PPM 11 – Graduate Programs

VII. Course Level Numbering

**5000-level courses** are advanced, upper-division undergraduate courses, prerequisite or leveling graduate courses, or graduate courses.  5000-5999 level undergraduate courses may be applied toward a Weber State University graduate degree with program approval.  5000-level credit used to earn the undergraduate degree may not be counted toward a graduate degree, although students may petition a graduate program for retroactive graduate credit for courses taken as an undergraduate under certain circumstances: permission may be granted only if a grade of B or better was earned in the specified courses and if the courses were taken no more than three years prior to the petition.  Such graduate credit is limited to six semester hours or two courses.

**6000-level courses** are considered graduate level courses.  6000-level courses are typically not available to undergraduates, and may only be cross-listed with undergraduate courses when there are substantially different course requirements for graduate students, reflecting a degree of academic rigor appropriate to graduate-level study.  6000-level graduate course credit for professional experience or certifications is not possible, although prerequisite or leveling requirements for 6000-level courses may be waived by the graduate program.

VIII. Faculty Qualifications

While respecting accreditation requirements in each program area, faculty teaching graduate coursework will have at least one degree beyond the level at which they are teaching or a terminal degree in a related field, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members will have the same level of degree. Department Chairs and Deans, in consultation with the Provost, may grant exceptions for extensive professional experience.

IX.  Graduate Certificates

A graduate certificate program is a related cluster of credit bearing graduate courses that constitutes a coherent body of study within a discipline or set of related disciplines.  The purpose of graduate certificate programs is to serve the needs of both matriculated and non-degree students interested in developing specific skills and knowledge for personal and/or professional development. Graduate certificate programs are credit-based, taught by regular or associate members of the graduate program’s faculty, and normally aligned with existing graduate education curricula.  While certificate programs may be chosen by students who do not wish to pursue a master’s degree (i.e. *non-matriculated graduate students*), courses completed during a certificate program may be applied toward graduate degree requirements upon the approval of the appropriate graduate program office as noted below.

The number of graduate certificate credits must consist of a minimum of 10 credit hours of 6000-level courses, although 5000-level courses may be applied toward certificate requirements per graduate program policy.  Proposals for new Graduate Certificates should use the WSU New Program Proposal Form  [see USHE R401-5.8].

Students must apply and be accepted into the graduate certificate area of study to be eligible to receive a certificate. The requirements and general criteria of eligibility for admission to any graduate certificate area of study include:

1. An earned baccalaureate degree from a regionally-accredited college or university, or enrollment in a WSU graduate academic degree program.  The requirements for admission are set by each graduate area of study, which may include minimum grade point average, standardized test scores, and other similar criteria as part of the application.
2. Students who wish to pursue approved graduate certificates must be admitted to that certificate program. Students may pursue more than one certificate but must be admitted separately to each certificate program.
3. Certificate-seeking students not currently enrolled in a master degree program will be admitted as degree seeking graduate students, and their major code will reflect the graduate certificate program to which they have been admitted.  Successful completion of a graduate certificate will be noted on the student's academic transcript.
4. Students pursuing a graduate certificate will be required to meet the same academic requirements as those defined for degree-seeking students to remain in "good standing".
5. All graduate certificate students must meet all prerequisites for courses in which they wish to enroll.

Should non-degree seeking student earn a graduate certificate and subsequently apply and be accepted to a degree-granting WSU graduate program, credit hours earned as part of the graduate certificate may be applied toward a WSU graduate degree with the permission of the specific graduate program.  Graduate programs may stipulate at their discretion age limits, appropriateness, and a maximum number of such credit hours which may be applied towards their degree.

X.  Financial Aid

The process for applying for financial aid is the same for graduate students as for undergraduate students. Graduate loans are available for those participating in a graduate program. Please visit the [Financial Aid website](http://www.weber.edu/GetIntoWeber/ScholarshipsFinancialAid.html) for more information.

XI.  Scholarships

Scholarships may be available for both Utah residents and non-residents. To qualify, students should contact the individual graduate programs for more information.

XII.  Non-Resident Tuition Waivers

A non-resident student may be eligible for a full or partial waiver of non-resident portion of  tuition.  This waiver is awarded on an individual basis to academically qualified students.  For more information, contact the sponsoring graduate program.

XIII.  Graduate Assistantship/Work Study/Internship/Practicum

When available, graduate assistantships, work study opportunities, internship or practicum programs are offered and administered by the graduate program/ department  in which the student is pursuing a graduate degree or graduate certificate.  Any academic credit for internships or practica must be granted through a designated, credit bearing 5000- or 6000-level course.

XIV.  Office of Graduate Studies

The Office of Graduate Studies serves as the administrative body within Academic Affairs that promotes, supports, and reviews graduate education at Weber State University.  The Office of Graduate Studies, in conjunction with the Graduate Council, works collaboratively with university administration, colleges, and academic departments to ensure consistency and excellence in all graduate degree programs.