

# Graduate School Policies

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While the information presented in the policies detailed herein governing graduate education at Temple University is complete and accurate to the best of our abilities, these policies in no way serve as a contract. Some programs impose more stringent requirements than those set by the Graduate Board and the Graduate School. Applicants and enrolled students should contact their dean's office to review school/college policies and consult their graduate advisors to review current program requirements.

Note, however, that all students enrolled at Temple University are subject to Policy 03.70.12: Student Conduct Code.

The policies posted herewith are continuously undergoing revision:

## 02.23 Admission Requirements

## 02.24 Graduate Credits and Standards of Scholarship

## 02.25 Currency and Time Limits

## 02.26 Master's Examination and Thesis

## 02.27 Doctoral Examinations/Culminating Experiences

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<b>02.23</b>	<b>ADMISSION REQUIREMENTS</b>
	To be considered for admission, an applicant must meet the Temple University minimum standards for scholarship and all criteria established by the school/college and degree program. Admission to graduate programs is competitive; admissions authority rests with the Graduate School and the dean of the school/college. An application is reviewed only when the application fee is paid in U.S. dollars and all official transcripts, standardized test scores, and other application materials required for the degree program are received on or before the deadline.
<b>02.23.11</b>	<b>Minimum Requirements for Admission</b>
02.23.11.01	A baccalaureate degree or its equivalent, as recognized by Temple University, from an accredited post-secondary institution is required.
02.23.11.02.02	Admission of students is initially subject to standards set by the Graduate School and to any higher standards set by individual programs. The minimum admissions standard for all graduate students is ordinarily an undergraduate grade point average of "B" or 3.0 on a 4.0 scale, or the functional equivalent for students who have attended universities outside of the United States.
02.23.11.03	The Graduate School considers exceptions to the admissions requirement if the student meets one of these criteria: <ul style="list-style-type: none"> <li>• Achievement of a 3.25 cumulative grade point average in a least 9 credits of graduate work at an accredited university in the United States or equivalent academic performance in a university outside the United States.</li> <li>• Scores above the 65th percentile on the verbal and quantitative portions of the Graduate Record Examination (or other standardized test, such as the Graduate Management Admission Test).</li> <li>• Attainment of a 3.5 grade point average during their final two years of undergraduate work.</li> </ul>
<b>02.23.12</b>	<b>Examination Requirements for Admission</b>
	A school/college and program may require an examination such as the Graduate Record Examination (GRE®) or the Graduate Management Admission Test (GMAT®). Such examinations must have been taken within the past five years or appear on the official Temple University record of a student who has been previously enrolled.
<b>02.23.13</b>	<b>International Students</b>
	If an applicant attended any institution that does not routinely issue complete academic records in English, they must submit official copies of native language records and literal translations prepared by an appropriate university or government official. Alternately, the applicant may submit the academic documents to a credential evaluation organization approved by Temple University and request that the evaluation be sent directly to the intended program at Temple University. At the same time, an unofficial copy of the academic records on which the outside evaluation is based should be sent to the intended program at Temple University.

02.23.13.01	<p>An applicant who does not hold a baccalaureate degree from an institution in which the sole language of instruction is English is required to present official scores from one of the following tests of English to meet these minimum English language requirements:</p> <ul style="list-style-type: none"> <li>• Test of English as a Foreign Language (TOEFL iBT®). The minimum score required is 79 for all programs, with the exception of the Master of Music (MM) in performance, which accepts a TOEFL score of 71.</li> </ul>
	<ul style="list-style-type: none"> <li>• International English Language Testing System (IELTS™). The minimum score required on the academic version of the test is 6.5.</li> </ul>
	<ul style="list-style-type: none"> <li>• PTE Academic™. The minimum score required is 53.</li> </ul>
	<ul style="list-style-type: none"> <li>• Duolingo. The minimum score required is 110.</li> </ul>
<b>02.23.14</b>	<b>School and College Admissions Criteria</b>
	<p>The faculties of each program establish additional admissions requirements that are approved by the graduate council or other governance body of the school/college. Additional requirements beyond the Temple University minimum requirements typically include the following:</p>
	<ul style="list-style-type: none"> <li>• standardized tests</li> </ul>
	<ul style="list-style-type: none"> <li>• grades and/or completion of specific coursework</li> </ul>
	<ul style="list-style-type: none"> <li>• evidence of writing ability</li> </ul>
	<ul style="list-style-type: none"> <li>• professional experience</li> </ul>
	<ul style="list-style-type: none"> <li>• statement of goals and expressed specific interests in research or other creative activities</li> </ul>
	<ul style="list-style-type: none"> <li>• portfolios</li> </ul>
	<ul style="list-style-type: none"> <li>• auditions</li> </ul>
	<ul style="list-style-type: none"> <li>• letters of recommendation</li> </ul>
	<p>Because admissions requirements for graduate programs vary widely, an applicant must contact the school/college and program for current information. It is the responsibility of the applicant to submit all required credentials and other evidence of qualifications by the deadline set by the school/college and program.</p>
<b>02.23.15</b>	<b>Applications</b>
02.23.15.01	<p>Application deadlines vary by program as shown in the Graduate Bulletin. To be considered for any form of graduate student financial support, an applicant should apply in advance of posted deadlines. To be considered for Temple University fellowships, an applicant must apply by December 15 for admission the following Fall term. Only a student who has been admitted may be considered for Assistantships, Fellowships, Scholarships, and Student Financial Aid (loans or work-study).</p>
02.23.15.02	<p>Prospective students may apply to more than one degree program, but must submit a complete application to each. A student accepted into a graduate program may matriculate in only one program, except in the case of officially designated dual degree programs.</p>
02.23.15.03	<p>Applicants to dual degree programs must be admitted to both degree programs and complete all requirements for both degrees. Admission to one program does not guarantee admission to the other.</p>
02.23.15.04	<p>All students must apply for graduation and pay the associated fees by the deadline listed in the Temple University Academic Calendar and/or in the version of the Graduate School Calendar adapted for graduate students. This is the only means by which a diploma is produced and an awarded degree transcribed. The graduation application is accessed through TUportal by selecting <b>Self Service Banner (SSB)</b>, then <b>Student » &gt;Student Records » &gt; Apply to Graduate</b>.</p>
<b>02.23.16</b>	<b>Change of Degree Program</b>
02.23.16.01	<p>A matriculated student in a doctoral program may, with the approval of the advisor and the dean of the school/college, request a transfer to a master's degree program in the same department and field without reapplying. The department or program must review the student's record and make the final decision about accepting the student into the master's degree program.</p>
02.23.16.02	<p>A matriculated student in a master's program must apply for admission to the doctoral program, even in the same department and field. (This is not applicable if the student was admitted into the PhD program at the time of admission into the master's program.) The procedures for applying are governed by the dean of the school/college and graduate council or other governance body.</p>

