Minimum Registration Requirements
For Graduate Students

POLICIES

Type of Admission

The number of hours that a student must register in each semester is not dependent upon the type of admission status of the student. Both regular and conditional admissions are subject to the same registration requirements.

Semester

Course loads for the fall and spring semesters are the same. The normal course load is 12 credit hours; the maximum load is 15. For tuition purposes, 9 credit hours is considered full-time. Students may register in fewer than 12 hours with the approval of their academic advisor and in accordance with any other conditions stipulated for each department or program. The Graduate School does not stipulate a minimum required course load, except for doctoral students (see below).

For the summer term students may register for a maximum of 6 semester hours per session or 12 hours during an entire summer dual session. A maximum of 3 semester hours applies during the interim session. A student who is not using University facilities is not required to be registered for any classes during the summer and interim terms.

Graduating Semester

In the semester of graduation, students are not required to register in any classes if, and only if, all degree requirements have been met by the last day to register for that semester. If students are writing a thesis or dissertation, they must have submitted their thesis or dissertation to the Graduate School, have had it reviewed and corrected as appropriate, and secured the approval of the Dean of the Graduate School by the last day to add a class in the graduating semester to avoid registering. Otherwise, students must be registered in at least 1 thesis or 3 dissertation research hours in their graduating semester.

Continuous Registration for Doctoral Students

Once a student has met the requirements for admission to candidacy for a doctoral degree, the student is expected to pursue completion of the dissertation without interruption by enrolling each semester for at least 3 hours of dissertation research.

Minimum Hours for Regulatory Bodies

Minimum hours of enrollment are different in certain situations. This includes, but is not limited to, the following:

J E Chambers
Director of Administration
January 22, 2004
1. **Financial Aid:** Federal regulations mandate that a student who is receiving financial aid must be registered full-time. This means a course load of at least 9 hours for graduate students. (Students with questions concerning financial aid regulations should contact the Student Financial Aid Office.)

2. **INS:** International students who are attending college on F1 visas must be enrolled in accordance with the institution’s minimum registration requirements. (Students should contact the Capstone International Center with regard to INS regulations.)

3. **IRS:** As long as a student is enrolled half-time, no withholding taxes will be deducted from any wages or stipend payments made to the student. Half-time means at least 3 hours in a fall or spring semester.

**Assistantships**

All graduate assistants must be full-time graduate students taking the equivalent of 12 semester hours. However, actual enrollment varies from 1 to 12 hours of classes depending upon the workload of the assistantship. Because the student is receiving funding from the University, the Graduate School stipulates a minimum level of registration for each level of workload where a student receives an assistantship during the fall and/or spring semesters. This is summarized as follows:

<table>
<thead>
<tr>
<th>FTE level</th>
<th>Workload (hours per week)</th>
<th>Minimum registered hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>40</td>
<td>1</td>
</tr>
<tr>
<td>0.75</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>0.50</td>
<td>20</td>
<td>6</td>
</tr>
<tr>
<td>0.25</td>
<td>10</td>
<td>9</td>
</tr>
</tbody>
</table>

*Exceptions to these minimum levels for graduate assistants are permitted when:*

- It is the graduating semester and all degree requirements have been met. If the student fails to graduate at the end of the semester, this dispensation is not allowed a second time.
- The student is registering only in thesis or dissertation research hours and in accordance with the department or program policies.
- Summer and interim terms. Students are not required to register for any classes.