Academic Policies for Doctoral Programs
ACADEMIC PROBATION

- When a doctoral student’s GPA falls below 3.00, the student will be placed on academic probation.
- The student must raise his/her GPA to at least 3.00 within the next six credits of course work taken within the next two semesters from the date of notification of probation. This may include summer session.
- Failure to achieve a GPA of 3.00 within the prescribed period of time will lead to final review, which may result in removal of matriculated status and dismissal.

ACADEMIC SUPPORT RESOURCES

Numerous academic resources are available to graduate students in need of help with academic issues, including:

- Center for Writing Excellence (CWE):  [http://www.montclair.edu/center-for-writing-excellence/](http://www.montclair.edu/center-for-writing-excellence/)
- Disability Resource Center provides services to students with physical, psychological, sensory, chronic medical, or learning disabilities. Should you need help with one of these areas, please contact the Disability Resource Center. Our services include:
  - Academic accommodations.
  - Equipment loans and adaptive technology.
  - Specialized academic advising and counseling services.
  - Priority registration.
  - Parking and housing accommodations.

ANALYSIS OF ACADEMIC PROGRESS

This service is available to graduate students via WESS and provides:

- Information regarding graduate program requirements.
- Course selections.
- Comparison of course work taken with the program’s requirements for graduation.
- A record of transfer credit, course substitutions, course waivers, and completion of non-course requirements.
- The complete record of a student's progress that is used by The Office of the Registrar to determine that student’s eligibility for graduation.
### APPROPRIATE COURSE/STATUS TO MAINTAIN MATRICULATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXX 900</td>
<td>Dissertation Advisement</td>
<td>Students register for XXXX 900 until they have completed the required number of dissertation credits in their program of study. If a student does not complete the dissertation after the requisite number of credits, (s)he must register for XXXX 901 or DC1 as indicated below.</td>
</tr>
<tr>
<td>XXXX 901</td>
<td>Dissertation Extension (1 credit)</td>
<td>Students register for XXXX 901 once they have completed the required number of dissertation credits in their program of study but are still <strong>actively working</strong> on the dissertation and <strong>receiving mentoring</strong>.</td>
</tr>
<tr>
<td>XXXX 920</td>
<td>Qualifying Examination Preparation</td>
<td>Students register for XXXX 920 during the semester in which they take their Qualifying Examinations <strong>only if they are prohibited</strong> by departmental policy from taking additional course work. The student will continue to count as “active” in their program of study. This course may only be taken <strong>one</strong> time. Students will be charged ½ credit of tuition, but the course will not carry credit.</td>
</tr>
<tr>
<td>Continuous Matriculation</td>
<td>GRADD1</td>
<td>There is no credit given for continuous matriculation. Students register for GRADD1 during a semester when they are taking <strong>no courses</strong> and are <strong>not actively engaged in dissertation</strong> work. This is solely for maintenance of program matriculation. Students are charged the equivalent of ½ credit of tuition.</td>
</tr>
<tr>
<td>Course established to maintain full-time equivalency:</td>
<td>GRADDOC (variable 1-8 credits)</td>
<td>For international students, or students who require full-time status for the purpose of maintaining a loan. There is no fee associated with this status and no credit earned. The purpose of the course is to allow students to maintain full-time student status. Students should be enrolled in this course <strong>with other courses concurrently (XXXX 920 will count as one such course)</strong>, if full-time status is needed. The DPD will be responsible for contacting the registrar to enroll the student in this course.</td>
</tr>
<tr>
<td>Clinical Externship Place Holder (Audiology Only)</td>
<td>GRADAUD</td>
<td>For doctoral students in Audiology enrolled in their externship course(s) who require full-time status. This requires authorization from the DPD, who will be responsible for contacting the registrar to enroll the student. There is no fee associated with this course and no credit is earned.</td>
</tr>
</tbody>
</table>
CONTINUOUS MATRICULATION

