

Graduate Faculty Handbook

Utah Valley University

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Graduate Program Policies

The following UVU policies apply specifically to graduate programs (click on policy for link):

[Policy 510 – Graduate Admissions and Continuation](#)

[Policy 524 – Graduate Program Credit and Graduation Requirements](#)

[Policy 655 – Graduate Faculty](#)

Graduate Faculty

Graduate Faculty Participation in the Development and Administration of Graduate Programs

Policy 655 Section 4.1 states: Qualified UVU graduate faculty who teach graduate courses may participate in the development and administration of graduate programs.

Duties of Graduate Faculty

Policy 655 Section 4.4 states the duties of Graduate Faculty:

4.4.1 Graduate faculty full members may serve on the Graduate Council, teach graduate courses in their respective department/program, serve on or chair advisory committees of graduate students, and participate in other matters concerning graduate education within their respective college/school and the University.

4.4.2 Graduate faculty associate members may teach graduate courses in their respective department/program, serve on advisory committees of graduate students, and participate in other matters concerning graduate education within their respective college/school and the University.

4.4.3 Graduate faculty professional members may teach graduate courses in their respective departments. Graduate faculty professional members may serve on advisory committees of graduate students with the approval of the department chair, dean, and Director of Graduate Studies and participate in other matters concerning graduate education within their respective college/school and the University.

4.4.4 Graduate faculty clinical members (including clinical professionals of practice) may be granted permission by a graduate program director to supervise graduate students in a clinical setting, but shall not be eligible to teach graduate courses unless approved by the Graduate Council in accordance with this policy.

4.4.4.1 Graduate faculty full members, associate members, or professional members may also be assigned to supervise graduate students in clinical settings.

Appointment Criteria for Graduate Faculty

Policy 655 states the following:

4.2.1 Graduate Faculty Full Member

4.2.1.1 To qualify to become a graduate faculty full member, a salaried, benefits-eligible faculty member or a faculty member with an administrative appointment who is tenured with an academic department shall have, at minimum, the following credentials:

4.2.1.1.1 An earned terminal degree from a regionally accredited institution or equivalent in a discipline appropriate to the program in which they expected to teach;

4.2.1.1.2 A record of recent effective teaching, as determined by the college/school's academic dean and department chair;

4.2.1.1.3 A continuing record of scholarship, as determined by the college/school's academic dean and department chair; and

4.2.1.1.4 A continuing record of service, as determined by the college/school's academic dean and department chair.

4.2.1.2 Adjunct instructors are not eligible to be appointed as graduate faculty full members.

4.2.2 Graduate Faculty Associate Member

4.2.2.1 To qualify to become a graduate faculty associate member, a salaried, benefits-eligible faculty member, or an exempt staff employee, shall have, at minimum, the following credentials:

4.2.2.1.1 An earned terminal degree or actively working towards a terminal degree from a regionally accredited institution or equivalent in a discipline appropriate to the program in which they are expected to teach or, as approved by the Graduate Council, a master's degree with related licensing or certification requiring rigorous examination and continuing education;

4.2.2.1.2 A record of recent effective teaching, as determined by the academic dean and department chair; and

4.2.2.1.3 One of the following as determined by disciplinary requirements: (a) a continuing record of scholarship, as determined by the college/school academic dean and department chair, or (b) recent, significant, and relevant work-related experience, continuing professional education, or other criteria, as determined by the academic dean and department chair, that demonstrates that the individual is current in the area in which they will be teaching.

4.2.3 Graduate Faculty Professional Member

4.2.3.1 Tenured or tenure-track faculty members are not eligible to become graduate faculty professional members. To qualify to become a graduate faculty professional member, a nontenured or non-tenure track salaried, benefits-eligible faculty member, or adjunct instructor that is not otherwise employed by the University in a salaried, benefits-eligible position, shall have, at minimum, the following credentials:

4.2.3.1.1 An earned terminal or master's degree from a regionally accredited institution or equivalent in a discipline related to the fields of teaching;

4.2.3.1.2 Professional experience that is current, substantial (in terms of duration and level of responsibility), and clearly linked to the field in which the faculty member is expected to teach, as determined by the academic dean and department chair;

4.2.3.1.3 Qualifications that meet the program's accreditation standards for graduate faculty, where applicable, as determined by the academic dean and department chair; and

4.2.3.1.4 A record of recent effective teaching, as determined by the academic dean and department chair.

4.2.4 Graduate Faculty Clinical Member

4.2.4.1 To qualify to become a graduate faculty clinical member, the clinical faculty shall have at a minimum the following credentials:

4.2.4.1.1 An earned terminal degree or master's degree from a regionally accredited institution or equivalent in a discipline related to the field in which the faculty member will teach; and

4.2.4.1.2 A current, active license/certification in good standing with the state of Utah related to the field in which the faculty member will teach.

4.2.4.2 These faculty may or may not be employees of the University; however, if employed as staff by the University, clinical faculty shall be considered adjunct faculty.

4.2.4.3 Graduate faculty clinical members shall be approved by the appropriate graduate program director.

4.2.5 Appointment Exceptions

4.2.5.1 In extraordinary circumstances when an approved graduate faculty member is not available to teach graduate courses, the Director of Graduate Studies may approve a one semester exception for a faculty member to teach graduate courses.

Individual College/School-Specific Graduate Faculty Requirement

Policy 655 states:

4.3.1 In addition to the appointment criteria outlined in this policy, individual colleges and schools may establish additional requirements and discipline-specific expectations for graduate faculty in their specific programs.

5.4.1 Graduate faculty in each college/school shall review and approve graduate faculty eligibility requirements for teaching, scholarship, and service every three years.

5.4.2 The Director of Graduate Studies and Graduate Council shall review and approve college/school graduate faculty requirements every three years.

Please see links to these individual college and school requirements and expectations under the caption “Graduate Faculty Eligibility Requirements” at the following webpage.

<https://uvu.edu/graduatestudies/process.html>

Review of Graduate Faculty Status

Policy 655 states the following concerning review of graduate faculty status:

5.5.1 Graduate Council normally approves graduate faculty for a three-year appointment. After the appointment term expires, graduate faculty must reapply for graduate faculty status. Graduate Council and the Director of Graduate Studies shall review salaried, benefits-eligible faculty and adjunct instructors for graduate faculty status every three years to ensure that individual college/school graduate faculty requirements are consistently and fairly applied within each college/school.

5.5.2 Graduate Council may consider one-year graduate faculty appointments for faculty who are actively working towards a terminal degree in accordance with 4.2.2.1.1. For appointment and reappointment as graduate faculty, these applicants shall provide Graduate Council adequate documentation, initially and annually, that demonstrates progress towards completion of the terminal degrees.

