

Academic Regulations and Degree Requirements

<https://gradschool.unh.edu/>

It is the student's responsibility to become familiar with the academic regulations and degree requirements of the Graduate School as well as the special requirements of their own academic program. The general requirements of the Graduate School are found in the catalog. Individual program requirements may be found in the catalog or obtained from the respective department.

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Academic Integrity

Academic integrity is a core value at the University of New Hampshire. The members of its academic community both require and expect one another to conduct themselves with integrity. This means that each member will adhere to the principles and rules of the University and pursue academic work in a straightforward and truthful manner, free from deception or fraud. The policy can be found in the annual publication of the [Student Rights, Rules, and Responsibilities](#).

Academic Standards

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Academic Standards

- Graduate credit is only granted for courses completed with a grade of B- or higher. Individual programs may have stricter requirements, and those are published with their degree program requirements.
- Graduate students receiving grades below "B-" in **9 or more credits**, including undergraduate courses taken while a graduate student, will be dismissed from the Graduate School.¹
- Graduate students enrolled under the accelerated master's program receiving any grade below "B-" in a graduate course who are in dual status may be dismissed and have their admission to the Graduate School withdrawn.
- Graduate students will have a maximum of two opportunities to successfully complete final examinations for the master's or Ed.S. degree.
- Doctoral students will have a maximum of two opportunities to successfully complete qualifying or final examinations for the Ph.D. degree.
- Graduate students admitted on a conditional basis must meet the conditions as stated in the letter of admission in order to remain in the Graduate School.
- Graduate students MUST have a cumulative GPA of 3.0 or higher in order to be eligible for graduation.

¹ Each individual program may set and announce standards for coursework, examinations, and/or research achievement that are more rigorous than the Graduate School standard. Thus, students may be dismissed if they accumulate fewer than 9 credits below the "B-" level, and/or fail to make adequate progress in other aspects of their graduate program.

Policy and Procedure for Program Dismissals

The process by which a student can be dismissed from an academic program for violations of academic standards or violations of professional, ethical, and/or academic expectations of the program is outlined below along with the process by which such decisions can be appealed.

Dismissal for Failure to Make Required Academic Progress

Graduate programs have discretion to define required academic progress as it relates to the individual program's academic requirements, and equitably review and assess students' progress considering those requirements. A department chairperson or graduate program coordinator, upon the recommendation of the appropriate faculty committee, may recommend dismissal for a student who is failing to make required academic progress in their program. This recommendation shall be forwarded in writing to the associate dean of the Graduate School with a copy to the affected student. The associate dean of the Graduate School will act on the faculty recommendation and inform the student and the graduate program coordinator or department chair of the action taken.

A student who wishes to challenge an academic dismissal as a result of failing to make required academic progress shall take the following steps:

1. Make every effort to resolve the situation through informal discussions with the individuals involved in the decision. If the recommendation to dismiss is changed at this point, the associate dean will be notified and after review will notify the student of the decision.
2. If the decision to dismiss stands after informal discussions, a student wishing to enter a formal appeal shall follow the procedure outlined below under "Appeals Process."

A student who has been dismissed for failure to make required academic progress may, with the permission of the dean of the Graduate School, enroll as a non-degree student in courses in their program pending a final decision on the appeal.

This procedure is not applicable to graduate students who have received failing grades in 9 or more credits since dismissal is automatic in that case (see Academic Standards section.)

Dismissal for Professional, Ethical, or Academic Misconduct

Graduate students shall conduct themselves in a manner consistent with the norms and practices of their program and/or discipline. Each graduate program establishes these professional, ethical, and academic standards based on the expectations of the field. Programs may outline these standards in various resources, including program handbooks, policies, or professional guidelines specific to the discipline. Students are encouraged to review these materials, consult with program advisors, or seek clarification from faculty to ensure they understand and meet these expectations.

A department chairperson or graduate program coordinator, upon the recommendation of the appropriate faculty committee at the department/program level, may recommend dismissal for a student who is failing to meet the professional, ethical, and academic expectations of the program or otherwise fails to act in ways that are consistent with the norms and standards of the profession or discipline. This recommendation shall be forwarded in writing to the associate dean of the Graduate School with a copy to the student. The associate dean of the Graduate School shall act on the faculty recommendation and inform the student and the graduate program coordinator or department chair of the action taken.

A student who wishes to challenge a dismissal for professional, ethical, or academic misconduct should take the following steps:

1. Make every effort to resolve the situation through informal discussions with the individuals involved in the decision. If the recommendation to dismiss is changed at this point, the associate dean will be notified and after review will notify the student of the decision.
2. If the decision to dismiss stands after informal discussions, a student wishing to enter a formal appeal shall follow the procedure outlined below under "Appeals Process."

