



ACADEMIC POLICIES AND PROCEDURES FOR THE GRADUATE PROGRAM

Registration Status

Date Effective	September 1994
Date Reviewed / Revised	February 2026
Program Level	Graduate

POLICY:

A student is active when admitted and registered in the term of admission and when registered in subsequent terms. Registration for graduate students is determined according to:

1. The number of credits for which a student is registered during a term, e., full-time or part-time.
2. Whether or not a student has registered within a specific time frame, e., active or inactive.

Students are considered administratively inactive under the following circumstances:

1. A new or readmitted student did not register in the term of admission or readmission.
2. The student has not registered for at least one credit during a 12-month A rolling 12-month period measured from the end of the most recent registered term, excluding approved leaves of absence.
3. The student graduated.

Students who are administratively inactive are not permitted to use University facilities or receive counseling or active supervision by a faculty member, advisor, or committee. To regain active status after a student has been determined to be in administratively inactive status, the student must request readmission before registration.

Students must be registered for at least one credit at the University during the 12 months before graduation, and they must be registered for at least one credit in the term in which they take the preliminary and comprehensive examinations.

PROCEDURE:

1. A student will register for nine or more credits to be considered full-time status in the Fall and Spring terms.
2. PhD students may register with the permission of the PhD Program Director for the full-time dissertation study course when they have completed all credit requirements for the degree, including minimum dissertation credit requirements, and are working full-time on a A student may enroll for this course more than once.
3. Students may register during the Fall and Spring terms for fewer than nine credits and be considered part-time.

APPROVAL & REVISION HISTORY

Reviewed/Revised: 12/04, 12/10, 13/14, 02/17, 11/18, 03/23, 2/26

Approved by Faculty: 02/95, 02/11, 02/14, 3/23, 2/26