



UAB THE UNIVERSITY OF
ALABAMA AT BIRMINGHAM

Knowledge that will change your world

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UAB GRADUATE SCHOOL

*Inspiring minds today
to transform tomorrow*

Completion Policies

- Application for Degree
- Application for Graduate-Level Certificate
- Time Limitations and Course Validation
- Requirements for Graduation
- Transfer of Graduate Credit
- Grade Replacement
- Converting Non-Degree Credit

Application for Degree (AFD) and/or Graduate-Level Certificate (AFC)

Whenever a student is nearing completion of their degree or certificate, they must submit their intent to graduate in the form of an AFD or AFC.

Deadlines are important!

- Summer 2017 > May 19th deadline (August 12th conferral date)
- Fall 2017 > September 8th deadline (December 16th conferral date)

Time Limitations and Course Validation

Graduate students are generally expected to complete all degree requirements within 5 years of matriculation for the master's degree or certificate and 7 years of matriculation for the doctoral degree.

If appropriate, a program director or departmental faculty member can indicate that the content for expired coursework has not changed significantly enough to justify retaking the course prior to graduation.

Requirements for Graduation (Certificate)

Only a “category A” certificate can be posted to the student’s UAB transcript.

- Admission to the university is required
- Student work is subject to normal academic performance expectations
- Completion, in general, of 15-24 credit hours
- Defined curriculum is a sub-component of an existing degree or program

Requirements for Graduation (Master's)

Plan I (with thesis): minimum of 30 semester hours

- 24 semester hours of core graduate coursework directly related to discipline*
- +
• 6 semester hours of thesis research (i.e. 699) over a minimum of one semester in candidacy

*a maximum of 9 hours of non-thesis research (i.e. 698) can be applied

Requirements for Graduation (Master's)

Plan II (without thesis): minimum of 30 semester hours

- 30 semester hours of core graduate coursework directly related to discipline*

*a maximum of 9 hours of non-thesis research (i.e. 698) can be applied

Requirements for Graduation (Doctoral)

Residence:

Due to the nature of doctoral study, the Graduate School requires doctoral students to enroll for a minimum of 9 semesters at UAB although individual programs may require a longer period of residence.

Requirements for Graduation (Doctoral)

If entering with a baccalaureate degree, a student is required to earn a minimum of 72 semester hours comprised of the following:

Completion of 48 semester hours of coursework prior to candidacy:

- A minimum of 22 hours of core coursework directly related to discipline
- No more than 16 hours of non-dissertation research (i.e. 798) can be counted
- No more than 10 hours can be labs, seminars, directed study credits, or GRD and CIRTLL courses be counted

Completion of 24 semester hours of research-based work over a minimum of two semesters in candidacy which can be designated as either:

- A minimum of 24 hours in 799 dissertation research **OR**
- A minimum of 12 hours in 799 dissertation research **AND**, either during or before candidacy, 12 hours in other appropriate research-based coursework which has been approved by the graduate student's program

Requirements for Graduation (Doctoral)

If entering with a previously earned master's (or other) degree appropriate to the doctoral degree field, a student is required to earn a minimum of 51 semester hours comprised of the following:

Completion of 27 semester hours of coursework prior to candidacy:

- A minimum of 15 hours of core coursework directly related to discipline
- No more than 6 hours of non-dissertation research (i.e. 798) can be counted
- No more than 6 hours of labs, seminars, directed study credits, or GRD and CIRTL can be counted

Completion of 24 semester hours of research-based work over a minimum of two semesters in candidacy which can be designated as either:

- A minimum of 24 hours in 799 dissertation research **OR**
- A minimum of 12 hours in 799 dissertation research **AND**, either during or before candidacy, 12 hours in other appropriate research-based coursework which has been approved by the graduate student's program

Diplomas

About 2-3 weeks after commencement, graduates will receive an email from me to confirm and verify their diploma name and mailing address.

About 3-4 weeks later, the diplomas should ship from Paradigm, Inc. Diplomas for those with an outstanding financial balance will be shipped to the Graduate School.

Transfer of Graduate Credit

If a UAB graduate student has earned graduate credit with a grade of A or B while enrolled at another regionally-accredited institution, up to 12 graduate credit hours may be eligible for transfer if it has not been applied to another degree (at UAB or elsewhere).*

*Recent change: We no longer require the student to first complete 9 hours in good academic standing.

Grade Replacement, Converting Non-Degree Credit

A graduate student who repeats a course taken at UAB can request a grade replacement in which the grade for the first course is excluded from their GPA calculation.

This policy may only be used a maximum of two (2) times and only once for any course.

Up to 12 hours of non-degree credit earned prior to degree-seeking admission can be converted to degree-seeking credit upon request.*

*Recent change: We no longer require the student to first complete 9 hours in good academic standing.

Questions?