

FACULTY SENATE ISSUE FORM
Date Submitted: March 29, 2019
Title of Issue (a short descriptive title by which the issue may be referenced)
Proposed Revisions to the Normal Course Load Policy (to be renamed Enrollment Status Policy)
Description of Issue: For greater clarity, the Graduate School recommends changing the name of the “Normal Course Load Policy” to “Enrollment Status Policy” and delineating what constitutes full- and part-time status. The changes have been approved by the Graduate Administrators Council. Approval is pending with the Deans’ Council.
Rational for Submission: The change of title will make it easier to locate the policy and its contents. The change of language in the body will clarify what the various fractional levels of enrollments at the graduate level are during the fall, spring, and summer semesters.
Name: Judy Bowman, submitted on behalf of Austin Agho and the Deans Council
Department: Academic Affairs
Date:
Signature:
For Faculty Senate Use Only
Assigned to Committee:
Date Assigned:

Enrollment Status

Full-Time Status

Nine to twelve (9-12) credit hours is considered to be a full-time course load for graduate students per fall and spring semesters. No more than twelve (12) credit hours may be carried, except in unusual circumstances and with the permission of the graduate program director. In summer semesters, six (6) credit hours constitute a full-time load.

Part-Time Status

Graduate students who are registered for fewer than **nine (9)** credit hours during the fall or spring semesters or fewer than **six (6)** credit hours in the summer semester are classified as part-time graduate students. During the fall or spring semesters, **six to eight (6-8)** credit hours is considered to be three-quarter time, **four to five (4-5)** credit hours half time, and **one to three (1-3)** credit hours less than half time. During the summer semester, **four to five (4-5)** credit hours is considered to be three-quarter time, **three (3)** credit hours half time, and **one to two (1-2)** hours is less than half time.

Exceptions

Doctoral students who have successfully advanced to candidacy must register for at least **one (1)** credit hour (usually 899 or 999) every semester until graduation; they are considered full-time for registration and financial aid purposes (see "Continuous Enrollment" policy). Master's students who have completed all course requirements are not required to be registered continuously; however, they must register for at least **one (1)** credit hour (998) during the semester of their graduation; they are considered part-time for registration and financial aid purposes.

Requirements for International Students

International students must comply with any regulations or conditions associated with their visa status, in addition to the requirements of this enrollment policy. Those international students taking fewer than **nine (9) credit** hours in either the fall or spring semesters must file a Reduced Course Load Request Form (RCL) with the Office of Visa and Immigration Service Advising (VISA). F-1 and J-1 visa holders have no summer enrollment requirement per federal immigration regulations; however, if the summer semester is the first semester of a new academic program, **six (6) credit hours** are required to maintain the visa status.

Requirements for Graduate Assistants

Students appointed as Graduate Assistants may have different minimum enrollment requirements depending on their source of financial support and/or residency status. Please refer to the subheading on "Enrollment Requirements" under the heading of "Graduate Assistantships" in the section of the Graduate Catalog titled "Financial Awards."

Deleted: Normal Course Load

Deleted: Every graduate program of study requires prior approval of the graduate program director or the approved faculty advisor. -

Formatted: Font:Bold

Formatted: Font:Bold

Formatted: Font:Bold

Deleted: The minimum load for full-time graduate students who are not appointed as Graduate Assistants is **nine (9)** graduate credit hours per fall and spring semesters.

Formatted: Font:Bold

Formatted: Font:Bold

Deleted: not appointed as Graduate Assistants and who are

Deleted: fourths

Formatted: Font:Not Bold

Deleted: is

Deleted: -

Formatted: Font:Bold

Deleted: is quarter-

Deleted: time.

Deleted: f

Deleted: is

Deleted: -time,

Deleted: quarter-

Deleted: These requirements do not apply to doctoral student who have advanced to candidacy or to master's students who have completed all required coursework.

Formatted: Font:Bold

Deleted: .

Deleted: -

Formatted: Font:Bold

Formatted: Font:Bold

Formatted: Space Before: Auto, After: Auto, Line spacing: single

Formatted: Font:Not Italic

Deleted: -

Enrollment Status

Full-Time Status

Nine to twelve (9-12) credit hours is considered to be a full-time course load for graduate students per fall and spring semesters. No more than **twelve (12)** credit hours may be carried, except in unusual circumstances and with the permission of the graduate program director. In summer semesters, **six (6)** credit hours constitute a full-time load.

Part-Time Status

Graduate students who are registered for fewer than **nine (9)** credit hours during the fall or spring semesters or fewer than **six (6)** credit hours in the summer semester are classified as part-time graduate students. During the fall or spring semesters, **six to eight (6-8)** credit hours is considered to be three-quarter time, **four to five (4-5)** credit hours half time, and **one to three (1-3)** credit hours less than half time. During the summer semester, **four to five (4-5)** credit hours is considered to be three-quarter time, **three (3)** credit hours half time, and **one to two (1-2)** hours is less than half time.

Exceptions

Doctoral students who have successfully advanced to candidacy must register for at least **one (1)** credit hour (usually 899 or 999) every semester until graduation; they are considered full-time for registration and financial aid purposes (see “Continuous Enrollment” policy). Master's students who have completed all course requirements are not required to be registered continuously; however, they must register for at least **one (1)** credit hour (998) during the semester of their graduation; they are considered part-time for registration and financial aid purposes.

Requirements for International Students

International students must comply with any regulations or conditions associated with their visa status, in addition to the requirements of this enrollment policy. Those international students taking fewer than **nine (9)** credit hours in either the fall or spring semesters must file a Reduced Course Load Request Form (RCL) with the Office of Visa and Immigration Service Advising (VISA). F-1 and J-1 visa holders have no summer enrollment requirement per federal immigration regulations; however, if the summer semester is the first semester of a new academic program, **six (6)** credit hours are required to maintain the visa status.

Requirements for Graduate Assistants

Students appointed as Graduate Assistants may have different minimum enrollment requirements depending on their source of financial support and/or residency status. Please refer to the subheading on “Enrollment Requirements” under the heading of “Graduate Assistantships” in the section of the Graduate Catalog titled “Financial Awards.”