**02.24 GRADUATE CREDITS AND STANDARDS OF SCHOLARSHIP**

To review the official Temple University policy regarding credits, see Policy 02.10.19: Credit Hours Policy at <https://secretary.temple.edu/sites/secretary/files/policies/02.10.19.pdf>.

**02.24.10 Registration**

Students must be appropriately registered for courses. Those who are not on the published grade list for a course may not receive a grade or credit for that course. Students are advised to utilize Self-Service Banner (SSB), accessible through the TUportal, to confirm billing and registration status, particularly when adding a course, dropping a class, or otherwise revising their roster. All students are responsible for ensuring that their registration is accurate. Note that any student who is registered for a course but does not attend will be billed for the course and will receive a final grade of "F" from the instructor.

**02.24.11 Grades**

02.24.11.01 Courses graded A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F are used to calculate the graduate grade point average (GPA). No grade below a "C-" can be used to fulfill any graduate requirement.

An "R" (Registered) grade indicates registration for the preliminary/comprehensive exam or a thesis, dissertation, or final project that is still in progress—and its use is restricted to this purpose. Therefore, the only courses that can receive an "R" grade are:

9993 - Master's Comprehensive Examination

9994 - Doctoral Preliminary/Candidacy Examination

9995 - Thesis/Project or Master of Fine Arts Credits

9996 - Master's Thesis Credits

9998 - Dissertation Proposal/Candidacy

9999 - Dissertation Credits

Courses numbered 9993 through 9999 cannot be graded "I" (Incomplete). These ongoing examinations and research projects require registration every term until their completion. Only the number of required s.h. for the completion of each of the aforementioned courses in the published program of study for each graduate degree offered by a department and found on the Graduate Bulletin webpage can and must be changed from an "R" grade to an assigned final grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, or P. All other "R" grades in excess of the required published s.h. for a program of study found on the Graduate Bulletin webpage remain on the transcript for all terms as "R." The GPA does not include courses designated "R." In addition, "R"-graded courses in excess of the amount required for degree completion are not included in the number of hours completed nor the number of hours passed.

The "R" grade is not—and cannot be used as—a substitute for an "I" grade. The "I" grade is appropriate for a one-term didactic course that will be completed within a year or assigned the contracted default grade.

"P" indicates Pass. Individual schools may authorize the use of Pass/Fail only for practica, seminars, and other courses for which traditional grading is inappropriate and only when all students are graded on a P/F basis. No grade points are assigned to either the "P" or "F" grade. In a course with the P/F grading option, "P" is equivalent to A, A-, B+, B, B-, C+, C, or C-, and "F" is equivalent to D+, D, D-, or F.

No grade points are assigned to either the "CR" (Credit) or "NC" (No Credit) grade. "CR" is equivalent to A, A-, B+, B, B-, C+, C, or C-, while "NC" is equivalent to D+, D, D-, or F.

Effective Spring 2020, any graduate student taking an undergraduate course for graduate credit will be subject to the following grade modes for the undergraduate course:

- No grade points are assigned to either the "CR" (Credit), "CD" (Credit D) or "NC" (No Credit) grade.
- "CR" is equivalent to A, A-, B+, B, B-, C+, C, or C-; "CD" is equivalent to D+, D, or D-; and "NC" is equivalent to F.

02.24.11.02 A student who receives more than two grades below "B-" or more than one grade of "F" is dismissed for failure to maintain satisfactory grades.

02.24.11.03 A minimum cumulative GPA of 3.0 is required in order to complete a master's or doctoral degree program and graduate.

02.24.11.03.01 To earn a graduate or post-master's certificate, the graduate student must meet the standards of scholarship established for the certificate program. Any passing grade of "C-" or higher can be counted toward completion of the certificate, if permitted by the department and school/college.

02.24.11.04 A doctoral student must take at least 2 s.h. of Dissertation Research (9999) after having been advanced to candidacy. Because these courses reflect continuing work on a single project, the student receives a grade (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F or Pass/Fail, depending on the departmental grading system) for only the final term after having fulfilled this requirement, which entails filing the final approved dissertation with the Graduate School.

02.24.11.05 To remain in Academic Good Standing at Temple University, a non-matriculated or matriculated graduate student must achieve a term GPA of at least 3.0 for each term and maintain a cumulative GPA of at least 3.0 for all work completed at Temple University. The policy on Academic Good Standing operates in conjunction with Graduate School Policy 02.24.11.02 concerning substandard grades.