- Students must complete at least six credits in each academic year (Fall/Spring/Summer), and must be continuously enrolled in the Fall and Spring semesters until completion of all requirements for graduation. In order to be considered continuously enrolled, students who do not register for a course and are not actively engaged in dissertation work (i.e., enrolled in XXX 900 or Dissertation Extension, XXX 901) in either the Fall or Spring semesters must register for GRADD1 (Continuous Matriculation) in that semester. This course is not part of the degree program and is not assigned a grade. This is solely for maintenance of program matriculation and students will be charged the equivalent of ½ credit of tuition.
- Students must register for this course at least one week prior to the start of classes. Students who remain unregistered in any given semester will be assessed the fee, and a hold will be placed on their registration. This hold will be removed after the fee is paid, and upon the recommendation of the Doctoral Program Director to The Graduate School.
- Students can register for this course for up to four consecutive semesters, after which they will be withdrawn from the program and must reapply.
- You must contact the Office of the Registrar to register for GRADD1.

COURSE LOAD

- All full-time doctoral students must register for a minimum of nine (9) credits per semester, with a maximum of twelve (12) credits allowed.
- To maintain part-time status, doctoral students must take fewer than nine (9) credits per semester.
- Doctoral Assistants/Doctoral Teaching Assistants are considered full-time students and must register for a minimum of nine (9) credits per semester. They may not register for more than twelve (12) semester hours without prior approval from The Graduate School.

COURSE OVERLOAD

- Special permission is required to take more than twelve (12) credit hours per semester.
- Full-time doctoral students who have a minimum cumulative GPA of 3.00 and who are not doctoral assistants may register for a course overload for no more than sixteen (16) credits with the approval of The Graduate School.
- Doctoral assistants are not permitted to take more than twelve (12) credit hours without prior approval from The Graduate School.
- Registrations for course overloads are made on a space-available basis. The university reserves the right to reduce the course load of any student who registers for more than sixteen (16) credit hours without course overload approval.
- For a Graduate Course Overload Application form, please go to: www.montclair.edu/media/montclairedu/graduateschoolthe/pdfs/overloadApp.pdf

DISMISSAL

- A degree student who receives three “C” grades (i.e., “C+”, “C”, or “C-”) will be dismissed from the program.
- A student who receives a grade of “F” will be dismissed from the program.
DISSERTATION

- Doctoral candidates demonstrate their mastery of a body of existing literature and theory and their application to an educational problem through a dissertation.

DOCTORAL CANDIDACY

- When a student has completed the core requirements of his or her specific discipline (a minimum of 50% of the required coursework) and received the appropriate recommendation of their Doctoral Program Director, s/he may apply to take the qualifying Experience which leads to candidacy. This experience should be scheduled prior to identifying and formalizing a decision about the dissertation or culminating research project. It is through successful completion of this formalized mechanism that a student enters “doctoral candidacy.”
- Each doctoral program has specified a qualifying experience for admission to doctoral candidacy. Qualifying experiences may include a comprehensive examination, portfolio, clinical or applied examination, or research project. A student must successfully complete the qualifying experience as defined by the individual program. Students are advised to work with their Doctoral Program Directors to determine the steps to candidacy in their specific program of study.

DOCTORAL PROGRAM DIRECTOR

The Doctoral Program Director (DPD) is a critical partner to your success. The Doctoral Program Director can help you with course selection, overall curriculum planning, research opportunities, comprehensive experience, and career goals: [http://www.montclair.edu/graduate/current-students/program-coordinator/](http://www.montclair.edu/graduate/current-students/program-coordinator/).

FILING FOR GRADUATION

- Students who will be completing the curricular requirements for a Doctoral program must file for final audit in the Office of the Registrar. Please submit your final audit form ([http://www.montclair.edu/media/montclairedu/graduateschoolthe/students/finalaudit.PDF](http://www.montclair.edu/media/montclairedu/graduateschoolthe/students/finalaudit.PDF)) to the Office of the Registrar by the deadlines below.
  - June 1 for January graduation.
  - October 1 for May graduation.
  - March 1 for August graduation.

