



University of Rochester

New Graduate Policies

September 2026

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University Policies for All Graduate Programs:

Adding Doctor of Business Administration (DBA)

Located in section: Graduate Degrees Offered at the University.

To reflect changed curricular offering, adds the following text: “William E. Simon Graduate School of Business Administration for the Doctor of Business Administration (DBA)”

Advanced Certificate Program Credit Transfer

Purpose

This policy outlines the conditions and limitations under which graduate-level coursework, completed both internally and externally, may be accepted for transfer credit into Advanced Certificate programs at the University of Rochester. Its primary purpose is to ensure academic rigor and consistency by establishing clear guidelines for credit eligibility, maximum transfer allowances, and required approval processes. This policy does not apply to certificates of advanced achievement. This policy does also not apply to graduate degree program transfer credits or combined/accelerated degree program (bachelor's + master's) transfer credits, which are governed by separate policies.

Definitions

Advanced Certificate (Advanced Diploma in Eastman School of Music): A credential issued for completion of a small, concentrated set of graduate-level coursework around a particular subdiscipline or subdomain of knowledge. The number of courses is typically fewer than a program of study associated with a master's or doctoral degree. Advanced certificates are stand-alone programs that students matriculate into directly. For this reason, they must be approved by the New York State Education Department. Advanced certificates do not require a minimum number of credits to complete.

Certificate of Advanced Achievement: Earned through graduate level coursework leading to a credential other than a degree. It is only available to students matriculated in a graduate degree program at the University of Rochester. It is distinct from an Advanced Certificate, which is approved through the New York State Education Department and is open to any student.

Conferral: The process of posting an educational credential to transcript, indicating that all requirements are completed and verified by University Officers.

Doctoral Degree (PhD): A graduate degree level that recognizes completion of a program of study including coursework and a dissertation (or equivalent) demonstrating highly advanced proficiency in an academic discipline. Doctoral degree programs must be approved by the New York State Education Department to be offered and awarded. Doctoral Degrees require at least 90 credits to complete.

Doctoral Professional Practice Degree (EdD, DNP, DMA, DBA): A doctoral degree that recognizes completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. Doctoral Professional Practice Degrees require a master's degree prior to matriculation.

External Transfer Credit (Graduate): Academic credit at the graduate level earned at a graduate school outside the University of Rochester, specifically from a regionally accredited institution in the United States or an equivalently recognized institution abroad. This credit can be applied to a matriculated graduate record to fulfill degree or advanced certificate requirements.

Internal Transfer Credit (Graduate): Academic credit earned at the University of Rochester at the graduate level by students who were not yet officially enrolled in a graduate degree program. This credit can be applied to a matriculated graduate record to fulfill degree or advanced certificate requirements.

Master's Degree (MA, MBA, MS, MM, MMAT, MPH): A graduate degree level that recognizes completion of a program of study that requires at least 30 credits. Master's degree programs must be approved by the New York State Education Department to be offered and awarded.

Matriculation: Official enrollment in a degree or certificate program, marked by acceptance of the offer of admission and completion of all registration requirements.

Pass/Fail Course: No-grade course in which pass or credit, or no-pass is given; generally, this course is not considered in the computation of student's grade-point average and, generally, it is ineligible for transfer credit unless specifically approved.

Program of Study: Collection of courses for which an educational institution may award a degree or certificate, once it is completed.

Regionally Accredited (or Equivalently Recognized) Institution: A college or university that has earned institutional accreditation from one of the U.S. regional accrediting bodies—or a comparable body abroad—that establishes criteria for judging the quality of training, educational programs and education offered by educational institutions. An institution's accredited status governs in a large measure the acceptability of its credits by other institutions.

Transfer Credit: Academic credit awarded by the University for graduate-level courses successfully completed externally at another institution or internally at the University of Rochester, subject to the limits and approval processes contained in this policy.

