

## POLICY MEMORANDUM

No. II-20

### Graduate Student Registration

This Policy Memorandum establishes enrollment requirements for M.S. and Ph.D. students. It allows the student to remain compliant while minimizing the educational cost. The enrollment requirements described below do not supersede the minimum enrollment requirements of other offices or agencies.

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

1. On campus graduate students must remain continuously enrolled each fall and spring semester until the completion of their degree program. Graduate students not using campus resources<sup>1</sup> during a summer session are not required to be enrolled in that session.
2. Full-time enrollment for graduate students is nine credit hours for each fall and spring semester and three credit hours for a summer session unless A.3 applies.
3. Once all requirements have been met, with the exception of the master's comprehensive exam or final defense and acceptance of the final thesis/dissertation, one credit hour (charged as outlined on the current fee schedule based on individual residency/program status) of special problems (master's non-thesis students) or graduate research (master's thesis/doctoral students) will be considered as full-time enrollment each semester/session until the degree is completed. .
4. When a graduate student takes the master's comprehensive exam, doctoral qualifying exam, doctoral comprehensive exam, or defends their thesis/dissertation, they must be enrolled on the date of the exam/defense. Failure to do so may invalidate the exam/defense. If the exam/defense occurs during the intersession<sup>2</sup>, then an examination-only fee is appropriate by enrolling in one credit hour of Oral Examination, 5040/6040.
5. For students who have passed their final defense, the final copy of their thesis/dissertation must be accepted by the Office of Graduate Studies no later than the Friday before the next semester/session begins or they will be required to enroll in at least one credit hour of graduate research (charged as outlined on the current fee schedule based on individual residency/program status) for the following semester/session. Only one semester/session of enrollment after passing the final defense will be allowed.
6. Graduate teaching and research assistants (GTA/GRA), graduate instructors, and graduate fellows are required to be enrolled:
  - a. Master's students receiving an assistantship must be enrolled full time in each semester they receive the assistantship. A one-time-only exit semester of reduced enrollment may be allowed.
  - b. Doctoral students receiving an assistantship must be enrolled full time in each semester they receive the assistantship.

7. On-campus graduate students conducting off-campus research for credit must obtain advance approval from the department chair and the Office of Graduate Studies.

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

1. After passing the comprehensive examination and completing all coursework and residency requirements for the doctoral degree, the student must remain enrolled each fall and spring semester and summer session until completion of the degree. Failure to do so may invalidate the candidacy.
2. Once all requirements have been met, with the exception of the final defense and acceptance of the final dissertation, and the candidate is no longer on campus the student may enroll in one credit hour of Continuous Registration, 6050, each semester/session until the degree is completed. Failure to do so may invalidate the candidacy.
3. Once the Continuous Registration Form is approved, registration and billing will be automatic for each semester/session until the degree is completed. 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.

<sup>1</sup>University resources include but are not limited to student health, CLC's, recreation facilities, faculty/staff at Missouri S&T, etc.

<sup>2</sup> Intersession, for the purposes of this policy, refers to the specific interval of time between the closing date of one academic semester/session and the beginning of classes for the academic semester/session that immediately follows.

**EFFECTIVE DATE:** Immediately

**RESPONSIBILITY:** Dean of Graduate Studies, Academic Departments

**BASIS:** Chancellor, Dean of Graduate Studies, Provost



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Chancellor