Policy Number: 75-1
Last Revised: 11/08/12

DEGREE REQUIREMENTS

ALL STUDENTS

Specific requirements for each degree are found in the appropriate sections of the *Undergraduate and Graduate Catalogs.*

The academic year begins on the first day of class for the summer term and ends on the last day of class the following spring term.

Academic advising is made available to each student at the university. However, the student alone bears the primary responsibility for satisfying each university and program requirement. Any departure from the requirements stated in the appropriate issue of the *Catalog* must be approved in advance on a "Petition for Exception to Policy."

A student is held to the degree requirements in effect at the time of matriculation unless a requirement cannot be met because of substantial changes in departmental offerings. When previous requirements are no longer offered, the student's department chairperson and dean will prescribe major requirements via the "Petition for Exception to Policy." A student may, by petition, elect to graduate under degree requirements specified in a subsequent *Catalog* but under no circumstances will the requirements from earlier *Catalogues* be applied.

A student who is readmitted after an absence of four consecutive quarters or more, or who changes majors, is held to the major or program and college or school requirements in effect at the time of re-enrollment or the change of major or program. A student may, by petition, elect to graduate under degree requirements specified in a subsequent *Catalog*, but under no circumstances will the requirements from an earlier *Catalog* be applied.

To transfer from one college or school to another or from one program to another, a student must obtain a change of program form from SU Online, notify the former department by obtaining the chair's signature, and presenting the form to the new program director for approval. Students must meet the minimum entry requirements of the new major or program, and must also satisfy any additional requirements of the new college/school in order to earn the degree. The approved form is returned to the Office of the Registrar by the department and the student's record will be adjusted to reflect the new program

Before any degree can be certified by the University Registrar, the student must complete an application for graduation and complete all required coursework. Degrees are posted as of the term in which the coursework is completed. Degrees are never back dated to previous terms. Both graduate and undergraduate students are allowed to participate in Commencement with deficiencies (Policy 83-1).

UNDERGRADUATE STUDENTS

The minimum number of credits required for an undergraduate degree from Seattle University is 180 quarter credits, with the exception of the Bachelor of Arts in Humanities degree. Certain programs may require more than 180 credits. Under no circumstances will the total credits required for the degree be reduced.

The senior year must be spent in residence at the university, which shall be understood to mean the final 45 credits of degree requirements. Such work is to be taken at the university under the direction of members of the faculty. In the case of Seattle University students enrolled in AFROTC and NROTC at the University of Washington, this requirement is waived for aerospace and naval science studies. With specific permission from the dean and registrar, senior residency may also be waived for an approved education abroad program.

All degree requirements for undergraduate students should be completed within 10 years of the date on which the college work was begun. Credit over 10 years old will only apply to a degree when graded C (2.00) or better and approved as applicable to the degree by the student's dean or department chair.

Cumulative grade point average (GPA) and credit requirements are stated for each program in the *Catalog* and in Policy 75-2. Only courses completed at Seattle University are included in the GPA. The major GPA will include all Seattle University work used to complete the course and credit requirements of the major as well as the supporting courses in allied fields specifically required by the program.

Major credit minimums as stated in the *Catalog* must be met. When transfer courses applied to major requirements have fewer credits than the SU equivalent, the total credits needed to complete the major requirements will be reduced by a maximum of one credit. However, the total credits required for the degree will not be reduced.

Core requirements, including those for transfer and second degree students are outlined in Policy #2012-01.

GRADUATE STUDENTS

The minimum number of credits required for a graduate degree from Seattle University is 45 quarter credits. Certain programs may require more than 45 credits. A minimum of 36 credits must be taken in residence at the University. Under no circumstances will the total credits required for the degree be reduced.

All degree requirements for the master's, educational specialist, and doctoral degree must be completed within 6 years of the date on which the college work was begun. This includes any courses that are transferred in.

A 3.00 grade point average minimum is required to earn a master's, educational specialist, or doctoral degree.

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