Scope

This policy applies to faculty, staff, and students.

Policy Details

I. Policy Statement

Graduate-level coursework completed prior to starting an Advanced Certificate program may be considered for Transfer Credit, subject to the conditions and restrictions outlined in this policy. This policy establishes the framework for accepting both Internal Transfer Credit and External Transfer Credit to ensure academic rigor and consistency across Advanced Certificate programs. All credits earned as part of an Advanced Certificate must be transferable towards a graduate degree program within the University.

II. Policy Detail

A. Eligibility for Transfer Credit

1. **General Conditions:** Transfer Credit may be accepted toward Advanced Certificate requirements provided that the courses meet the following criteria:
 - a. Alignment with Program of Study: The courses must align with the student's proposed Advanced Certificate Program of Study.
 - b. Completion timeline: The courses must have been completed within ten years prior to Matriculation.
 - c. Minimum grade: A grade of B or higher must have been achieved in each graduate course to be transferred.
 - d. Pass/Fail Coursework: Coursework completed on a pass/fail basis is generally not eligible for Transfer Credit, unless specifically approved by both the program director/department chair and the associate dean of graduate education at the relevant school.
2. **Acceptable Institutions:** Transfer Credit may originate from:
 - a. A Regionally Accredited Institution's graduate school in the United States (for External Transfer Credit).
 - b. An Equivalently Recognized Institution abroad (for External Transfer Credit).
 - c. The University of Rochester (for Internal Transfer Credit).

B. Transfer Credit Limits

1. **Residency Requirement:** The Program of Study for each student must include at least 60 percent of the Advanced Certificate credit hours taken at the University of Rochester as a matriculated student in their current Advanced Certificate program.
2. **Maximum Transfer Credits:** No more than 40 percent of the total credits required for the Advanced Certificate—and in no case more than 12 credits—may be transferred into the program.
3. **Course Substitutions:** Course substitutions within any Advanced Certificate should be handled as Transfer Credit and are subject to the limits outlined in this section.
4. **En Passant Advanced Certificates:** Students in a Doctoral, Doctoral Professional Practice, or Master's degree program cannot complete its requirements and belatedly receive an Advanced Certificate based on the credits they earned during completion of their graduate degree program. Coursework from such programs is subject to the limits outlined in this section. Students who are unable to complete the degree program in which they matriculated may petition to receive an advanced certificate, as appropriate, based on the credits earned.
5. **Undergraduate Courses:** Undergraduate courses cannot count towards completion of an Advanced Certificate.

C. School-Level Discretion

1. The number and type of credit hours acceptable as Transfer Credit for coursework previously taken at the University of Rochester or another university is determined at the school level. School-level decisions and policies on accepting Transfer Credit can be stricter than the parameters outlined in this policy.

D. Exceptions

1. Schools wishing to exceed the Transfer Credit limit outlined in section II.B will need to obtain approval from the Office of the Provost.
2. Schools wishing to consider Transfer Credit for courses completed more than ten years prior to Matriculation will need to obtain approval from the Office of the Provost.

E. Exclusions

1. This policy does not apply to Joint Degree programs approved by the Office of the Provost that are offered with another university.
2. This policy does not apply to graduate degree program transfer credits or combined/accelerated degree program (bachelor's + master's) transfer credits.

F. Academic Records

Transcripts and score reports from other institutions that are submitted to the University of Rochester for admission or Transfer Credit consideration are kept in the student's academic file are the property of the University of Rochester and, as such, are subject to the Family Educational Rights and Privacy Act (FERPA). <https://www.rochester.edu/registrar/policies.html#ferpa>

Continuing Registration in Thesis/Dissertation Phase

Thesis/Dissertation Status

A student transitions to the Thesis/Dissertation Status when the school or program formally determines that the student's primary academic activity is focused on completion of the thesis or dissertation. This determination by the school or program may occur even if the student remains enrolled in additional coursework or research credits required by the degree program or approved by the school. Authority for establishing the criteria and timing of this transition resides with the individual school or program, consistent with its academic requirements, degree milestones, and governing policies.