FROM CANDIDACY TO DISSERTATION DEFENSE AND GRADUATION

GRADE GRIEVANCE PROCEDURES

- **Goals and Objectives**
  - To insure for every student who feels aggrieved a formal procedure to guarantee due process.
  - To insure equitable treatment for all parties concerned and protect the rights of individuals.
  - To insure academic freedom as well as academic quality.
  - To insure remedy within a reasonable period of time.

- **Informal Resolution Procedure**
  - It is the responsibility of any student wishing to pursue an academic grievance involving a faculty member to first discuss the matter privately with the professor involved. In the event that the student is unable to contact the professor within a two-week period, an appointment should be arranged through the departmental secretary for the first time available. The initiation of the student grade grievance must take place within three weeks from the beginning of the next regular (Fall or Spring) semester.
  - Should the meeting fail to accomplish a resolution between the student and the faculty member, the student should arrange a private conference with the faculty member's Chairperson. The Chairperson must notify in writing the faculty member involved that a meeting has been arranged between the Chairperson and the student. Following the conference with the student, the Chairperson must meet privately with the faculty member to discuss the problem and attempt to resolve the conflict.
  - Should the grievance still not be resolved, it must be reported to the Dean of the College/School. The Dean should attempt to resolve the problem informally, meeting separately or jointly with the individuals involved. The Dean should prepare a written evaluative statement concerning the student-faculty conflict. All concerned parties must receive a copy of the Dean's statement within eight weeks from the beginning of the regular (Fall or Spring) semester.
  - If the conflict is still not resolved, the Dean of the College/School must notify the Vice Provost for Academic Affairs in writing of the unresolved grievance and must forward all paperwork to the Associate VPAA within one week of the issuance of the Dean's statement. Both parties to the grievance must be apprised of this action. The Associate Vice Provost shall decide whether the institution of a formal grievance is warranted. If a formal grievance is deemed warranted, a grievance committee must be convened.

- **Formal Resolution Procedure**
  - **Grievance Committee**
    - The Grievance Committee shall be composed of one faculty member from each College/School, appointed by the Dean of that College/School. Each faculty member shall be a voting member of the Committee. A representative from the Office of the Vice President of Academic Affairs will convene the Committee, chair the meetings, but will have no vote. Additionally, a representative from each of the following bodies shall hold non-voting, observer status on the Committee: the Office of the Dean of Students, and a graduate and undergraduate student. The Student Government Association will select an undergraduate student to serve as the representative, and The Graduate School will aid in identifying a graduate student to serves as the student representative. The Grievance Committee must be convened within two weeks after receipt of the paperwork from the Dean of the College/School.
    - A new committee will be selected each year.
    - The faculty member involved may appoint one advisor to be present during committee hearings. The aggrieved student may also bring an advisor to the hearings.
    - If any committee member has a direct personal relationship with any individual(s) involved in a particular case, the committee member must disqualify him/herself from serving on the committee while the case is being heard. If the impartiality of a committee member is
questioned, the committee itself must reach a decision as to the continuance of the
individual so questioned. If a member is disqualified, another individual from the same
constituency shall be appointed to serve in his or her place.

○ **Grievance Committee Procedure**
  - The Grievance Committee will hold hearings in two steps. In the first step the complainant
  will present the relevant charges and the complainant and the individual charged will
  present relevant evidence in support of their respective positions and ask questions of the
  other party. In the second step members of the Grievance Committee only will deliberate
  leading to a recommendation to be forwarded to the Vice President for Academic Affairs.
  - In advance of the hearing, the Chair of the Grade Grievance Committee shall notify the
  grievant, the individual charged with the unfair practice and the members of the committee
  of the time and place of the hearing, specification(s) of the complaint, composition of the
  committee and the right of the individual charged to be accompanied by an advisor. The
  advisors to the student and faculty member may be present when charges and evidence are
  presented to the committee.
  - At any hearing, all parties with the exception of advisors may question witnesses.
  - All committee hearings shall be confidential; witnesses shall be excluded except for the
    period of their questioning.
  - The report and recommendation of the committee shall be in writing, including the
    committee’s rationale for its decision and any dissenting opinion(s). Only those committee
    members who have heard all testimony and evidence in a given case may vote on a
    committee’s recommendation. Class schedules of students and faculty members must be
    accommodated when setting committee meetings.
  - If the committee finds in favor of the student, the committee’s report and recommendation
    shall be forwarded to the Vice President for Academic Affairs of the University after
    completion of the hearing, and copies shall be provided to all parties of the complaint. If the
    committee finds in favor of the faculty member and no appeal to the committee’s decision is
    filed within the specified time period, (see 3a below) the committee shall destroy all
    documents pertaining to that particular case.