5.5.3 The teaching requirement in 4.2.1.1.2, 4.2.2.1.2, and 4.2.3.4 may be waived for those who have no prior teaching experience, but have demonstrated other significant experience(s) that qualifies the individual to teach.

5.5.4 As approved by Graduate Council, the terminal or master’s degree requirement in 4.2.1.1.1, 4.2.2.1.1, and 4.2.3.1.1 may be waived in extraordinary circumstances for those who have substantial expertise that qualifies the individual to teach in a graduate program.

Appointments to the Graduate Faculty

Policy 655 states:

5.2.1 Applicants for graduate faculty status shall complete and sign a Graduate Faculty Application Form and submit it to their current department chair.

5.2.2 The department chair shall review and approve or disapprove the application and submit it to the dean.

5.2.3 The dean shall review and approve or disapprove the application. Approved applications shall be sent to Graduate Council for review.

5.2.4 Graduate Council shall review and approve or disapprove the application. Graduate Council may also request additional information before making a decision. The Director of Graduate Studies shall notify the applicant, department chair, and college/school dean of the decision taken by Graduate Council.

5.2.5 Graduate program directors may recommend and department chairs may assign graduate faculty to teach in graduate programs once the recommendation to teach has been approved by the proposed program's department chair and dean and the Graduate Council.

5.2.5.1 If a program director wishes to employ a graduate faculty member from another department or program, both department chairs and deans shall agree on the faculty member's workload.

5.2.6 In extraordinary circumstances when an approved graduate faculty member is not available to teach a graduate course, the graduate program director may petition the Director of Graduate Studies for an exception to allow a faculty member who is not an approved graduate faculty member to teach graduate courses for one semester. The written petition from the graduate program director shall contain the reason(s) for the need for an exception, and a plan to remedy the situation so the need does not reoccur. The petition shall also contain a recommendation for the exception from the graduate program director, and the affected department chair and college/school dean.

The Graduate Council approved list of Graduate Faculty names, graduate faculty type, and status expires is located on the graduate studies webpage under the title "Graduate Faculty" at <https://uvu.edu/graduatestudies/process.html>

The Graduate Faculty Application Form is located on the following page. Here is a link to the fillable pdf of the [Graduate Faculty Application Form](#).

Graduate Faculty Application Form

Faculty Name _____

Department _____

College/School _____

Highest Degree Earned by Faculty Member (Including Emphasis, if any) _____

University Awarding Above Degree _____

Is the degree stated above a terminal degree? Yes ____ No ____

The following graduate faculty category minimum qualifications are stated in [Policy 655 Section 4.2](#). Please see additional college/school specific [Graduate Faculty Eligibility Requirements](#).

Applying For:

- Graduate Faculty Full Member
- Graduate Faculty Associate Member
- Graduate Faculty Professional Member

The faculty member listed above meets the appointment criteria for the type of Graduate Faculty indicated in accordance with UVU Policy 655 and college/school specific Graduate Faculty Eligibility Requirements.

_____ Faculty Applicant Name	_____ Faculty Applicant Signature	_____ Date
_____ Department Chair Name	_____ Department Chair Signature	_____ Date
_____ Graduate Program Director Name	_____ Graduate Program Director Signature (If required by the college/school)	_____ Date
_____ Dean Name	_____ Dean Signature	_____ Date

Graduate Council provides final approval for Graduate Faculty status.

Attach Current Curriculum Vitae After dean signs the form, please send one pdf document with this form as the first page and curriculum vitae as subsequent pages via email to Jim Bailey, Director of Graduate Studies (baileyja@uvu.edu) with a copy to Shauna Reher, Administrative Assistant, Office of Graduate Studies (shauna.reher@uvu.edu).

Graduate Council

Oversight Function of Graduate Council

Policy 655 states:

5.1.1 Graduate Council shall perform the following functions:

5.1.1.1 Formal approval of appointments to the graduate faculty;

5.1.1.2 Formal approval of college/school criteria for graduate faculty;

5.1.1.3 Formal approval of all new graduate program proposals as part of the university curriculum process;

5.1.1.4 Formal approval of all substantive and non-substantive graduate program change proposals;

5.1.1.5 Review of graduate programs as part of the University's program review process. A subcommittee of the Graduate Council, including a representative of the reviewed program, may perform the review;

5.1.1.6 Recommendation of policies and procedures for graduate programs in accordance with the following: (a) all proposed new or revised policies shall be presented at the graduate program directors' meeting prior to a final vote taken by Graduate Council, and (b) graduate program directors shall have the right to attend and contribute to Graduate Council meeting discussions related to the aforementioned policy recommendations;

5.1.1.7 Consultation regarding the needs of graduate programs;

5.1.1.8 Mentoring of faculty and departments developing new graduate degrees or certificates;

5.1.1.9 Establishment of committees, as needed, to further graduate education;

5.1.1.10 Completion of special assignments, as directed by the Director of Graduate Studies; and

5.1.1.11 Provide all program directors with a copy of each council meeting agenda when it is delivered to Graduate Council members. Approved minutes for each graduate council meeting shall be posted to the graduate studies website within three days after these minutes have been approved.

Graduate Council Representatives

Policy 655 states:

4.5.1 Graduate Council members shall be graduate faculty full members. The function of graduate council is high-level oversight of graduate offerings; therefore, graduate program directors shall not be eligible to serve as Graduate Council members. Graduate Council members shall be elected under the direction of the Faculty Senate by the salaried, benefits-eligible faculty in each academic college/school. Terms of faculty Graduate Council members shall be three years and shall be staggered.

4.5.2 Graduate Council shall include one graduate student representative, who shall be appointed by the Utah Valley University Student Association to serve a one-year term.

4.5.3 The Director of Graduate Studies shall serve as the chair of Graduate Council.

5.3.3 Graduate Council meetings shall be held during the academic year as determined by the Director of Graduate Studies.

Appointments to Graduate Council

Policy 655 states:

5.3.1 Faculty Senate representatives for the college/school shall conduct the nomination process and the election for Graduate Council representatives. Graduate faculty full members shall be nominated for the Graduate Council ballot by the salaried, benefits-eligible faculty members in their college/school. Only salaried, benefits-eligible faculty members of the college/school are eligible to vote for their college/school Graduate Council representative. Elections shall typically be held in the spring. Newly elected members shall begin service at the start of the subsequent Fall semester and shall serve for a term of three years.

