

Policies & Regulations

Subject: Graduate Academic Standing Policy	
Number	2.0400P
Effective Date	7/8/2008
Revised Date	TBD
Responsible Division/Department: Provost and Vice President for Academic Affairs/ The Graduate School	
<input type="checkbox"/> New Policy	
<input checked="" type="checkbox"/> Major Revision of Existing Policy	
<input type="checkbox"/> Minor/Technical Revision of Existing Policy	
<input type="checkbox"/> Reaffirmation of Existing Policy	

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I. OBJECTIVE & PURPOSE

To establish minimum criteria for good academic standing in pursuit of a graduate degree.

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II. STATEMENT OF POLICY

(1) Good Academic Standing

A graduate student who has a cumulative UNF Graduate Program GPA of 3.0 or higher in the program of study in which they currently enrolled is considered to be in good academic standing.

A graduate student must have a cumulative UNF Graduate Program GPA of 3.0 or higher to be eligible for graduation and the award of a graduate degree.

Graduate students who hold assistantships and fellowships are expected to be in good academic standing.

(2) Academic Probation

A graduate student who fails to maintain a cumulative UNF Graduate Program GPA of at least 3.0 will be considered not in good academic standing and will be placed on academic probation. Probation shall be noted on the academic transcript for each term in which the cumulative UNF Graduate Program GPA is below 3.0.

(3) Academic Suspension and Dismissal

1. If, while a graduate student is on probation, the cumulative UNF Graduate Program GPA does not reach 3.0 in the next academic term, the student is eligible for suspension or dismissal from the program.
2. If, while a graduate student is on probation, he or she earns a D or F in a graduate course

in his or her program of study, the student is eligible for suspension or dismissal from the program.

The decision concerning whether the student is actually placed on academic suspension rests with the particular program's Graduate Program Director and/or the program's Graduate Program Committee (should the program have one).

Academic suspension is noted on the academic transcript. A graduate student may not register for courses while on academic suspension. The decision to release the student from academic suspension rests with the particular program's Graduate Program Director and/or Graduate Program Committee.

Decisions made by Graduate Program Directors and/or Graduate Program Committees may be appealed by graduate students. Such appeals are made through the program appeals process as published in the university catalog.

(4) Program-Specific Policies

Many programs have program-specific policies further defining good academic standing and related matters. These program-specific policies, if inclusive of higher standards than those of the university, supersede university policy. Please refer to individual program requirements for more information.

(5) Financial Aid Satisfactory Academic Progress

The policy on graduate academic standing is distinct from Satisfactory Academic Progress (SAP). Graduate academic standing is calculated on all courses taken to fulfill the requirements of a specific graduate program, while SAP is calculated on the entire level GPA (all courses taken at the graduate level, regardless of program). The university is required by federal regulation to use SAP to determine student eligibility for financial aid. (Also see UNF Policy 2.0300P Graduate GPA.)

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Policies & Regulations

Subject: Graduate GPA Policy		
Number	2.0300P	<input type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Existing Policy <input checked="" type="checkbox"/> Minor/Technical Revision of Existing Policy <input type="checkbox"/> Reaffirmation of Existing Policy
Effective Date	2/16/2010	
Revised Date	TBD	
Responsible Division/Department: Provost and Vice President for Academic Affairs/ The Graduate School		

I. OBJECTIVE & PURPOSE

To establish how a graduate GPA is constituted.

II. STATEMENT OF POLICY

The Graduate Program GPA includes all graduate credits taken in a program of study once the student has been accepted as a degree-seeking graduate student. This includes all graduate credits, even before official admission to a graduate program, when those credits are used to fulfill degree requirements.

Graduate credits from UNF taken as part of an accelerated Bachelors-Master's degree program, as a post-baccalaureate student, or in another graduate program of study, are counted in the construction of the Graduate Program GPA when those hours are used toward fulfillment of degree program requirements.

Transfer credits from outside of UNF are not counted in construction of the Graduate Program GPA, with the exception of dual international degree programs; all graduate credits from these programs are used to calculate the Graduate Program GPA.

Credits from undergraduate-level courses, no matter when they are taken, are not counted in construction of the Graduate Program GPA.

The Graduate Program GPA is distinguished from the level GPA, which is calculated on all courses taken as a graduate student. The former is used to determine program progress and academic standing; the latter is used to determine Financial Aid Satisfactory Academic Progress.

