



Policy AC040: Time Limitations on Meeting Graduate Degree Requirements

Recommended for Approval by:

A blue ink signature of Dr. Scott E. Miller, written over a horizontal line.

Dr. Scott E. Miller, VP for Academic Affairs and Provost,
Pennsylvania Western University

Approved by:

A blue ink signature of Dr. Dale-Elizabeth Pehrsson, written over a horizontal line.

Dr. Dale-Elizabeth Pehrsson, President,
Pennsylvania Western University

Effective Date: 07/01/2022

A. Intent

To define the time limitations for graduate students to meet degree requirements.

B. Definition(s)

Not Applicable.

C. Policy

All requirements for a Master's degree must be completed within a six (6) year time period beginning with the semester or summer session in which the student completed their first credits of the degree program.

All requirements for a doctorate degree must be completed within a ten (10) year time period beginning with the semester or summer session in which the student completed their first credits of the degree program.

Failure to complete the program within the stated time frame may necessitate the repeat of coursework or additional coursework in the program by the student.

Some programs may have different graduation timeline requirements that may supersede this policy.

D. Procedure(s)

If unusual circumstances prevent a student from the normal pursuit of their graduate studies, the student may apply to the academic dean of the program for an extension of the stated time limit. The academic dean will inform the student, department chair, Office of the Registrar, and Office of the Provost of such extension requests and approvals.

E. Related policies

Graduation Requirements Policy (AC028)

F. Contact Information

For additional information, please contact the Office of the Provost or the Office of the Dean for the relevant college.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.