5.3.2 Each academic college/school shall have one graduate faculty full member serve as a voting member of Graduate Council. Graduate program directors shall not be eligible to serve on the Graduate Council. One graduate student shall also serve as a voting member of Graduate Council. The Director of Graduate Studies or designee shall vote only when there is a tie vote. The Senior Vice President of Academic Affairs shall assign a designee to serve as an ex officio member of Graduate Council.

Graduate Admissions

Graduate Admission Deadlines

President's Council established the following graduate application final deadlines:

Fall Semester Start	August 1 st
Spring Semester Start	December 1 st
Summer Semester Start	April 1 st

Graduate applications must be complete by these deadlines in order to be considered for admission for the applicable start date. The graduate program must make an admission decision no later than three (3) business days after these deadlines. No exceptions will be made to these deadlines.

General Graduate Admission Information

Policy 510 states the following:

4.1 Utah Valley University uses a selective admissions process for admitting students to graduate programs.

4.2 The University provides educational opportunity free from discrimination in accordance with federal and state law and university core values (see Policy 165 Discrimination, Harassment, and Affirmative Action).

4.3 Graduate program directors shall publish all graduate degree program admission requirements and application procedures in the current university catalog and on the University's website.

4.4 Applicants must adhere to established admission deadlines and provide all required application materials as stipulated by the University. Admission deadlines and required application materials are published in the current university catalog and on the University's website.

Graduate Faculty Review of Graduate Admission Applications

Each graduate program shall designate graduate faculty to review graduate program applications. In order to review applications, each faculty member must complete the following:

1. UVU FERPA Training (15 – 20 Min):
<https://uvu.bridgeapp.com/learner/courses/8b18100d/enroll>
2. Statement of Responsibility & Rules of Conduct for UVU Data (5 min):
(if you have already signed this agreement your name and a date will appear at the top and bottom of the page)
https://userve.uvu.edu/ssomanager/saml/login?relayState=/c/auth/SSB?pkg=gzsodr.P_Main

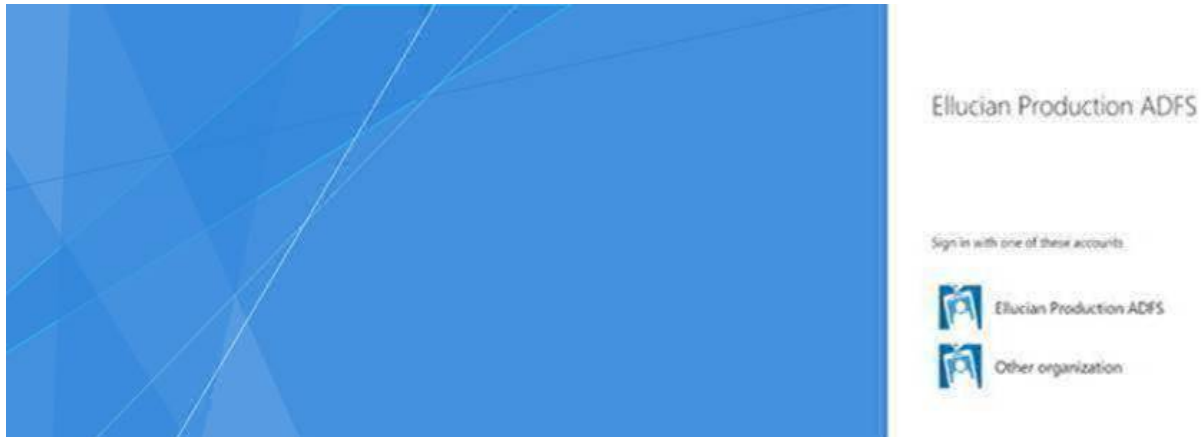
After completing the above steps, please inform Lacie Hicken at lhicken@uvu.edu. Recruit is the system used by graduate programs to assess program applicants. Your graduate program director will need to inform Lacie that you need a standard Recruit license, so you can review graduate applications.

Instructions to Log in to Recruit

1. The Recruit link is: <https://uvucrm.elluciancrmrecruit.com/main.aspx> (recommended to use **Google Chrome or Firefox**).

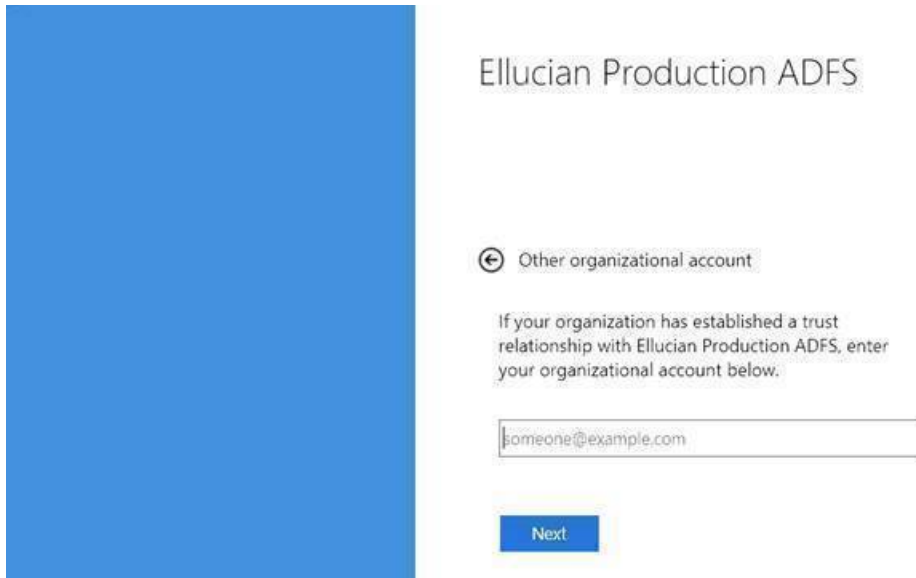
If it is the first time you are using this link, you will see the **2. Screen A** below and you will click on “**Other organization**” option. After clicking on it, you will see the **3. Screen B**. If you have already logged in the system before go to **4. Screen C**.

2. Screen A:



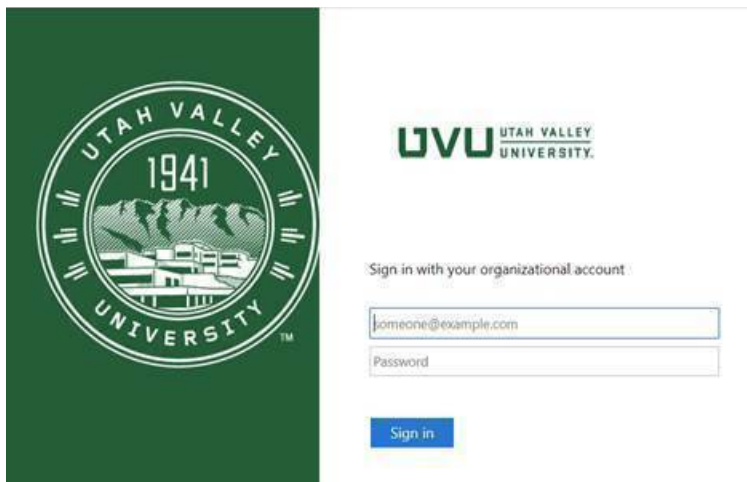
3. Screen B:

Enter your email, example@uvu.edu and click “**Next**”. You will see **4. Screen C**.



