

## **POLICY MEMORANDUM**

**No. II-20**

### **Graduate Student Registration**

#### **A. All Graduate Degree Candidates**

1. The full-time load for graduate students is a minimum of nine credit hours for each fall and spring semester and three credit hours for a summer session.
2. Students possessing an F-1 or J-1 student visa may be subject to additional course enrollment requirements in order to retain their student visas.
3. Students may also be subject to the registration requirements of other agencies, such as federal financial aid, etc.
4. All graduate teaching and research assistants (GTA/GRA), including graduate assistants (GA), graduate instructors, and teaching fellows, are required to be enrolled for at least nine credit hours each fall and spring semester and three credit hours during the summer session.
5. Graduate students using campus resources\* will enroll for credits consistent with their usage, as determined by their department and their own needs for credit. But in no case shall they be enrolled for less than three hours each fall and spring semester or summer session. Graduate students not using campus resources during a summer session are not required to be enrolled in the summer session.
6. On-campus graduate students conducting off-campus research for credit must obtain advance approval from the department chair and the Office of Vice Provost for Graduate Studies.
7. When a graduate student takes the master's comprehensive exam, doctoral qualifying exam, doctoral comprehensive exam, or defends his/her thesis or dissertation they must be enrolled on the date of the exam/defense. Failure to do so may invalidate the exam or final defense.
8. If a graduate student takes the master's comprehensive exam, doctoral qualifying exam, doctoral comprehensive exam, or defends his or her thesis or dissertation during the intersession, then an examination-only fee is appropriate by enrolling in one credit hour of Oral Examination, 5040/6040. Intersession, for the purposes of this section, refers to the specific interval of time between the closing date of one academic session (a semester or summer session) and beginning of classes for the academic session that immediately follows.
9. A one-time only exit semester exemption of full-time enrollment is also available to students on an F-1 or J-1 visa in the terminal semester of studies at Missouri S&T. If a student does not graduate at the end of the semester of reduced enrollment, full-time enrollment will be required in each and every subsequent semester until the student graduates. Full-time enrollment consists of at least nine credit hours in each fall and spring semester and at least three credit hours for each summer session until the student graduates. This may adversely affect the student's availability for co-op or Curricular Practical Training.

## **B. Other Registration Guidelines for Candidates for a Doctoral Degree**

1. A student actively engaged in research work toward the degree must be enrolled for credit commensurate with this activity, but in no case fewer than three credit hours each fall and spring semester or summer session.
2. After completing the residency requirement and passing the comprehensive examination for the doctoral degree, the student must remain enrolled until completion of the degree. Failure to do so may invalidate the candidacy.
3. When all requirements except the defense and submission of the final dissertation have been completed, and the candidate is not using any university resources\*, he or she may enroll for at least one credit hour of 6050-Continuous Registration for each registration period until the degree is completed. Failure to do so may invalidate the candidacy.
4. Once application for continuous registration is made and the Continuous Registration Form is approved, registration and billing will be automatic after the student passes the comprehensive examination.
5. Continuous Registration 6050 for F-1 and J-1 visa holders may be allowed only during the summer session and only if the student is finishing degree requirements prior to the beginning of the next fall semester.
6. Interruption of continuous registration due to failure to comply (e.g., non-payment) may result in the need for readmission under requirements then in effect.

## **C. Other Registration Guidelines for Candidates for a Master's Degree**

An examination only fee, achieved by enrolling in one credit hour of Oral Examination, 5040/6040, is an appropriate substitute for the three-credit-hour minimum enrollment requirement when a master's degree student who has (in a previous session) completed all other requirements for the degree and is no longer an on-campus student returns at any time during the semester to defend the thesis or take the M.S. comprehensive examination.

## **D. Other Registration Considerations**

Students enrolled in oral examination only during an intersession but who fail to submit the final copy of thesis/dissertation by the last business day before the next academic session must register for at least one credit hour of graduate research through the end of the fourth week of the semester or the second week of the summer session. All non-resident students on appointment during the spring semester may enroll at the in-state educational fee rate the following summer semester. If the Thesis/Dissertation Approval and Report on Examination for Master's/Doctoral Degree and the final copy of the thesis/dissertation are not submitted by that time, the student will enroll in at least three but no more than nine credit hours, depending on the student's individual circumstances.

\*University resources include but are not limited to: student health; library; recreation facilities; faculty/staff at Missouri S&T; etc.

**EFFECTIVE DATE:** Immediately

**RESPONSIBILITY:** Vice Provost for Graduate Studies, Academic Departments

**BASIS:** Chancellor, Vice Provost of Graduate Studies (upon recommendation of the Graduate Council), Provost

A handwritten signature in black ink that reads "Cheryl B. Schrader". The signature is written in a cursive, flowing style.

Cheryl B. Schrader, Ph.D.  
Chancellor