

**Graduate Policy Committee**  
**January 20, 2015**  
**10:30 – 12:00, Colbourn Hall 146**  
**AGENDA**

- 1) Welcome and call to order
- 2) Approval of minutes from the last meeting
- 3) Doctoral students enrolled in fewer than 3 hours - The item was a request from the Appeals Committee. Some colleges have been enforcing this policy and some have not. **Tabled 11/4.**
- 4) Graduate Admissions and Retention Committee (GARC)-Changing policy regarding the requirements to complete graduate certificates within 3 years as opposed to the 7 years for master's degrees for those students who are matriculated into a master's degree.
- 5) Other issues
- 6) Adjournment

**Members of the Graduate Policy Committee**

Annette Khaled, Chair, COM  
Yoon Choi, COB  
Paul Dombrowski, CAH  
Atsusi Hirumi, CEHP  
Jim Moharam, COP  
Liqiang Ni, COS  
Kendall Cortelyou-Ward, COHPA  
Alan Fyall, RCHM  
Andrew Randall, CECS  
Meg Scharf, LIB  
Karen Aroian, CON  
Mubarak Shah, ex officio, CGS  
Christopher Atkinson, GSA

## Full-time Enrollment Requirements

A full-time degree-seeking graduate student must take at least 9 credit hours in the fall and spring semesters. A half-time load is defined as enrolled in at least 4.5 credit hours in fall and spring terms. During the summer term, full-time is 6 credit hours and half-time is 3 credit hours.

There are two exceptions to this policy:

- 1 For master's students pursuing a thesis option, full-time enrollment is defined as 3 hours per semester [including summers, of only thesis hours (XXX 6971)], until completion of all course work. After completion of credit hours required for the degree and until successful completion and defense of thesis, students may enroll in 1 credit hour per semester [including summers, of only thesis hours (XXX 6971)]. Students enrolled in thesis hours simultaneously with coursework hours must be enrolled in a combined nine credit hours to be considered full time for the fall and spring semesters, or six credit hours to be enrolled full time in the summer semester. Students enrolled in less than 3 hours per semester, after completion of degree credit hour requirement, may lose full-time status for financial aid consideration.
- 2 For doctoral students who have passed the candidacy exam and are registered for doctoral dissertation (XXX 7980) hours only, full-time is 3 hours per semester, including summers. After completion of credit hours required for the degree, students may enroll in 1 credit hour per semester [including summers], until successful completion and defense of dissertation. Students enrolled in less than 3 hours per semester, after completion of degree credit hour requirement, may lose full-time status for financial aid consideration.

**Comment [JJ1]:** This is not completely clear. Do you mean that if the degree is 30 hours and a student has completed all 30 hours then they can take 1 hour? Otherwise it reads as if the student in a 30 hour program finishes 24 hours of coursework and then can take 1 hour of thesis at a time.

**Comment [JJ2]:** So would this change the continuous enrollment policy? It does not say they would be required to enroll.

**Comment [JJ3]:** Credit hours or more specifically dissertation hours?

**Comment [JJ4]:** Same question as above – should this be must enroll in at least 1 hour?