When credit enrollment alone does not fully represent the student's academic activity, Thesis/Dissertation Equivalent Status (full-time equivalent, half-time equivalent, or part-time equivalent) is determined based on the student's level of academic engagement and progress toward completion of degree requirements. Equivalent Status reflects engagement in activities such as research, scholarly or creative work, writing, data collection or analysis, preparation of the thesis or dissertation, completion of required milestones, defense preparation, or other activities directly related to degree completion. Equivalent Status is not determined by employment hours, assistantship responsibilities, or other work obligations unrelated to completion of degree requirements.

Students registered in a Thesis/Dissertation Equivalent Status are assessed applicable tuition and fees consistent with University policies and their registration status. Additional coursework or research credit enrollment, when required by the program or approved by the school, does not by itself alter a student's Thesis/Dissertation Status.

Students should note that registration in a half-time or part-time Thesis/Dissertation Equivalent Status combined with additional credit-bearing coursework may affect the student's overall enrollment status and the application of University policies, fees, benefits, or other requirements associated with full-time enrollment.

Definitions

1. **Thesis/Dissertation Status:**

The academic status of a student whose primary academic activity is focused on completion of the thesis or dissertation, as determined by the student's school or program.

2. **Thesis/Dissertation Equivalent Status:**

The enrollment status assigned when a student's credit enrollment does not fully represent their academic engagement in thesis/dissertation completion. Equivalent Status may be full-time, half-time, or part-time and is based on the student's level of academic engagement and progress toward completion of degree requirements.

Related Policies and Resources

Thesis/Dissertation Status may intersect with other University policies, requirements, and services. The resources below provide additional information about areas that may be affected by Thesis/Dissertation Status. Students may visit the websites below for more information or contact the appropriate office directly with questions about their individual circumstances.

- **Tuition and Fees:** [University Bursar website](#)
- **Financial Aid:** [University Financial Aid website](#)
- **Health Insurance:** [University Health Service website](#)
- **International Students:** [International Services Office website](#)

Full-Time Thesis/Dissertation Equivalent Status

Students in Full-Time Thesis/Dissertation Equivalent Status are engaged in academic activities at a level comparable to full-time study. Full-time engagement may include sustained research, scholarly or creative work, writing, data collection or analysis, preparation of the thesis or dissertation, completion of required academic milestones, defense preparation, or other activities directly related to completion of degree requirements.

Requirement: Students must demonstrate full-time engagement in academic activities through approved on-campus registration or approved in absentia study in the United States or abroad, as permitted by program requirements.

Responsibility for monitoring and assessing academic progress toward degree completion rests with the student's designated academic advisor, defined as the faculty advisor for doctoral students and the program or academic advisor for master's students, as assigned by the program.

Half-time Thesis/Dissertation Equivalent Status

Students in half-time thesis/dissertation equivalent status are engaged in academic activity at a level equivalent to at least half-time study. Half-time engagement may include ongoing

research, scholarly or creative work, writing, data collection or analysis, preparation of the thesis or dissertation, completion of required academic milestones, defense preparation, or other activities directly related to advancement toward degree completion.

Requirement: Students must demonstrate half-time engagement through approved registration that reflects a reduced but substantial level of academic activity, including thesis/dissertation research or other program-approved activities, through on-campus registration or approved in absentia study in the United States or abroad, as permitted by program requirements.

Responsibility for monitoring and assessing academic progress toward degree completion rests with the student's designated academic advisor, defined as the faculty advisor for doctoral students and the program or academic advisor for master's students, as assigned by the program.