A student who has been dismissed for professional, ethical, or academic misconduct may, with the permission of the dean of the Graduate School, enroll as a non-degree student in courses in their program pending a final decision on the appeal.

The Office of Community Standards is responsible for interpreting and enforcing the Student Code of Conduct and administering the university-wide conduct system. In the event that allegations brought against a student implicate provisions of prohibited conduct governed by the Code of Conduct, the University reserves the right to take action and administer a conduct process regardless of whether the allegations are also being addressed through the process for dismissing a graduate student for professional, ethical, and academic misconduct.

When there are overlapping policies and alleged violations, the Graduate School official may consult with the Director of Community Standards and decide if the best path forward is to merge, combine, or choose the most appropriate investigatory or hearing processes.

APPEALS PROCESS

To appeal a dismissal decision, a student must submit a letter and any supporting documents to the program chairperson and the dean of the Graduate School within ten (10) business days of the dismissal notification. The appeal should provide specific evidence, context, or mitigating factors that the student believes should be considered in reviewing the decision. The appeal should refer specifically to the grounds of the original decision in making this appeal and provide reference to relevant policy where applicable. Generally, dismissed students will not be able to continue in classes pending the outcome of the appeal, but the program chairperson may make a final decision regarding if the student can continue in the program pending the appellate review or continue with conditions.

Program Level Appeal – The program chairperson will review the appeal, solicit input from all other graduate faculty in the program, and re-evaluate the decision based on the additional information provided by the student and feedback from the program graduate faculty. The program chairperson will provide the student and the dean of the Graduate School with written notification of their decision to either uphold or overturn the dismissal, normally within 20 days of the receipt of the student's appeals letter.

Graduate Level Appeal – If the student is dissatisfied with the decision reached by the program chairperson, they may request the dean of the Graduate School review the decision, normally within seven (7) business days after the receipt of the appellate decision reached by the program chairperson. The dean of the Graduate School will review the appeal documents and decide whether the appeal will continue to move forward. If the Dean determines that the appeal will not move forward, they will communicate their decision and the rationale for their decision to the student with copies to the graduate program coordinator and chairperson and the process ends there. If the Dean determines that the appeal will continue forward, they will notify the parties accordingly and act as chair in convening an individual or group from the Graduate Council Student Affairs Committee (GCSAC) to review the appeal. The appeals panel can solicit additional information from the student, program, or others associated with the case as needed. The appeals panel will then make a final determination regarding whether to uphold or overturn the dismissal, normally within 20 days of receiving the appeal. In extraordinary circumstances, the Dean may call the appeals panel back together or overturn the decision of the panel. Otherwise, decisions made by the panel are final and non-reviewable.

Approved by the Graduate Council, April 6th, 2010.

Amended with approval by the Graduate Council November 3rd, 2017

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Attendance

General Policy

Students are expected to accept the responsibility for satisfactory attendance in each course for which they are registered. What constitutes satisfactory attendance shall be determined in each course by the instructor within the framework of rules below.

Absences from examination and laboratory periods

Any student who is absent without excuse from an announced test, quiz, examination, or laboratory period may, at the discretion of the instructor, be penalized for such absence or be allowed to make up the work missed.

Excused absences

Specific attendance requirements including how individual faculty assess absences and designate excused absences are set by the course instructor based on the needs of the course. Individual course attendance policies are described in the course syllabus. Students should contact their faculty regarding any circumstances, including illness, which will require them to stay home and/or which will cause them to be unable to keep up with course activities and expectations. Students should also be prepared to reach out and proactively ask faculty if they are unsure of what is expected of them in the course, as related to their absences or in general.

Reasons that faculty may excuse student absences include: (a) ill health, (b) personal emergencies, and (c) instructional trips, and (d) when students are representing UNH in regional, national, and international academic-related opportunities. In these cases, faculty have discretion regarding what flexibility to offer based on their syllabus policies. Students may contact the Dean of Students if they're managing a temporary, extenuating circumstance that will affect their academics for an ongoing period to request that a notice be sent to their faculty. These notices will not be sent in situations where students are missing only one or two days of class.

Reasons that faculty must excuse student absences are: (a) participation in official intercollegiate events, (b) participation in official adaptive sports events facilitated by Northeast Passage, (c) jury duty, (d) required military service, and (e) important religious holidays and/or observances. In these cases, it is expected that students are not penalized for missed assignments or missed class. Faculty may still set expectations regarding how students make up missed work and learn missed content. Faculty may also request documentation regarding official intercollegiate events, required military service, and jury duty. If a student is called for required military service or jury duty that will cause them to miss class for an extended period and render them unable to adequately fulfill the standards and requirements of the course as determined by the instructor, that student should contact the associate dean of the Graduate School to discuss options to drop or withdraw.

