

# GRADUATE COURSE REINSTATEMENT

**POLICY NUMBER:** RESERVED FOR FUTURE USE

**POLICY TYPE:** GRADUATE COUNCIL

**RESPONSIBLE OFFICIAL TITLE:** VICE PROVOST FOR GRADUATE EDUCATION, RESEARCH, & OUTREACH

**RESPONSIBLE OFFICE:** OFFICE OF GRADUATE EDUCATION

**EFFECTIVE DATE:** 8/21/2017

**NEXT REVIEW DATE:** 8/21/2021

**SUPERSEDES POLICY DATED:** N/A

**REQUIRES LEGAL/COMPLIANCE REVIEW:**

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM)  YES  NO

**REQUIRES I.T. POLICY COUNCIL REVIEW:**

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM)  YES  NO

**REQUIRES PROFESSIONAL CONCERNS COMMITTEE REVIEW:**

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM)  YES  NO

**REQUIRES FACULTY SENATE APPROVAL:**

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM)  YES  NO

**REQUIRES HUMAN RESOURCES REVIEW:**

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM)  YES  NO

**REQUIRES BOARD OF REGENTS APPROVAL:**

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM)  YES  NO

## I. POLICY STATEMENT

### DEGREE TIME LIMITS & COURSE AGE

Graduate students are expected to complete their master's degrees and certificates within six years, doctoral students within eight years. All coursework that is applied to degrees and certificates must be no older than eight years by the time the program is completed. The allowed time frame does not include circumstances involving changed programs or the pursuit of multiple degree programs; however, students may appeal if they have experienced unusual or mitigating circumstances that have prohibited them from meeting those standards.

### EXCEPTIONS & COURSE AGE REINSTATEMENT

Exceptions to the rule may be granted by reinstating courses older eight years:

- The student and the graduate program director must prepare a reinstatement plan that is reviewed and approved by the vice provost for graduate education, research & outreach.
- This plan must include a special examination, portfolio presentation or other measurable demonstration of knowledge consistent with current course content.
- Once the student successfully complies with all of the elements in the reinstatement plan, the course is considered valid for the length of time identified in the reinstatement plan.
- No more than 25% of the courses required for a degree may be reinstated.
- Only courses in which a grade of B or higher is earned can be reinstated.
- Individual programs may set more stringent standards.

## II. ENTITIES AFFECTED

Faculty, staff, graduate students, Office of Graduate Education, individual graduate programs.

### III. DEFINITIONS

Student – refers only to graduate students.

This policy defines graduate courses only.

### IV. RESPONSIBILITIES

Office of Graduate Education – policy adherence for graduate students

### V. REFERENCES AND RELATED MATERIALS

#### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision	1/10/2018 (NKU Board of Regents meeting)
Choose an item.	

# GRADUATE COURSE REINSTATEMENT

## SIGNATURES

### FINAL EXECUTIVE TEAM REVIEW

#### 1. ACADEMIC & HYBRID POLICIES

##### PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Signature – SEE OFFICE OF ADMINISTRATION & FINANCE

Date 5/4/2017

Sue Ott Rowlands

#### 2. ALL POLICIES

##### SENIOR VICE PRESIDENT, ADMINISTRATION & FINANCE

Signature – SEE OFFICE OF ADMINISTRATION & FINANCE

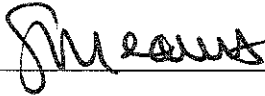
Date 5/4/2017

Sue Hodges Moore

### PRESIDENTIAL APPROVAL

#### PRESIDENT

Signature



Date

5/4/17

Geoffrey S. Mearns



Office of the President  
Lucas Administrative Center 800  
Nunn Drive  
Highland Heights, Kentucky 41099  
nku.edu

January 17, 2018

*May/Handel  
Please  
file*

Dr. Sue Hodges Moore  
Senior Vice President for Administration & Finance  
812 Lucas Administrative Center

Dear Dr. Hodges Moore:

The Northern Kentucky University Board of Regents, at its regularly scheduled meeting on January 10, 2018, approved the following policies.

Disclosure of Campus Security and Crime Statistics  
Facilities and Administrative Expenses for Grants and Contracts  
Graduate Course Reinstatement  
Grade Appeals  
Information Security Incident Response  
Data Governance and Security

Sincerely,

A handwritten signature in cursive script that reads 'Gerard St. Amand'.

Gerard St. Amand  
Interim President