

Code: A-010
Date: May 20, 1987
Approved: John McCune
Revised: April 15, 1988
Approved: Doug Treadway
Revised: January 14, 2004
Approved: David C. Danahar
Revised: August 2006
Approved: David C. Danahar
Revised: January 31, 2008
Approved: David C. Danahar
Revised: May 5, 2010
Approved: David C. Danahar

**SOUTHWEST MINNESOTA STATE UNIVERSITY
POLICY
GRADUATION REQUIREMENTS**

The requirements for obtaining a degree from SMSU shall include the following:

- A. For the **Baccalaureate Degree Programs** (BA, BS) the student must have successfully completed:
1. A minimum of 120 semester credit hours (SCH).
 2. A minimum of 30 SCH at SMSU.
 3. A minimum of 40 SCH at the 300-level or 400-level from an accredited institution. No substitution of lower division credits (100- or 200-level) for upper division credits (300- or 400-level) for purposes of fulfilling this requirement is allowed.
 4. The requirements for an approved major, of which a minimum of 18 SCH must be taken at SMSU.
 5. The Minnesota Transfer Curriculum with a cumulative SMSU grade point average (GPA) of at least 2.0.
 6. All coursework with a cumulative grade point average (GPA) of 2.00 for classes taken while in residence* at SMSU.

In addition:

1. 15 of the last 30 credits must be earned from SMSU.
2. No more than 20 SCH of credit/no credit (CR/NC) courses shall be counted toward
 - i. graduation.

- B. For the **Bachelor of Applied Science Degree Program** (BAS), the student must have successfully completed:

1. 120 Credits Curriculum Requirements in current SMSU Academic Catalog
2. A minimum of 30 SCH through SMSU.
3. A minimum of 40 SCH at the 300-level or 400-level from an accredited institution.
4. The requirements for an approved BAS major.
5. All coursework with a cumulative grade point average (GPA) of at least 2.00 for courses taken while enrolled at SMSU.

In addition:

1. No more than 10 SCH of credit/no credit (CR/NC) courses shall be counted toward graduation.

C. For the **Associate Degree Programs (AS)**, the student must have successfully completed::

1. A minimum of 60 SCH.
2. A minimum of 30 SCH at SMSU.
3. The requirements for an approved Associate Degree Program.
4. All coursework with a GPA of at least 2.00 for approved courses while in residence* at SMSU.
5. Liberal Arts Curriculum requirements specified for the particular Associate Degree sought.

In addition:

1. No more than 10 SCH of credit/no credit courses shall be counted toward graduation.

D. For the **Master Degree Programs (MS, MBA)** the student must have successfully completed:

1. A minimum of 34 semester credit hours (SCH) or higher as set by each graduate program
2. A minimum of 24 SCH must be taken while in residence* at SMSU. (A maximum of 6 SCH will be accepted in transfer to SMSU.)
3. A minimum grade point average (GPA) of 3.0 is required to graduate. "D" grades in graduate courses are not acceptable.

Note:

1. Students have 7 years from the date of their first course to complete all requirements for their Master's Degree. (For Military Deployment exceptions, see Graduate School policies 4.6.)

E. For both the **Bachelor's Degree and the Associate's Degree**, the student must:

1. Comply with the following degree check procedure:
 - a) Completion of the degree check normally before completing 90 SCH, but no later than the first day of the semester prior to graduation. Degree check forms must be signed by the student's advisor and the appropriate department(s) and returned to the Registration and Records Office by the student.
 - b) Application for graduation completed and submitted with the degree check form. The Registration and Records Office shall be responsible for establishing that degree requirements have been completed.
 - c) Satisfaction of all financial and library obligations to the University before the end of the student's final semester.
2. Select the degree designation (BA, BS, BAS, AS) of his/her choice when the student has completed two or more majors under different degree designations.
3. Be approved by the Faculty Assembly for graduation with the degree sought.

F. For graduates (**Bachelor's Degree**) seeking a **second, differing degree**, the returning student must:

1. Have completed all major and Minnesota Transfer Curriculum and Associated Graduation Requirements for the second, differing degree as described above.
2. Have completed an additional 30 SCH at SMSU.

G. Conferring of Degrees and Participation in Commencement

1. Associate, baccalaureate, and graduate degrees shall be conferred by the University three times a year. The designated times shall be the end of the fall, spring, and summer semesters.
2. "Conferring of degrees" is an official act by the University signifying that the student has completed all requirements for graduation and has been recommended by the faculty for a degree according to major/minor curricula.
3. Completion of graduation requirements includes completion of an approved major, completion of the Minnesota Transfer Curriculum with a cumulative grade point average (GPA) of at least 2.0, completion of the degree check process, completion of the application for graduation process, and satisfaction of all financial obligations to Southwest Minnesota State University.
4. Commencement is a ceremony during which graduates and candidates for graduation are publicly recognized. The Commencement ceremony shall be held annually at the conclusion of the spring term. Candidates for Commencement are those who have completed graduation requirements as stated above and who have 15 or fewer credits to complete (undergraduate degree) or 9 or fewer credits to complete (graduate degree). Students must clear all university holds prior to registering to participate in Commencement.
5. Candidates for graduation who qualify for an exception may choose to participate in Commencement under this exception or the Commencement immediately following their graduation, but not more than once.

**Residence at Southwest Minnesota State University is defined as enrollment in classes from Southwest Minnesota State University or from another state university campus under the Common Market Program.*