

COMPLETION OF GRADUATE DEGREE REQUIREMENTS

Masters

Course Load per Semester

- **Full-Time:** Generally 9 or more credits.
- **Part-Time:** 7 or 8 credits.
- **Half-Time:** 5 or 6 credits.
- **Less Than Half-Time:** Fewer than 5 credits.

In addition to coursework, graduate students matriculating in programs that lead to a master's degree (regardless of whether the program leads to both bachelor's and master's degrees, or master's degree only) may be expected to complete graduate research in the form of either a thesis or project, requirements specific to the program. The general requirements for each are listed here. Additional requirements that are specific to a program are included under each program described in this catalog in the graduate programs section.

For those programs that result in the awarding of a Master of Science only, students are expected to complete the program within a maximum of four academic years for coursework and two years for thesis or project, if applicable. Students in programs requiring a thesis or project are required to demonstrate successful defense of a thesis or project and present their graduate research findings at a thesis or project presentation.

For those programs that result in the awarding of a master's degree only, students are expected to complete programs within a maximum of six years for all coursework including final projects/theses or comprehensive exams depending upon program requirements. Students who are required to demonstrate successful defense of a thesis or project will present their graduate research findings during a thesis or project presentation.

Doctorate

Doctoral course load per semester is categorized as follows:

- **Full-Time:**
 - Generally 9 or more credits.
 - Students enrolled in Dissertation courses are considered full-time with 1 or more credits.
- **Part-Time:** 7 or 8 credits.
- **Half-Time:** 5 or 6 credits.
- **Less Than Half-Time:** Fewer than 5 credits, unless the student is enrolled in Dissertation courses.

For those programs that result in the awarding of a doctoral degree only, students must follow the guidelines and/or regulations stated in their program pages in this catalog or their program- focused handbooks. Here, students will find requirements regarding maximum time to completion of all degree-related work, and if applicable, the forum for presentation of research findings.

Students who do not complete their programs within their respective time frames described here must petition for an extension of the time limit by submitting a completed "[Request for Extension of Time to Complete the Graduate Program](#)" form. The completed form is submitted to the

graduate studies office via the student's graduate Program Director or Chair.

Thesis students Doctoral and master's students (if applicable) must also submit an approved copy of the thesis or dissertation to an outside reader approved by their Program Director or Chair. The outside reader will indicate completion of outside review using the CERTIFICATION OF APPROVAL OF ALL GRADUATE NON-COURSE REQUIREMENTS FOR GRADUATION (<https://dyu.docuware.cloud/DocuWare/Forms/certification-of-non-course-requirements/?orgID=a958ff04-1fb9-45b7-8681-e3faf4127df6>) form. This form is then routed to the Program Director/Chair and the Registrar for final release of degree.

All required forms are available in the Office of the Registrar Electronic Form Request page. (<https://dyc0.sharepoint.com/sites/SolutionsCenter/SitePages/Forms.aspx>)