

<b>FACULTY SENATE ISSUE FORM</b>
<b>Date Submitted:</b>
<b>Title of Issue (a short descriptive title by which the issue may be referenced):</b>
Graduate Catalog Edit: Enrollment Status
<b>Description of Issue:</b>
The Graduate Administrators' Council (GAC) recommended changes to the Enrollment Status policy to better clarify full-time status enrollment limits and how those limits may be exceeded after additional permissions from the program director and dean or designee. An additional organizational edit was completed to better structure the exceptions' section.
<b>Rational for Submission:</b>
Recent student cases of enrolling in more than 12 credits without proper review and program oversight created the need for clarifications.
<b>Name:</b> Robert Wojtowicz
<b>Department:</b> Academic Affairs / Graduate School / Graduate Administrators Council
<b>Date:</b> 02/10/2023
<b>Signature:</b> <i>Robert Wojtowicz</i>
<b>For Faculty Senate Use Only</b>
<b>Assigned to Committee:</b>
<b>Date Assigned:</b>

# **Enrollment Status**

## **Full-Time Status**

A minimum of nine credit hours is ordinarily considered to be a full-time course load for graduate students per fall and spring semesters. No more than twelve (12) credit hours may ordinarily be carried in fall and spring, and six (6) in summer, unless required by the program of study or permission is granted by the graduate program director and dean or designee of the academic college.

## **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**

### *Requirements for Continuous Enrollment*

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.”

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