Part-Time Thesis/Dissertation Equivalent Status

Students in part-time thesis/dissertation equivalent status are engaged in academic activity at a level equivalent to at least part-time study. Part-time engagement may include limited research, scholarly or creative work, writing, data collection or analysis, preparation of the thesis or dissertation, completion of required academic milestones, or other activities directly related to degree completion.

Requirement: Students must demonstrate part-time engagement through approved registration that reflects a limited level of academic activity, including thesis/dissertation research or other program-approved activities, through on-campus registration or approved in absentia study in the United States or abroad, as permitted by program requirements.

Responsibility for monitoring and assessing academic progress toward degree completion rests with the student's designated academic advisor, defined as the faculty advisor for doctoral students and the program or academic advisor for master's students, as assigned by the program.

Credit Hour Policy

All University of Rochester degree and certificate programs are approved by the New York State Education Department (NYSED). The University of Rochester's credit hour calculations for degree and certificate programs follow NYSED guidelines—which are based on the U.S. Department of Education's definition of *credit hour*.

In addition to the information here, a more frequently updated description of credit hour policy can be found at <https://www.rochester.edu/provost/academic-administration-accreditation-and-assessment/verification-of-compliance/credit-hour-policy-and-compliance/>.

The faculty in each school is responsible for all aspects of the curriculum and degree program requirements. Each school has a faculty curriculum committee that reviews proposed new and revised courses and degree programs, including the credit hours associated with each.

Graduate Degree Program Transfer Credit

Purpose

This policy outlines the conditions and limitations under which graduate-level coursework, completed both internally and externally, may be accepted for transfer credit into graduate programs. Its primary purpose is to ensure academic rigor and consistency by establishing clear guidelines for credit eligibility, maximum transfer allowances, and required approval processes. This policy does not apply to combined/accelerated degree program (bachelor's + master's) transfer credits.

Definitions

Advanced Certificate: A credential issued for completion of a small, concentrated set of graduate-level coursework around a particular subdiscipline or subdomain of knowledge. The number of courses is typically fewer than a program of study associated with a master's or doctoral degree. Advanced certificates are stand-alone programs that students matriculate into directly. For this reason, they must be approved by the New York State Education Department. Advanced certificates do not require a minimum number of credits to complete.

Conferral: The process of posting an educational credential to transcript, indicating that all requirements are completed and verified by University Officers.

Doctoral Degree (PhD): A graduate degree level that recognizes completion of a program of study including coursework and a dissertation (or equivalent) demonstrating highly advanced proficiency in an academic discipline. Doctoral degree programs must be approved by the New York State Education Department to be offered and awarded. Doctoral Degrees require at least 90 credits to complete.

Doctoral Professional Practice Degree (EdD, DNP, DMA, DBA): A doctoral degree that recognizes completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. Doctoral Professional Practice Degrees require a master's degree prior to matriculation.

En Passant Degree: A master's degree awarded while completing requirements for a doctoral degree.

External Transfer Credit (Graduate): Academic credit at the graduate level earned at a graduate school outside the University of Rochester, specifically from a regionally accredited institution in the United States or an equivalently recognized institution abroad. This credit can be applied to a matriculated graduate record to fulfill degree or advanced certificate requirements.

Internal Transfer Credit (Graduate): Academic credit earned at the University of Rochester at the graduate level by students who were not yet officially enrolled in a graduate degree program. This credit can be applied to a matriculated graduate record to fulfill degree or advanced certificate requirements.

Joint Degree: A singular degree awarded by the University and one or more accredited institutions that have jointly-registered a program with the New York State Education Department. Institutions share responsibility for the admission of students, and students must be admitted to both/all institutions. The name of both (or all) institutions is on the degree.

Master's Degree (MA, MBA, MS, MM, MMAT, MPH): A graduate degree level that recognizes completion of a program of study that requires at least 30 credits. Master's degree programs must be approved by the New York State Education Department to be offered and awarded.

Matriculation: Official enrollment in a degree program, marked by acceptance of the offer of admission and completion of all registration requirements.

