



Angelo State University
Operating Policy and Procedure

OP 42.02: College of Graduate Studies and Research Enrollment Policy

DATE: November 17, 2020

PURPOSE: The purpose of this Operating Policy and/or Procedure (OP) is to ensure that graduate enrollment corresponds closely with the use of faculty time and other university resources.

REVIEW: This OP will be reviewed in July every three years, or as needed, by the dean of the College of Graduate Studies and Research and the Graduate Council with recommended revisions forwarded to the provost and vice president for academic affairs by August 1 of the same year.

POLICY/PROCEDURE

1. Maximum Course Loads

- a. Graduate students, except those in the Doctor of Physical Therapy program, may enroll for a maximum of 12 semester credit hours of graduate-level work in any long semester. Graduate students who are not on probation and who have at least a 3.5 grade point average on all graduate work they have attempted at Angelo State University may, with the written permission of the dean of the College of Graduate Studies and Research, register for a maximum of 15 semester credit hours of graduate-level work in the semester in which they are graduating.
- b. Graduate students may enroll for up to seven semester credit hours of graduate work each summer term, with the exception of Physical Therapy. The total load for the entire summer session shall not exceed 14 semester credit hours of graduate work except that 15 semester credit hours may, with the prior written approval of the dean of the College of Graduate Studies and Research, be allowed for the student who is graduating.
- c. A graduate, teaching, or research assistant who works one-half time or less for the University may, with the approval of the supervising faculty member and department chair, register for more than six semester credit hours of graduate work per semester. An assistant who works one-quarter time or less may, with the approval of the supervising faculty member and department chair, enroll for a maximum of 12 semester credit hours of graduate courses. Assistants who work half-time are required to enroll for a minimum of six semester credit hours per semester except in their last semester prior to graduation, and those who work one-quarter time are required to enroll for a minimum of nine semester credit hours per semester except in their last semester prior to graduation. Both summer sessions are considered one semester.
- d. Penalty for Excessive Course Load. Any student who registers for more semester credit hours than are allowed by this policy during any semester or summer term shall be

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required to drop the excess course load at such time as the student course loads are audited by the University.

2. Full-time Student**

- a. A graduate student shall be considered on full-time status if:
 - (1) the student is enrolled for a minimum of nine semester credit hours of graduate course work in a long semester or a minimum of six semester credit hours distributed in any way across the two summer terms; OR
 - (2) the student has a Graduate, Research, or Teaching Assistantship and is enrolled for a minimum of six semester credit hours of graduate course work in a long semester or a minimum of three semester credit hours distributed in any way across the two summer terms; OR
 - (3) the student is working full time on a thesis and is enrolled in either 6399 or 6699.

**Students receiving financial aid may be required to enroll in a specific number of hours, as defined by the financial aid agreement.