<b>02.24.12</b>	<b>Incompletes</b>
	An instructor may assign an Incomplete ("I") to a student who does not complete all coursework. The "I" may be changed to a letter grade if the student completes the coursework within one calendar year.
02.24.12.01	The student must file a contract with the faculty member of record stating what outstanding work remains to be completed. The faculty member must sign the contract and retain it in the student's permanent departmental file. All work must be completed, graded, and the change of grade filed with the Office of the University Registrar within one calendar year of the assignment of the Incomplete.
02.24.12.02.01	Change to Incomplete Policy Effective Fall 2003, the President instituted a policy change regarding Incompletes (see Policy 02.10.13: Incomplete Coursework Policy at <a href="https://secretary.temple.edu/sites/secretary/files/policies/02.10.13.pdf">https://secretary.temple.edu/sites/secretary/files/policies/02.10.13.pdf</a> ) for graduate and undergraduate students. As part of the Incomplete contract, the faculty member must assign a default grade that will apply if work is not completed per the contract or within one year of the assignment of the Incomplete grade.
02.24.12.03	A student who receives a Permanent Incomplete and wishes to receive credit for that course is required to re-register, pay tuition, and retake that course to receive a grade.
<b>02.24.13</b>	<b>Credits for Coursework in a Degree Program</b>
02.24.13.01	No course may be used to satisfy a credit hour requirement for more than one degree, except where course requirements for one degree (master's degree) are required for a more advanced degree (e.g., Ph.D.) or have been designated as eligible to satisfy the requirements of an officially designated dual degree program.
02.24.13.02	Courses in which a grade of "B" or higher has been earned while completing a graduate certificate prior to matriculation may be applied toward completion of a master's degree.
<b>02.24.14</b>	<b>Repeating a Course for Additional Credit</b>
	A student may repeat an Independent Study or other course for additional credit if the course content varies each term as designated in the Graduate Bulletin.
<b>02.24.15</b>	<b>Repeating a Course for Credit</b>
	A student may, with the permission of the advisor and graduate program director, retake a course once in order to improve the grade. The higher grade is used to calculate the graduate GPA. The s.h. for the course are counted only once toward graduation requirements.
<b>02.24.16</b>	<b>Graduate Credit for Undergraduate Courses</b>
	A graduate student may take an undergraduate upper division course for graduate credit only with the advanced written permission of the student's advisor and the dean of the school/college, prior to the first day of classes. Permission is granted only if the graduate student is required to complete more advanced work than that required of undergraduates, and the "Request to Take an Undergraduate Course for Graduate Credit" form, found in TUportal under the Tools tab within "University Forms," specifies the nature and extent of the additional work (e.g., a research paper or project). To receive graduate credit, the student must pay graduate tuition and fees.
<b>02.24.17</b>	<b>Enrollment in Undergraduate Courses Not for Graduate Credit</b>
	A student admitted to a graduate program may enroll in an undergraduate course to elevate their level of preparation to the standard expected of an entering graduate student, but such courses cannot be used to satisfy a graduate degree requirement.
<b>02.24.18</b>	<b>Prerequisites</b>
02.24.18.01	A prerequisite is preparatory work that must be completed prior to undertaking specified coursework in the degree program. Credits earned completing prerequisites do not count toward the total number of s.h. required for the degree.
02.24.18.02	Grades earned in prerequisite courses, if graduate level, are included in the graduate GPA and, irrespective of level, in the determination of standards of scholarship.
<b>02.24.19</b>	<b>Credit for Coursework Taken as a Non-Matriculated Student</b>
	A matriculated student may be allowed credit for up to 9 s.h. of graduate coursework, graded "B" or higher, taken before matriculation. These credits may be accepted in addition to the Advanced Standing Credit allowed if approved by the dean and the graduate council or other governance body of the school/college.
<b>02.24.20</b>	<b>Advanced Standing Credit</b> (defined as credit for coursework taken prior to matriculation and outside of Temple University)
02.24.20.01	Graduate coursework taken at an accredited institution prior to matriculation, and graded "B" or higher, may be accepted toward a Temple University master's degree. (Refer to Graduate School Policy 02.24.21.02 for limitations.)