Pass/Fail Course: No-grade course in which pass or credit, or no-pass is given; generally, this course is not considered in the computation of student's grade-point average and, generally, it is ineligible for transfer credit unless specifically approved.

Program of Study: Collection of courses for which an educational institution may award a degree or certificate, once it is completed.

Regionally Accredited (or Equivalently Recognized) Institution: A college or university that has earned institutional accreditation from one of the U.S. regional accrediting bodies—or a comparable body abroad—that establishes criteria for judging the quality of training, educational programs and education offered by educational institutions. An institution's accredited status governs in a large measure the acceptability of its credits by other institutions.

Transfer Credit: Academic credit awarded by the University for graduate-level courses successfully completed externally at another institution or internally at the University of Rochester, subject to the limits and approval processes contained in this policy.

Policy Details

I. Policy Statement

Graduate-level coursework completed prior to starting a graduate degree program may be considered for Transfer Credit, subject to the conditions and restrictions outlined in this policy. This policy establishes the framework for accepting both Internal Transfer Credit and External Transfer Credit to ensure academic rigor and consistency across graduate degree programs.

II. Policy Detail

A. Eligibility for Transfer Credit

1. **General Conditions:** Transfer Credit may be accepted toward degree requirements provided that the courses meet the following criteria:

- a) Alignment with Program of Study: The courses must align with the student's proposed Program of Study.
- b) Completion timeline: The courses must have been completed within ten years prior to Matriculation.

- c) Minimum grade: A grade of B or higher must have been achieved in each graduate course to be transferred.
- d) Pass/Fail Coursework: Coursework completed on a pass/fail basis is generally not eligible for Transfer Credit, unless specifically approved by both the program director/department chair and the associate dean of graduate education at the relevant school.

2. Acceptable Institutions: Transfer Credit may originate from:

- a. A Regionally Accredited Institution's graduate school in the United States (for External Transfer Credit).
- b. An Equivalently Recognized Institution abroad (for External Transfer Credit).
- c. The University of Rochester (for Internal Transfer Credit).

B. Transfer Credit Limits

- 1. **Residency Requirement:** The Program of Study for each student must include at least 60 percent of the degree hours taken at the University of Rochester as a matriculated student in their current graduate degree program.
- 2. **Maximum Transfer Credits:** No more than 40 percent of degree credits can be transferred into a program. Maximum Transfer Credit is as follows:
 - a. Doctoral Degree: No more than 30 credits can be transferred.
 - b. Doctoral Professional Practice Degree: No more than 36 credits can be transferred.
 - c. Master's Degree:
 - i. Programs requiring 30-39 credits: No more than 12 credits can be transferred.
 - ii. Programs requiring 40-49 credits: No more than 16 credits can be transferred.
 - iii. Programs requiring 50 or more credits: No more than 20 credits can be transferred.
- 3. **En Passant Master's (Master's to Doctorate, also known as Master's Along the Way (MALW)):** Doctoral Degree Programs are allowed to confer a master's degree to students who meet appropriate milestones during their doctoral progression. All credits earned up to the Conferral of the master's degree will transfer into the doctoral program.
- 4. **Advanced Certificate to Master's or Doctoral Program:** All credits for an Advanced Certificate must be transferable towards a graduate degree program within the University.
- 5. **Undergraduate Courses:** Undergraduate courses cannot count towards completion of a graduate degree.

C. School-Level Discretion

- 1. The number and type of credit hours acceptable as Transfer Credit for coursework previously taken at the University of Rochester or another university is determined at the school level. School-level decisions and policies on accepting Transfer Credit can be stricter than the parameters outlined in this policy.

D. Exceptions

- 1. Schools wishing to exceed the Transfer Credit limit outlined in section II.B will need to obtain approval from the Office of the Provost.

2. Schools wishing to consider Transfer Credit for courses completed more than ten years prior to Matriculation will need to obtain approval from the Office of the Provost.

