

# General Policies

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## Graduate Courses

Courses approved at the 600, 700 and 800 level may be taken for graduate credit and used to satisfy course requirements on the student's graduate plan of study.

Didactic courses are those courses approved for graduate credit numbered 601-689, 691; 700-789,791; 800-889, 891. Courses numbered 690, 692-699, 790, 792-799, 890, 892-899 are considered special or experimental courses and are not to be included as didactic courses on a plan of study.

Courses that a student has used to fulfill the requirements of a baccalaureate degree may not be used on that student's graduate plan of study, unless taken as part of an accelerated degree program.

## Enrollment Status

- Students must be **registered for at least one credit fall and spring semester** until all degree requirements are completed, including Graduate School approval of the thesis, paper or dissertation.
- Nine credits are considered a full-time graduate load.
- Graduate Assistants working 20 hours per week are considered full-time if registered for five or more graduate credits. Number of credits less than five are considered part-time status.
- To receive financial aid, students must be enrolled at least half-time (i.e. 5 credits). Loan deferment may also require full- or half-time status. Eligibility varies with financial aid programs; students should contact their lender for requirements.

## Registration for Research Credit

- A student conducting research for the disquisition is to be enrolled in 797, 798 or 899 for the number of credits specified on the plan of study.
- Such registration is required even in absentia when faculty and/or administration time is consumed in manuscript review, communication, and other forms of assistance.

## Time Limitations

- Master's degree program course work that is more than seven (7) calendar years old at the time of the final examination cannot be used to satisfy degree requirements.
- Doctoral degree coursework that is more than ten (10) years old at the time of the final examination cannot be used to satisfy degree requirements.
- These time limits apply to transfer credit as well as NDSU credit.
- The student will have one (1) year from the date of the final examination to complete the Graduate School disquisition review process and all other degree requirements. Should the disquisition not receive final approval or any other degree requirements not be completed within this time limit, the student must repeat the final examination.
- If a period of time two years or greater lapses before the disquisition is approved by the Graduate School, the student must reapply to the Graduate School, redefend the disquisition and register for a minimum of two credits.

## Continuous Enrollment

- Students are required to register for at least one credit each semester (fall and spring) until all degree requirements are completed, including Graduate School approval of the thesis, paper, or dissertation. Students taking their final examination in the summer semester must register for summer semester.
- Degree approval will be delayed until a student registers for one credit for each fall and spring semester in which he/she was not enrolled and not on a Leave of Absence, up to four (4) credits.
- A student who has not registered for longer than a continuous two-year period must also reapply for admission and is subject to the degree requirements at the time of readmission.

## Leave of Absence

Students who interrupt their graduate program prior to the completion of all degree requirements must obtain a leave of absence, using the Request for Leave of Absence (<https://powerforms.docuSign.net/dfc263d9-611c-4814-a1ef-14376c97f7e8/?env=na3&acct=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7&accountId=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7>) from Graduate Studies form. A leave may be taken for up to two (2) years at which time a student must reapply to the Graduate School.

NOTE: Leaves of absence do not amend in any way the seven and ten-year time limitations.