02.24.20.02	Graduate coursework taken at an accredited institution prior to matriculation and graded "B" or higher as part of a master's degree program may be accepted for Advanced Standing Credit toward a doctoral degree. For doctoral programs that do not require the student to complete a master's degree at Temple University, the number of Advanced Standing Credits that may be accepted by a doctoral program cannot exceed the number of graduate s.h. required for the master's degree in the same or a closely related discipline at Temple University. Individual programs may have more restrictive limits on the number of graduate s.h. eligible to be considered for Advanced Standing Credit. The deans of the school/college and the graduate council or other governance body determine the courses to be deemed eligible.
02.24.20.03	For a student to receive Advanced Standing Credit, the graduate program director must make a recommendation to the dean of the school/college to accept the student's credits from a master's degree or other graduate work taken prior to matriculation in the degree program, whether the previous work was taken at Temple University or at another institution. The dean of the school/college has final authority over accepting the recommendation to grant Advanced Standing Credit in individual cases as long as the number and type of credits accepted do not exceed those allowed by the Graduate School.
<b>02.24.21</b>	<b>Transfer Credit</b> (defined as credit for coursework taken following matriculation and outside of Temple University)
02.24.21.01	The dean of the school/college and the graduate council or other governance body may accept a limited number of Transfer Credits. The coursework must be graduate level, taken at an accredited institution, and graded "B" or higher. (Refer to Graduate School Policy 02.24.21.02 for limitations.)
02.24.21.02	The combined number of Transfer Credits and Advanced Standing Credits (see Graduate School Policies 02.24.20.01 and 02.24.21.01) that may be accepted by a master's program cannot exceed 20% of the s.h. required for the degree (e.g., in a 30-s.h. master's degree, a maximum of 6 s.h. of credit is allowed).
02.24.21.03	A doctoral program may accept as many Transfer Credits as have been approved by the dean of the school/college up to the limit established by the Graduate School.
02.24.21.04	The Graduate School may be petitioned for an exception if the request is supported by the student's program and school/college.
<b>02.24.22</b>	<b>Auditing</b>
	A student may audit a course with the written permission of the instructor at the time of registration. For this purpose, a Special Approval Form must be signed by the instructor and submitted along with a Registration/Schedule Revision Form. The student must register for the course and pay the regular per-credit fee.
02.24.22.01	The registration for any course may not be changed from audit to credit or vice versa after the second week of classes during the Fall or Spring term or after the first three days of classes during the Summer sessions.
02.24.22.02	Audited courses do not meet prerequisite or graduation requirements.
<b>02.24.23</b>	<b>Withdrawal</b>
02.24.23.01	A student may "drop" a class during the first two weeks of the Fall or Spring term or Summer sessions and during customized drop/add/withdrawal dates set by Temple University. The course is removed from the transcript. The student is not financially responsible for the dropped course(s).
	A student who wishes to discontinue a course after the drop period has ended may "withdraw" from a class during weeks three through nine of the Fall or Spring term; during weeks three and four of Summer sessions; and during customized drop/add/withdrawal dates set by Temple University. The course is recorded on the transcript with the notation of "W." The student is financially responsible for the course(s) from which they have withdrawn.
02.24.23.02	A student who must withdraw due to circumstances beyond their control may petition for an "excused withdrawal" or "withdrawal with approved excuse." The extenuating circumstances that inhibit continued enrollment at Temple University are limited to serious medical conditions, serious family emergencies, military deployment, the student's death, and other catastrophic circumstances.
	An excused withdrawal is generally only approved for all courses in a term. In exceptional cases, an excused withdrawal can be approved for a single course when the need to withdraw is directly attributed to requirements related to that course. To request an excused withdrawal, a "Petition for Withdrawal with Approved Excuse" must be filed within one year from the end date of the term for which the student seeks the excused withdrawal. Learn more at <a href="https://registrar.temple.edu/excused-withdrawal">https://registrar.temple.edu/excused-withdrawal</a> . If the excused withdrawal is granted:
	<ul style="list-style-type: none"> <li>• The course is recorded on the transcript with the notation of "WE."</li> <li>• The student may be financially responsible for courses from which they have withdrawn with an approved excuse.</li> <li>• A student who is granted an excused withdrawal for medical reasons will not be permitted to return to the university until they present a statement from a medical provider showing that they are medically ready to return to the rigors of academic work.</li> </ul>

<b>02.25</b>	<b>CURRENCY AND TIME LIMITS</b>
	Courses taken prior to matriculation may be counted toward a degree only if they meet the program's criteria for currency. Generally, courses taken within the past five years are considered current. In some schools and colleges, coursework taken in a master's degree more than five years prior to matriculation may be considered eligible for Advanced Standing Credit.
<b>02.25.11</b>	<b>Continuous Enrollment/Registration</b>
	To remain in Academic Good Standing, a graduate student must maintain continuous enrollment (i.e., 1 or more s.h. each Fall and Spring; also in the Summer for those students graduating in Summer) from the term of matriculation through the term of graduation. The only exception for continuous enrollment/registration is for a student on a Leave of Absence.
02.25.11.01	A graduate student who is not continuously enrolled for two consecutive terms — whether as a result of not returning from an approved Leave of Absence term or because a Leave of Absence was never requested — is considered inactive, must apply for readmission, and must be accepted to the graduate program in order to continue. Readmitted graduate students do not retain their original Bulletin year and must follow the most current requirements for the graduate degree program.
<b>02.25.12</b>	<b>Full-Time Status</b>
02.25.12.01	To be designated full-time, a graduate student (including all recipients of Graduate School Fellowships) must be enrolled for 9 or more s.h. of coursework until all coursework is completed.
02.25.12.02	To be designated full-time, a graduate student who holds an Assistantship that requires at least 20 hours of service per week must be enrolled in 6 s.h. until all coursework is completed.
02.25.12.03	To be designated full-time, a graduate student who has completed required coursework for the degree must be enrolled in at least 1 s.h. of one of the following:
	9284 - Music Doctoral Performance
	9994 - Preliminary Examination
	9998 - Dissertation Proposal
	9999 - Dissertation Research
	OR any other terminal or culminating experience or project required beyond coursework to complete the degree, including Music Master Performance (9184), Master's or MFA Project (9995), and Master's Thesis (9996).
<b>02.25.13</b>	<b>Conditions of Full-Time Status</b>
02.25.13.01	No limit is set on the number of terms a student may be classified as full-time, although the expected time-to-degree is an important consideration. See the Graduate Bulletin for each program's allotted length.
02.25.13.03	A graduate student who has completed coursework and is enrolled in at least 1 s.h. of:
	9184 - Music Master Performance
	9284 - Music Doctoral Performance
	9994 - Preliminary Examination
	9995 - Master's or MFA Project
	9996 - Master's Thesis
	9998 - Dissertation Proposal
	9999 - Dissertation Research
	will automatically be classified as full-time. Contact the Graduate School about full-time status concerns only when exceptional circumstances warrant.
<b>02.25.14</b>	<b>Leave of Absence</b>
02.25.14.01	The dean of the school/college, on the recommendation of the advisor, may grant a matriculated student a Leave of Absence upon presentation of a completed "Leave of Absence Request" form. The form is found in TUportal under the Tools tab within "University Forms." A Leave of Absence must be in place by the end of each term's schedule revision period.
02.25.14.02.02	While on a Leave of Absence, a student retains admitted student status and remains eligible for the following privileges:
	<ul style="list-style-type: none"> <li>• Retention of the university requirements in place for their academic program at the time of their first term at Temple and the requirements in place for their degree or degree concentration at the time of declaration.</li> <li>• Temple email access.</li> <li>• Priority and self-registration for the approved term of return.</li> <li>• Library access and borrowing privileges.</li> </ul>
02.25.14.02.03	A student granted a Leave of Absence is not considered a registered student. As a non-enrolled student, they are not eligible for:

- Academic advising related to progress toward completion of the degree while on a Leave of Absence.
- Financial aid disbursements during the terms while on a Leave of Absence. Students on a Leave of Absence are reported to lenders and loan service agencies as "not enrolled" and need to contact lenders for information on possible repayment requirements.
- Enrollment verification, given their status as "not enrolled," which could affect eligibility for health insurance, etc., while on a Leave of Absence.
- Use of Student Health Services or any other university services not listed in Graduate School Policy 02.25.14.02.02 above while on a Leave of Absence.
- Campus Housing while on a Leave of Absence.

