

Guide for Advising Graduate Students

ADMISSION LEVELS

- **Unconditional**
 - Highest level of degree seeking status

- **Conditional**
 - Degree seeking status
 - Limited to total of 8-15 graduate hours but no more than 4 courses
 - Hours can be taken in one semester or over multiple semesters
 - Must maintain 3.00 cumulative gpa or be dismissed

- **Unclassified**
 - Degree seeking status
 - Limited to one semester only with maximum of 2 graduate courses
 - Must achieve 3.00 cum gpa or be dismissed
 - Maximum of six (6) hours can be applied toward degree program from non-degree and/or unclassified admission status

- **Non-degree**
 - Maximum of six (6) hours can be applied toward degree program from non-degree and/or unclassified admission status

- **Transient**
 - Admission limited to one semester at a time
 - Admissibility must be verified each semester by Graduate Studies Office
 - Maximum accumulation of 12 graduate hours in transient status

GENERAL GUIDELINES

- Must maintain 3.00 cumulative gpa for academic good standing
- Cannot repeat a course to raise a grade
- Must have approval, prior to registration, to repeat required course (D or F grade)
- Full time load is nine (9) hours

GRADUATE ASSISTANTS

- Most GA positions are 50% time
- Must take minimum of 6 hours of specified graduate degree credit each semester of GA appointment
- Maximum load is 9 hours
- Overload approval for one 3-hour course (for a total courseload of 12 hours) comes from GA supervisor and graduate coordinator; approval must be in writing and submitted to Graduate Studies Office each semester

HOLDS

- GH hold—unclassified—means student must submit official satisfactory GRE General (Educ, Agric, FCS) scores. NOTE: Effective Fall 08, Unclassified admission will not be available for MBA students.
- GH hold—transient—means transient status must be verified
- GH hold—We may use this hold for other items identified in the Reason field.
- S1 hold—enables online completion of intent to graduate form
- S4 hold—enables online completion of diploma application
- U2 hold—must submit application for admission/readmission

REGISTRATION

- Prereq and test score error—most likely refers to registration for an online course OR admission to teacher education. Contact OUS Office (7589), appropriate graduate coordinator's office, or Education Student Services (7219).

GRADES

- Incomplete (I) grades do not calculate in cumulative totals the semester they are received.
- Incomplete (I) grades, if not removed in the next semester, calculate as an F at the end of that semester (Spring for Fall I grades and Fall for Spring and Summer I grades).
- Incomplete (I) grades become a permanent F if not removed within one calendar year of receipt.
- Student does not have to be enrolled to complete an Incomplete (I) grade.
- Student does not re-register for course to remove Incomplete (I) grade.
- I grades are not complete until the instructor actually changes the grade with Academic Records Office.

ACADEMIC CONTINUATION

- Must maintain 3.00 cum gpa for academic good standing

	Unconditiona l status	Conditional and Unclassified status	Non-degree and Transient status
Cum \geq 3.00	Good standing	Good standing	Good standing
Cum $<$ 3.00	Probation	Dismissal	Probation
Cum $<$ 3.00, term gpa \geq 3.00	Continue probation		Continue probation
Cum $<$ 3.00, term gpa $<$ 3.00	Dismissal		Dismissal

TRANSFER WORK

- Must submit request on Special Request form
- Must attach copy of course description from appropriate graduate catalog
- Must have grade of either A or B
- Must have been taken for graduate residence credit
- Must be part of otherwise satisfactory graduate program (B average)
- Must not be more than six (6) years old
- Must be approved by advisor, coordinator, and Dean of Graduate Studies