○ **Appeal Process**
  - If any parties to the complaint are not satisfied with the recommendation of the Grievance
    Committee, they may submit an appeal in writing to the Vice President for Academic Affairs.
    Such an appeal must be filed within five (5) calendar days after receipt of the
    recommendation of the Grievance Committee.
  - Such an appeal to the Vice President for Academic Affairs shall be based upon: a contention
    that committee procedure may have had a prejudicial effect on the outcome of the report
    and recommendation; the discovery of new information after the committee hearing which
    may have an effect on the outcome of the hearing; and the belief that the committee
    recommendation was unsubstantiated by the evidence and documentation presented.
  - The Vice President for Academic Affairs of the University shall weigh all evidence and
    recommendations and render a final written recommendation of the matter after the
    expiration of the five-day waiting period. All parties to the grievance must receive copies of
    the Vice President’s recommendation.
  - If the Vice President is in agreement with the committee’s findings in favor of the faculty
    member, the Vice President must destroy all documents pertaining to that case. If, however,
    the Vice President for Academic Affairs finds in favor of the student, a recommendation for
    change of grade should be made by the Vice President to the faculty member. A copy of this
    recommendation should go to the Chairperson of the Department, the Dean of the
    College/School, and the Dean of Students. All procedural actions must be completed within
    the semester they are initiated.
• Department Chairs, Deans, Vice Presidents, etc. should not attempt to discuss or resolve any grade grievance unless the above procedure has been faithfully adhered to.
Note: No individual involved in the appeal process should hear, initiate, or attempt to resolve a grade grievance unless the Grade Grievance Procedure, obtainable at Department Chair’s offices or at the Office of the Dean of Students, has been properly followed.

GRADING, GRADE POINT AVERAGE

• Available Letter Grades for doctoral courses
A = 4.0   B = 3.0   C = 2.0
A- = 3.7  B- = 2.7  C- = 1.7
B+ = 3.3  C+ = 2.3  F = 0.0

• Additional Grades
The following grades should be given only when students meet the conditions for receiving these grades, as specified in the Graduate Handbook and/or the Doctoral Policy Manual:
IN = Incomplete   NC = No Credit   WP = Withdraw Pass
WD = Withdraw    RF = Repeated Course   WF = Withdraw Fail
AU = Audit   IP = In Progress

• Grades below “B”
Students matriculated in a Doctoral program may not earn more than 6 semester hours of "C" and 0 semester hours of "F" toward their degree at final audit. Individual programs may set a more stringent standard which must be approved by the Graduate Dean. Refer to university policy about WP/WF grades.

• Exceptions to these requirements can be made only by the Provost.

INCOMPLETE WORK GRADES

• The grade of “Incomplete” (IN) is used when a student has not completed the required coursework and indicates that a grade is being withheld until the required work is completed and approved for credit.
• The IN grade is always a privilege exercised by the instructor. It is not a right ascribed to a student. The instructor is not required to provide an IN grade and it may not be used to avoid the receipt of a low grade.
• In order to receive an IN grade, the student must initiate the request no later than the last day of class.
• Specific programs may also designate course for which an IN grade is not allowed.
• The student and instructor will develop a formal agreement specifying the conditions for removing the IN grade, using the Contract for an Incomplete Grade:
http://www.montclair.edu/media/montclairedu/graduateschoolthe/students/incompletecontract.PDF.
This contract must be submitted by the instructor with his or her Grade Roster.
• In order for an IN grade to be removed, a student must complete his/her work by the following dates:
  o February 15 for an IN grade assigned in the previous fall semester
  o June 30 for an IN grade assigned for the previous spring semesters
  o October 15 for the previous summer semester
• If there is a reason to extend the deadline for the removal of an IN grade, the student must make this request by submitting a Request of Extension of an Incomplete Grade form to the appropriate department Chairperson and/or School/College Dean:
http://www.montclair.edu/media/montclairedu/graduateschoolthe/students/extensionofincomplete.PDF
• Students may carry no more than two IN grades at any time.
• Students who have two outstanding IN grades will not be allowed to register for further doctoral credits until one or both of the incompletes has been resolved.
INDEPENDENT STUDY

