

Academic Policy and Procedure

Catalog Governing Graduation

As long as a student remains in continuous enrollment, he or she may graduate by meeting the requirements of the catalog that was in effect at the first term of enrollment in the University. Continuous enrollment is defined as successful completion of at least three credits per semester at UGF, fall, and spring. Summer semester is not required under the Continuous Enrollment policy. If enrollment is not continuous, a student is bound by the requirements of the current catalog.

Program Advisor

Upon admission into Graduate Studies, the student is assigned an Advisor who will assist in the planning of the student's program of study. Students are encouraged to meet periodically with their Advisor. The student and Advisor should review graduate student progress annually. Students may petition to change Advisors by submitting a request for change to the Registrar's Office.

Annual Review

The Advisor of Record will do the Annual Review and include the following indicators as appropriate:

- Review of progress toward degree completion using program planner as a guide;
- Areas in which student is meeting or exceeding expectations;
- Areas in which student needs improvement;
- Plans for internship and practicum;
- Evaluation of internship experience;
- Reflection on student goals and program choice;
- Update on job search and/or notification of job placement;
- Review of licensure or certification requirements; and
- Reflection on further education aspirations.

Academic Misconduct

Students should exhibit high standards of academic conduct. All acts of dishonesty in academic work constitute academic misconduct. Such acts include, but are not limited to:

- **Cheating:** Use or attempted use of unauthorized material or the work of another student in any academic assignment, paper, or examination.
- **Plagiarism:** Intentional representation of another's work as one's own work. This includes the unauthorized and/or unacknowledged use of the phrases, sentences, paragraphs, ideas, illustrations, drawings, photographs, or computer programs of another.

The course instructor is the initial judge of whether a student is guilty of academic misconduct. Should a student disagree with an instructor's judgment, the student may appeal the instructor's decision by following the process in the Code of Academic Conduct.

The minimum penalty for an act of academic misconduct shall be a grade of "F" (failure) on the paper, assignment or examination involved. Severe or repeated instances of academic misconduct will result in more severe sanctions up to and including expulsion.

Advanced Candidacy, Admission to

The Graduate Council has approved the requirement that all master's degree programs implement an Application for Advanced Candidacy. Consult the Program Coordinator or advisor of your degree program for specific policy and procedures.

Class Attendance

Students are expected to attend all classes. The specific attendance policy for each class is determined by the instructor and is listed in the course syllabus.

Course Waivers

The Associate Dean for Graduate Studies may waive a required course in consultation with the Program Coordinator and instructor in the department in which the course is taught. While a waiver will satisfy the course requirement, it does not waive the credit hours, which must be replaced with an equal number of credits from another course. Course Waiver forms are available in the Registrar's Office and at www.ugf.edu.

Credits

The University operates on a semester system. Typically, a semester will encompass fifteen weeks, and each credit corresponds to fifteen hours of classroom instruction. Students should plan to spend an average of between two and three hours in out-of-class study for each hour of classroom instruction. MAT/MED courses run for 12 weeks on-line.

Credit Aging

As long as a student remains in continuous enrollment, he or she may graduate by meeting the requirements of the catalog that was in effect at the time of entrance to the university. Continuous enrollment is defined as successful completion of at least three credits per semester at UGF, fall, and spring. Summer semester is not required under the Continuous Enrollment policy. If enrollment is not continuous, a student is bound by the requirements of the current catalog. No graduate credit, from either the University of Great Falls or a transfer university, older than 6 years at the time of graduation, may be used to fulfill graduate degree requirements.

Dismissal and Suspension

If a student is on academic probation, the Associate Dean for Graduate Studies will terminate the degree or non-degree status if the student's semester GPA falls below 3.0 in a subsequent semester. When the particular circumstances are deemed to justify continuation, and upon recommendation of the Coordinator of the appropriate academic program and concurrence of the Associate Dean of Graduate Studies, a student on probation whose semester GPA is below 3.0 may be allowed to continue on a semester-by-semester basis.

Dismissal of a graduate student from a program is accomplished by written notice to the student from the office of the Registrar. Registration for courses in a program from which a student has been dismissed will not be permitted, except by written recommendation from the Program Coordinator to the Associate Dean of Graduate Studies, who will evaluate the student's record to determine whether the student is eligible to continue enrollment and in what status.

Distance Delivery

Distance Learning is a synchronized technology utilized by the University since 1979 to reach students at distant locations where the student has a computer. The LearnLinc instructor provides lecture DVDs purchased by the student and the class meets together for fifty minutes each week for discussion and sharing. The asynchronous system is a computer software platform, Moodle, with students accessing content and interacting 24/7 with or without a shared meeting. The instructor will designate various communication and discussion formats for class interaction.