02.25.14.03 A Leave of Absence does not extend the time limit for completing a graduate degree. A student may not be granted more than four terms of leave except for a serious condition.

#### **02.25.15 Time Limits for a Degree**

02.25.15.01 The time limit begins with the term of matriculation and ends with the term in which the degree is earned.

02.25.15.02 The time limits for a master's degree are three to six years. See the program descriptions in the Graduate Bulletin.

02.25.15.03 The time limit for a doctoral degree is seven years.

02.25.15.04 An extension of time may be requested by master's and doctoral candidates. To ensure currency, a student who requests an extension of time beyond that allowed for a graduate degree may be required to retake coursework and/or examinations.

#### **02.26 MASTER'S EXAMINATION AND THESIS**

##### **02.26.11 Master's Examinations**

02.26.11.01 A student may take the master's comprehensive examination, in whole or in part, no more than twice.

02.26.11.02 A student who fails all or part of the comprehensive examination twice is dismissed.

##### **02.26.12 Master's Thesis**

02.26.12.01 For current requirements, see the specific degree program in the Graduate Bulletin.

02.26.12.02 A thesis must be completed in a format approved by the Graduate School and the school/college. Approved formats are listed in the Dissertation and Thesis Handbook, found at <https://grad.temple.edu/resources/dissertation-thesis-handbook>.

#### **02.27 DOCTORAL EXAMINATIONS/CULMINATING EXPERIENCES**

Doctoral Examinations/Culminating Experiences require a minimum of 6 s.h., with at least 2 s.h. of the 6 s.h. required to be in course number 9999. The remaining 4 s.h. can be a combination of the following course numbers: 9994, 9998, and/or 9999. Departments may require additional s.h. to fulfill Doctoral Examinations/Culminating Experiences since 6 s.h. constitute the minimum requirement. Doctoral students must maintain continuous enrollment from matriculation to graduation.

##### **02.27.11 Preliminary Examinations**

02.27.11.01 A doctoral student who has completed all coursework for the degree, but has not passed the preliminary examination, must register each Fall and Spring term for 1 s.h. of course number 9994, "Preliminary Examination Preparation." The student must be registered for 9994 in the term in which the examination is taken, including the Summer session. A student who is required to retake the preliminary examination in whole or in part must re-register for 1 s.h. of 9994 in the term in which the examination is retaken.

02.27.11.02 A student may take the doctoral preliminary examination, in whole or in part, no more than twice.

02.27.11.03 A student who fails all or part of the preliminary examination twice is dismissed.

02.27.11.04 Three or more members of the Graduate Faculty must approve the content of the doctoral preliminary examination. It must be graded fairly and in a manner that prohibits any one faculty member from determining whether a student passes or fails.

##### **02.27.12 Preliminary Examination Time Limits**

02.27.12.01 To ensure currency, a doctoral student who has not successfully defended the dissertation within five years of passing the preliminary examination may be required to retake and pass that examination to remain in Academic Good Standing.

02.27.12.02 When the five-year limit is reached, the student is to be notified by the school/college/program if they must retake and pass the preliminary examination within one term.

02.27.12.03 Failure to retake and pass the preliminary examination within one term results in dismissal by the school/college/program.

##### **02.27.13 Elevation to Candidacy**

A doctoral student is elevated to candidacy upon completion of all coursework and examination requirements (including foreign language or other proficiency examinations) for the degree after filing an approved dissertation proposal along with the "Dissertation Proposal Transmittal for Elevation to Candidacy" form, found in TUportal under the Tools tab within "University Forms," to the Graduate School.

