval of the advisory committee, petition the dean of the Graduate School for a one year extension. Students failing to complete the degree in the allotted time revert to the status of an applicant and must, with the approval of the advisory committee, petition the dean of the Graduate School to retake the oral examination.

#### Course Requirements [for the Doctor of Philosophy Degree]

The Graduate School requires a minimum of 30 semester hours of graded (e.g. A, B, C) graduate course work (6000-level and above) beyond the bachelor's degree, and at least 30 semester hours of additional graduate course work which may include un-graded courses, 7990 and 8990. Although there is no limit to the number of hours a doctoral student can transfer, at least 21 hours must be completed as a graduate student at Auburn University. The minimum number of hours in a doctoral degree program is 60 semester hours beyond the bachelor's degree, but some departments require more, and requirements may vary according to a student's background and interests. A maximum of four hours of 7990 (Research and Thesis) from a completed master's program may be counted.

All doctoral students must complete a minimum of 10 hours of 8990. Enrollment in 8990 may take place at any time the student and the advisory committee deem appropriate.

During any one semester, the number of hours of 8990 in which the student enrolls should reflect the amount of time being spent on the dissertation and the degree to which university resources are being utilized. Students may enroll, during any one semester, for as few as one hour or as many as 16 hours of 8990. Dissertation students submitting their dissertation, awaiting committee review and approval, or taking their final examination must register for 8990 Research and Dissertation in the semester(s) when these steps in the process take place. The requisite 10 hours of 8990 should be included in the Plan of Study. No grade is assigned.

The dean of the Graduate School is authorized to approve alternatives to these course work requirements in exceptional cases and on an individual basis.

#### Transfer of Credit from Other Institutions

Graduate credit taken in residence at an international institution or at a regionally



accredited U.S. institution may be transferred when recommended by the student's major professor, advisory committee, graduate coordinator, and when also approved by the dean of the Graduate School. Students seeking transfer credit must provide documentary evidence showing the relevance of the course to the student's plan of study and provide an official transcript showing credit earned for the course. No prior commitment is made concerning whether transfer credit will be accepted. A student must earn at least 24 semester hours, or half of the total hours required for a master's degree, whichever is greater, at Auburn University. A program that requires 30 hours of credit will be limited to 6 semester hours of transfer credit. Students may transfer up to 30 semester hours from a previously awarded master's degree with the approval of the advisory committee and the dean of the Graduate School; such transfer credit must fall within the time limits of the degree. At least 21 semester hours must be earned as a graduate student at Auburn University in graded course work at the 6000-level or above. The credit must be acceptable to the student's advisory committee and be pertinent to the student's Plan of Study. In the case of graduate degree programs offered through joint, cooperative, or consortia agreements, the student must earn a majority of credits from the participating institutions. No transfer credit will be approved without an official transcript. No course on which a grade lower than B was earned may be transferred. Additionally, credit will not be allowed if the combined GPA on graduate work taken at other schools is less than 3.0 on a 4.0 scale, nor may transfer credit be used to improve the GPA on courses taken at Auburn University.

*If you have questions or need more information, please contact*

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