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## **Policy AC040: Time Limitations on Meeting Graduate Degree 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

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### **A. Intent**

To define the time limitations for graduate students to meet degree requirements.

### **B. Definition(s)**

None.

### **C. Policy**

All requirements for a Master's degree must be completed within a six (6) year time period beginning with the semester or summer session in which the student completed their first credits of the degree program.

All requirements for a doctorate degree must be completed within a ten (10) year time period beginning with the semester or summer session in which the student completed their first credits of the degree program.

Failure to complete the program within the stated time frame may necessitate the repeat of coursework or additional coursework in the program by the student.

Some programs may have different graduation timeline requirements that may supersede this policy.

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

If unusual circumstances prevent a student from the normal pursuit of their graduate studies, the student may apply to the academic dean of the program for an extension of the stated time limit. The academic dean will inform the student, department chair, Office of the Registrar, and Office of the Provost of such extension requests and approvals.

### **E. Related policies**

Graduation Requirements Policy (AC028)

### **F. Contact Information**

For additional information, please contact the Office of the Provost or the Office of the Dean for the

relevant college.

**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.