Absence on voting day

In order that UNH students may fully exercise their constitutional right to vote in New Hampshire state and federal elections, no examinations will be scheduled on the first Tuesday of November, and such should be designated in the University calendars. Opportunities for makeup of other scheduled exercises on those days should be provided where necessary. Faculty are requested to cooperate to the fullest extent with students from communities scheduling elections at other times.

Credit Transfer

A maximum of **12 credits** taken by a student prior to matriculation (internal and external combined) can be applied to a degree program. Transfer credits must be formally approved and appear on the UNH transcript in order for them to count towards the degree requirements.

External to UNH

Students may request that a maximum of two courses, for up to **8 credits** of graduate level coursework, from an accredited institution authorized to grant graduate degrees, be transferred to count toward their graduate program. Courses must be at the graduate level and cannot have been used or be in the process of being used in earning another graduate degree or certificate or have been taken while completing a bachelor's degree. A grade of **B** or better must have been earned. Students must submit an External Transfer Credit Form to request that the credits be applied to their degree requirements.

The transfer credit request must be recommended by the program faculty and approved by the Graduate School. Current UNH graduate students who wish to take a course at another university, with the intention of transferring, should obtain the approval of their advisor and graduate school prior to enrolling in the course to ensure that the course meets the transfer requirements.

International Universities

Students requesting credit transfer from an international university must have their transcript evaluated by a third party before submitting a transfer request. World Education Services (WES) (<https://www.wes.org>) is the preferred evaluator, but other evaluation services can be accepted. Students can request that the evaluation service send the final transcript evaluation directly to the Graduate School.

Internal to UNH

A maximum of **12 credits** of UNH graduate level (800-900) courses completed by a non-degree student or taken as an accelerated master's student may, upon approval of the Graduate School, be applied to a student's degree program. Each program's faculty retain discretion regarding the maximum number of graduate credits that will be recommended for approval (not exceeding 12). Students must submit a UNH Transfer Credit Form to request that these courses be applied to their degree requirements.

Non-Degree Credit Transfer for Certificate Programs

No more than half of the required credits for a certificate can be taken at UNH prior to matriculation (enrollment in the program after admission) in a certificate program. All coursework in a certificate program must be taken at UNH. Courses may be applied to only one certificate program but may also be applied to a master's or doctoral degree program at UNH. Students must submit a UNH Transfer Credit Form to request that these courses be applied to their degree requirements.

Continuing Education Units

The Continuing Education Unit (CEU) is a nationally recognized method of quantifying the time spent in the classroom during professional development and training activities. Ten hours of instruction = 1.0 CEU. One hour of instruction = 0.1 CEU. CEUs are not transferable as graduate credit.

Degree Requirements

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Doctoral Degrees

Ph.D.

The degree of **doctor of philosophy** is conferred to qualified candidates who have passed an oral or written examination(s) on the subject matter of their field of study, who have completed an original investigation in this field, have embodied the results in an acceptable dissertation, and who have passed an oral examination in defense of the dissertation. The degree of doctor of philosophy is essentially a research degree.

Ed.D.

The **degree of doctor of education** is a terminal doctoral degree that prepares students for careers in educational leadership. The program curriculum comprises courses in educational policy, law, budget management, research methods, and human resource as well as a research-based capstone. Requirements for completion of the Ed.D. are found under the program descriptions of the Department of Education.

DNP

The degree of **doctor of nursing practice** is a practice based doctorate that prepares nurses for the highest level of specialized nursing practice. DNP graduates are prepared to translate evidence into practice, improve systems of care, and measure health outcomes in diverse settings. Graduates of the DNP program are prepared for culturally competent, evidence-based, system-based care, interprofessional collaboration and leadership. DNP graduates are distinguished by their abilities to affect practice, design and implement programs that improve health and healthcare delivery, apply data management and informatics skills to evaluate programs, outcomes, and care systems, and influence health policy. Requirements for completion of the D.N.P. are found under the program descriptions of the Department of Nursing.

OTD

The **doctor of occupational therapy** is an entry-level clinical doctoral degree designed to prepare students to enter the profession with strong foundational skills in occupational therapy assessment and intervention, advanced training in clinical skills, leadership, clinical research, and program development. Requirements include coursework, fieldwork experiences, and a capstone. Requirements for completion of the OTD are found under the program descriptions of the Department of Occupational Therapy.

Ph.D. Requirements

RESPONSIBLE CONDUCT OF RESEARCH

As a land-grant institution, the University of New Hampshire (UNH) is accountable to New Hampshire residents and to the University community to ensure the ethical and safe conduct of research and scholarly activity. As an institution of higher

education that prides itself on extensive research endeavors and the involvement of undergraduates and graduate students in research projects, UNH has an obligation to teach and actively promote integrity in research and scholarship.