<b>02.28</b>	<b>DOCTORAL DISSERTATION</b>
<b>02.28.11</b>	<b>Doctoral Advisory Committee/Sponsoring Committee</b>
02.28.11.01	A sponsoring committee must include at least three members of the Temple University Graduate Faculty, two of whom, including the chair, must be members of the candidate's degree program or approved to serve in that capacity with the advanced written approval of the Graduate School.
02.28.11.02	A committee may be expanded to include other Temple University faculty and/or qualified experts from outside Temple University, provided that a majority of the members of the Doctoral Advisory Committee are members of the Temple University Graduate Faculty.
02.28.11.03	If the proposed additional member is not a member of the Graduate Faculty, the chair of the Doctoral Advisory Committee must request approval by submitting the "Nomination for Service on Doctoral Committee" form, found in TUportal under the Tools tab within "University Forms," and a current curriculum vitae to the Graduate School. Approval of the member must be received prior to the approved proposal being filed with the Graduate School.
02.28.11.04	If a change is made in the composition of the Doctoral Advisory Committee, the change must be approved by the chair of the initial committee and the dean of the school/college. The change must be noted on the "Request for Change in Dissertation Committee" form, found in TUportal under the Tools tab within "University Forms," and filed with the Graduate School prior to posting the final defense.
02.28.11.05	The dean of the school/college and the graduate council or other governance body define who is responsible for approving the composition of Doctoral Advisory Committees in their respective school/college.
02.28.11.06	The chair and each member of the Doctoral Advisory Committee work with the student to provide guidance to develop a proposal in which the student demonstrates broad knowledge of the field, current methods of investigation, and the ability to conduct the proposed research on a realistic timeline.
02.28.11.07	Emeritus faculty may serve on a dissertation sponsoring or examination committee provided the emeritus faculty member retains Graduate Faculty status by continuing to satisfy college/department criteria and responsibilities established for Graduate Faculty status.
02.28.11.08	Emeritus faculty may chair dissertations if: <ul style="list-style-type: none"> <li>• the emeritus faculty member was the chair of an approved dissertation proposal submitted to the Graduate School prior to retirement; and</li> <li>• the emeritus faculty member continues to satisfy college/department criteria and responsibilities established for Graduate Faculty to chair dissertations.</li> </ul>
<b>02.28.12</b>	<b>Dissertation Proposal</b>
02.28.12.01	A student who has passed preliminary examinations but has not filed an approved dissertation proposal with the Graduate School by the last day to Drop/Add in the term must register each Fall and Spring for course number 9998, "Pre-Dissertation Research."
02.28.12.02	When all members of the Doctoral Advisory Committee have signed the proposal, the proposal represents an agreement between the student and the committee that the theoretical and methodological approaches being taken are considered acceptable if the work is conducted appropriately and within the timeline proposed. The Doctoral Advisory Committee may not unilaterally require significant theoretical or methodological changes. The committee and the student may jointly agree on such changes but are advised to put the changes in writing.
02.28.12.03	Within 30 days of all members of the Doctoral Advisory Committee signing the proposal, it must be filed with the student's department and with the Graduate School. The proposal must include an official "Dissertation Proposal Transmittal for Elevation to Candidacy" form, found in TUportal under the Tools tab within "University Forms," that bears the signatures of the Doctoral Advisory Committee members and the date approved.
<b>02.28.13</b>	<b>Dissertation Research</b>
02.28.13.01	A doctoral candidate must register each Fall and Spring term, and in the term in which the oral examination is held, for course number 9999, "Dissertation Research."
02.28.13.02	If the oral examination is held in the Summer session, the student must register for 9999 in the Summer session but will not be required to register in the Fall if the 30-day deadline for making final revisions extends into the Fall.
02.28.13.03	A doctoral student must complete a minimum of 2 s.h. of course number 9999, "Dissertation Research," after elevation to candidacy.
<b>02.28.14</b>	<b>Defense of Doctoral Dissertation</b>
02.28.14.01	To be defensible, a doctoral dissertation must:



- meet the standards for original research or other creative work in the field;
- uphold the ethics and standards governing research or creative work in the discipline;
- demonstrate mastery of the research methodology and subject matter;
- demonstrate an understanding of the contribution of the body of knowledge to the discipline or disciplines involved; and
- meet the standard of writing and presentation expected in any academic or scholarly publication or production, including grammar, spelling, formatting, and general readability.

02.28.14.02 A candidate whose dissertation fulfills the standards of scholarship and the commitments made in the proposal, and any modifications made to it as specified above, is entitled to an oral defense of the dissertation.

**02.28.15 Dissertation Examining Committee**

02.28.15.01 A Dissertation Examining Committee is responsible for evaluating the quality of the dissertation and conducting the oral defense.

02.28.15.02 A Dissertation Examining Committee must include the chair and all members of the Doctoral Advisory Committee and at least one outside examiner not previously involved with the dissertation writing or the Doctoral Advisory Committee.

02.28.15.03 The chair of the Dissertation Examining Committee must be a member of the Graduate Faculty but may not be the chair of the candidate's Doctoral Advisory Committee. This person, responsible for coordinating the defense, must be identified when the defense is posted with the Graduate School. If the dean of the school/college and the graduate council have a written policy that calls for the chair of the Dissertation Examining Committee to be elected only when the defense is convened, the person named in the posting to the Graduate School remains responsible for filing all official forms with the school/college and Graduate School.

02.28.15.04 The outside examiner may not be a faculty member in the candidate's degree program. The examiner must be doctorally prepared and, if they are from outside Temple University, must be approved by the Graduate School at least three weeks prior to the oral defense.

02.28.15.05 If the outside examiner or any other proposed member of the Dissertation Examining Committee is not a member of the Graduate Faculty, the chair of the Doctoral Advisory Committee must request approval by submitting the "Nomination for Service on Doctoral Committee" form, found in TUportal under the Tools tab within "University Forms," and a current curriculum vitae to the Graduate School at least four weeks in advance of the scheduled defense. Approval must be received prior to posting the oral defense.

**02.28.16 Oral Defense/Final Examination**

02.28.16.01 To be eligible to post the Oral Defense/Final Examination, the candidate must have:

- an approved Dissertation Examining Committee;
- distributed a complete copy of the final dissertation to all members of the Dissertation Examining Committee; and
- identified the chair or the person responsible for the Dissertation Examining Committee in accordance with the policies of the school/college.

02.28.16.02 The candidate must submit the official, signed "Announcement of Dissertation Defense" form, found in TUportal under the Tools tab within "University Forms," to the Graduate School 10 or more working days before the scheduled defense. A defense cannot be held without written confirmation of approval and receipt of the defense paperwork from the Graduate School.

02.28.16.03 The announcement of the oral defense must be posted publicly. Any member of the Graduate Faculty has the right to request a copy of the dissertation from the dean of the school/college in advance of the defense and may participate in the defense.

02.28.16.04 If a person other than a member of the Dissertation Examining Committee or Graduate Faculty wishes to be present at the oral defense as a guest, the chair of the Dissertation Examining Committee is responsible for determining the appropriateness of the request and for making the final decision.

02.28.16.05 All members of the Dissertation Examining Committee must be physically present for the defense, except in the case of an emergency. The Graduate School may, in serious circumstances, give prior written approval for no more than one member to be absent. The candidate and chair of the Doctoral Advisory Committee must, however, both be present for a valid defense.