Montclair State doctoral students wishing to register for courses on an independent study basis must take the following steps:

- Students must have a GPA of at least 3.00 to engage in independent study and have completed at least 12 credits earned toward the degree being pursued.
- An independent study is not available for a course that is scheduled during the fall, spring or summer semester.
- Complete an Independent Study Application: http://www.montclair.edu/media/montclair.edu/graduateschoolthe/students/independentstudy.PDF
- This application must be completed in full and approved by the instructor and department chair prior to registration.
- The full course name, subject code, and course number minus the section number, must be included on the application.
- Once approved, the form should be submitted in person to the Office of the Registrar at the time of registration.
- The student and the faculty member will develop a written statement describing the conduct of the independent study.
- Independent study assignments are expected to be completed by the end of the session specified on the Independent Study Application form.

INSTITUTIONAL REVIEW BOARD (IRB)

- Students conducting research for courses, theses, dissertations, or comprehensive projects in which human subjects are used must adhere to the regulations of the Montclair State University Institutional Review Board.
- The Institutional Review Board (IRB) is designated by Montclair State University (MSU) to support faculty, staff, students and guests to complete their research that is compliant with federal and state laws and MSU policy. As such the IRB is charged to review, approve initiation of, and conduct periodic reviews of research projects that involve human participants. As mandated by Federal Law and consistent with MSU policy, each investigator must have prior dated and written approval from the IRB before beginning a research project that uses human participants. This is true regardless of the funding source or if the project is funded.
- Please visit their website at: http://www.montclair.edu/provost/institutional-review-board/

LEAVE OF ABSENCE

- A student may request a leave of absence by completing the Leave of Absence Request form which can be found at: https://gradschool.montclair.edu/gradweb/forms/loa.php
- Valid requests for a leave of absence include:
  - Birth/Adoption
  - Closed Courses/Course Not Offered
  - Coaching
  - Family/Medical
  - Financial Hardship
  - Finished coursework/Waiting to take Comps
  - Getting/Recently Married
Late Admission Decision
New Job/Busy Season
Postponing Student Teaching/Praxis
Taking Class at Another University
Temporary Relocation for Work

- The maximum duration of the Leave of Absence will be 12 months from the end of the semester in which the last course was taken.
- Duration of the Leave of Absence is excluded from the time limit for matriculation.
- It is the student’s responsibility to withdraw from any registered courses once the leave of absence is approved by The Graduate School.

PROGRAM/COURSE/CREDIT REQUIREMENTS

- Courses taken at Montclair State University ten or more years prior to the date of the student’s matriculation will not be accepted for credit toward the Doctoral Degree, except upon recommendation by the major department and approval of The Graduate School.
- For all doctoral degrees, a minimum of 48 semester hours of graduate level credit beyond the Masters or a minimum of 72 graduate level credits beyond the Bachelors will be required to obtain a doctoral degree at MSU. A minimum of 42 of these credits must be numbered 700 or higher with at least 18 of these credits in coursework other than the dissertation (900, 901) or culminating research project.
- Individual programs may have semester hour requirements beyond this minimum.

READMISSION TO GRADUATE STUDY

- Graduate students who were admitted to a formal doctoral program of study who have not attended classes for a period of two years or more and whose matriculation has expired (i.e., student has passed the maximum amount of time allowed to complete his/her program) are required to file for readmission with The Graduate School prior to being allowed to resume coursework. This involves submitting the standard admission application forms in use at that time, including the application fee, as well as any required supporting materials (e.g., transcripts, test scores, etc.) that are no longer on file at The Graduate School.
- The review for readmission will include the student’s current standing in his/her academic program including: academic performance, completion of degree requirements, and length of time since the student’s matriculation expired. A meeting with the student’s DPD will be required before readmission is approved. At the time of readmission, a new matriculation is established and the graduate student will be subject to all academic requirements of the academic program as exists at the time of readmission.
- Coursework taken more than ten (10) years prior to the term of readmission will not be eligible for use toward the completion of the new degree requirements.