To fulfill its obligations, UNH has embarked on a program on the responsible conduct of research and scholarly activity (RCR) to:

- Raise the consciousness of faculty, staff, and students regarding the ethical and responsible conduct of research and scholarly activity
- Establish a knowledge base that defines normative and/or professional behavior to assist faculty, staff, and students in making ethical and responsible decisions in the conduct of research and scholarly activity
- Foster an institutional culture of integrity in research and scholarly activity.

To support these efforts, the Graduate Council has mandated that all incoming Ph.D. students complete RCR training approved by the Graduate School by the end of their first semester. For more information, visit the [RCR website](#).

GUIDANCE COMMITTEE

A guidance committee should be appointed by the program faculty as soon as possible after a student has begun study for the Ph.D. degree. The committee assists the student in outlining a program, preparing for the qualifying examination, and administering the examination.

RESIDENCY

A minimum of three academic years of graduate study is required for the Ph.D. degree. Resident graduate work done at other universities may be counted toward the minimum requirement upon approval of the guidance committee and the Graduate School, but one full academic year must be in residence at the University of New Hampshire. In individual cases, the major department and the dean of the Graduate School may grant permission to pursue the research for the dissertation at another institution where access to special facilities would be advantageous.

CREDITS

Each program specifies the number of courses required for the degree.

DOCTORAL RESEARCH (999)

A minimum of two semesters of registration in Doctoral Research is required for Ph.D. students. However, Ph.D. students at candidacy must register for 999 each semester during the academic year, even if the minimum requirement has been met. Although Doctoral Research (999) is 0 credits, it grants full-time student status.

Ph.D. Candidacy

A Ph.D. student is advanced to candidacy for the degree by the dean of the Graduate School upon recommendation of the graduate program coordinator after the student has passed the qualifying examination, met the language or proficiency requirements as are deemed desirable by the student's program, declared a topic for dissertation research, and fully formed the doctoral dissertation committee. ***Students are expected to file an Advancement to Candidacy form with the Graduate School as soon as possible after all of the requirements for candidacy have been met.**

Ph.D. students at candidacy must register for Doctoral Research (999) each semester during the academic year until the degree is awarded.

***Note:** If the doctoral candidacy form is received before the final day to register for the current semester, then candidacy shall be effective immediately. If the form is received after the final day to register for the current semester then candidacy shall be effective at the start of the following semester. Candidacy will not be backdated.

QUALIFYING EXAMINATION

The qualifying examination, which must be taken at UNH, is required and may be written, oral, or both. This examination will test:

1. The student's general knowledge in the student's major and minor work and

2. The student's fitness for engaging in research, particularly in the subject proposed for the dissertation

The chairperson of the student's program will communicate the examination results to the Graduate School dean. (See academic standards for details.)

LANGUAGE/RESEARCH PROFICIENCY

Each doctoral program has its own language and/or research proficiency requirements. These requirements can be found in the individual program descriptions.

DOCTORAL COMMITTEE

When a Ph.D. student advances to candidacy, a doctoral committee will be appointed to supervise and pass on the dissertation and administer the final examination. This committee will be nominated by the department of major concentration and appointed by the dean of the Graduate School. It shall normally consist of a minimum of five members, usually three from the major department and two from related departments. The dean of the Graduate School is an ex-officio member of all doctoral committees.

Ph.D. Dissertation

The dissertation must be a significant contribution to scholarship in the student's discipline, demonstrating the student's ability to conduct independent and original research, and to communicate the results of the research through a coherent, integrated, and mature piece of writing.

FINAL DEFENSE

A copy of the completed dissertation must be made available to the members of the examining committee two weeks before the final examination date.

The final oral examination is conducted by the doctoral committee and is intended to give the candidate an opportunity to defend the dissertation. While it is desirable for all committee members to participate in dissertation defenses, whether in person or through virtual means such as conference calls or video conferencing, outside scholars are not required to be present at the defense. Departments will determine how to obtain meaningful and substantive evaluations from external members in consultation with the Graduate School. A written final examination, on subject matter not covered in the qualifying examination, may also be required. This written examination is conducted by the major department. These final examinations must be completed by the date listed in the Graduate School calendar. After consultation with the major program, the dean of the Graduate School may appoint, for participation in the final oral examination, additional members of the faculty under whom the student has worked. The doctoral committee alone shall decide on the merits of the candidate's performance by a majority vote.

SUBMISSION OF DISSERTATION

The final approved dissertation must be submitted for publication by ProQuest via the UNH ETD Administrator website by the appropriate deadline as published in the Graduate School calendar. Physical hard bound copies are available for purchase through ProQuest at the time of submission. Students may choose to copyright their thesis at the time of publication. All fees are to be paid by the student at the time of submission. If the dissertation material is further published, it should be designated as having been accepted as a doctoral dissertation by the University of New Hampshire.

