Time Limit on Master's Degree Programs

Policy Statement

For master's degree programs of 40 or fewer hours, a graduate student is expected to complete requirements for the master's degree no later than seven years after beginning course work. For master's degree programs of 41 or more hours, a graduate student is expected to complete requirements for the master's degree no later than ten years after beginning course work. The minimum time interval required for completion of a graduate degree is two semesters of full-time study.

Entities Affected by the Policy

- Graduate students
- Graduate School
- Office of the Registrar

Interpreting Authority

Provost and Vice President of Academic Affairs

Policy Adoption Review and Approval

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<td>February 15, 2007</td>
<td>Council on Academic Affairs</td>
<td>Recommended Support</td>
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<tr>
<td>April 23, 2007</td>
<td>Board of Regents</td>
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This policy has not yet been reviewed under Policy 1.1.1. For purposes of cataloging, it has been placed in an abbreviated form of the policy template. It remains an official university policy and will eventually be reviewed under Policy 1.1.1.
Policy Revision: Seven-Year Time Limit for Master's Degree Programs

Dr. Piercey presented for approval a revision of the University's policy on the Seven-Year Time Limit for Master's Degree Programs. The proposed revision extends the time limit to ten years for programs greater than forty hours to allow sufficient time for students in these programs to complete their degrees without the need to resort to requests for waivers. Ms. Barton made a motion for approval that was seconded by Ms. Rogers. The motion was passed by voice vote. A copy of the approved policy revision is included with the Official Minutes of the Board of Regents.

Policy Addition: Academic Bankruptcy of Graduate Course Work

Dr. Piercey presented for approval a proposed policy to permit graduate students who may have encountered academic difficulties at some point in their graduate careers to be allowed to pursue graduate degrees in other programs while remaining in good academic standing. He noted that the proposed policy mirrors that of the University's current policy for undergraduates. Mr. Abney made a motion for approval, and Dr. Frisbie seconded. The motion passed by voice vote. A copy of the approved policy is included in the Official Minutes of the Board of Regents.

Policy Revision: Awarding “I” (Incomplete) Grades

Dr. Piercey presented for approval a policy revision, effective fall 2007 term, to provide for a written agreement which clearly defines all conditions and deadlines pertaining to the awarding of an Incomplete Grade in a course. Dr. Frisbie made a motion for approval; Mr. Fulkerson seconded. The motion passed by voice vote. A copy of the approved policy and the Incomplete Grade Contract form, are included in the Official Minutes of the Board of Regents.

Suspension of University Writing Requirement

Dr. Piercey presented for approval a proposal to discontinue requiring the University Writing Requirement (UWR) for students who enrolled in summer 2006 or thereafter. The proposal states that the University has four initiatives emphasizing writing and assessment, which will be embedded in the curriculum instead of existing apart from it. Mr. Fifer and Dr. Piercey engaged in a discussion regarding the review of application of the suspension of the UWR to those students enrolled prior to summer 2006. Dr. Piercey stated that he would take under advisement the request to allow for the application of the UWR suspension to students prior to summer 2006. Dr. Frisbie made a motion to approve the proposal as presented in the Board agenda materials provided to the Board. Mr. Fifer seconded. The motion passed by voice vote. A copy of the proposal as approved is included in the Official Minutes of the Board of Regents.

Approval of Candidates for May 2007 Commencement

President Glasser recommended to the Board that it approve the candidates who will complete degree requirements for Spring 2007 Commencement Exercises for receipt of their degrees. The official list of graduates will be on file in the Office of the Registrar. Ms. Rogers made a motion for approval. Mr. Fifer seconded. The motion passed by voice vote.
Policy Revision: Seven-Year Time Limit on Master’s Degree Programs

(Additions are underlined – deletions are indicated by strikethroughs)

Policy

Time Requirements

For master’s degree programs of 40 or fewer hours, a graduate student is expected to complete requirements for the master’s degree no later than seven years after beginning course work. For master’s degree programs of 41 or more hours, a graduate student is expected to complete requirements for the master’s degree no later than ten years after beginning coursework. The minimum time interval required for completion of a graduate degree is two semesters of full-time study.

