SAS Graduate Degree Requirements

CRITERIA	PHD	MS (thesis)	MS (non-thesis)	NOTES
Total credits	90 min.	30 min.	30 min.	
Research credits (5994/7994)	30 min.	6 min.	n/a	Must be taken at Virginia Tech.
Project & Report credits (5904)	n/a	n/a	6 min.	Must be taken at Virginia Tech.
Course credits	27 min.	20 min.	24 min.	Up to 6 hours of 4000 level can count.
5000-level (or higher) courses	21 min.	14 min.	18 min.	
4000-level courses	6 max.	6 max.	6 max.	May include Special Study (4984) courses but may not include Undergraduate Independent Study (4974) or Undergraduate Research (4994) courses.
Special Study credits 5984	18 max.	6 max.	9 max.	
APSC 5014: Professional Development of Graduate Students	2	2	2	
GRAD 5214: Diversity for a Global Society **OR** ALS 5024: Building Multicult Comp in ALS	3 1	3 1	3 1	Effective for new students enrolled Spring 2019 and on.
GTA Workshop (GRAD 5004)	1	1	1	
CITI: Basic Responsible Conduct of Research Course	Required	Required	Required	Take online at citiprogram.org. Attach printout of scores to Plan of Study.

Additional policies:

Deadlines

MS: The Plan of Study is due by the end of the second academic semester.
PHD: The Plan of Study is due by the end of the third academic semester.

Grades on Plan of Study Courses

All graded courses on the Plan of Study must be taken for a letter grade (A/F) except for those courses offered on a pass/fail (P/F) basis only (for example, Independent Study courses and many seminars are only P/F). Students must maintain a 3.0 GPA or better on the Plan of Study course work. Once a course on the Plan of Study is taken for a grade, it must remain on the Plan of Study.

Transfer Courses

No more than 50% of the graded credit hours needed to satisfy the requirements for a Virginia Tech graduate degree may be transferred in from a regionally accredited university. All such credits must have earned grades of "B" or better, have been earned while in good standing in graduate status, and must have been graduate courses (numbered 5000 or higher) at the institution where the student took the courses. Grades of "S" or "P" are not acceptable for transfer credit. All transfer courses must be acceptable to the student's Advisory Committee and the Graduate Program Director or Department Head.

Credits from other universities are transferred to a Virginia Tech graduate degree at the time the Plan of Study

that includes those courses is approved by the Graduate School. Transferred courses count only as credit hours and are not included in the calculation of the Virginia Tech GPA. Official transcripts are required before transfer course work can be approved for the Plan of Study.

Research, Project and Report, Practicum or Internship credit hours may not be transferred in from another university to meet Virginia Tech graduate degree requirements (i.e., they cannot be included on the Plan of Study). Credits taken while in undergraduate status or for an undergraduate degree cannot be used as transfer credit for a graduate degree.

Doctoral students who completed a master's degree at Virginia Tech

Doctoral students can apply graded coursework credits taken at Virginia Tech for a master's degree at Virginia Tech to a doctoral plan of study in the same program area if the Advisory Committee considers the courses appropriate for the doctoral degree. No Research and Thesis or Project and Report credits from a master's degree can be used for a doctoral plan of study.

Supporting Courses

Supporting courses are those the student's Advisory Committee considers necessary to provide missing background for taking the key courses required for the student's degree program. Courses numbered lower than 4000 can only be used on the Plan of Study as Supporting Courses. All courses listed on the Plan of Study, including Supporting Courses are requirements for the degree and must be completed with a grade of "C" or better. However, supporting courses do not count toward the minimum number of credit hours required for the degree.

Repeating Courses on the Plan of Study

Students are required to repeat any courses on the Plan of Study in which a grade below "C-" has been earned. Courses may not be repeated if a "P" grade is earned or without permission of the Graduate School if a grade of "C-" or better is earned. After a course has been repeated, the grade for the first enrollment will be Repeat Graduate (RG, defined as a "C-" or lower; RP, defined as a grade of "C" or higher when the course was first taken). Only the most recent enrollment in the course will receive a letter grade and be calculated in the GPA.

Justification of 'Old' Course Work

Academic work, including transfer credit more than five years old at the time the Plan of Study is submitted, requires Justification for inclusion on the plan. The Justification form requires an Advisory Committee explanation of how the committee will insure that the student will update their knowledge for out-of-date courses. The Course Justification Request form is at http://graduateschool.vt.edu/forms and some procedural guidelines are at http://graduateschool.vt.edu/academics/pg Justifications remain valid throughout the degree unless the student is out of enrollment for a period exceeding one calendar year. Justification of "old" course work and review of the Plan of Study occurs at the time of re-admission.

Plan of Study Changes

A Plan of Study Change Form (located at http://graduateschool.vt.edu/forms) is necessary whenever changes are made to the course work on the Plan of Study. Changes to the Plan of Study must be approved by the student 'Advisory Committee, the Department Head of Graduate Program Director and the Graduate School. Once a course on the Plan of Study has been taken for a grade, it must remain on the Plan of Study.