Name of Policy: **Graduate Student Enrollment Status: Full-time, part-time and audit** **Policy Number:** 3364-77-05 **Approving Officer:** President **Responsible Agent:** Dean, College of Graduate Studies **Scope:** All Graduate Students at the University of Toledo other than students pursuing the J.D., M.D. or Pharm.D		THE UNIVERSITY OF **TOLEDO** 1872 **Review Date:** December 10, 2018 **Original effective date:** August 24, 2015	
	New policy proposal		Minor/technical revision of existing policy
X	Major revision of existing Policy		Reaffirmation of existing policy

(A)   Policy statement

The university recognizes the role of enrollment status in support of satisfactory academic progress towards degree completion. A student's enrollment status is determined by the number of class hours the student is enrolled in credit bearing courses during a semester or during an entire summer term. The definitions are as follows: A full-time graduate student is enrolled in 9 to 18 semester hours in credit bearing courses. A full-time student who elects to enroll in more than 18 credit hours in fall or spring (or more than 15 semester credit hours in summer) is considered to be on academic overload. A part-time graduate student is enrolled in 1 to 8 semester hours in credit bearing courses. Audit means a student is enrolled in credit bearing courses but elects not to receive credit. A student enrolled in a full-time and transcripted internship placement will be considered a full-time student for purposes of reporting to the National Clearinghouse.

A student must be enrolled through the university's official registration and enrollment information system in order to receive transcripted credit for any course.

(B)   Purpose of policy

This policy defines enrollment status for graduate students.

(C)   Scope

This policy applies to all graduate students other than students of programs awarding the JD, MD or PharmD. Each college may establish additional/different credit hour requirements based upon degree program requirements or other considerations with approval of the College of Graduate Studies.

(D)   Procedure

Full-time status is determined by the number of hours attempted in credit bearing courses for the term of enrollment. A minimum of 9 semester credit hours must be attempted for full-time status. The number of credit hours attempted each semester is mutually determined by the student and the advisor and in compliance with the college and department policies and requirements.

Graduate credit courses are numbered 5000 and above. Hours taken for audit, ALI, and undergraduate courses cannot be used to meet the graduate hour requirements.

Credits that are audited or in which a student receives a W do not count toward the minimum credit requirement.

Graduate Students who have completed their coursework and are working on their project, thesis, or dissertation and/or are using university facilities and services (i.e., the library, health services, computer services, laboratories, consult with faculty, apply for graduation, etc.) must register for a minimum of one graduate credit hour each semester, excluding summer terms. Students who apply for graduation during the summer term must also be registered for a minimum of one graduate credit hour during that term. Access to certain other facilities and services, such as the Student Recreation Center and parking, will require additional user fees.

Approved by:
 	
/s/
Sharon L. Gaber, Ph.D.
President
 	
December 10, 2018
Date
 	
Review/Revision Completed by:
 	
Provost & Executive Vice
  President for Academic Affairs,
Graduate Council, SLT
	Policies Superseded by This Policy:
	• Policy originally published in 2006-2008
	   Catalog
	
	Initial effective date: August 24, 2015
	
	Review/Revision date: December 10, 2018
	
	Next review date: December 10, 2021