4. Screen C:

You will enter in the email field: **ad\uvid** and your **MyUVU password**. Click on “**Sign in**”.



Note: The Office of Admissions has created short training videos to explain parts of the system. To access those videos go to <https://uvu.box.com/v/recruittrainingvideos>. After following the link, you will be directed to the UVU’s Box storage system. You will use your UVID and password to login. While you can access the videos from this shared folder, it is recommended that you download them for your convenience.

University Graduate Admissions Minimum Requirements

Policy 510 Section 4.5 states the following:

In order to be admitted to the University as graduate students, applicants shall meet the following minimum requirements:

- 1) A bachelor's degree from a regionally accredited college/university, a nationally accredited program, or an international college or university recognized by a Ministry of Education. International Admissions officers shall determine if applicants with international degrees meet the graduate program's requirement of a recognized bachelor's degree or equivalent.
- 2) A 3.0 cumulative undergraduate GPA or a 3.0 GPA calculated on the last 60 semester hours (90 quarter hours) of undergraduate work.
- 3) For international students whose native language is not English, a TOEFL score of 80 iBT 550 pBT) or higher, or an IELTS band score of 6.5 or higher within the past two years.
- 4) International students must also meet all US government requirements for international students. International graduate students on visas shall not be admitted or enrolled as nonmatriculated students.
- 5) Any additional or more stringent admissions criteria established by specific graduate programs in addition to the minimum required by the University.

Policy 510 Section 4.6 states: Meeting minimum admissions criteria does not guarantee admission to a graduate program or to the University as a graduate student.

TOEFL Exception Guidelines

On October 9, 2019, the Graduate Council approved the following TOEFL Exception Guidelines:

UVU Policy 510 Section 4.5 (3) requires TOEFL or IELTS scores for international students whose native language is not English. These guidelines provide Graduate Council approved TOEFL or IELTS exemptions. Applicants who meet one of the following exemption rules shall be considered English proficient, and shall not be required to take the TOEFL or IELTS to meet Policy 510 Section 4.5 (3) minimum requirements. However, a graduate program may still require TOEFL or IELTS scores if the graduate program requires higher TOEFL or IELTS scores than the minimum scores required in Policy 510 Section 4.5 (3).

TOEFL or IELTS Exemption Rules

1. An applicant who earned a bachelor, master, or doctoral degree from a regionally accredited U.S. college or university shall be exempt from the university TOEFL or IELTS requirement.
2. An applicant who earned a bachelor, master, or doctoral international equivalent degree from a university of recognized standing in one of the following countries in which all instruction is provided in English shall be

exempt from the university TOEFL or IELTS requirement: Australia, Canada (except Quebec), New Zealand, Singapore, the United Kingdom (England, Scotland, Northern Ireland, Wales), Ireland, Belize, the British Caribbean, the British West Indies, Guyana, and Liberia.

Being a U.S. citizen does not automatically exempt an applicant from taking the TOEFL or IELTS. If the applicant's first language is not English, the applicant must meet one of the exemption rules above or must submit TOEFL or IELTS scores.

If an international applicant meets at least one of the above TOEFL or IELTS exemption rules, the graduate program does not need to submit a Graduate Admission Appeal Form to the Graduate Council Appeals Committee for a TOEFL or IELTS exception for Policy 510 Section 4.5 (3).

Exceptions to University Graduate Admissions Minimum Requirements

Policy 510 Section 4.7 states: Individual graduate programs shall only admit students who meet the minimum university graduate admissions requirements outlined in 4.5 into their graduate programs unless an exception is approved by the Graduate Council Appeals Committee. Students who are denied admission or do not meet the minimum university requirements shall not be admitted as nonmatriculated graduate students.

Policy 510 Section 4.8 states: In extraordinary circumstances when an applicant does not meet all minimum university graduate admissions requirements in 4.5, the graduate program, at its discretion, may appeal to the Graduate Council Appeals Committee. Under extraordinary circumstances, the Graduate Council Appeals Committee may approve an exception to minimum university graduate admissions requirements. (Underline added for emphasis).

Graduate Admission Appeal Form and Process

Appeals for exceptions to University graduate admissions minimum requirements are made by the graduate program director at the request of the graduate program's admissions committee. If the graduate program's admission's committee wants to request an exception, the graduate program director completes the Graduate Admission Appeal Form at <https://uvu.edu/graduatestudies/docs/gradadmissionsappealform.pdf> The graduate program director emails one pdf to the Director of Graduate Studies with documents in the following order:

- Page 1. Graduate Admission Appeal Form
- Page 2. Memorandum from graduate program director stating the extraordinary circumstances that may justify an exception to minimum university graduate admission requirements.
- Page 3+ Copy of all official undergraduate college transcripts.
- Page 4+ Copy of official TOEFL scores or IELTS band scores, if applicable.

- Page 5+ Other documentation, if any, relevant to the decision, e.g., student letter describing possible extraordinary circumstances.

The Director of Graduate Studies shall forward the documentation to the Graduate Council Appeals Committee for discussion and a vote. The Director of Graduate Studies shall inform the graduate program director of the decision of the Graduate Council Appeals Committee. Please allow for at least one week for the appeals committee's decision.

Graduate Admission Appeal Form

After the applicant's file is marked as complete in Recruit, the Graduate Program Director, based upon a positive recommendation for admission by the graduate program's graduate faculty, may submit this appeal form. The Graduate Program Director submits one pdf file that includes this form and all required information stated in this form to the Director of Graduate Studies.

Name of Graduate Program Initiating Appeal _____

Name of Graduate Program Applicant _____

Intended Semester of Initial Graduate Program Enrollment _____

Date of Appeal _____

Please mark below the UVU graduate admissions requirements for which the student does not meet the minimum university graduate admission requirements (Policy 510, Section 4.5):

- _____ 1) A bachelor's degree from a regionally accredited college/university, a nationally accredited program, or an international college or university recognized by a Ministry of Education. International Admissions officers shall determine if applicants with international degrees meet the graduate program's requirement of a recognized bachelor's degree or equivalent.
- _____ 2) A 3.0 cumulative undergraduate GPA or a 3.0 GPA calculated on the last 60 semester hours (90 quarter hours) of undergraduate work.
- _____ 3) For international students whose native language is not English, a TOEFL score of 80 iBT (550 pBT) or higher, or an IELTS band score of 6.5 or higher within the past two years.

