

MASTER'S DEGREE REQUIREMENTS

Residence Requirements

No more than six semester hours of transferred credit are accepted toward a master's degree. All other work must be residence credit.

Residence credit is credit that is earned under the conditions specified herein and may be applied toward the attainment of graduate degrees at UNC Charlotte. These conditions must be satisfied regardless of the location in which the course is given.

- 1) Instruction: The instructor must be a member of the UNC Charlotte Graduate Faculty.
- 2) Course(s): The content of each course must be approved by regularly established college, Graduate School and University curricular processes before the course is scheduled or offered.

Residence credit may also be awarded by virtue of an examination administered by the faculty of the department offering credit. A student also, with the prior approval of the appropriate UNC Charlotte department and of the Dean of the Graduate School, may take graduate courses for residence and course credit at other regionally accredited institutions.

Program Approval

Each student's individual program of study must be approved by his/her department/college. Up to six hours of transferred credit may be included in the approved program of study.

Admission to Candidacy

Upon successful completion of a minimum of 18 semester hours of graduate work and in no case later than four weeks prior to the beginning of the semester in which he/she expects to complete all requisites for the degree, a student should file for admission to candidacy on a form supplied by the Graduate School. This application is a check sheet approved by the student's adviser, department chairperson and college dean listing all course work to be offered for the degree (including transferred credit and courses in progress).

Minimum Hours and Quality

A student is expected to satisfactorily complete a minimum of 30 to 60 semester hours of approved courses, depending upon his/her individual program, with an overall GPA of 3.0 or better in courses on the degree plan of study. Grades in all courses attempted, whether or not on the plan of study, will remain on the transcript and will be included in the calculation of the student's GPA as it is reported on the transcript. At least half of the semester hours in the approved program must

be in courses numbered 6000 or above. No more than six hours evaluated as *C* may be counted toward the minimum hours required for the master's degree.

Comprehensive Examination

After admission to candidacy, each student must successfully complete a comprehensive examination. The examination may be written, oral, or both, depending upon the student's specific program requirements. Students must be enrolled during the semester in which they take the comprehensive examination.

Time Limit

Candidates must complete all requirements for a master's degree, including accepted transferred credit, within six years of the end of the first semester in which they registered in the Graduate School. Courses that exceed this time limit must be revalidated or retaken, whichever the graduate program decides necessary, if they are to be included in the degree program.

To revalidate a course, the student, along with the program coordinator, must prepare a revalidation plan that must be reviewed and approved by the Dean of the Graduate School. This plan often involves taking a special examination designed by the faculty of the graduate program. Once the plan has been completed, the program coordinator must notify the Dean of the Graduate School in writing.

Students may not revalidate courses with a grade of *C* or lower, courses that are internships or other forms of practica, or courses taken at other institutions.

Thesis

The plan of study for a master's degree may or may not include completion of a thesis. The thesis and non-thesis approaches are designed to meet the needs of students preparing for different types of careers and represent qualitatively different educational experiences. Consequently, the academic departments and the Dean of the Graduate School discourage any switching from one plan to another. If a switch from a thesis to non-thesis plan is approved, the grade of *I* for the thesis work will be changed to *W* on the transcript with no refund of tuition for the course(s). At the time that the graduate program approves the student's thesis topic, the Petition for Topic Approval must be filed with the Graduate School. This form is available in the Graduate School.

The thesis must be submitted for final approval by the student's thesis committee at least three weeks before the date of the oral examination in which the thesis is defended. Following the successful completion of this defense, the master's candidate must submit three unbound copies of the approved and error-free thesis to

the Graduate School no later than the filing date indicated in the University Calendar.

Course and Other Requirements

The course and other requirements for specific degree programs are presented in the section of this *Catalog* on Graduate Programs.