

June 17, 2004

TO: International Studies and Programs

FROM: Sandra L. Terrell, Dean, Toulouse School of Graduate Studies

WHEN GRADUATE STUDENTS ARE ENGAGED IN FULL TIME STUDY
Revised 6/17/2004

(NOTE: For all the following categories, university rules regulating minimum enrollments for teaching and research assistants and teaching fellows take precedence.)

Whenever feasible, the University of North Texas Robert B. Toulouse School of Graduate Studies (the Graduate School) encourages graduate students to study full time to complete their degrees as soon as possible. At the same time, the Graduate School does not wish to exploit students by forcing them to enroll in unnecessary coursework and recognizes that, at certain stages of study for graduate degrees, engagement in full time study to complete the degree need not require enrollment in what would otherwise be defined as the minimum number of semester credit hours required to be considered a full time student.

The Toulouse School of Graduate Studies considers the following categories of graduate students to be engaged in full time study:

Master's students who have completed all requirements for their degrees except for enrollment in 3 or more of any of the following semester credit hours necessary for the completion of the degree:

Research	Pre-thesis
Capstone	Comprehensive examination
Thesis	Problem in lieu of thesis
Internship (for clinical programs and programs requiring an internship for the degree)	

Doctoral students who have completed all requirements for their degrees except for enrollment in 3 or more of the following semester credit hours necessary for the completion of the degree:

Research	Pre-dissertation
Qualifying examination	Comprehensive examination
Dissertation	
Internship (for clinical programs and programs requiring an internship for the degree)	

All other graduate students are considered engaged in full time study only when they are enrolled in the minimum number of semester credit hours normally required to be classified as a full time student.

Starting from the initial semester of enrollment in one of the above categories of full time study, a graduate student may continuously enroll in these types of full time study each semester until the degree program is completed, the student is separated from the program of study, or when the time limit for the completion of the degree has been reached. Students engaged in these full time study categories should only do so upon consultation with their graduate adviser and with review by International Studies and Programs. Additionally, students must abide by departmental graduate student policies and all Graduate School policies, including continuous enrollment in thesis and dissertation.

The Toulouse School of Graduate Studies imposes the following time limits for the above categories of graduate students engaged in full time study:

Master's degrees: All requirements must be completed within the following time periods, depending upon the number of semester credit hours required for the degree.

Semester credit hours required for the degree	Time limit
42 or fewer	6 years
43-49	7 years
50 or more	8 years

Doctoral degrees: All requirements must be completed within 10 years. This 10 year limit not only applies to students who are admitted to doctoral programs with an earned master's, but this 10 year limit also applies to post-baccalaureate students admitted to doctoral programs without the master's. Students planning to earn a "pass through" master's degree will not have an expanded time limit that combines the doctoral and master's limits (e.g. 16 years).

The time frame for completion of the master's or doctoral degree will begin with the date of the earliest course taken on the student's degree plan. International Studies and Programs should verify with the Toulouse School of Graduate Studies regarding the number of semesters remaining until a student's time limit expires for the completion of the degree program.

Restrictions:

Students who have previously taken their one-time only part time semester and then later register in 3 hours of coursework and 3 hours in a full time study category as defined in this document in the same semester will be out of status according to Homeland Security Act regulations.

In cases in which the academic unit has set stricter time limits for the completion of the degree, these departmental time limits will take precedence over the university time limits as listed in this document.

Students requiring additional time to complete their degree programs must consult with International Studies and Programs and follow the appropriate program, college, and Graduate School appeal procedures. The Graduate school will forward official notification of time extension decisions to International Studies and Programs.