

**Standard Operating Procedure – Thesis/Dissertation Hours and Grades**

**Responsibility: Associate Dean; College Coordinator**

**Time Frame:** Applies when a student begins thesis/dissertation hours until graduation.

**Definition:** Once a student begins thesis/dissertation hours, the University and the College require continuous enrollment in three (3) or more hours of dissertation each long (Fall and Spring) semester until graduation.

**Procedures:**

**Step 1:** The departmental and/or College Degree Plan determine the number of thesis/dissertation hours required for graduation.

**Step 2:** Enrollment in thesis/dissertation hours begins after the successful completion of a mandatory examination or the presentation of a portfolio.

**Step 3:** Place a grade of "S" (Satisfactory) or "U" (Unsatisfactory) for every semester of thesis/dissertation enrollment until students complete their final document.

**Step 4:** Input the final letter grade (A,B,C) the student earned, for their work, as the final grade for the required hours of thesis/dissertation.

**4a:** Insert a grade (A,B,C) after the final defense of the thesis/dissertation and prior to the final faculty-grading period, (using the number of required thesis/dissertation hours for the degree).

**4b:** In some cases, faculty may need to change a grade of U or S to a letter (A, B, C) grade.

**Step 5:** Students receive only one (1) grade, equal to the number of required dissertation hours, for their work. **Under no circumstances should a student receive a letter (A,B,C) grade for more hours of thesis/dissertation enrollment than the degree program requires.**

**5a:** For example, if a program allows students to enroll in two (2) semesters of 8399, the student receives a grade (A,B,C) for **only** two (2) semesters of dissertation totaling six (6) hours.

**5b:** Students enrolling in multiple semesters or years, **beyond the required semesters**, of 8699 or 8399 can **only** receive letter (A,B,C) grades for number of dissertation hours listed on the program's official degree plan.