

Academic Policies and Procedures: Graduation, Transcripts and Student Records

Time Limits

Students are expected to register for coursework, make continuous progress towards degree completion and stay current with developments in the field of study.

Master's degree students have up to seven years from the time of their first term of enrollment to complete the program. Failure to complete the work within the specified time limit or failure to maintain registration will result in withdrawal from the program.

A withdrawn student may submit a new application to the master's program one additional time. If the student was academically dismissed or placed on academic review prior to withdrawal they must follow the guidelines outlined in those sections of the catalog.

If accepted back into the program;

- (1) The student will have up to seven years to complete the program from their new first term of enrollment;
- (2) The student will follow the current catalog and degree requirements;
- (3) The respective graduate program director will determine and include in the acceptance letter if any credits (maximum 6 credits) the student earned at Albertus or elsewhere prior to seven years are still valid. Program directors may require the student to demonstrate their knowledge of the material covered in those courses. Since industry standards change over time, most courses are time sensitive and must be repeated.

Albertus Magnus College does not offer academic amnesty. Upon admission, no adjustments will be made to the cumulative GPA calculation for any graduate-level courses previously taken. Students must maintain good standing. Please refer to the policies on academic good standing, academic dismissal and academic review.

For students planning to utilize Financial Aid, please refer to the Satisfactory Academic Progress and Repeated Coursework policies.