Doctoral Time Limits

The Ph.D. must be completed within eight years of matriculation (enrollment after admission) or within seven years if the student entered with a master's degree in the same field. A Ph.D. student must be advanced to candidacy within five years after matriculation or within four years if the student entered with a master's in the same field. Years on leave do not count toward the time limit.

The DNP, OTD, Ed.S., and Ed.D degrees must be completed within 4 years.

Master's Degree Requirements

CREDITS

A minimum of **30 graduate credits** is required for all master's degrees. Many programs require substantially more than the minimum 30 credits. Individual program requirements are outlined in the program descriptions of this catalog. Graduate credits are earned in courses numbered 800-999. In rare cases graduate degree students may petition to earn graduate credit for up to 1 credits in 700-level courses, provided the credits are taken in a program other than the one in which the student is seeking the degree and provided such courses are approved by the student's adviser, graduate program coordinator, and the dean of the Graduate School. Such courses must be taken for a letter grade. Petitions must include what additional requirements or expectations will be required of the student to make the course a graduate level experience. **Petition requests must be made prior to enrolling in the course and are not guaranteed.**

RESIDENCY

A student will normally spend at least one calendar year, or the equivalent, in satisfying the requirements for the degree.

CAPSTONE EXPERIENCE

The most appropriate capstone experience(s) for each program is determined by the faculty of each program. Such experiences may include a single integrative course, a performance, an internship or praxis, a portfolio, a scholarly paper or essay, an examination, a research problem, a research project, or a thesis, and are subject to approval of the dean of the Graduate School. All master's degrees at UNH must include a capstone experience.

Capstone - Non-thesis Option

Requirements for non-thesis capstone experiences must be clearly articulated by each program. Capstone experiences, with the exception of capstone courses, must be approved by a committee of at least two faculty members in the student's program and approved by the graduate program coordinator. All capstone experiences must be completed by the end of the final examination period of the graduation date for which the degree is to be conferred.

Capstone - Thesis Option

Students who are in a thesis program are required to conduct research and prepare a scholarly paper under the guidance of a faculty committee for submission to the Graduate School. Guidelines on the purpose, framework, and process for the thesis should be clearly articulated by each program. Students writing a thesis should obtain a copy of the *Thesis and Dissertation Manual* from the Graduate School website at www.gradschool.unh.edu. Students in thesis programs may also be required to pass a final examination. The regulations concerning this exam are the same as those in the non-thesis option. The thesis committee will normally also serve as the examining committee.

NON-TERMINAL MASTER'S DEGREES

Ph.D. students, with the approval of their department, may petition to earn a non-terminal master's degree while completing the Ph.D. degree. Students must complete the master's degree requirements for their particular program as noted in the Graduate Catalog.

Petitions should be submitted to the Graduate School at the start of the semester in which graduation is desired.

Master's Time Limit

All graduate work for any master's degree must normally be completed within **four years** from the date of matriculation (enrollment following admission) in the program. Progress toward the degree will be carefully monitored by the advisor and the Graduate School to ensure that adequate advancement is made toward the completion of the program and that any deficiencies noted at the time of admission are removed. Students failing to make adequate advancement toward completion of the program are subject to dismissal in advance of the four-year time limit. Extensions to the four-year time limit will be considered on a case-by-case basis. Years on leave do not count toward the time limit.

Master's Thesis

THESIS CREDIT

During their degree program, a student completing a thesis must enroll in **at least 6 but no more than 10** thesis credits. Student

are advised to review their program's degree requirements as the exact number of required thesis credits within each program can vary. The exact number of thesis credits that are required for each degree will be determined by the faculty of the individual programs. **Students are not eligible to receive credit for any more than the maximum number of thesis credits required by the degree and are expected to monitor their registration to ensure that they do not exceed the maximum.** No thesis credit shall be given until the completed thesis has been approved by the thesis committee and accepted by the Graduate School. Satisfactory acceptance of the thesis will be recorded with a grade of (CR).

THESIS COMMITTEE

A master's thesis must be approved by a committee composed of a regular member of the graduate faculty under whose direction it was written and two other members of the graduate faculty nominated by the department chairperson or graduate program coordinator and appointed by the dean of the Graduate School. Individuals who are not regular members of the graduate faculty may be nominated to serve on committees in accordance with individual program policies.

SUBMISSION OF THESIS

The final approved thesis must be submitted for publication by ProQuest via the UNH ETD Administrator website by the appropriate deadline as published in the Graduate School calendar. Physical hard bound copies are available for purchase through ProQuest at the time of submission. Students may choose to copyright their thesis at the time of publication. All fees are to be paid by the student at the time of submission.

