DEGREE AND PROGRAM
GENERAL REQUIREMENTS

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

Residence
A majority (51%) of credits toward a graduate or a post-baccalaureate professional degree must be earned through the institution awarding the degree. In the case of graduate and post-baccalaureate professional degree programs offered through joint, cooperative, or consortia arrangements, the student earns a majority of credits from the participating institutions. To receive a graduate academic award, students must earn one-third or more of the credits through the SACSCOC member institution’s own direct instruction. The majority of credits toward a graduate or a post-baccalaureate professional degree awarded by the University of North Alabama are earned through instruction offered by the University.

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
All graduate students are expected to maintain a consistently high quality of academic performance. Satisfaction of degree and program requirements includes an overall grade average of B or better (3.00) on all work attempted. No more than two courses with a C grade may be applied towards the degree. No grade below C may be applied towards the degree; however, all grades are included in the calculation of the cumulative GPA.

Some graduate programs may have more stringent requirements than university policy, and students should refer to their program for specific requirements.

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.