Policy 510, Section 4.8 states: "In extraordinary circumstances when an applicant does not meet all minimum university graduate admissions requirements in 4.5, the graduate program, at its discretion, may appeal to the Graduate Council Appeals Committee. Under extraordinary circumstances, the Graduate Council Appeals Committee may approve an exception to minimum university graduate admissions requirements."

Please attach the following required documents in one pdf in the following order for the appeal:

1. Graduate Admission Appeal Form
2. Memorandum from graduate program director stating the extraordinary circumstances that may justify an exception to minimum university graduate admission requirements
3. Copy of all official undergraduate college transcripts.
4. Copy of all official GRE, GMAT, or other graduate admission test results, if applicable.
5. Copy of official TOEFL scores or IELTS band scores, if applicable.
- 6.** Other documentation, if any, relevant to the decision, e.g., student letter describing possible extraordinary circumstances.

Graduate Program Admission Criteria

Policy 510 Section 5.1 states: Graduate faculty for the graduate programs for which they are responsible may establish reasonable and appropriate program admissions criteria beyond the minimum university requirements, subject to approval by the appropriate dean.

The graduate program faculty admission's committee may make exceptions to these graduate program admissions criteria without appealing them to the Graduate Council Appeals Committee.

Conditionally Admitted Students

Policy 510 states:

4.10 Graduate programs may conditionally admit students into their programs subject to requirements that the students remedy deficiencies in preparation, such as completing specified courses or completing a bachelor's degree. Such students shall be considered undergraduate students until matriculated into their graduate programs. When conditionally admitted students meet requirements to be considered qualified for admission, they shall be admitted into the graduate program.

4.10.1 Conditionally admitted students shall not be permitted to take 6000-level courses.

When admitting students conditionally, the graduate program director or designee will specifically state the conditions for full admission into the graduate program. Examples of conditions include: completion of bachelor's degree with a minimum cumulative 3.0 grade point average or completion of specific course(s) with minimum grade(s) for course(s).

The graduate program director reviews documentation for the condition to assess whether the applicant satisfied or did not satisfy the condition. If the applicant satisfied the condition, the graduate program director admits the applicant into the program. If the applicant fails to satisfy the condition, the graduate program director denies admission to the application.

Admission Offer Valid for Semester in the Offer

Policy 510 Section 5.8 states: Acceptance of graduate admissions offers is valid only for the semester in the offer. Applicants who do not begin attendance during the semester in their admissions offers must reapply and pay the application fees before the applicable semester deadline. At the graduate program's discretion, graduate programs may defer enrollment if students apply for a deferment before the end of the semester for which they were admitted.

If a student wants to defer enrollment after admission, they should confirm acceptance of the offer, then file for a Graduate Student Leave of Absence. See [Leave of Absence](#) section of this document.

Graduate Program Appeals Committee

Policy 510 Section 5.3 states: The graduate program's appeals committee shall consider admission appeals to their graduate programs. Graduate applicants appealing denial of admission to a graduate program shall provide supporting materials and information justifying the request to the program director within 30 days of the date of denial communication. The graduate program director shall present the written appeal to the graduate program's appeals committee for consideration. The decision of the graduate program's appeals committee shall be final, except for appeals for minimum university graduate admissions criteria in 4.5.

Where possible, the graduate program's appeals committee should consist of different faculty than those who serve on the graduate program's admission committee.

Graduate Student Leave of Absence, Withdrawal, and Removal From a Graduate Program

Continuous Registration Requirement

Policy 510 states the following:

5.9 Once admitted and enrolled, graduate students shall maintain continuous registration during fall and spring semesters and during summer semester if required by the graduate program.

5.9.1 If graduate students cannot maintain continuous registration, they should file for a leave of absence through their graduate program.

5.9.2 Students who fail to maintain continuous registration and who have not been granted an official leave of absence shall be suspended from their graduate program. They shall be ineligible to register for future semesters unless they are readmitted through their graduate program's procedures.

Dropping All Courses

In order to drop all courses for a semester in which the student is already registered, the student must submit a Graduate Student "Leave of Absence Form" or a Graduate Student "Withdrawal From Graduate Program Form."

Leave of Absence

If a graduate student wants to request a leave of absence from a graduate program and wants to reserve the student's place in the program, the student must complete the "[Graduate Student Leave of Absence Form](#)" and submit it to the student's graduate program director in person or via email for consideration. A leave of absence may be approved for a maximum of one year, e.g., if a student is leaving during the Fall 2020 semester, then the student's return date must be no later than the Fall 2021 semester. The "Graduate Student Leave of

Absence Form” is also used for students who have been admitted to a graduate program for a specific semester start, but want to defer the start of the graduate program until a later semester.

Approval of a leave of absence is at the discretion of the graduate program director and Director of Graduate Studies. If approved by the graduate program director, the graduate program director shall forward the pdf copy of the signed form via email to the Director of Graduate Studies for consideration. If approved by the Director of Graduate Studies, the Director of Graduate Studies shall forward the signed form via email to the Registrar’s office. After receiving the form, the Registrar’s office shall drop the student from the courses stated in the “Semester Leaving” section of the form.

If approved, the student will be dropped from the courses in the “Semester Leaving” section of the form. If a leave of absence is not approved and the student does not continue in the graduate program, the student shall be removed from the graduate program. In that situation, the student would need to reapply for admission to the graduate program if the student wanted to reenroll.

Leave of absence approval is subject to the student returning to the program in good standing at the “Semester Returning” date stated on this form. Failure to return during that semester would result in the student being removed from the program and requiring the student to reapply for admission to the graduate program if the student wanted to reenroll.

Withdrawal from Graduate Program

Students wanting to permanently withdraw from a graduate program should complete the Graduate Student “Withdrawal From Graduate Program Form,” and submit it to the student’s graduate program director. The graduate program director shall sign the form and email a pdf of the form to the Director of Graduate Studies. The Director of Graduate Studies shall forward the completed form to the Registrar’s office. After receiving the form, the Registrar’s office will drop the student from the courses stated in the “Semester Leaving” section of the form.

Grade Point Average and Student Code of Conduct Requirement

Policy 510 states the following:

4.12 Graduate students shall maintain a minimum cumulative 3.0 GPA to remain in their graduate programs.

4.13 Graduate students are subject to the Student Rights and Responsibilities Code contained in Policy 541 Student Code of Conduct, with the exception of 4.12 above and 5.10 and 5.11 below.