The Graduate Council, in recognition of the importance of assisting and safeguarding the student’s right to due process will consider requests for waiver of the above-stated requirement upon the recommendation of the student’s advisor, the department chair, the college dean, and the Dean of Graduate Education and Research.

Rationale:

The current policy was designed to address time limits of “standard” master’s degree programs. EKU offers a few master’s degree programs where the credit hour requirements are significantly above the typical 30-36 hours required for most master’s degrees. The revision recognizes the limitations of the current policy, particularly for part-time students, and should reduce the need for term waivers for students in these programs.
Senator May moved to charge the Rights and Responsibilities Committee with developing amendments to the proposal and have them report their recommendations at the April meeting, seconded by Senator Johnson. The majority were in favor of sending the proposal to the Rights and Responsibilities Committee and the motion carried.

The motion to postpone further discussion until April also carried.

Senator Robles asked that anyone with feedback on the issue should email her as soon as possible. In addition, those interested in attending the committee's meeting, should notify her.

**Adopt Senate Resolution Regarding Faculty Workload.** Senator Piercey moved, seconded by Senator Sambrook, to add the following statement to the beginning of the proposed Faculty Workload resolution "The faculty at Eastern Kentucky University strongly encourage".

The majority of the Senate were in favor of the amendment, and the motion carried.

The majority of the Senate were in favor of the amended resolution (see below), and the motion carried.

Be it therefore resolved,
That the faculty at Eastern Kentucky University strongly encourage that Administration at Eastern Kentucky University will provide faculty lines and resources to departments that insure the departments' capacity to anticipate, accommodate, and accomplish a successful performance of Eastern Kentucky University's Strategic Plan.

**NEW BUSINESS:**

**Report from Council on Academic Affairs - Senator Piercey**

1. Summer Enrollment Levels (informational item)
2. Educational Leadership department name change to Educational Leadership & Policy (informational item)
3. Special Education restructuring of department (informational item)
4. Graduate School Proposals (time limit for master's degree, academic bankruptcy, & suspension of candidacy)
5. Literacy Consultant Endorsement - New Program Option
6. Educational Leadership & Policy Studies (EdD) - New Program
7. Dual Credit Policy
8. Loss Prevention & Safety (MS) - Change program title to: Safety, Security & Emergency Management

Items 1-3 were introduced as informational items only.

Senator Piercey moved approval of items 4-9, seconded by Senator Sambrook. The majority were in favor and the motion carried.

**Arlington Board Draft Letter.** Senator May moved approval of the Arlington Board letter, seconded by Senator Fenton. The majority were in favor and the motion carried.
OFFICE OF ENROLLMENT MANAGEMENT – continued

Withdrawn
Policy Revision
Exception to University Policy
Form
Effective: Spring 2007

Council members were not satisfied with the wording on the form after a discussion ensued as to the difference in University policy, program specific policies, and current policies which allow college deans to override policy. The SSN number option also needs to be removed from the form.

OFFICE OF GRADUATE EDUCATION & RESEARCH

Approved
Policy Revision
Time Limit for Master’s Degree Programs
Effective: Fall 2007

Revision includes allowing students to complete graduate programs with 40 or fewer hours a limit of seven years. Students completing graduate programs with 41 hours or more would have ten years to complete the program.

Approved as Amended
Policy Revision
Academic Bankruptcy of Graduate Work
Effective: Fall 2007

Language regarding the exclusion of transfer work in the academic bankruptcy policy was removed. A statement that students who declare academic bankruptcy will be admitted on a probationary status was added. Council members asked that the Graduate Council seriously reconsider the five year period of non-enrollment required for graduate students to declare academic bankruptcy as the undergraduate policy requires two years of non-enrollment. Dr. Pogatshnik indicated he would ask the Graduate Council to reconsider the time period.

Approved
Policy Revision
Suspension of Graduate Candidacy
Effective: Fall 2007

Candidacy is a very labor intensive process for Graduate School staff and has no value to the Graduate School at the master’s level. Once doctoral programs are established, a policy will need to be developed to address candidacy.

COUNCIL ON ACADEMIC AFFAIRS Minutes from February 15, 2007
Submitted by Rhonda Goode, Office of University Programs, AVP for Academic Affairs