E. Exclusions

1. This policy does not apply to Joint Degree programs approved by the Office of the Provost that are offered with another university.
2. This policy does not apply to combined/accelerated degree program (bachelor's + master's) transfer credits.

F. Academic Records

Transcripts and score reports from other institutions that are submitted to the University of Rochester for admission or Transfer Credit consideration are kept in the student's academic file are the property of the University of Rochester and, as such, are subject to the Family Educational Rights and Privacy Act (FERPA).

<https://www.rochester.edu/registrar/policies.html#ferpa>

Scope

This policy applies to faculty, staff, and students

Professional Standards of Conduct

Schools at the University may develop and implement policies on professional standards of conduct for graduate students. These policies on professional standards of conduct should be informed and guided by both the norms of the applicable disciplines and expectations of professional fields represented at the various Schools. In addition to any policies on professional standards of conduct for graduate students that a School may have, graduate students at the University are also subject to other University policies relating to conduct, including the **Standards of Student Conduct: Processes & Policies**

(<https://www.rochester.edu/college/odos/assets/pdf/standards-of-student-conduct.pdf>), the **Regulations and University Policies Concerning Graduate Study** ([Graduate-Regulations-October-2025.pdf](#)), the University of Rochester **Code of Conduct**

(<https://www.rochester.edu/policies/policy/code-of-conduct/>), the policy on **Responsible Conduct of Research** (<https://www.rochester.edu/university-research/compliance/rcr/>), and the **Policy on Research Misconduct** (<https://www.rochester.edu/policies/policy/policy-on-research-misconduct/>). These policies are not intended to be mutually exclusive, and graduate students at the University could be subject to policies, procedures, and discipline under multiple policies for the same conduct.

Satisfactory Academic Progress

Graduate Satisfactory Academic Progress at the University is evaluated in accordance with federal regulations and the University's Graduate Satisfactory Academic Progress policy. The University's Graduate Satisfactory Academic Progress policy can be found in full on the Financial Aid Policies webpage: <https://www.rochester.edu/financial-aid/aid-policies/>

Updated Link for Research Misconduct

Updated link for **RESEARCH MISCONDUCT** in these sections:

- Jurisdiction and Responsibility for Academic and Nonacademic Misconduct p. 45
- Flow chart

Weblink UPDATED to:

<https://www.rochester.edu/policies/policy/policy-on-research-misconduct/>

Policies Concerning the Doctor of Philosophy Degree:

Continuation of Service for Departing Faculty

Faculty members who leave a program, or the University, may serve as internal members on a PhD dissertation committee for up to 36 months from their date of departure. If the program wishes a faculty member departing from the university to continue serving as an **internal committee member**, the program should retain the individual in an appropriate affiliated status (e.g., adjunct or temporary academic appointment) and provide a modest stipend or compensation consistent with institutional policy.

To serve during this period, all the following are required:

- The faculty member served on the student's qualifying exam committee or dissertation advisory committee before leaving the program.
- The program director approves the faculty member as an internal committee member.
- The faculty member meets any additional requirements set by the school.
- The faculty member has a written agreement on file with the program at the time of departure. This agreement must be included in the dissertation approval process.

Graduate Stipends

The University of Rochester establishes and regularly reviews a university-wide minimum stipend for all full-time PhD students receiving full tuition remission and institutional funding during the period covered by their offer letters.

PhD Funded at Admission (PFAA)

PhD Funded at Admission (PFAA) is an internal classification for PhD students who, at admission, accepted a funding package that includes full tuition support and a stipend. PFAA status applies during periods of full-time enrollment in the PhD program. During these periods, full tuition support continues regardless of changes in stipend funding. If a student transitions to part-time enrollment or takes an approved leave of absence, PFAA status is suspended. If a student is approved by the associate dean of graduate education in the appropriate school (or the associate dean's designee) to return to full-time enrollment, PFAA status is reinstated with tuition support resuming at that time. PFAA applies only during full-time enrollment and is not applied retroactively to prior enrollment periods. This classification is used for administrative and reporting purposes and does not itself define or guarantee stipend level or duration.

