



Policy AC028: Graduation Requirements

Recommended for Approval by: Scott E. Miller, Senior VP for Academic Affairs and Provost

Approved by: Dale-Elizabeth Pehrsson, President

Effective Date: 07/01/2022

A. Intent

To define and describe the requirements for graduation.

B. Definition(s)

Developmental Course: A course designed to provide pre-college remediation in a specific discipline in order to prepare the student for college-level work in that discipline. For example, a developmental course in mathematics would review critical mathematical topics typically covered at the high school level, and which are essential for success in college-level mathematics study.

Graduation Residency Requirements: Requirements defining that the student must earn a minimum number of credits at Pennsylvania Western University, or at a PASSHE university, in order to graduate from the University. In some cases, these requirements also reference the number of credits which must be earned at PennWest within the major program. These requirements are detailed in Policy AC033: Graduation Residency Requirements.

C. Policy

Requirements for graduation with a doctoral degree:

- The student must complete all of the requirements for their degree as specified by their program with a 3.00 cumulative grade point average, or as specified by degree program requirements.
- The student must demonstrate competency as defined for the major degree program.
- The student must meet graduation residency requirements determined at the program level.

Requirements for graduation with a Master's degree:

- The student must complete a minimum of 30 semester credits with at least a B average (3.0 grade point average), or as specified by degree program requirements.

- The student must demonstrate competency as defined for the major degree program.
- The student must meet graduation residency requirements determined at the program level.

Requirements for graduation with a Bachelor's degree:

- The student must complete a minimum of 120 semester credits, including the satisfactory completion of all required courses. Some programs may require more than 120 credits. Developmental courses do not count towards graduation, though the credits earned in these courses are used to determine class standing and grade point average.
- The student must complete at least 42 credits of advanced coursework.
- The student must earn an overall minimum grade point average (GPA) of 2.0 in most programs of study. Some programs may require minimum grades in certain courses within the major, or a higher GPA for graduation.
- The student must demonstrate competency as defined for the major degree program.
- The student must meet graduation residency requirements determined at the program level.

Requirements for graduation with an associate degree:

- The student must complete a minimum of 60 semester credits, including the satisfactory completion of all required courses. Developmental courses do not count towards graduation, though the credits earned in these courses are used to determine class standing and grade point average.
- The student must earn an overall minimum grade point average of 2.0 in most programs of study. Some programs may require minimum grades in certain courses within the major, or a higher GPA for graduation.
- The student must demonstrate competency as defined for the major degree program.
- The student must meet graduation residency requirements determined at the program level.

Requirements for an undergraduate or graduate certificate:

- The student must complete at least 50% of the credits required for the certificate in courses from a State System University with a C average or higher (2.0 grade point average), or as specified by the certificate program requirements.

Requirements for an undergraduate minor program:

- The student must complete at least 50% of the credits required for the minor in courses from a State System University with a 2.0 cumulative grade point average or higher.

At the time of the awarding of a degree (associate, baccalaureate, master's, doctoral), the student record for that degree will be finalized, such that additional concentrations or minors may not be added to the degree record through the taking of additional coursework in subsequent semesters.

All students are responsible for knowing the major, degree, and university requirements of their respective programs. Students are advised to meet with their academic advisor regularly throughout their academic careers.

Students must apply for graduation via the self-service portal by the posted deadline. All credentials for graduation, including transcripts of credits from other institutions, must be submitted by this deadline. Failure to apply by the deadline may result in a late fee to be added to the student's account. All financial obligations to Pennsylvania Western University must be paid in full before a diploma or transcript will be released.

Any student applying for graduation must complete all requirements, including "Incomplete" and "In Progress" grades, within 30 days after the graduation date. If all requirements are not completed within this 30-day period, the student must submit a new graduation application once the degree requirements have been met.

Undergraduate degree candidates desiring to pursue any part of their approved program of study at another institution should refer to guidance in the University's Transfer Credit Policy.

D. Procedure(s)

None.

E. Related policies

Graduation Residency Requirements Policy (AC033)

Transfer Credit Policy (AC034)

PASSHE Policy 1990-06-A: Academic Degrees

F. Contact Information

For additional information, please contact the Office of the Registrar.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.