Standard Operating Procedure – Thesis/Dissertation Hours and Grades

Responsibility: Associate Dean; College Coordinator

Time Frame: Applies when a student begins thesis/dissertation hours until graduation.

Definition: Once a student begins thesis/dissertation hours, the University and the College require continuous enrollment in three (3) or more hours of dissertation each long (Fall and Spring) semester until graduation.

Procedures:

Step 1: The departmental and/or College Degree Plan determine the number of thesis/dissertation hours required for graduation.

Step 2: Enrollment in thesis/dissertation hours begins after the successful completion of a mandatory examination or the presentation of a portfolio.

Step 3: The grade of “IP” (In Progress) should be in place for every semester of thesis/dissertation enrollment until graduation.

Step 4: After the final defense of the thesis/dissertation and prior to the final faculty-grading period, (using the number of required thesis/dissertation hours) input whatever final grade the student earned for their document as the final grade for thesis and dissertation hours.

Step 5: Students receive only one (1) grade, equal to the number of required dissertation hours for graduation, for their document. Under no circumstances should a student receive a letter grade for multiple semesters of thesis/dissertation enrollment. For example, if a program allows students to enroll in two (2) semesters of 8399, the student receives a grade for two (2) semesters of dissertation totaling six (6) hours. However, students enrolling in multiple semesters or years, beyond the required semesters, of 8699 or 8399 only receive grades for number of dissertation hours listed on the program’s official degree plan.