“Double Dipping”

Completion of a specific course that is required for a degree program will fulfill any requirement of that same course in another degree program. Additional credits are not required to substitute for a course that fulfills more than one degree program, so long as the student obtains the requisite number of credits for graduation. However, courses used to fulfill concentration requirements may not be used to fulfill requirements in any other degree program (Consult Dual Degree, page 20G).

Experiential Learning

According to the Northwest Commission on Colleges and Universities accreditation guidelines, graduate credit may not be granted for experiential learning. However, the instructor may permit students to utilize non-collegiate learning, work knowledge and skills, community service, and professional achievements to support course outcomes.

Grade Appeal

To appeal a final grade, a student must follow the grade appeal process found in the Code of Academic Conduct.

Grade Change Policy

Once an instructor has submitted an official grade report to the Registrar’s Office, a grade can be changed within one year of its issuance only in the case of fraud, clerical error, or a successful student academic appeal. A grade cannot be lowered by an instructor without the approval of the Associate Dean of Graduate Studies. To appeal a final grade, a student must follow the grade appeal process found in the Code of Academic Conduct.

Grade Completion Dates

Applicants for graduation must receive credit for any course required for graduation by the following dates:

December graduation	January 15
May graduation	June 15
August graduation	September 1

If grades of I or RD have not been removed, applicants will not graduate and will need to reapply to qualify for the next graduation.

Grades and Course Credit

Graduate students’ grades in all courses counting toward an advanced degree are reported as A—outstanding (4.0); B—entirely satisfactory (3.0); C—Acceptable only to a limited extent of minimally fulfilling the requirements for an advanced degree (2.0). Only two (2) grades of C are accepted for degree completion. Grades below a C are not accepted for degree completion. No graduate credit is given for courses numbered below 500.

The A-B-C-D-F grade scale is used to assess student work in courses, along with:

AU—“Audit” Not a grade, involves no credit, and is not calculated in the GPA.

P—“Pass” Grades of “P” are not computed in the student’s semester or cumulative GPA.

I—“Incomplete”: An incomplete is given when a student, for reasons beyond his or her control, cannot complete the requirements for the course in a timely fashion. The “I” grade will only be given upon completion of the “Incomplete Form” and with permission of the instructor. The instructor will make a grade change when requirements are met; otherwise, the “I” will convert to the alternate grade indicated by the instructor,

or to an F if no alternate grade was indicated. Students are responsible for completing requirements for each course in which they are enrolled by the final day of the term. Incomplete grades may be requested and given only during the final three weeks of a term. It is the student's responsibility to request an Incomplete Form from the Registrar's Office, to secure the required signatures on the form, and to return the form to the Registrar's Office prior to the final day of the semester.

RD—"Grade Report Delayed" This is not a grade. It is an administrative notation assigned by the Registrar to indicate that the instructor has not reported the grade for the course to the Registrar's Office.

W—"Withdrawal" A student permitted, with advisor approval, to withdraw from a course between the first day of the fourth week until the last day of the 10th week of course will receive a W for the course. A student permitted, with advisor approval, to withdraw from a course from the Monday that begins the 11th week of the course to the end of the term but before the final examinations will receive either a WP (Withdrawal Passing) which does not confer credit and is not calculated in the GPA, or a WF (Withdrawal Failing), which does not confer credit but is calculated in the GPA in the same manner as an "F" grade.

A student's Grade Point Average (GPA) is calculated by dividing the total number of grade points by the total number of credits attempted. Grades or notations of AU, P, W, I, IP, and RD are not computed in the GPA. If a course is repeated, the new grade is entered on the transcript with a special notation and the previous grade is not calculated in the GPA. All course titles and grades remain on the transcript. The last grade earned in a course is the only one included in the GPA calculation, and only those credits are applicable for satisfying graduation requirements.

Grade Reports

Within ten calendar days after final examinations, final grades will be available via the student portal. Summer term grades are recorded available to students via the web portal within ten calendar days after all summer courses and sessions have been completed.

Graduation Applications

To graduate, students must submit a formal application for graduation to the Registrar's Office. Students should work closely with their academic advisor on course selection to ensure that course requirements for graduation are met; however, each student retains ultimate responsibility for meeting all graduation requirements.

Applicants who do not meet the deadline for submission of their application will not be processed for graduation unless they receive approval from the Registrar. Applicants who do not meet graduation requirements in the term for which they applied must reapply. The graduation fee is assessed for each individual degree.

Applications are available online and in the Registrar's Office. All applications should include completed program planning sheets and an advisor signature. Incomplete applications will be returned to the applicant and will not be processed. The cost to apply for graduation is \$75. Priority applications receive a \$10 discount and pay \$65 while late applications will be charged a \$20 late fee. Fees can be paid at the time of application or charged to student accounts.

