

## 11.99.99.R0.15 Time Limitations for Graduate Programs



Revised May 29, 2024

Next Scheduled Review: May 29, 2029

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### Procedure Summary

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Time limitations for course work used for graduate degree programs and graduate certificates are established to assure the quality of these programs.

This procedure outlines the time limitations for course work used for a graduate program and the process and timetable for implementation of a Doctoral Completion Plan.

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### Procedures and Responsibilities

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#### 1 GRADUATE CERTIFICATES

- 1.1 Credit earned over six years prior to earning a graduate certificate will require specific written departmental justification and approval of the Dean of the Graduate School in order to be counted toward a graduate certificate. The discipline in which the course(s) was taken shall be involved in the validation of an out-of-date course.
- 1.2 In no case may courses more than ten years old be accepted toward a graduate certificate.

#### 2 MASTER'S DEGREE

- 2.1 Credit earned over six years prior to graduation will require specific written departmental justification and approval of the Dean of the Graduate School in order to be counted toward a master's degree. The discipline in which the course(s) was taken shall be involved in the validation of an out-of-date course.
- 2.2 In no case may courses more than ten years old be accepted toward a master's degree.

#### 3 DOCTORAL DEGREE

- 3.1 A doctoral student has 10 years from the term of admission to complete the doctoral degree program.
- 3.2 No course work beyond the master's degree which is over ten years old at the time the doctoral degree is conferred can be used toward the doctoral degree.

- 3.3 The degree can be conferred no sooner than eight months after admission to candidacy.
- 3.4 A Doctoral Completion Plan must be implemented for all doctoral students who have completed the seventh year of enrollment in their doctoral program and have not graduated. At the completion of the seventh year of enrollment, that academic advisor will draft a Doctoral Completion Plan that contains the steps to be completed and a timeline for completion. The plan must be approved by the Department Head/Associate Director, Academic Dean/Director of School, and the Dean of the Graduate School. The Graduate School will maintain a centralized database for Doctoral Completion Plans and annual reports of students' progress towards completion of the plan.
- 3.5 Failure to meet all the requirements of the Doctoral Completion Plan will result in the student's dismissal from the doctoral program. A doctoral student who has been dismissed from the doctoral program as a result of not meeting all the requirements of the Doctoral Completion Plan may submit a one-time appeal for reinstatement by submitting a revised Doctoral Completion Plan for approval by the Department Head and the Dean of the Graduate School. If the doctoral student is reinstated to the doctoral program and does not meet all the requirements of the revised Doctoral Completion Plan, the doctoral student will be dismissed and will not be allowed to pursue further study at the doctoral level.
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## **Related Statutes, Policies, or Requirements**

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University Procedure [\*11.99.99.09 Course Requirements for the Master's and Specialist Degree\*](#)

University Procedure [\*11.99.99.10 Course Requirements for the Doctoral Degree\*](#)

University Procedure [\*11.99.99.R0.14 Graduate Certificates\*](#)

Suspends University Procedure *11.04.99.R0.18 Time Limitations for Graduate Programs*

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## **Revision History**

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Approved September 1, 1996

Revised by Graduate Council FY02

Revised April 30, 2012

Revised January 24, 2017

Revised November 7, 2024 (University Name Update)

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## Contact Office

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The Graduate School  
903.886.5163  
[Graduate.School@tamuc.edu](mailto:Graduate.School@tamuc.edu)