02.28.16.06 A member of the Dissertation Examining Committee whose absence has been approved by the Graduate School must still participate in the defense through some means (e.g., telephone, video-conference, written comments, and/or questions to be asked by another member), except in the case of a sudden, serious emergency.

02.28.16.07	The Dissertation Examining Committee evaluates both the dissertation and a candidate's performance in the oral examination to determine whether or not the candidate passes. Only officially recognized members of a Dissertation Examining Committee have the authority to determine whether or not the candidate passes the final defense.
<b>02.28.17</b>	<b>Revisions Following the Oral Defense</b>
02.28.17.01	Doctoral candidates who pass the oral defense may be required to make revisions to the dissertation as a condition of completing the degree. The chair of the Doctoral Advisory Committee is typically responsible to review and approve revisions, although any member of the Dissertation Examining Committee may require the candidate to submit a final draft for approval. The final revised dissertation must be submitted to the Graduate School within 30 calendar days of the oral defense or the defense is nullified and another oral defense must be scheduled.
02.28.17.02	If a Dissertation Examining Committee requires substantial revisions that cannot be made within 30 calendar days, the committee must suspend the defense until a majority agrees that the dissertation is sufficiently revised to be defensible. A candidate must repost the oral defense with the Graduate School. The chair of the Doctoral Advisory Committee is responsible for notifying the Graduate School that a defense was suspended.
<b>02.28.18</b>	<b>Dissertation Format</b>
	A dissertation must be completed in a format approved by the Graduate School and the school/college. Approved formats are listed in the Dissertation and Thesis Handbook, found at <a href="https://grad.temple.edu/resources/dissertation-thesis-handbook">https://grad.temple.edu/resources/dissertation-thesis-handbook</a> .
<b>02.28.19</b>	<b>Authorship and Prior Publication</b>
	A doctoral dissertation may have only one author. A candidate's previously published work may be included in the dissertation if the work meets the following criteria: <ul style="list-style-type: none"> <li>• The research was conducted by the candidate while a doctoral student at Temple University.</li> <li>• It has not been used to meet the requirements for another degree.</li> <li>• It is not co-authored, unless the role of the candidate was clearly defined in the co-authored work.</li> <li>• It is logically connected with and integrated into the dissertation.</li> <li>• By its inclusion, it does not violate any existing copyright or contractual agreement.</li> <li>• Co-authored works that do not meet the criteria above may be included as appendices if they include the names of all authors and the contribution of the candidate is stated.</li> </ul>
<b>02.28.20</b>	<b>Filing Dissertations</b>
	The Dissertation and Thesis Handbook, found at <a href="https://grad.temple.edu/resources/dissertation-thesis-handbook">https://grad.temple.edu/resources/dissertation-thesis-handbook</a> , details requirements for filing the final dissertation with the Graduate School.
<b>02.28.21</b>	<b>Final Authority Over Doctoral Dissertation</b>
	The Graduate School and the Graduate Board have the authority to review and approve all doctoral dissertations prior to awarding the degree.
<b>02.29</b>	<b>ACADEMIC APPEALS TO THE GRADUATE BOARD</b>
02.29.11.01	Title IX of the Educational Amendments Act requires that each college or university establish due procedures for the resolution of grievances. A student should consult their school/college for information about filing grievances.
02.29.11.02	A graduate student must follow all school/college and departmental policies and procedures governing grade appeals and appeals for all other academic matters. The Graduate Board and Graduate School have authority over reinstatement after academic or administrative dismissal. A student must file a "Petition to the Graduate School or Graduate Board Student Appeals Committee for Reinstatement," found in TUportal under the Tools tab within "University Forms," with the Graduate School to initiate an appeal to either body for reinstatement. A student who has been academically or administratively dismissed and no longer has access to TUportal should contact the Graduate School for a copy of the reinstatement form.
<b>02.29.12</b>	<b>Petitions for Reinstatement After Academic Dismissal</b>
	A graduate student may file a "Petition to the Graduate School or Graduate Board Student Appeals Committee for Reinstatement," found in TUportal under the Tools tab within "University Forms" or available from the Graduate School directly, with the Graduate Board Student Appeals Committee following dismissal:
02.29.12.01	If the student has failed the comprehensive or preliminary examinations, in whole or in part, twice.
02.29.12.02	If the student has failed to maintain satisfactory grades in accordance with Standards of Scholarship in the university, school/college, and/or program.
02.29.12.03	If the student has failed to make academic progress as defined by the school/college and program.
<b>02.29.13</b>	<b>Petitions for Reinstatement After Administrative Dismissal</b>

A student who has been administratively dismissed (i.e., has exceeded the time limit or failed to maintain continuous enrollment and is therefore ineligible to register, or who has withdrawn) may file a "Petition to the Graduate School or Graduate Board Student Appeals Committee for Reinstatement" by first contacting the Graduate School for a copy of the reinstatement form. A representative for the Graduate School may respond to these petitions administratively or refer them to the Graduate Board Student Appeals Committee.

#### 02.29.14 **Appeals of Graduate Board Decisions**

A student can appeal decisions by the Graduate Board Student Appeals Committee only on procedural grounds. The appeal should be directed to the Provost.

#### 02.29.15 **Readmission**

A student who has withdrawn, been dismissed for failure to maintain continuous enrollment for more than one term, or has exceeded the time limit and is therefore ineligible to register, may be required to file a new Application for Admission. See <https://grad.temple.edu/admissions/how-apply> for the appropriate application link at Temple University. If accepted, the student is considered newly matriculated at the time of admission and will be required to complete all current program requirements.

#### 02.30 **EXIT REQUIREMENTS** (Restatement of Graduate School Policy 02.23.15.04 on Applying for Graduation)

All students must apply for graduation and pay the associated fees by the deadline listed in the Temple University Academic Calendar and/or in the version of the Graduate School Calendar adapted for graduate students. This is the only means by which a diploma is produced and an awarded degree transcribed. The graduation application is accessed through TUportal by selecting **Self Service Banner (SSB)**, then **Student » >Student Records » > Apply to Graduate**.

