

# Graduate Student Enrollment

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## 3. Graduate Student Enrollment

3.1. Graduate Courses (p. 1)

3.2. Enrollment Policy (p. 1)

3.3. Enrollment Requirements for International Graduate Students (p. 1)

3.4. Graduate College Leave of Absence (p. 1)

3.5. Degree Completion Deadlines (p. 2)

3.6. Residency Requirements (Doctoral Students) (p. 2)

### 3.1. 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 special or experimental courses. These credits may be used on a Plan of Study as non-didactic credits.
- Audited courses and Distance and Continuing Education courses are not eligible to be used to fulfill degree requirements

### 3.2. Enrollment Policy

Students must maintain continuous enrollment by registering for graduate credit during fall and spring semester until all degree requirements are completed. Students completing disquisitions must maintain continuous enrollment until the disquisition publication review process is completed and the disquisition is approved by the Graduate College.

- Summer registration is required for students holding an oral preliminary examination, final defense or completing the disquisition publication review process during the summer semester.
- Students may take up to 15 credits each semester. Students may apply to exceed the credit limit by submitting the Over 15 Credit Petition (<https://powerforms.docusign.net/48159fed-c0b2-439b-a487-a1bce5d11f76?env=na3&acct=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7&accountId=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7>).
- A student who has not registered for longer than a continuous two-year period must reapply for admission and is subject to the degree requirements at the time of readmission.

For information regarding assistantships and enrollment see Assistantship Policies (<https://catalog.ndsu.edu/graduate/assistantship-fellowship/>).

In some circumstances, graduate assistants who are working 20 hours per week and registered for six or more graduate credits may be considered full-time. Check with your lender, funding provider or other organization to determine their specific requirements.

See Credit Load page (<https://catalog.ndsu.edu/academic-policies/student-credit-load/>) for more information.

### 3.3. Enrollment Requirements for International Graduate Students

Each fall and spring term, international graduate students (those holding an F-1 or J-1 visa) must fully enroll in face-to-face coursework. If an international student holds a graduate assistantship contract, full-time enrollment is 6 credits minimum. For those students without an assistantship contract, full-time enrollment is 9 credits minimum. Exceptions to these minimum enrollment requirements may be made on a case-by-case basis with pre-approval from both the Graduate College and the Global Programs and Services office. Failure to comply with the minimum enrollment requirements will result in the loss of legal status as an F-1 or J-1 student visa holder. See the Global Programs and Services page (<https://www.ndsu.edu/international/iss/students/credits>) for additional information and/or contact your International Student Advisor (<https://www.ndsu.edu/international/iss/advising>) for assistance.

### 3.4. Leave of Absence

Students may file a Request for Leave of Absence (<https://powerforms.docusign.net/dfe263d9-611c-4814-a1ef-14376c97f7e8?env=na3&acct=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7&accountId=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7>) from their graduate program for up to two years. Forms must be received by the Graduate College prior to the Enrollment Census date and can be submitted only if the student is not enrolled or has withdrawn to zero credits (see Academic Calendar (<https://www.ndsu.edu/onestop/dates/calendar>)).

- Filing a Request for Leave of Absence ensures that you will not need to register for semesters in which leave was approved. To re-enroll (within the two- year limit), submit the Request for Reactivation (<https://powerforms.docusign.net/8e0410f1-3331-4b61-a369-85780b99e512?env=na3&acct=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7&accountId=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7>).
- Any approved leave of absence does not amend the seven- or ten-year coursework completion deadline.
- Students who do not maintain continuous enrollment and fail to file for a leave of absence with the Graduate College must submit the Request for Reactivation (<https://powerforms.docusign.net/8e0410f1-3331-4b61-a369-85780b99e512?env=na3&acct=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7&accountId=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7>) form and enroll in at least one credit per missed semester (fall and spring) up to four credits.
- Students who do not re-enroll within the two year limit are required to reapply to the Graduate College.

## 3.5. Completion Deadlines

### Master's Degree Coursework

Coursework, including transfer credit, more than seven years old cannot be used to satisfy the requirements of any or master's degree. Current students or students returning within the seven-year time frame may petition for an exception to this policy for NDSU coursework only. The petition for exception is limited to one extension of at most one (1) calendar year. The exception must be approved by the student's advisor, the graduate program coordinator, and the Graduate College.

### Doctoral Degree Coursework

Coursework, including transfer credit, more than ten years old cannot be used to satisfy degree requirements of any doctoral degree. Current students or students returning within the ten year timeframe may petition for an exception to this policy for NDSU coursework only. The petition for exception is limited to one extension of at most two (2) calendar years. The exception must be approved by the student's advisor, the graduate program coordinator, and the Graduate College.

### Master's Paper, Thesis or Dissertation Completion Deadlines

The student will have one year from the date of the final defense to complete the Graduate College publication review process and any other outstanding degree requirements.

If all degree requirements are not completed within one year the student must repeat the final defense. If a period of time two years or greater lapses before the master's paper, thesis or dissertation is approved by the Graduate College, the student must reapply to the Graduate College, redefend the disquisition and register for a minimum of two credits.

## 3.6 Residency Requirements for Doctoral Students

A doctoral degree normally requires a minimum of three (3) years of full-time study beyond the baccalaureate degree. A student who has a master's degree or equivalent must devote at least one of the two remaining academic years of study in residence at North Dakota State University.