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Policies & Regulations

Academic Affairs: Graduate School

Second Masters Residency Requirement

Number: 2.0270P

Effective Date:

Revised Date: 5/10/2013

Responsible Division/Department:
The Graduate School

- New Policy
 Major Revision of Existing Policy
 Minor/Technical Revision of Existing Policy
 Reaffirmation of Existing Policy
 Repealed Policy

I. OBJECTIVE & PURPOSE

To establish a residency requirement for students taking a second master's degree at UNF.

II. STATEMENT OF POLICY

In accordance with SAC standards (Program Length, 2.7.1), any master's degree must be comprised of a minimum of 30 semester credit hours.

For a second master's degree, at least 24 semester credit hours of UNF graduate coursework in residency is required. Coursework counted in the fulfillment of any other UNF degree requirements cannot be counted toward this second master's residency requirement.

Policies & Regulations

Academic Affairs: Graduate School

Credit Earned as a Post-Baccalaureate

Number: 2.0290P

Effective Date: 7/12/2007

Revised Date: 1/14/2008

Responsible Division/Department:
The Graduate School

- New Policy
 Major Revision of Existing Policy
 Minor/Technical Revision of Existing Policy
 Reaffirmation of Existing Policy
 Repealed Policy

I. OBJECTIVE & PURPOSE

To describe the number of credits taken as a post-baccalaureate student that may be applied toward the requirements for a graduate degree.

II. STATEMENT OF POLICY

A student may apply up to 10 hours of graduate course work taken at UNF as a post-baccalaureate. (Such credits will be included in the student's UNF graduate GPA.) The student must receive the approval of the Program Director, who will then inform The Graduate School.

Policies & Regulations

Academic Affairs: Graduate School

Concurrent Graduate Degrees

Number: 2.0760P
Effective Date: 3/13/2013
Revised Date:
Responsible Division/Department:
Academic Affairs / The Graduate School

- New Policy
- Major Revision of Existing Policy
- Minor/Technical Revision of Existing Policy
- Reaffirmation of Existing Policy
- Repealed Policy

I. OBJECTIVE

To establish requirements by which graduate students may pursue concurrent graduate degrees.

II. STATEMENT OF POLICY

Graduate students wishing to pursue two graduate degrees simultaneously at UNF must apply to each individual program of interest using separate applications and complete normal UNF graduate degree requirements. Applicants must meet all admissions requirements for each individual program of interest by the program deadlines for admission consideration.

A second graduate degree may not be earned in the same CIP (Classification of Instructional Program) code as the first degree.

The following requirements will be applicable to graduate students in pursuit of concurrent graduate degrees:

- Completion of a minimum of 30 credit hours in the primary graduate degree.
- Completion of a minimum of 18 credit hours in the secondary graduate degree which are not part of the primary degree.
- At least 18 credit hours in both degrees must be taken at the 6000 level.
- No more than 15 UNF credit hours from one graduate degree program may be applied toward another graduate degree program.
 - These credits can include no more than nine (9) credits of post baccalaureate work at UNF.

Additional requirements may be implemented by graduate program departments in conjunction with the requirements set forth by this policy.

Student pursuing concurrent graduate degrees must complete 24 credit hours at UNF to meet residency requirements.

Transfer credits from institutions outside of UNF must adhere to the Transfer of Credit Policy and cannot compromise the requirements set forth in this policy regarding the credits used for concurrent degrees.

Policies & Regulations

Subject: Graduate Transfer Credit Policy		
Number	2.0050P	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Major Revision of Existing Policy <input type="checkbox"/> Minor/Technical Revision of Existing Policy <input type="checkbox"/> Reaffirmation of Existing Policy
Effective Date	11/12/2007	
Revised Date	TBD	
Responsible Division/Department: Provost and Vice President for Academic Affairs/ The Graduate School		

I. OBJECTIVE & PURPOSE

To describe the number of credits that may be transferred into a UNF program by a student pursuing a graduate degree, and to describe the parameters under which credit transfers are possible. This policy covers credits transferred into a degree program from outside of UNF, as well as credits earned at UNF outside of the degree program to which they are to be applied. For the purposes of this policy, credits received from another institution as part of a formal dual degree program are not considered transfer credits.

II. STATEMENT OF POLICY

The residency requirement to receive a graduate degree at UNF is 18 credit hours. The total number of transfer credits from sources both internal and external to UNF may not exceed 50% of the requirements for a UNF graduate degree..

The acceptance of internal or external transfer credits in a graduate program must be approved by the program director. The thesis credit requirement of a program may never be satisfied by transfer credits. Additionally, graduate programs may stipulate additional constraints beyond those included in this policy.

For all transfer credits, the student must have earned grades of 3.0 or higher on a 4.0 scale.