PhD Student Parental Accommodation Policy

The PhD Student Parental Accommodation Policy provides parental accommodations specifically to support the academic progress and responsibilities of eligible, full-time PhD students immediately following birth or adoption of a child. During this period of parental accommodation, students remain enrolled full-time and retain all associated benefits; this period is not considered a leave of absence and does not affect enrollment status. The

accommodation temporarily adjusts academic, research, and teaching responsibilities to support a smooth transition into and from parental responsibilities. Student should refer to the full policy for eligibility criteria and further details, found here

(<https://www.rochester.edu/graduate-education/academic-resources/phd-student-parental-accommodation-policy/>). The terms of the full policy control parental accommodations for PhD students.

Time Limit for Degrees

All work for the doctoral degree, including the final oral examination, must be completed within seven years of full-time equivalent study from date of initial registration, except that a student who enters with a master's degree or its equivalent for which the full 30 credit hours is accepted in the doctoral program must complete all work within six years from date of initial registration. Schools may have more stringent requirements.

Students who for good reasons have been unable to complete a program within the above stated limits may, upon recommendation of the faculty advisor and the department chair/program director, petition the associate dean (in the School of Nursing, the PhD subcommittee) for an extension of time. Such extensions, if granted, will be of limited duration and must be reapproved at least annually. Requests for extensions beyond ten (10) years must be approved by the University dean of graduate education.

University Policies Concerning the MA & MS Degrees

Administration of Master of Arts and Master of Science Degrees

The master's degree is awarded in arts, sciences, music, engineering, nursing, business, and education. Certain policies for MA and MS degree programs are common across programs and are detailed in this document. All administration of work for master's degrees and recommendation of candidates for these degrees is vested in the associate dean of graduate education and the Committee on Graduate Education in each school.

Program of Study

Each full-time master's student must submit a proposed program of study to the associate dean of graduate education before the end of the second term. Each part-time master's student must submit a proposed program of study upon the completion of 9 or 12 hours of graduate credit or as determined by the school.

The program of study, to be formulated with the assistance of the faculty advisor and approved by the associate dean, is expected to form a consistent plan of work pursued with a definite aim. Courses in another department closely related to but outside the student's major field of interest should not ordinarily exceed 12 hours of credit, and the candidate must have had thorough undergraduate preparation for such work.

Two plans of study are available to students working for most MA and MS degrees; the principal difference between them is that under one plan (formerly known as *Plan A*) a thesis is required, while under the other (formerly *Plan B*) a thesis is not required, but in most departments a comprehensive examination must be passed or completion of an appropriate special project is required.

Students may not switch from one type of program to the other without written approval from the associate dean of graduate education.

A minimum of 30 semester hours of correlated work of graduate character is required, together with such other study as may be necessary to complete the student's preparation in the chosen field and bring it to the required qualitative level. Minimum requirements are determined by the department/program concerned, with the approval of the associate dean of graduate education.

Part-Time Study

Students admitted to master's degree programs on a part-time basis must follow continuous programs of study. The associate dean of graduate education may disapprove a part-time program if the nature of the proposed study makes such a program inadvisable.

Time Limit for MS or MA Degree

A candidate must complete all the requirements for the master's degree within five years (seven years at the Simon School) from the time of initial registration for graduate study and must maintain continuous enrollment for each term after matriculation. Except in the School of Nursing, the five-year maximum period will be reduced at the rate of one term for each unit of

three hours taken prior to matriculation at this University and applied toward the requirements for the master's degree.

Students who for good reason have been unable to complete a program within five years may, upon recommendation by the faculty advisor and department chair, petition the associate dean of graduate education for an extension of time. Such extension, if granted, will be of limited duration.

