DEGREE AND PROGRAM GENERAL REQUIREMENTS

Program
Satisfaction of the minimum credit hour, course, and other requirements prescribed for the program selected.

Residence
The majority of credits applicable to a graduate degree must be earned at UNA. The MBA program requires a minimum of 28 residence hours.

Full-time Student Status
Full-time student status is attained with a minimum of nine semester hours in a fall or spring semester or six semester hours in a summer session.

Quality of Work
Satisfaction of master’s degree and program requirements includes an overall grade average of B or better (3.00) on all valid work attempted at the University of North Alabama, with not more than six semester hours of C work or below. If two C's are earned, the student must have at least two A’s in his/her program to achieve an overall 3.00 or better. The minimum completion grade point average requirement for teacher certification is 3.25 in the traditional master of arts in education (M.A.Ed.) program and 3.50 in the education specialist (Ed.S.) program.

Application for Graduation
Candidates for a degree must file a formal application for graduation with the Office of the Registrar on the form prescribed. Graduate students should apply for graduation two semesters prior to their date of graduation. If it becomes necessary to revise the expected date of graduation, the student should file a Change of Graduation application form in the Office of the Registrar no later than the last day to drop a class prior to the intended date of graduation. No preliminary degree audit will be issued until a program of study and an admission to candidacy form are in the student’s academic file in the Office of the Registrar. There is no candidacy requirement for nursing students or MBA students.

Time Limits
Courses may not be applied to degree plans more than eight years after completion, exclusive of time spent in active service in the Armed Forces of the United States. Credit accepted by transfer must comply with these limits.

Commencement
Degrees are conferred at the end of each regular semester. Successful candidates for degrees are expected to attend commencement exercises and wear proper academic regalia. Candidates whose circumstances preclude attendance may be graduated in absentia and have their diplomas forwarded to them, provided written notification is made to the Office of the Registrar not later than two weeks prior to the commencement date. There is no commencement program at the end of the summer term. Students who complete degree requirements at the end of the summer term may elect to have their diploma mailed to them on the Monday following the close of the summer term or participate in the following December commencement and receive their diploma at that time.