5.10 Graduate students whose cumulative GPA falls below 3.0 shall be placed on academic probation for the following semester. Students whose GPAs remain below 3.0 after the probation semester shall be suspended from their graduate program and shall not be permitted to register or attend graduate courses.

5.10.1 Graduate students who are suspended from a graduate program for failing to maintain a cumulative 3.0 GPA may appeal in writing to the director of the graduate program within 30 days of the suspension. Supporting materials and information justifying the request should be supplied.

5.10.2 The graduate program director shall present the written appeal to the program graduate faculty for consideration.

5.10.3 The decision of the program graduate faculty shall be final.

5.11 Graduate students suspended from the University for violation of 4.12, 5.10, or Policy 541 Student Code of Conduct, who wish to complete their program of study must apply for readmission to the applicable graduate program. The graduate faculty may review the reason for suspension when considering suspended students for readmission.

Academic Probation or Suspension Notification

After final grades are posted each semester, the Director of Graduate Studies will notify students who are placed on academic probation or suspended from graduate programs. The students' graduate program directors will be copied with the notification.

Removal of Student from Graduate Program

In order to remove a student from a graduate program, the graduate program director shall complete the Graduate Student "Removal From Graduate Program Form," and submit a pdf copy of the signed form to the Director of Graduate Studies for consideration. If approved by the Director of Graduate Studies, the Director of Graduate Studies shall forward the signed form via email to the Registrar's office. After receiving the form, the Registrar's office shall drop the student from the courses stated in the "Semester Leaving" section of the form. A student removed from the graduate program would need to reapply for admission to the graduate program if the student wanted to reenroll.

Graduate Student Leave of Absence Form

If you are requesting a leave of absence from your graduate program and want to reserve your place in the program, please complete this form and submit it to your graduate program director for consideration. A leave of absence may be approved for a maximum of one year. Approval of a leave of absence is at the discretion of the graduate program director and Director of Graduate Studies. If a leave of absence is not approved and the student does not continue in the graduate program, the student shall be removed from the graduate program and would need to reapply for admission to the graduate program to reenroll.

Leave of absence approval is subject to the student returning to the program in good standing at the “Semester Returning” date stated on this form. Failure to return during that semester would require the student to reapply for admission to the graduate program.

All sections of this form must be completed. If this form is approved, you will be dropped from all classes you are registered for in the “Semester Leaving” term stated below. Please see www.uvu.edu/leaveofabsence for additional information.

Student Name _____

UVID _____ Date Submitted _____

Student Email _____ Student Telephone _____

Graduate Program Name _____

Semester Leaving _____ Semester Returning _____

Reason for Leaving (Examples: Medical, Military, Employment, Other).

If you want to authorize a spouse or parent to access your student records (e.g. registration, finance, financial aid, grade information), complete the Student Information Release Authorization (SIRA). Log onto myUVU. Click on Student menu. Select “My Academics.” The SIRA link is on the bottom right side of the page. (Tips for SIRA: Pick a password you can remember. Select up to 3 helpers. Edit at any time).

Signed by _____
Graduate Student

Approved by _____
Graduate Program Director

Approved by _____
UVU Director of Graduate Studies

Graduate Student
Withdrawal From Graduate Program Form

If you are permanently withdrawing from your graduate program, please complete this form and submit it to your graduate program director. If you plan to return to the graduate program within the next year, please use the Graduate Student Leave of Absence Form instead of this form.

By submitting this form, you will be dropped from all classes you are registered for in the “Semester Leaving” term stated below.

By submitting this form, you are withdrawing permanently from the graduate program. If you later decide that you want to attend the graduate program, you must reapply to the graduate program for consideration. You may or may not be readmitted to the graduate program.

Student Name _____

UVID _____ Date Submitted _____

Student Email _____ Student Telephone _____

Graduate Program Name _____

Semester Leaving _____

Reason for Leaving (Examples: Medical, Military, Employment, Other).

Signed by _____
Graduate Student _____ Date _____

Received by _____
Graduate Program Director _____ Date _____

Received by _____
UVU Director of Graduate Studies _____ Date _____

**Graduate Student
Removal From Graduate Program Form**

This form is used to remove a graduate student from a graduate program. This form is not applicable to students seeking a temporary leave of absence from a graduate program or seeking withdrawal from a graduate program. Instead of using this form, please use the Graduate Student Leave of Absence Form for students who will not be continuously enrolled in the graduate program, who desire to return to the graduate program within a year, and whose Leave of Absence request is approved by the graduate program director. If students want to withdraw from the graduate program, please request that they submit a Graduate Student Withdrawal From Graduate Program Form. If students want to drop all courses, they must file either an approved Leave of Absence Form or a Withdrawal From Graduate Program Form.

This form should be used for students who do not maintain continuous enrollment and who do not submit an approved Leave of Absence Form or a Withdrawal From Graduate Program Form. This form should also be used to remove students from graduate programs who fail to maintain the minimum university or program graduate GPA requirements, fail to abide by Policy 541-Students Rights and Responsibilities Code, or fail to abide by other university policies or graduate program expectations.

Student Name _____

UVID _____

Student Email _____

Graduate Program Name _____

Semester Leaving _____

Reason for Removal From Graduate Program (Please check at least one):

____ Failure to maintain continuous enrollment in graduate program (Policy 510).

____ Failure to maintain minimum university or graduate program GPA requirements (Policy 510).

____ Failure to abide by Students Rights and Responsibilities Code (Policy 541)

____ Other – Please describe reason here:

Approved by _____ Date _____
Graduate Program Director

Approved by _____ Date _____
Director of Graduate Studies

Tuition Assessment and Financial Aid

Policy 510 Section 4.11 states: For the purposes of tuition assessment and financial aid, all university students are classified as either graduate or undergraduate students and are assessed tuition based on that classification regardless of the course level. Matriculated graduate students are subject to the tuition rate for the graduate program to which they are admitted. Non-matriculated graduate students are subject to the graduate tuition rate of the graduate program that offers the class(es) in which the student is enrolled.

Current year graduate tuition rates are located at <https://www.uvu.edu/tuition/graduate.html>

Graduate Resident and Non-Resident Tuition Waivers

Graduate Tuition Waiver Deadlines

President's Council established the following resident and non-resident tuition waiver application final deadlines:

Fall Semester Start	July 1 st
Spring Semester Start	November 1 st
Summer Semester Start	March 1 st

Graduate resident and non-resident tuition waiver applications must be complete by these deadlines in order to be considered. Programs must make a final decision and notify the financial aid office no later than the 15th of the month of the deadline. No exceptions will be made to these deadlines.