## FERPA/Privacy Guidelines

As required by the Family Educational Rights and Privacy Act (FERPA) of 1974, with certain exceptions, Temple University generally cannot disclose a student's education records without the written consent of a student or without proof by a parent that the student is dependent on their parent(s) for federal income tax purposes.

FERPA provides the following rights for students and for parents of dependent students attending Temple University:

- The right of a student, with minor limitations, to inspect and review their education records.
- The right to request amendment of a student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
- The right, with certain exceptions, to consent to disclosures of personally identifiable information contained in the student's education records.
- The right to withhold public disclosure of any or all items of so-called "Directory Information" by written notification within two weeks after publication of this notice. Under current university policy, the item "Directory Information" includes a student's name, street address, e-mail address, confirmation of enrollment status (full-time/part-time), dates of attendance, degree received, awards received, major field of study, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The right to file a complaint with the U.S. Department of Education concerning the alleged failure of Temple University to comply with the requirements of FERPA and of the implementing regulations.

The procedures for exercising the above rights are explained in the Policy 03.20.11: Policy Regarding Confidentiality of Student Records, which includes a description of the types and locations of educational records maintained by the university.

If you or your parents' primary or home language is not English, upon your request, reasonable effort is made to provide you with a translated copy of this "Annual Notice," as well as with "Temple University's Guidelines Pertaining to Confidentiality of Student Records."

Please note that, in compliance with a 1997 federal statute designed to advance military recruiting, Temple may release dates of birth to the military unless the student notifies Temple that they want this information withheld.

## FERPA Waiver

A student may consent to the release of information from education records to parents, guardians or other appropriate persons. Students may provide the university with their consent by completing the FERPA waiver online via TUportal. Once logged into TUportal, click on the "Self-Service Banner" link, then click the "Student" link, and then the "FERPA Contacts" link. After reading the informational text, click the "New Contact" link and enter the requested information before clicking the "Submit Changes" link.

## Scope of Policy and Rationale for Students Called to Military Service Obligation

Temple University is governed by federal and state laws on the duties to and the rights of students who are members of the U.S. Armed Forces, including the National Guard and the reserves, when they are temporarily unable to attend classes or have to suspend their studies due to service requirements. Policy 03.70.11: Temple University Policy for Students Called to Military Service Obligation is intended to conform fully to pertinent federal and state laws.

## Policy Statement

### I. Withdrawal from classes for a military service obligation:

1. Students called to a military service obligation should contact the Office of the University Registrar, Second Floor, Conwell Hall. Each such student has the following options:
  - a. If prior to the official drop/add deadline, drop classes and receive a full refund.
  - b. If after the official drop/add deadline, drop from classes and receive a full refund. A grade notation of "M" will be applied to each course to indicate drop due to military obligation.
  - c. Receive an "Incomplete (I)" if eligible according to university policy. If the student chooses this option, then if the student is not able to fulfill the course completion requirement(s), regardless of the circumstances, the student cannot later choose option "a" above. (See Policy 02.10.13: Incomplete Coursework.)
2. Students should provide advance written notice with supporting documents of their military service obligation to the Office of the University Registrar.
  - a. If unable to provide advance notice of the military service due to military necessity, students will submit at the time of reenrollment an attestation that the student performed service in the uniformed services that necessitated the student's absence from the institution.

### II. Reenrollment for service members after a military service obligation:

1. Students will be promptly reenrolled with the same academic status<sup>1</sup> when last in attendance or last admitted, subject to paragraphs 2 and 3 below. Temple will make reasonable efforts<sup>2</sup> at no extra cost to the students to help them become prepared or to enable the students to complete their program. However, if it is determined after reasonable efforts, that any such student is unable to complete their program or that there are no reasonable efforts that can be taken to prepare the student to resume the program at the point where they left off or to enable the student to complete the program, Temple is not required to readmit the student upon their return.
2. Students will be promptly reenrolled if the cumulative length of the absence and of all previous absences by reason of service in the uniformed services does not exceed five years. Students whose previous absences cumulatively exceed five years are subject to the established reenrollment policy and procedures.
3. Students who seek reenrollment will provide to Temple documentation to establish that the student has not exceeded the service limitation of total cumulative absence of five years.

### III. Additional Services

Graduate students may have special problems resulting from a military service obligation, such as a maximum number of years permitted to complete a particular academic program. Graduate students who need an extension or adjustment to their programs due to military service obligations should contact the Graduate School, Fifth Floor, Carnell Hall.

Veterans' tuition benefits at Temple are administered by the Office of the University Registrar.

1

"Academic status" is defined by the Code of Federal Regulations, 34 CFR 668.18, et seq.

2

"Reasonable efforts" is defined by the Code of Federal Regulations, 34 CFR 668.18, et seq.

## Notes

### 1. **Dates of official enactment and amendments:**

Amended by the President on September 20, 2001. First effective Fall 2001.

Amended by the President in May 2015. First effective December 3, 2014.

### 2. **History:**

Supersedes Presidential Policy Statement No. I-23, Temple University Policy for Students Called to Active Military Service.

Supersedes previous version designated as Presidential Policy 03.70.11, Temple University Policy for Students Called to Military Action.

The December 2014 amendment aligns Temple's policy with requirements of the Department of Defense readmission policies and Department of Education requirements for returning service members (ED 34 C.F.R. 668.8 and 668.18 respectively).

### 3. **Cross References:**

- Policy 04.14.11: Employment and Reemployment Rights of Temple University Employees Who Serve on Active Military Duty
- Policy 02.20.11: Leave of Absence (Graduate)
- Policy 02.10.13: Incomplete Coursework