Graduation Application Deadlines

December	Priority	February 15	Deadline	April 15
May	Priority	April 15	Deadline	October 15
August	Priority	October 15	Deadline	February 15

Graduation Participation Policy

The commencement ceremony is a celebration and does not imply conferral of a degree. Students who have applied for a degree in December, May, or August of an academic year may participate in the May commencement ceremony.

Graduation with Honors

The honor of ‘With Distinction’ will be conferred upon graduates who have earned a cumulative GPA of 4.0

Integration Project

All graduate degree programs require the completion of an integration project. The project must be completed at the conclusion of course requirements as its purpose is to utilize the degree plan learning theory, content and experience outcomes in a professional application. Students must be admitted to Advanced Candidacy before undertaking the Integration Project. This project may be an Internship, Project or Thesis.

IS and DR—“Independent Study” and “Directed Reading”

With permission of the Instructor, Advisor, and Associate Dean of Graduate Studies, students may earn credit through Independent Study (IS) or Directed Readings (DR). Courses listed as DR or IS in the printed class schedule are pre-approved for students who meet all prerequisites or other qualifications for a course and will need no additional approval. Otherwise, students who wish to pursue IS or DR courses must submit written proposals to the prospective supervising professors, obtain all required approvals, and pay the IS/DR course fee (\$100). Application forms for both the IS and DR are available in the Registrar’s Office.

License to Practice: State, Regional or National

The student is advised that they are responsible for becoming informed about and completion of all requirements to apply for a professional license to practice. The student must keep accurate records including approval to enroll in courses, practica, internship, projects, and/or thesis.

Qualified Continuation

A cumulative grade point average (GPA) of no lower than 3.0 is required on all graduate coursework to remain in good standing and to receive any degree. Upon completion of nine hours of graduate coursework, a graduate student will be placed on academic probation when his/her cumulative GPA falls below 3.0. A student will be allowed to continue graduate study in subsequent semesters if each semester’s grade point average is 3.0 or greater. Upon achieving a cumulative GPA of 3.0, the student will be removed from probationary status.

Recording of Degrees

Degrees are recorded after the end of the term in which all requirements for graduation have been met.

Repeated Courses

Students may repeat any Graduate level course. However, individual courses may be repeated only once. Federal Student Aid regulations govern a student’s ability to repeat coursework. Students may repeat a course as many times as needed until the course is passed and receive Title IV funding. However, once a student has earned credit in a course (grade of ‘D’ or higher), they may receive funding to repeat the course only once. This even applies to students who are required to achieve a minimum grade as indicated by their major.

This does not include courses that are designated as repeatable (i.e. Internships, Special Topics courses, Practicums, etc).

Special Topics

Special Topics is an opportunity for a faculty member or invited distinguished scholar to prepare and present a course on a professional topic. The course may be organized similar to a regular course or with a non-traditional format that best supports the course outcomes. Special topics courses may be used to meet degree requirements if so approved by the Program Coordinator and are usually listed under 592 or 692 course numbers.

Thesis

A student may decide to complete a master's degree thesis to prepare for further study or as fulfillment of a degree plan encompassing a research component. The student and Advisor will design a thesis plan to be submitted to the Associate Dean of Graduate Studies and Graduate Council for adoption.

Transfer Credit

Upon admission to degree candidacy, a student may submit up to six (6) semester credits (12 credits in MSC) of appropriate graduate coursework with grades of "B" (3.0) or better from other accredited graduate schools to satisfy the degree requirements. The Program Coordinator, upon the advice of the Faculty Advisor, may accept transfer credits from an official transcript reflecting those credits. Acceptability of transfer credit rests on its relevance to the course of study being pursued and on the date of the instruction. Coursework older than six (6) years at the time of graduation may not be submitted for transfer credit. Students may petition to transfer three (3) additional credits if degree completion within six years is interrupted by military commitments.

Challenging Coursework

Graduate students do not have the option of challenging (testing out of) graduate coursework. Coursework may be waived with the substitution of another course. Students must work with their advisor and instructor-of-record to complete course and degree requirements. Students must have the consent of the Advisor, Program Coordinator and the Associate Dean for Graduate Studies.

Dual Degrees

A student may be admitted into two master's degree programs. Students may obtain a second master's degree from the University as long as, at minimum, sixty (60) percent of the credits in the second degree are independent credits from those applied to the first degree.

Auditing Graduate Courses

Audit status is for those students who do not want or need to receive credit for a course. Any student enrolling exclusively as an auditor will be assigned a non-degree status. Approval for auditing a course must be arranged in advance with the class instructor and the Associate Dean of Graduate Studies. All class fees will be assessed if the auditor is accepted into an activity or laboratory class where fees are appropriate. After the term's normal deadline for adding a course, students may not convert the enrollment in a class from audit to credit or from credit to audit.

Audit admission requirements are:

1. A completed application for admission form, and
2. A non-refundable, one-time application fee.
3. Payment of the audit fee (one-half the regular tuition) and all associated fees.

