



POLICY NAME: Requirements for Graduation Completion for Graduate Students

EFFECTIVE DATE: July 1, 2013

LAST REVIEW:

NEXT REVIEW:

POLICY OWNER: Associate Provost and Dean of Graduate Studies

PROCEDURE CONTACT: School of Graduate Studies

POLICY/PROCEDURE:

Doctoral, Specialist and Master's Degree

It is the responsibility of the graduate dean to certify that a student has met all the following requirements for the degree sought.

1. Application for graduation accompanied by the appropriate non-refundable fee must have been submitted at the beginning of the semester in which the degree is to be granted.
2. The student must have satisfactorily completed all courses required for the approved program. All changes must be substantiated by an approved petition.
3. The student must have maintained a 3.0 (B) grade point average in the major, in the total program, and in all graduate courses taken at St. Cloud State University.
4. Courses in which a mark of C-, D, F, FN, or U was earned will not be accepted for graduate credit. The honor point deficiency created by such marks must be made up by marks of A in other courses.
5. The student must have satisfactorily completed the required final examination(s), written, oral, or both.
6. A student completing a dissertation, thesis, fields study, creative work, or starred paper(s) must have submitted three approved copies to the School of Graduate Studies for binding, together with the required binding fee. Two additional abstracts must have been submitted by those completing a dissertation, thesis or field study.

Sixth-Year Certificate

It is the responsibility of the graduate dean to certify that a student has met all the following requirements for the certificate completion.



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1. Application for completion must be submitted to the School of Graduate Studies at the beginning of the semester in which the certificate is to be completed.
2. The student must have satisfactorily completed all courses required for the approved program. All changes must be substantiated by an approved petition.
3. The student must have maintained a 3.0 (B) grade point average in the major, in the total program, and in all graduate courses taken at St. Cloud State University.
4. Courses in which a mark of C-, D, F, FN, or U was earned will not be accepted for graduate credit. The honor point deficiency created by such marks must be made up by marks of A in other courses.

Fifth-Year Certificate

In order to complete the Child and Family Studies fifth-year certificate program, the candidate must have met the following requirements:

1. The student must have earned a minimum of 30 semester credits of creditable work: in secondary school programs, 10 of these credits must have been taken in courses open only to graduate students; in elementary school programs, 10 of these credits must have been completed at the graduate level.
2. The student must have earned a minimum of 21 semester credits in the major and related areas.
3. The student must have earned a minimum of six semester credits in professional education.
4. The student must have completed ED 615, Methods of Educational Research.
5. The student must have maintained a 3.0 (B) grade point average in the major, in the total program, and in all graduate courses taken at St. Cloud State University.
6. Courses in which a mark of C-, D, F, FN, or U was earned will not be accepted for graduate credit.
7. At the beginning of the semester when the student plans completion of the required course work, an application for completion of the program, must be filed with the School of Graduate Studies.

Graduate Certificate Programs

In order to have a certificate posted to the transcript, a student must have met the following requirements:



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1. Filed an application for completion in the School of Graduate Studies.
2. Satisfactorily completed all courses required on the certificate program of study.
3. The student must have maintained a 3.0 (B) grade point average over all the graduate courses completed at St. Cloud State University
4. Courses in which a mark of C-, D, F, FN, or U was earned will not be accepted for graduate credit. The honor point deficiency created by such marks must be made up by marks of A in other courses.