

# *Advising Graduate Students by Category*

## Graduate assistants

- Must have Conditional or Unconditional admission. Unclassified students are not eligible for GA position.
- Must enroll and complete minimum of two (2) graduate-level courses required for degree program unless in their final semester
- Nine (9) hours is maximum course load
- May take 12-hour course load if approved in writing by GA supervisor and graduate coordinator. Documentation must be submitted to Graduate Studies Office each semester.
- Must remain academically eligible. Failure to remain academically eligible will result in only one warning semester. Failure to achieve academically eligible status at end of warning term will result in immediate termination of GA position.

## Access and Diversity scholarship recipients

- Must enroll in minimum of two (2) hours applicable toward degree program
- Must remain academically eligible
- Scholarships are awarded only one semester at a time
- Scholarship nominations accepted only from graduate coordinators

## Prospective degree candidates

- Must submit Intent to Graduate form (ideally in next to last semester)
- Must submit Diploma Application
- Must contact Coordinator's Office to establish graduate committee (Exception: MEd and MBA)
- Must contact Coordinator's Office to schedule comprehensive exam
- Must have minimum 3.00 cum gpa
- Must have minimum 3.00 cum gpa on degree requirements
- Must have no I grades in degree requirements
- All work for degree must be within last six (6) years

## Students working on second graduate degree

- Must have 3.00 cum gpa and 3.00 cum for second graduate degree
- Must submit Intent to Graduate form (ideally in next to last semester)
- Must submit Diploma Application
- Must contact Coordinator's Office to establish graduate committee (Exception: MEd and MBA)
- Must contact Coordinator's Office to schedule comprehensive exam for second degree
- Must have no I grades in degree requirements
- All work for degree must be within last six (6) years

## Conditional

- Can enroll in 8-15 hours but no more than four (4) courses

- Must maintain 3.00 cum gpa or be academically ineligible
- If 3.00 cum gpa at eight (8) hours, admission will change to Unconditional

#### Unclassified

- Valid for only one semester with maximum of two (2) graduate courses
- Must achieve 3.00 term gpa or be academically ineligible

#### Students with status of academically eligible—warning

- Must achieve minimum 3.00 term gpa or be academically ineligible
- Will continue on warning with 3.00 term gpa

#### Transient

- Admission is valid for only one semester at a time
- Admissibility must be verified each semester
- Can earn maximum of 12 hours in Transient category

#### Transfer students

- Transfer credit is available only for degree-seeking students
- Transfer credit must be requested on Student Special Request form and approved by advisor, graduate coordinator, and Dean of Graduate Studies
- Other requirements listed in university catalog