Educational Specialist Degree

Requirements for completion of the educational specialist degree (Ed.S.) are found under the program descriptions of the Department of Education. A student can petition to count a maximum of 12 credits, not previously applied to a degree program and taken prior to admission to the Ed.S., toward a Ed.S. program. All graduate work for the Ed.S. degree must normally be completed within **four years** from the date of matriculation.

Certificate Programs

Graduate certificate programs require the completion of at least 4 graduate courses for a minimum of 12 credits of graduate coursework (800- or 900-level courses) organized in a coherent and logical manner to provide knowledge and expertise relevant to a specific aspect of professional and/or personal development. All coursework in a certificate program must be taken at UNH.

Courses may be applied to only one certificate program but may also be applied to a master's or doctoral degree program at UNH. There are no upper limits to the number of credits that may be applied to a degree program provided the courses fulfill a degree requirement.

Only courses completed with a grade of B- or higher may be used to fulfill certificate requirements. A student who receives more than one grade below B- will be required to withdraw from the certificate program.

CERTIFICATE TIME LIMIT

All coursework for a certificate must be completed within 3 years from the date of matriculation (enrollment) in the program.

NON-DEGREE CREDIT TRANSFER FOR CERTIFICATE PROGRAMS

No more than half of the required credits for a certificate can be taken at UNH prior to matriculation (enrollment in the program after admission) in a certificate program. Courses may be applied to only one certificate program but may also be applied to a master's or doctoral degree program at UNH. Students must submit a UNH Transfer Credit Form to request that these courses be applied to their degree requirements.

REGISTRATION

Students enrolled only in a certificate program are exempt from the Graduate School's continuous enrollment policy.

TUITION

Tuition for NH residents in certificate programs will be equal to the rates for NH resident graduate degree students. Tuition for out-

of-state students will be 10% above the resident rate, unless the student is also enrolled in a degree program, in which case the nonresident or New England Regional rate will apply. Students enrolled only in certificate programs are not eligible for graduate assistantships or scholarships unless specifically awarded by the sponsoring program, but may be eligible for need-based aid through the UNH Financial Aid Office. Students enrolled in degree programs as well as certificate programs are eligible for all forms of graduate financial support.

Dual Degrees

The Graduate School allows UNH students to pursue two degrees at UNH and count credits toward both degrees under the circumstances detailed below. Such credit will be granted only for graded coursework completed with a grade of "B-" or higher. Application of such credit toward a student's program for a second degree is subject to departmental recommendation and approval by the Graduate School. Dual degrees should be interpreted to include separate majors within the same degree, or a combination of two different degrees. Students will receive separate diplomas for each degree program. **Note: Dual degrees will NOT be awarded retroactively.**

1. **Accelerated Master's.** Qualified senior students at the University of New Hampshire may be admitted to an approved accelerated graduate program in the Graduate School provided they have followed normal application procedures; they must have been admitted for the semester in which they wish to enroll in courses for dual credit. A 3.20 cumulative grade point average is normally required to be considered for the program. Students are normally admitted prior to the start of their senior year. Students who have been admitted to the program may register for a maximum of 12 credits of 800-level courses prior to completing their bachelor's degree. Such courses may, upon recommendation of the department and approval of the Graduate School, count toward both the bachelor's and master's degrees. Up to 8 credits, upon recommendation of the department and approval of the Graduate School, may count towards both the bachelor's degree and a graduate certificate. For more information and a list of eligible programs, visit: <https://gradschool.unh.edu/academics/accelerated-masters-program>.
2. **Consecutive Master's Degrees.** Enrollment in consecutive master's degrees refers to admission and matriculation in a second master's degree program at the University of New Hampshire after the completion of the requirements for a first master's degree earned at the University of New Hampshire. A student may apply up to 12 credits earned in the first master's degree awarded at the University of New Hampshire toward a second master's degree with approval of the student's graduate advisory committee and/or graduate program coordinator in the second master's program. Thesis or research credits from the first program may not be counted toward the requirements of the second program.
3. **Concurrent Dual Degrees.** Enrollment in concurrent dual degrees occurs when a student is admitted to and matriculated in two graduate degree programs at the University of New Hampshire simultaneously. A student may pursue concurrent degrees only with approval of the appropriate graduate program coordinator(s) and the dean of the Graduate School. With approval of the student's graduate advisory committee(s) and/or the graduate program coordinator(s), a student may apply up to 12 UNH credits earned in one master's degree toward the requirements for a second master's degree. A student must complete the capstone requirements for both programs. Completion of degree requirements for the two programs need not be at the same time.
4. **Integrated Dual Degrees.** Integrated dual degrees occurs when two graduate programs have formalized a program of study which creates an integrated program linking the two disciplines, while continuing toward separate degrees. Students must be admitted to both programs and complete the requirements for both degrees. Integrated dual degree programs may include a single admissions process, submission of a single thesis or capstone experience, and a single advisory committee composed of members from both programs. The number of required credit hours for integrated dual degrees must not be less than 80 percent of the total minimum hours required to complete each degree separately. Integrated dual degree programs must be approved by the Graduate Council and the dean of the Graduate School.
5. **Cotutelle Ph.D. Agreements with International Universities.** A cotutelle is a Ph.D. jointly awarded by two universities from different countries. Under such an arrangement, a doctoral student completes the requirements of the Ph.D. program in both the home and partner university, conducts dissertation research collaboratively, sequentially, and for roughly equal amounts of time in both universities, and is supervised by a faculty member from each of the universities. The dissertation is then examined by a committee whose members are drawn from both institutions. A degree is awarded from each university with acknowledgment on the transcript of the cotutelle. All cotutelles must have a fully approved cotutelle agreement signed by multiple institutional representatives at both universities including the Office of International Students and Scholars (OISS). UNH faculty or students interested in developing a cotutelle should contact the Graduate School to get detailed instructions about what is required for a cotutelle agreement and the associated approval process.