REQUEST FOR COURSE WITHDRAWAL EXCEPTION

- Students wishing to withdraw from a class in which they are registered must withdraw through WESS. If a student encounters difficulty dropping a class through WESS, the Office of the Registrar should be contacted as soon as possible.
- If a student does not attend a class, it is her/his responsibility to withdraw from that class. Students who do not formally withdraw will be billed and graded for that class.
Students may withdraw from a class from time of registration through the ninth week, or mid-point, for short term and Summer Sessions, without faculty permission and without academic penalty.

Once a student has withdrawn, a WD will appear on the transcript. It has no effect on grade point or cumulative averages. Please note the following:

- Students are responsible for officially withdrawing from the courses, for all costs for the course, and for familiarity with all policies relating to course withdrawal.
- The form can be accessed at:
  - http://www.montclair.edu/media/montclairedu/deanofstudents/ExceptionForm.pdf
- The university’s refund policy is available in the Web Schedule of Courses book:
  - http://www.montclair.edu/registrar/schedule-book/

REQUEST FOR WITHDRAWAL DUE TO EXTENUATING LIFE CIRCUMSTANCES

While rare, there are certain extreme extenuating circumstances that may prevent a student from completing the semester beyond the ninth week of classes and which require withdrawal from the entire semester. These life circumstances may include:

- Death of a parent or spouse
- Incapacitating accident
- Extended hospitalization

The following reasons are not considered extenuating life circumstances for withdrawal from courses after the nine-week mark:

- Failure to attend a class
- Failure to drop a course
- Failing work
- Lack of attendance
- Dislike of the instructor
- Wrong course choice
- Lack of interest in the course
- Conflict in teaching style

Requests for withdrawal from a course after the ninth week of classes must be completed within the semester and must be made by the last day of classes before finals week starts. Note that retroactive requests will NOT be considered.

If requests for withdrawal from all classes are honored, a grade of WD will be awarded. Requests for withdrawal from individual courses will not be considered after the nine-week point of the semester.

All requests for withdrawals from all courses can be made by following the steps below:

- Submitting a completed Request for Course Withdrawal Exception form:
  - http://www.montclair.edu/media/montclairedu/deanofstudents/ExceptionForm.pdf, which is available online or from the Dean of Students Office, together with required documentation substantiating the extreme life circumstance that prevents the completion of a semester.
- Once these materials are submitted, a student may be required to meet with a member of the Dean of Students’ staff.
- The Dean of Students Office will send a completed form to the instructor(s) informing them that the student’s request for withdrawal due to extenuating life circumstances has been verified.
- The instructor(s) will issue a grade or grades of WD.
- The Dean of Students will notify the student of the final determination after talking to the respective instructors.
- If requests for withdrawal are not approved, the Dean of Students will recommend that the student go directly to his or her advisor.
RESIDENCY REQUIREMENT FOR DOCTORAL PROGRAM

A one-year residency is a required element of all Doctoral programs. Residency is defined as a year-long period of full-time academic study or its equivalent. Full-time academic study is defined as enrollment for a minimum of 18 credits over 2 or 3 consecutive semesters, including Fall, Spring, and Summer.

REVOCATION OF MATRICULATION

The Doctoral Program Director, in consultation with the Graduate Dean, may recommend revocation of a student’s matriculation to the Provost if it has been established that there is evidence of serious unprofessional conduct on the part of the student. Revocation of matriculation may also occur due to an academic dismissal.

SUMMER SESSION COURSE LOAD

- Summer School policy states that Graduate students are limited to 12 semester hours of course work within any combination of summer sessions.
- A student may take only 3 semester hours of course work within a pre or post session.
- Additional credits beyond this must be granted approval by the Doctoral Program Director.