Enrollment in Graduate Courses by Undergraduate Students

Students applying for Graduate courses must already have a 4 year degree. Students with at least a senior standing as an undergraduate may enroll in up to 6 credits of graduate courses as a non-degree seeking student with permission of the graduate program coordinator.

Federal Laws

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) provides for confidentiality of student records. The University designates the following categories of student information as public or “directory information.” This information may be disclosed by the institution at its discretion.

Student name (including previous names), current enrollment, dates of attendance, class standing, previous institution(s) attended, major field of studies, awards, honors, degree(s) title and date conferred, and full-time or part-time status, local and permanent address, telephone numbers, past and present participation in officially recognized sports and activities, including physical factors (height, weight of athletes).

A copy of the University’s FERPA policy is available in the Registrar’s Office and also in the Undergraduate section of the catalog.

Use of Social Security Number

The University of Great Falls requires assignment of an individual student number for internal identification of each student’s records. The University assigns students a randomly generated number. For prompt and accurate retrieval of records and for conducting business about their own records, students and alumni must give their student identification number. The University does not give social security numbers to third parties without the express consent of the student. Students receiving federal financial aid must have a social security number.

EEO/Title IX/Section 504 Statement

The University of Great Falls does not discriminate based on race, sex, color, religion, national origin, age, disability, or veteran status in provision of education programs and services or employment opportunities and benefits. The policy extends to both employment by and admission to the University, pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Security Information

The University of Great Falls has prepared a report containing campus security policies and procedures, data on campus crimes and other related information. Any student, employee, or applicant for admission or employment from the Student Development Office may obtain a free copy of this report.

Code of Professional Conduct

All students who enter the graduate program at the University of Great Falls must understand that professional, ethical, and mature behavior is expected of each student at all times. Every student must conduct himself or herself with maturity and professionalism. It is expected that students will:

1. Maintain a high standard of professionalism in graduate classes
2. Act in a professional manner at all internship placements and experiential learning classes
3. Comply with the professional ethics code of their chosen profession and
4. Do their own work and properly credit all sources.

An alleged violation of the Code of Professional Conduct shall be promptly reported to the Associate Dean for Graduate Studies or another graduate faculty member. If an alleged violation occurs within a course, the instructor is supported in addressing the resolution of a violation within the scope of the course syllabus. Should the instructor believe the violation, wholly or in part, is beyond the parameters of the course, a referral may be made either to the degree Program Coordinator or to the Associate Dean for Graduate Studies.

The complainant shall file a written complaint setting out the name of the alleged violator, date and time of the alleged violation, and facts outlining the alleged violation. The complainant must sign the complaint. The Associate Dean will review the complaint and may conduct an investigation of the reported violations. If the Associate Dean finds sufficient grounds for an alleged violation, the accused student will have a choice of an administrative hearing before the Associate Dean or a Hearing Committee composed of two full-time graduate faculty members. The process and all procedures will comply with the Statement of Student Rights and Responsibilities, found in the Student Handbook.

If the Hearing Committee determines the complaint is factually accurate, they may recommend any, or a combination of any, of the following:

- a. failure or incomplete be awarded in the course in which the violation occurred;
- b. require replacement, repair, or payment for any property defaced;
- c. an oral reprimand;
- d. a written reprimand, to be placed either permanently or temporarily in the student's official file;
- e. placement of the student on disciplinary probation for one or more semesters;
- f. suspension from Graduate Studies for one or more semesters;
- g. permanent expulsion.

An appeal of failure to abide by due process may be made to the Academic Dean.

For a complete list of student rights and responsibilities, please refer to the Code of Academic Conduct.

Degree Requirements

To earn a master's degree from the University of Great Falls, a student must

1. Complete a minimum of 36 or 60 credits, depending on program of study.
2. Maintain a cumulative University of Great Falls grade point average of 3.00 or higher.
3. Complete the master's degree core, concentration, and elective curriculum.
4. Complete thirty of the last thirty-six, or forty-eight of the last sixty, semester hours of coursework at the University of Great Falls.
5. Apply for graduation in accordance with the prescribed deadlines.
6. Comply with all University policies, rules, and regulations.
7. Pay all indebtedness to the University.

Academic Programs

Master of Arts in Secondary Teaching (MAT)

Master of Science in Counseling (MSC)

Master of Science in Organizational Management

- * **Accounting**
- * **Criminal Justice**
- * **Management**

Each of these degree plans has a unique curriculum that is described in this catalog. Students will find a listing of the prescribed courses that must be successfully completed for the award of a degree. All graduates will have successfully completed an Application for Advanced Candidacy, and complete a thesis, internship or integrative project that serves as a capstone experience. All programs have several components in common, though with foci pertinent to the course of study: research methods, ethics, personnel planning, and diversity.