All standard policies relating to time to degree, residency requirements, academic standards, and minimum GPA required to graduate apply to any dual-degree arrangement.

If the student withdraws from one of the participating programs, the dual-degree arrangement is automatically nullified.

If a student's tuition is funded by one or more units, it is up to the funding unit to decide if tuition may cover courses taken solely for completion of the second program.

Graduate Courses

Graduate credits may be earned in courses numbered from 800 through 999, or under limited circumstances in courses numbered at the 700 level.

The faculty of each graduate program prescribes the courses that make up the degree program. In addition, the Graduate School has general requirements for master's and doctoral degree programs.

800 and 900 Level Courses

800- and 900- level courses are offered for graduate credit only and therefore are open only to admitted graduate students or non-degree students with a minimum of a bachelor's degree.

700 Level Courses

700-level courses are advanced undergraduate courses. In rare cases graduate degree students may petition to earn graduate credit for up to 12 credits in 700-level courses, provided the credits are taken in a program other than the one in which the student is seeking the degree and provided such courses are approved by the student's adviser, graduate program coordinator, and the dean of the Graduate School. Such courses must be taken for a letter grade. Petitions must include what additional requirements or expectations will be required of the student to make the course a graduate level experience. **Petition requests must be made prior to enrolling in the course and are not guaranteed.** Petition forms are available at <https://gradschool.unh.edu/academics/forms-policies>.

Simultaneous 700/800 Courses

800-level courses may be cross-listed with 700-level courses and taught simultaneously to both graduate and undergraduate students. While the content of the course is the same, the requirements and expectations of the students differ substantially with assignments, examinations, and projects demonstrating a broader depth of understanding, sophistication and skills for students enrolled at the 800 level. The method of assessing graduate student demonstration of a higher level of understanding and skill is made clear to students on course syllabi. Students must be enrolled in the 800 level of the course in order to obtain graduate credit.

Graduate Grading

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Grades

Letter grades: The following grades are used at the University: A (4.0), A- (3.67), B+ (3.33), B (3.0), B- (2.67), C+ (2.33), C (2.0), C- (1.67), D+ (1.33), D (1.0), D- (.67), F (0). Graduate credit is only granted for courses completed with a grade of B- or higher. Individual programs may have stricter requirements, and those are published with their degree program requirements.

AF Grades: An "AF" grade, Administrative F, is assigned for failure to either drop or complete a course. An "AF" is considered the same as an "F."

Credit/Fail Grades: Given in specific courses having no letter grades, such as thesis/dissertation, as well as other approved courses or seminars. A "CR" grade is assigned for successful completion, while an "F" is assigned for failure.

Pass/Fail Grades: Graduate courses cannot be taken pass/fail. A graduate student may petition to take undergraduate courses on a pass/fail basis. Such a petition must be approved by the end of the add period for the term the course is taken. Courses at the 700-level approved for graduate credit cannot be taken for pass/fail.

Audit Grades: An "AU" grade is assigned for completion of courses for which an audit was granted. No credit is earned.

Incomplete Grades: An "IC" grade is assigned with the approval of the instructor for excused unfinished work only. The work must be completed and submitted to the instructor by the date agreed upon with the instructor, but not later than the last day of class of the semester immediately following the one in which the incomplete was granted (800- and 900-level courses only; mid-semester deadline for 400-, 500-, 600-, and 700-level courses). If extraordinary circumstances arise, a petition requesting additional time may be submitted. The petition, listing a specific deadline for completion, must be approved by the instructor, the student's adviser, and graduate program coordinator before being submitted to the Graduate School. An extension will be granted by the dean only under unusual circumstances and will usually not exceed one calendar year from the end of the semester in which the course was originally taken. An incomplete grade becomes an "F" if not resolved or if a petition for an extension is not approved within the allotted time period. This policy also applies to students who withdraw from the University or who are on an approved leave of absence.