TIME EXTENSION FOR PROGRAM COMPLETION

- If a time extension is necessary to complete the degree, a request for the extension must be filed with the Graduate Dean. The Graduate Dean, in consultation with the Doctoral Program Director, will review the student's progress.
- Following this review, a decision regarding the extension will be reached.
- The Graduate School will notify the student and the Doctoral Program Director of the decision.
- No request for extensions will be accepted after 10 years from the date of matriculation.

TIME LIMIT FOR COMPLETION OF DOCTORAL DEGREE PROGRAM

- Students must be made aware that by enrolling for only the minimum number of credits, they may not be able to complete their degree program within the specified time allotted.
  - **Post Masters**: Students who enter with a Master's Degree will have 7 years from the date of matriculation, excluding any leaves of absence, to complete their degree.
  - **Post Bachelors**: Students who enter with a Baccalaureate degree will have 10 years from the date of matriculation to complete their degree, excluding any leaves of absence. Students who have a Master's degree in a different field of study and whose work programs, therefore, include additional credits may be classified as post-Baccalaureate status.
TIME LIMIT FOR ENROLLMENT FOLLOWING ACCEPTANCE

- Graduate students must enroll for courses within two semesters (excluding summer sessions) of the date of acceptance.
- If a student does not enroll or does not request deferment, program acceptance will be withdrawn, and a new application with accompanying credentials must be submitted.

TRANSFERRING CREDITS

- **Transfer Credit**
  - For a student to have credit transferred and accepted as part of his/her course of study, prior approval must be granted by the Doctoral Program Director and the Graduate Dean.
  - Note that it is University policy that credits which transfer do so with no grade and are not factored into the student’s GPA.

- **Number of Transfer Credits Accepted from Another Institution**
  - Students entering a post-Baccalaureate program (or track) who are transferring from another Doctoral program or who have taken doctoral level courses at another institution must take a minimum of 48 credits at MSU. They may, therefore, transfer a maximum of 24 graduate level semester hours into their Doctoral program if this is approved by the Doctoral Program Director.
  - Students entering a post-Master’s program (or track) who are transferring from another Doctoral program or who have taken doctoral level courses at another institution must take a minimum of 36 credits at MSU. They may, therefore, transfer a maximum of 12 graduate level semester hours into their Doctoral program if this is approved by the Doctoral Program Director.
  - Programs that offer only a post-Baccalaureate (that do not have separate post-BA and post-MA tracks) may choose to apply the guidelines for post-Masters tracks to students who have previously completed a Master’s program within the same field of study at another institution. Such students, therefore, must take a minimum of 36 credits at MSU and may transfer a maximum of 12 graduate level semester hours into their Doctoral Program if this is approved by the Doctoral Program Director.

- **Criteria for Acceptance of Transfer Credit**
  - Such transfer will be considered (or approved) only if all the criteria below are met:
    - An official transcript indicates that the course was taken for graduate credit (equivalent to a 700 course or higher).
    - The grade received for each course was a "B" or better.
    - The course credit was earned no more than seven years before the date of doctoral matriculation at MSU (additional courses beyond these seven years may be evaluated for transfer at the discretion of the Doctoral Program Director and the Graduate Dean).
    - The request is made at the time of matriculation.
    - The Doctoral Program Director recommends the transfer of credit to the Graduate Dean as appropriate to the work program.
WITHDRAWING FROM THE UNIVERSITY/WITHDRAWING FROM CLASSES

- Students are responsible for withdrawing from classes that they do not plan on attending.
- Students who do not withdraw from classes will be held accountable for all tuition and fees incurred, regardless of their status (leave of absence, postponement, withdrawal from program, etc.).
- Matriculation is terminated if a student chooses to withdraw from the program. Once having withdrawn, the student may resume study, only after he/she reapplies to the program and is accepted. There is no guarantee of admission.
- At the time of the second matriculation, the Doctoral Program Director will provide a recommendation to the Graduate Dean regarding applicability of previously earned credit.
- Written notification of withdrawal must be submitted to The Graduate School.