

POLICY INFORMATION

The below policy information applies to students enrolled in a Kaplan University graduate program.

Certification, State Board, and National Board Exams

You are responsible for understanding the requirements of certification, state board, or national board licensing exams. Such requirements may change during the course of your program. Kaplan University makes reasonable efforts to provide accurate information on test dates and fees for examinations. In some cases, work experience or field experience may be required to be eligible to take or to successfully pass these exams. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various certification and licensing exams, the University cannot guarantee you will be eligible to sit for or will pass these exams.

Furthermore, states, employers, and various other agencies may require a criminal background check and/or drug check before you take professional licensing, certification, or registration exams. If you have a prior felony conviction or serious misdemeanor, you may be denied the opportunity to take professional licensing, certification, or registration exams. You may also be denied a license or certification to practice in some states, even if the certification or licensing exam is taken and successfully completed. It is your responsibility to inquire with the appropriate agencies or authorities about current requirements prior to enrolling in your program of choice or, if your circumstances change, at that time and at the time of making application for certification or licensure.

Employment and Continued Education

The University's programs are designed to prepare you to pursue employment in your field of study, or in related fields. However, the University does not guarantee that you will be placed in any particular job, eligible for job advancement opportunities, or employed at all. While many of the University's degree programs are designed to prepare you to pursue continued graduate- or doctorate-level education, the University cannot guarantee that you will be granted admission to any graduate or doctoral programs.

Criminal Background Checks

For some programs, you may be required to undergo criminal background checks before starting classes; before you can be placed in an internship, externship, or at a clinical site; or before taking professional licensing, certification, or registration exams. If you have a prior felony conviction or serious misdemeanor, you may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states, even if the exam is taken and successfully completed. Consequently, you may be denied admission to some programs.

For programs that require a criminal background check (<https://catalog.kaplanuniversity.edu/policy-information/admissions/requirements>), you must have an approved criminal background check from the Kaplan University approved vendor on file prior to the first day of your first term. If an approved background check is not on file with the

University prior to the first day of your first term, your enrollment will be cancelled.

Repeated Courses

If you enrolled in an academic program on or after August 3, 2011, you may repeat no more than two failed courses in your program of study.

Graduation Requirements

To graduate, you must:

1. Successfully complete all required courses and other program-specific requirements within the allotted time frame (see the Satisfactory Academic Progress Standards (<https://catalog.kaplanuniversity.edu/policy-information/academic-standards/satisfactory-progress>) section for further information).
2. Have a minimum cumulative GPA of 3.0.
3. Have completed the degree program no later than 7 years after completing the first class.
4. Attend Career Resources and Financial Aid exit interviews, if applicable.
5. Fulfill all financial obligations to Kaplan University prior to graduation unless previous satisfactory arrangements have been made. If satisfactory financial arrangements are not made, the graduation credential will be withheld.

Note: you may need to fulfill certain prerequisite requirements and, therefore, may be required to take more than the minimum number of credit hours in order to graduate.

Some programs may have additional requirements that must be met. If a program has additional graduation requirements, these can be found in the individual school sections.

Binding and Archival of Graduate Theses

If you are enrolled in a thesis track of study, you must deliver two bound copies of the completed and approved thesis, as well as an electronic version, to the Dean of your academic program. This must be completed prior to graduation and at your expense.

Although not an academic requirement, we encourage you to submit your thesis to University Microfilms (UMI) for archival and publication at your expense.