

~~3359-60-063~~ ~~Master's degree requirements.~~ **3359-60-06.3 Master's degree requirements.**

- (A) Admission. When a student is admitted to graduate study, an adviser is appointed by the head of the major department. A student who is academically qualified in general but deficient in course preparation may be required to make up the deficiencies at the postbaccalaureate level. This may be recommended prior to beginning graduate work or, in some cases, can be done simultaneously.
- (B) ~~Residence~~ Residency requirements. There are no formal ~~residence~~ residency requirements for the master's degree. A student may meet the degree requirements of the graduate school and the department through either full- or part-time study.
- (C) Continuous enrollment requirement. There is no formal graduate school continuous enrollment requirement for the master's degree. Individual master's programs, however, may require continuous enrollment. A student should consult with his or her academic department.
- ~~(C)~~ (D) Time limit. All requirements must be completed within six years after beginning graduate-level coursework at the university of Akron or elsewhere. Extension ~~by~~ of up to one year may be granted in unusual circumstances by the dean of graduate studies and research upon written request by the student and recommendation by the adviser ~~and~~ , department head, and college dean.
- ~~(D)~~ (E) Credits.
  - (1) A minimum of thirty semester credits of graduate work is required in all master's degree programs. This includes thesis credit. Some departments require more (see departmental requirements). A minimum of two-thirds of the total graduate credits required in any master's program must be completed at the university. A maximum of six workshop credits may be applied to a master's degree. Such credits must be relevant to the degree program, recommended by the student's adviser and approved by the dean of graduate studies and research.
  - (2) It should be noted that the requirements listed by department elsewhere in this rule refer to the minimum necessary for a degree.

It is entirely within the prerogative of the department to assign additional credits of coursework or other requirements in the interest of graduating a fully qualified student.

- (3) No graduate credit may be received for courses taken by examination or for five-hundred-numbered courses previously taken at the four-hundred-number course level as an undergraduate without advance approval from the dean of graduate studies and research.

~~(E)~~ (F) Transfer.

- (1) Up to one-third of the total graduate credits required may be transferred from an accredited college or university, including the university of Akron. Departments and colleges may set more restrictive limits. All transfer credit must be at the “A” or “B” level in graduate courses. The credits must be relevant to the student’s program as determined by the student’s academic department and fall within the six-year time limit. A university of Akron student must receive prior approval from his or her academic department for transfer courses taken elsewhere. A block transfer of credit may be requested if the student holds a prior graduate degree from an accredited college or university, including the university of Akron. A block transfer of credit does not not apply to the student’s six-year time limit for degree completion.
- (2) A student seeking to transfer credits must have full admission and be in good standing at the university of Akron ~~and the school in which the credits were achieved.~~ Transfer credit shall not be recorded until a student has completed twelve semester credits at the university of Akron with a grade-point average of 3.00 or better.

~~(F)~~ (G) Optional department requirements. Each department may set special requirements with regard to entrance examinations, qualifying examinations, foreign language, required courses and thesis. Details are available from the head of the major department.

~~(G)~~ ~~—Advancement to candidacy.~~

- ~~(1) A student should apply for advancement to candidacy after completion of one half of the credits required for the degree in his or her program. A student must be in good standing to be advanced to candidacy.~~
- ~~(2) Advancement to candidacy forms must be submitted no later than the fifteenth of May for the January commencement and no later than the fifteenth of September for the May commencement. These forms are available in the office of the dean of graduate studies and research or in the academic department.~~

(H) Graduation.

- (1) To be cleared for graduation, a candidate must have:
  - (a) Completed coursework with a minimum grade-point average of at least 3.00.
  - ~~(b) Been advanced to candidacy.~~
  - ~~(c)~~ (b) Filed an online application for graduation with the registrar.
  - ~~(d)~~ (c) Paid all applicable fees.
  - ~~(e)~~ (d) Met any other department and university requirements applicable.
- (2) If a thesis is required, ~~two copies~~ a final online submission, properly prepared, ~~are~~ is due in the graduate school at least ~~two~~ three weeks prior to commencement. ~~These copies~~ This copy must be signed by the adviser, faculty reader, department head and college dean prior to submission to the dean of graduate studies and research. A manual entitled "Guidelines for Preparing a Thesis or Dissertation" is available ~~in the graduate school~~ online and all copies of the thesis must conform to these instructions.

Effective: May 22, 1991

Certification: \_\_\_\_\_  
Secretary

Board of Trustees

Prom. Under: 111.15

Rule Amp.: Ch. 3359

Prior Effective Dates: Prior to 11/4/77, 8/30/79, 1/30/81, ~~and~~ 12/31/86, 5/22/91