IA Grades: "IA" indicates "incomplete" in thesis credit, doctoral research, or other continuing courses of more than one semester. The grade earned will replace the "IA" once the work has been completed. In the case of doctoral research, once the dissertation is deemed complete, only the final term of enrollment will be assigned a "CR". Prior semester "IA" grades will remain on the official transcript.

NR Grades: "NR" indicates "Not Resolved: pending academic integrity allegation".

W Grades: If a student, for compelling nonacademic reasons, submits an approved petition to drop a course during the withdrawal period, a notation of "W" will be shown on the student's academic record. The specific withdrawal deadlines can be found on the UNH Academic Calendar. Failure to officially withdraw will result in an AF grade, which is maintained on the official student record and included in the grade point average (GPA). Not attending classes does not constitute an automatic withdrawal.

Appeals: Every instructor must be prepared to discuss and explain the basis for their evaluation of students. If, after consulting with the instructor, a student still believes that he or she was treated unfairly, he or she has the right to seek redress from the chairperson of the department or program in which the course is offered. Under exceptional circumstances, a final appeal may be made to the dean of the college or school in which the program is offered.

Repeated courses: Repeating a course does not remove the original course or grade from the record. If the course numbers and titles do not match exactly, graduate students must obtain written permission of their adviser, graduate program coordinator, an the endorsement of the Graduate School dean before the adjustment will be made. Only the most recent grade is included in the cumulative grade-point average, and only the most recent credit, if any, is included in the cumulative credits earned. A course may only be repeated once. Only repeated courses taken at UNH will alter the cumulative grade-point average. Failing a required course for a second time is grounds for dismissal.

Examinations

Examinations at the end of each semester may be given in any course, but all such examinations must be scheduled and given at the time they are scheduled with the following exceptions: practical examinations covering laboratory work may be given during the last five days of classes preceding the examination period. In courses of a modular nature with several instructors, the instructor of the final module may schedule a final examination during the last week of classes if approval is first obtained from the college dean. These exceptions apart, no announced oral or written test may be given during the last five days of classes preceding the examination period. If a student is scheduled for more than two final exams in one day and chooses to take only two final exams on that day, the middle exam will be rescheduled. The instructor, in consultation with the student, will schedule a makeup exam.

Credit Hour Policy

The University of New Hampshire is in compliance with the federal definition of credit hour. For each credit hour, the University requires, at a minimum, the equivalent of three hours of student academic work each week assuming a 15-week semester (student workload for shorter length terms must be increased proportionally per week to maintain required approximately 45 hours of work per credit per term). Academic work includes, but is not limited to, direct faculty instruction, e-learning, recitation, laboratory work, studio work, fieldwork, performance, internships, and practica. Additional academic activities include, but are not limited to, readings, reflections, essays, reports, inquiry, problem solving, rehearsal, collaborations, theses, and electronic interactions. Student work reflects intended learning outcomes and is verified through evidence of student achievement.

Graduation

Degree Conferral

Graduate degrees are conferred three times per year (September 1, December 31, and May (*date varies*)). All students **MUST** file a intent-to-graduate through Webcat by the appropriate deadline specified on the [UNH Academic Calendar](#). Students who do not file an intent-to-graduate will not have their degree awarded. More information on this process is available on the [Graduate School's website](#).

All degree requirements and coursework must be completed prior to the degree conferral date. Graduate students MUST have a cumulative GPA of 3.0 or higher in order to graduate.

Commencement

The annual commencement ceremony is held in May.

Doctoral, Master's, Ed.S., and certificate students who earned their degrees in the preceding September and December are invite to participate in commencement ceremonies in May. Master's, Ed.S., and certificate students who expect to complete their degree program in May, as well as those who expect to complete their programs at the end of the summer term following the commencement ceremony (September), are eligible to participate in the May commencement ceremony.

Doctoral students must have completed all requirements for the degree by the published deadlines for May in order to participate in the May ceremony.

All graduate students who intend to participate in the May ceremony must register to attend through the Commencement Office.

For more information on how to register for commencement please visit the [UNH Commencement Website](#).

Transcripts

Official academic records are maintained in the Office of the Registrar at the University of New Hampshire. The university partner with Parchment for its online ordering and official transcript production. An official transcript bears the seal of the University and the signature of the University Registrar. A student is required to satisfy University accounts before the Registrar will issue a diploma as evidence of work done at the University.