(1) Transfer Credits Earned Prior to Program Enrollment

No more than 12 credit hours from a degree previously earned at another institution may be used to satisfy the requirements of a UNF graduate degree. Only graduate-level courses that are no more than seven years old from a regionally accredited institution or recognized international institution may be accepted as previously earned transfer credits. Only formal coursework hours, but not thesis or research hours, may be used as transfer credits.

Up to 12 hours of graduate course work taken at UNF as a non-program post-baccalaureate student may be applied toward a graduate degree. These courses are considered transfer credits, but count towards fulfilling the residency requirement.

Up to 12 hours of graduate course work taken as an undergraduate at UNF as part of a formally approved accelerated Bachelor's/Master's program may be applied toward a graduate degree. These courses count towards fulfilling the residency requirement, but are considered transfer credits. (See [3] below.)

(2) Transfer Credits Earned While Enrolled in a UNF Program

Up to 12 credit hours of a graduate program may be earned through concurrent enrollment at another regionally accredited university while the student is enrolled in a UNF graduate degree program. This requires advance approval by the program director and graduate dean via submission of a Concurrent Enrollment Form. These courses do not count towards fulfilling the residency requirement.

No more than 12 hours of UNF credit from one graduate program may be applied toward another UNF graduate degree program when both are being pursued concurrently, except for when a student is concurrently enrolled in a certificate program (See Policy 2.0720P Graduate Certificate Programs). These courses count towards fulfilling the residency requirement, but are considered transfer credits.

(3) Accelerated Bachelor's/Master's Programs

Accelerated Bachelor's/Master's programs for graduate degrees have a limit of 12 credit hours that may be shared for fulfilling both the undergraduate and graduate requirements. Proposals for accelerated Bachelor's/Master's programs must include a strong curricular rationale to support the streamlining of credit requirements in the two degrees.

Shared credit is limited to formal coursework, exclusive of independent study. Course grades below a 3.0 are not acceptable to fulfill Master's degree requirements if taken while in undergraduate status.

**Policies & Regulations
Academic Affairs**

Cross-Level Listing of Graduate and Undergraduate Courses		
Number:	TBD	New Policy
Effective Date:	TBD	Major Revision of Existing Policy
Revised Date:		Minor/Technical Revision of Existing Policy
Responsible Division/Department:		Reaffirmation of Existing Policy
Academic Affairs / The Graduate School		

I. OBJECTIVE & PURPOSE

This policy establishes the guidelines for cross-level listing Graduate and Undergraduate courses. This is necessary for compliance with the expectations of UNF's regional accreditor, the Southern Association of Colleges and Schools Commission on Colleges, whose Comprehensive Standard 3.6.1 requires that an institution be able to clearly demonstrate that its "post-baccalaureate professional degree programs, master's and doctoral degree programs, are progressively more advanced in academic content than its undergraduate programs."

II. DEFINITIONS

Cross-level listing occurs when an undergraduate and graduate course are offered at the same time, with the same instructor, and in the same physical or online space. While the classroom experience is shared between the undergraduate and graduate students, the actual courses are expected to have content, learning outcomes, and assessment measures that are both separate and distinct.

III. STATEMENT OF POLICY

In general, the cross-level listing of undergraduate and graduate courses should be rare and require compelling, academically defensible rationales for combining students of such different academic levels. Graduate level work must demonstrably involve a greater degree of analysis, synthesis, rigor, critical thought, and independence than undergraduate-level work. Therefore, if it is necessary for an undergraduate and graduate course to be cross-level listed, it is imperative that a clear distinction is made in the student learning outcomes and in the work of the students. In this event, the following guidelines should be observed:

1. Acceptable configurations of such courses include only 4000/5000 and 4000/6000 cross-listings. Undergraduate course at the 3000 level or below should not be co-listed with a graduate course.
2. Each course must have a separate syllabus, and specific student learning outcomes are to be provided for each course clearly indicating the greater

degree of analysis, synthesis, rigor, critical thought, and independence required for the graduate course.

3. Each course should have separate descriptions listed in the course catalog that reflect the advanced economic content of the graduate course.
4. The expectations of graduate students must be commensurate with the level of the graduate course and exceed the expectations of the academic content of the undergraduate course. Graduate students are to do more difficult work, not just more work, than undergraduate students.
5. Course titles should be similar but do not need to be identical.
6. A student is not allowed to enroll in a cross-level listed graduate course for which they already received credit for the cross-listed undergraduate course.

Courses that do not meet the above qualifications for cross-level listing may not be taught together in the same time and/or space.