Requirements for the MA or MS Degree in Thesis-based Masters (formerly *Plan A*)

A thesis-based masters (formerly *Plan A*) requires the writing of a thesis based on independent research and the passing of an oral examination on the thesis.

Program of Study for Thesis-based Masters (formerly *Plan A*)

A thesis is required in each program for the Master of Arts or Master of Science degree under the thesis-based plan (formerly *Plan A*). The thesis and the research upon which it is based represent a minimum of 6 and ordinarily a maximum of 12 credit hours in reading or research. In certain cases, and with the prior approval of the associate dean of graduate education, the credit for thesis research may exceed 12 hours.

Preparation of MS or MA Thesis

The thesis must show independent work based in part upon original material. It must present evidence that the candidate possesses ability to plan study over a prolonged period and to present in an orderly fashion the results of this study. The thesis should display the student's thorough acquaintance with the literature of a limited field.

"A Manual for Graduate Students: Formatting the Dissertation" is also used to prepare master's theses. Copies of the booklet are available from the office of the associate dean of graduate education or on the University's website at <https://www.rochester.edu/graduate-education/academic-resources/dissertation-manual>.

Registration of MS or MA Thesis

The thesis must be registered with the office of the associate dean of graduate education and copies given to the members of the examining committee at least one week prior to the oral examination (two weeks in the School of Medicine and Dentistry). The final examination must be held prior to the date set by the associate dean of graduate education.

Submission of Copies

The school or program may require printed and/or electronic copies of the final thesis as a condition of completion of the degree program.

Final Oral Examination for MS or MA under Thesis Option

Each candidate must pass a final oral examination before a committee of at least three members of the faculty appointed by the associate dean of graduate education (four for the School of Medicine and Dentistry). One member will be from a department other than that in which the student has done the major portion of the work. No candidate may appear for the final examination until permission is received from the faculty advisor to proceed. The examination will not be given until at least a week has elapsed after registration of the thesis. The final examination may be preceded by other examinations, oral or written, as designated by the department/program or school concerned.

Re-Examination

A student who fails the final oral examination may request re-examination not less than four months later. No student will be allowed to take the examination a third time without a recommendation from the department/program in which the major work was done and the approval of the Committee on Graduate Education of the school.

Requirements for the MA or MS Degree Under Comprehensive Examination or Appropriate Special Project (formerly *Plan B*)

Program of Study for Comprehensive Examination or Appropriate Special Project (formerly *Plan B*)

The degrees Master of Arts and Master of Science based on a comprehensive examination or appropriate special project (formerly called *Plan B*) are awarded for successful completion of at least 30 hours of graduate credit, or more if required in the student's program of study. At least 18 hours of the coursework must be in the student's principal department, except for interdisciplinary programs which have been approved by the relevant school's Committee on Graduate Education. Individual schools may set higher requirements.

If the department requires a course of directed individual study leading to the writing of a master's essay, this course is in addition to the minimum requirement of courses numbered 400 or over. It may carry up to four hours of credit.

Ordinarily, research credit is not part of this type of master's program, but, with the approval of the associate dean of graduate education, up to six hours of research credit may be granted. Total credit for research, reading, and the master's essay may not exceed six hours.

Directed Study for the Master's Essay

The master's essay, required by some departments/programs, must present evidence of the student's ability to present a well-organized report on a topic of significance in the field. The writing of this essay is under the supervision of one member of the student's principal department/program and must be approved by one additional member designated by the chair of the department or by the program director for interdisciplinary programs.

Comprehensive Examination

Most programs of study of this type (formerly referred to as *Plan B*), require a comprehensive examination in the field of specialization. It may be written, oral, or both and is conducted by at least two faculty members.

Students failing the general examination may be allowed to take another examination during the following semester but not later than one year after the original examination. More than one repetition of the examination is not permitted.