Meritorious Student Definition

President's Council approved the following definition of "Meritorious Student" to be used when evaluating student qualifications for tuition waivers in the following sections requiring the awardee to be "meritorious":

Meritorious students are considered those applicants performing above average as compared to their peers at the university by satisfying at least one of the following two serious or engaged UVU theme criteria:

- A. Serious - The admitted graduate student's cumulative undergraduate grade point average or cumulative undergraduate grade point average over the last 60 semester credits is above the university average undergraduate grade point average for students initially enrolled in graduate programs during the previous academic year's fall semester (3.5 GPA or higher for Fall 2019) (This GPA is evaluated annually by the University Scholarship Committee); or
- B. Engaged - The admitted graduate student's undergraduate grade point average is 3.2 or higher and meets one or more of the following engaged criteria:
 1. A minimum of 5 years of full-time paid closely-related work experience, or
 2. Internship with an international, national, or regional organization, or

3. State, national, or internationally recognized professional certifications or licenses, or
4. Significant collegiate leadership activities, or
5. Significant intercollegiate athletics or intercollegiate scholastic competitions, or
6. Department criteria approved by the Graduate Council and the Manager of Academic Policy/Faculty Relations.

Non-Resident Tuition Waivers

Each graduate program may offer the following non-resident tuition waivers:

1. Waive the non-resident portion of graduate tuition for all non-resident summer school students. This is done automatically for all graduate programs.
2. Waive the non-resident portion of tuition for meritorious non-resident graduate students (See above definition of “meritorious student”). This non-resident tuition waiver would be limited to no more than 15% of each master’s program’s estimated total headcount enrollment (typically for Fall semester) for non-Western Regional Graduate Programs (WRGP) and to no more than 5% of each master’s program’s estimated total headcount for WRGP programs.
3. Waive the nonresident portion of tuition for graduate students participating in a UVU graduate program that has been accepted to participate in the WRGP. (See the Western Regional Graduate Program section for information on what is needed to participate in WRGP and a list of the UVU programs currently participating in the WRGP program). Waive the non-resident portion of tuition for graduate students qualifying for the alumni legacy non-resident waiver.
4. Graduate students must apply for these non-resident waivers at <https://www.uvu.edu/financialaid/scholarships/graduate/nonresident.html>

Resident Tuition Waivers

Each graduate program may waive resident tuition for one meritorious resident student. Graduate students must apply for this resident waiver at <https://www.uvu.edu/financialaid/scholarships/graduate/resident.html>

Western Regional Graduate Program (WRGP)

The following UVU Graduate Program have been approved for participation in WRGP:

Master of Accountancy
Master of Computer Science
Master of Public Service
Master of Financial Planning and Analytics
Master of Science in Nursing

If a graduate program wants to be considered for participation in WRGP, the graduate program director should inform the UVU Director of Graduate Studies. He will consult with the graduate program's dean and vice-presidents regarding WRGP participation, then inform the graduate program director of the decision.

Graduate Transfer Credit

Minimum Credits For Degree Or Certificate Must Be Completed At UVU

Policy 524 states:

4.5.5 To be eligible to graduate with a master's degree or graduate certificate, a minimum of two-thirds of graduate program credit hours must be completed through the University. Individual graduate programs may require students to complete more than two-thirds of graduate program credit hours in their individual programs at the University. Individual graduate programs may establish more stringent transfer credit criteria.

4.5.2 states: Approved transfer credits shall not replace required residency hours.

Graduate program directors should ensure that the minimum transfer credit requirement for the University, or the program if its requirements are higher, is included in the "Graduation Requirements" section of the catalog for the graduate program.

Graduate Transfer Credit Requirements

Policy 524 states:

4.5.1 Graduate credits from another regionally accredited institution or equivalent shall have been completed within four years of the graduate student's matriculation into the graduate program and cannot be older than six years at the time of graduation with a master's degree or graduate certificate from the University. Graduate transfer credits are also subject to grade and grade-point average minimums of the graduate program.

4.5.3 Approved transfer credits shall not be calculated into the student's UVU grade-point average.

Graduate Transfer Credit Process

Policy 510 states:

5.4.1 Each school/college with a master's degree or graduate certificate program shall have faculty responsible for evaluating graduate transfer credit and determining whether these credits are appropriate to the master's degree or graduate certificate being sought. The program director shall designate faculty to evaluate the credits.

5.4.2 Designated faculty shall evaluate a student's graduate coursework transcript and inform the student of the awarding of any transfer credit. A student may appeal the decision to the program director in writing. If the

student disagrees with the program director's decision, the student may appeal the decision to the dean in writing. The decision of the dean shall be final.

5.4.3 Following faculty evaluation of official transcripts, the approving faculty shall inform the Transfer Credit Office of any approved transfer credit. The Transfer Credit Office is responsible for posting transfer credit to the student's record in the university student information system.

Requirements for Enrollment in Graduate-Level Courses

Policy 524 Section 4.2.1 states: Only students admitted into a UVU master's degree or graduate certificate program or registered as an unclassified or visiting graduate student shall be permitted to enroll in graduate level courses.

Limitations On Number Of Credits Per Semester A Graduate Students Can Take

Policy 524 states:

4.2.2 Students enrolled in master's degree or graduate certificate programs shall not be permitted to register for more than 16 credit hours per semester, unless an exception is approved by the Director of Graduate Studies.

5.2.1 Graduate students who wish to register for more than 16 credit hours per semester must obtain approval. To request an exception to semester maximum credit-hour registration limits, a student, upon recommendation by the program director, shall submit the request in writing to the Director of Graduate Studies.

Requirements For Graduation With A Master's Degree or Graduate Certificate

Minimum Grade Requirements for Graduation with a Graduate Degree or Graduate Certificate

Policy 524 states:

4.3.5 A cumulative grade-point average of 3.0 or higher shall be maintained in graduate program courses. Individual programs may establish higher grade-point-average requirements.

4.3.4 Credit for courses in which a student earns a grade of C- or lower shall not be applied toward any master's degree or graduate certificate program. Individual graduate programs may establish higher minimum grade requirements for individual courses.

Students must have a 3.0 or higher cumulative GPA to graduate, and they must have a grade of C or higher in all graduate courses to graduate. The university does not make exceptions to these graduation requirements and does not allow an appeal of these requirements.

Maximum Time to Complete a Graduate Degree or Graduate Certificate

Policy 524 states:

4.3.3 Graduate coursework shall be completed within a period of six years; individual programs may require graduate coursework be completed in fewer than six years. When extenuating circumstances warrant, a student may request an extension to coursework completion time limits.

