



---

## Policy AC033: Graduation Residency 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 establish the number of credits that must be earned from Pennsylvania Western University in order to obtain a degree.

### B. Definition(s)

**Active-Duty Service Member:** A student with full-time active-duty in the Military Service of the United States. This includes members of the Reserve Components serving on active duty or full-time training duty, but does not include full-time National Guard duty.

**Collaborative Programs:** Programs where two or more institutions offer courses in a degree program. Such programs have been approved by the Office of the Chancellor and typically have a written agreement between partner universities.

**Degree Completion Program:** A program where the student completes a minimum of 60 credits from another institution for transfer to PennWest to complete a Bachelor's degree.

### C. Policy

#### Undergraduates

- All first baccalaureate degree students will take at least 30 of their last 60 credits from PennWest University.
- All first associate degree students will take at least 15 of their last 30 credits from PennWest University.
- All first baccalaureate students in a degree completion program will take at least 30 of their last 60 credits from PennWest University.
- All first baccalaureate and associate students will take at least 50% of credits required for the major (including required cognate courses) from a State System (PASSHE) university.
- All students completing their first undergraduate or graduate certificate must take at least 50% of the credits required for the certificate from a State System (PASSHE) university.
- All students completing their first undergraduate minor must take at least 50% of the credits

required for the minor from a State System (PASSHE) university.

Junior/Senior year Study Abroad semesters or other formal articulation agreements in which the student may reverse-transfer credits back to PennWest are exceptions to this policy.

### **Undergraduate Active-Duty Service Members**

As a military friendly university, the following applies to active-duty service members.

- The academic residency requirements will not exceed 25 percent of the undergraduate degree program.
- If the undergraduate degree is available 100 percent online, the academic residency requirements will not exceed 30 percent of the undergraduate degree program.
- The academic residency requirements may not include a “final year” or “final semester” requirement. The residency requirement of 30 of the last 60 credits will be waived. This waiver may remain in effect for one (1) year following discharge from active duty.
- If the student could complete the last credits and courses through another State System (PASSHE) university via distance education and transfer them back to PennWest, the program and 120 credit requirements would have been met, but not the residency. However, in this case, the residency requirement is waived, ensuring that the student is not disadvantaged due to their service.

Each academic program is expected to confirm with its respective accrediting agencies the allowable flexibility to meet the needs of active-duty service members.

### **Graduate/Doctoral Students**

- For master’s students, at least two thirds of the credits meeting the program requirements must be taken from PennWest.
- Doctoral residency requirements are determined at the program level.

These requirements set the minimum number of credits that must be taken “in residence.” The university can limit the number of hours that will be permitted for transfer into a graduate program.

**Active-duty service members** who are graduate students will be handled on a case-by-case basis.

### **Collaborative Programs**

For collaborative programs approved by the Office of the Chancellor, residency requirements will be consistent with the collaborative agreement. Collaborative programs will be identified such that residency can be met consistent with the agreement.

In addition to the graduation residency requirements as defined in this policy, students must also meet graduation requirements as defined by academic programs and in other PennWest policies.

### **D. Procedure(s)**

None.

### **E. Related policies**

Graduation Requirements Policy (AC028)

Graduation Residency Requirements, PASSHE Procedure/Standard 2016-24

Reverse Transfer Policy (AC048)

Time Limitations for Completion of Graduate Degrees Policy (AC040)

Transfer Credit Policy (AC034)

**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.