5.3.2 To request an extension to coursework completion time limits, a student shall submit the request in writing to the program director (or his or her designee) of the applicable school or college. The program director's decision shall be final.

Graduate Credit for Experiential Learning

Policy 524 states:

4.4.1 Graduate credit may be granted for internships, field experiences, and clinical practices that are an integral part of the master's degree or graduate certificate program.

4.4.2 Internship credit may be granted for experiential learning a student obtains while enrolled in a master's degree or graduate certificate program. Such learning experiences shall be structured, monitored, and assessed by the program's faculty. Internship credit shall not be granted for experiential learning that occurred prior to the student's matriculation into a master's degree or graduate certificate program.

4.4.3 Other than internship credit, work experience shall not replace required graduate coursework.

Graduate Curriculum

Credit Hour Requirements for Master's Degree or Graduate Certificate

Policy 524 states:

4.3.1 A minimum of 30 credit hours of graduate coursework shall be completed for a master's degree.

4.3.2 A minimum of nine and a maximum of 29 credit hours of graduate coursework shall be completed for a graduate certificate.

Normally, master's degrees are between 30 and 36 credit hours. If the degree proposes to exceed 36 credit hours, the program must justify the reason for the additional credit hours.

Course-Level Numbering

Policy 524 states:

5.1.1 Graduate courses shall use the following numbering system:

- 1) 6000–6999: Graduate-level courses
- 2) 6800–6899: Graduate seminars (including methodology and research seminars)
- 3) 6900–6999: Directed readings, individual projects, theses, etc.
- 4) 679R: Special topics
- 5) 689R: Internship
- 6) 690R: Independent study
- 7) 696R: Master’s individual project
- 8) 697R: Master’s thesis research
- 9) 699R: Master’s thesis continuing registration

5.1.2 Advanced upper-division courses shall use the following numbering system:

- 1) 5000–5799: Advanced upper-division courses
- 2) 5800–5999: Advanced upper-division courses dedicated to seminars, directed reading, individual projects, etc., by permission of the program director

5000-Level Advanced Upper-Division Courses Acceptability

Policy 524 states:

5.1.3 For purposes of efficiency, an advanced upper-division 5000-level course may be double booked with a corresponding 6000-level course, with the two sections meeting together under the same instructor. In addition to the learning objectives and assignments required in the 5000-level course, the corresponding double booked 6000-level course shall have additional and substantive learning objectives and assignments appropriate for graduate-level work. A maximum of twelve credits of 6000-level courses required for a master’s degree and a maximum of six credits of 6000-level courses for a graduate certificate may be double booked with 5000-level courses.

5.1.4 Credit from 5000-level coursework shall not be used to fulfill master’s degree or graduate certificate requirements, except for 5000-level endorsement courses offered by the School of Education. Credit from 5000-level endorsement coursework shall not exceed 12 credits applied toward the completion of an eligible master’s degree.

5.1.5 To apply 5000-level endorsement course credit toward an eligible master’s degree, a student must obtain approval from a School of Education program director and meet the following minimum criteria:

- 1) B or higher grade earned in the course, and
- 2) Course completed within the past three years.

Graduate Curriculum Checklist

Graduate Curriculum Checklist October 1, 2020

Graduate programs shall include the following language in their curriculum for programs and courses. (See Policy 510, Section 4.3). Information in parentheses is for reference purposes only and should not be included in the curriculum.

Graduate Program Matriculation Requirements

- _____ 1. Application for admission to graduate program with application fee by the established deadline. (See Policy 510 Section 4.4).
- _____ 2. Submit official transcripts from all universities attended.
- _____ 3. A bachelor's degree from a regionally accredited college/university, a nationally accredited program, or the international equivalent. (See Policy 510 Section 4.5 1)).
- _____ 4. A 3.0 cumulative undergraduate GPA or a 3.0 GPA calculated on the last 60 semester hours (90 quarter hours) of undergraduate work. (See Policy 510 Section 4.5 2)).
- _____ 5. For international students whose native language is not English, submit official TOEFL or IELTS band scores. A TOEFL score of 80 iBT (550 pBT) or higher, or an IELTS band score of 6.5 or higher within the past two years is required. (See Policy 510 Section 4.5 3)).
- _____ 6. International students must also meet all US government requirements for international students. (See Policy 510 Section 4.5 4)).
- _____ 7. The university uses a selective admissions process for admitting students to graduate programs. Meeting minimum admissions criteria does not guarantee admission to the graduate program or to the University as a graduate student. (See Policy 510 Section 4.1 and 4.6).
- _____ 8. Any additional or more stringent admissions criteria established by the graduate program in addition to the minimum required by the University (See Policy 510 Section 4.5 5)).

Graduate Program Graduation Requirements

- _____ 9. A minimum of (Insert number of credits required for degree/certificate) credit hours shall be completed. (See Policy 524 Section 4.3.1 and 4.3.2).

- _____ 10. Graduate coursework shall be completed within a six-year period (See Policy 524 Section 4.3.3).
(Note: Individual programs may require graduate coursework to be completed in fewer than six years).

- _____ 11. Credit for courses in which a student earns a grade of C- or lower shall not be applied toward any master's degree or graduate certificate program. (See Policy 524 Section 4.3.4).
(Note: Individual graduate programs may establish higher minimum grade requirements for individual courses).

- _____ 12. A cumulative grade-point average of 3.0 or higher shall be maintained in graduate program courses. (Policy 524 Section 4.3.4).
(Note: Individual programs may establish higher grade-point-average requirements).

- _____ 12. Graduate credits accepted from another regionally accredited institution or equivalent shall have been completed within four years of the graduate student's matriculation into the graduate program and cannot be older than six years at the time of graduation with a master's degree or graduate certificate from the University. (See Policy 524 Section 4.5.1).

- _____ 13. A minimum of (insert number of at least two-thirds) of graduate credit hours must be completed at Utah Valley University.
(Note: To be eligible to graduate with a master's degree or graduate certificate, a minimum of two-thirds of graduate program credit hours must be completed through the University. Individual graduate programs may require students to complete more than two-thirds of graduate program credit hours in their individual programs at the University. Individual graduate programs may establish more stringent transfer credit criteria. See Policy 524 Section 4.5.4).

Graduate Course Checklist

- _____ 14. Prerequisite(s) Admission to (insert name of graduate program) program.
(See Policy 524 Section 4.2.1).

- _____ 15. Prerequisites(s) ; or permission of graduate program director.
(See Policy 510 Section 4.9).

- _____ 16. Graduate course learning outcomes should normally be written at the upper levels of Bloom's Taxonomy: applying, analyzing, evaluating and creating.