

# KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **22-Mar-17** Curriculum Bulletin \_\_\_\_\_  
Effective Date **Fall 2017** Approved by EPC \_\_\_\_\_

Department **Graduate Studies**  
College **PR - Provost**  
Proposal **Revise Policy**  
Proposal Name **Registration Expectations for Graduate Students**

Description of proposal:

**The purpose of this proposal is to clarify expectations for registration when university facilities and resources are being used. We propose adding a statement to the Enrollment-Graduate policy indicating that students must enroll each semester in which they are engaged in study, and a statement to the Candidacy for Doctoral Degree policy indicating that students must be registered in the term in which the candidacy exam is taken. These actions will make our expectations regarding student registration and the use of university resources clear to students, and will align our practices with peer and aspirant institutions.**

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

**Academic programs that do not currently require registration will need to decide what their requirements are, and will need to make that expectation known to students. There will be no impact on those programs that already have registration requirements in place.**

Units consulted (other departments, programs or campuses affected by this proposal):

**The Graduate Studies Administrative Advisory Committee (GSAAC) was consulted during the development of the policy revisions.**

### REQUIRED ENDORSEMENTS

\_\_\_\_\_  
Department Chair / School Director     /    /    

\_\_\_\_\_  
Campus Dean (for Regional Campuses proposals)     /    /    

\_\_\_\_\_  
College Dean (or designee)     /    /    

*Meloy Pinkerton*  
\_\_\_\_\_  
Dean of Graduate Studies (for graduate proposals) 03 / 22 / 2017

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Senior Vice President for Academic Affairs and Provost (or designee)     /    /

## Proposal Summary for a Policy [Registration Expectations for Graduate Students]

### Subject Specification:

The purpose of this proposal is to propose revisions to the Enrollment – Graduate policy and the Candidacy for Doctoral Degree policy to include language regarding expectations for registration.

### Background Information:

It has been assumed that students must be registered in order to use university resources, particularly faculty time, because there is a cost associated with this use. There is, however, no written policy regarding this expectation. The Graduate Studies Administrative Advisory Committee (GSAAC) was consulted specifically about student registration during comprehensive exams, which involves a considerable amount of faculty time. It was discovered that the majority, but not all, of academic units require students to register for something during comprehensive exams. Registration requirements ranged from one credit hour to full-time enrollment.

We reviewed the policies at 10 aspirant and peer universities, as identified by President Warren. Eight of the 10 universities have a written policy about registration: Clemson University; Temple University; University of South Florida; Virginia Commonwealth University; Georgia State University; Ohio University; University of Houston; and Utah State University. See Table 1 for relevant language from these policies.

Of the eight universities with written policies about registration, four universities have continuous enrollment policies. Utah State University and Temple University require continuous enrollment each semester until degree completion. University of South Florida and Georgia State University have continuous enrollment policies defined as enrollment in a minimum credit hours over multiple semesters. University of South Florida has additional requirements regarding registration during comprehensive exams, while Georgia State University does not. The other four universities have policies explicitly stating that students must be registered to use university resources (Clemson University, Virginia Commonwealth University, Ohio University and University of Houston).

Following consultation with GSAAC and the review of policies from peer and aspirant institutions, we propose adding language to both the Enrollment – Graduate policy and the Candidacy for Doctoral Degree policy to clarify expectations for registration when university facilities and resources are being used. Specifically, we propose:

Adding the following statement to the Enrollment-Graduate policy:

*Students must enroll each semester in which they are engaged in any form of study that involves use of university facilities or resources, including human resources.*

Adding the following statement to the Candidacy for Doctoral Degree policy:

*Students must be registered for graduate credit in the term in which the examination is taken, including Summer. The course enrollment and number of credits required are determined by the program.*

**Alternatives and Consequences:**

The alternative is to not have a written policy. The consequence of this is that some students will utilize resources without being registered.

**Specific Recommendation and Justification:**

The specific recommendation is to add language to the Enrollment – Graduate policy and the Candidacy for Doctoral Degree policy to clarify expectations for registration when university facilities and resources are being used. These actions will make our expectations regarding student registration and the use of university resources clear to students, and will align our practices with peer and aspirant institutions.

**Timetable and Actions Required:**

EPC approval: April 2017  
Faculty Senate approval: May 2017  
Implementation: 2017-18 Catalog

Table 1: Policies from Peer and Aspirant Universities Regarding Registration

Type	Institution Name	Website	Policy Statement
Aspirant	Clemson University	<a href="http://www.clemson.edu/graduate/files/pdfs/GS_Policy_Handbook_May_2015.pdf">http://www.clemson.edu/graduate/files/pdfs/GS_Policy_Handbook_May_2015.pdf</a>	<p>Only students who are enrolled are eligible to use University facilities and human resources and/or receive any form of financial aid. Graduate students are expected to pursue their degrees with a minimum of interruption. Students who do not remain continuously enrolled (summers excluded) are subject to the requirements in effect at the time of return. Students who have completed all required work and who find it necessary to be enrolled during a given semester in order to use facilities or human resources may enroll in GS799 for a minimum of one and a maximum of nine credit hours.</p>
Aspirant	Temple University	<a href="http://www.temple.edu/grad/policies/gradpolicies.htm#GCS24">http://www.temple.edu/grad/policies/gradpolicies.htm#GCS24</a>	<p>To remain in Academic Good Standing, a graduate student must maintain continuous enrollment (i.e., 1 or more s.h. each Fall and Spring; also in the Summer for those students graduating in Summer) from the term of matriculation through the term of graduation. Doctoral Examinations/Culminating Experiences require a minimum of 6 s.h., with at least 2 s.h. of the 6 s.h. required to be in course number 9999. A doctoral student who has completed all coursework for the degree, but has not passed the preliminary examination, must register each Fall and Spring term for 1 s.h. of course number 9994, "Preliminary Examination Preparation." The student must be registered for 9994 in the term in which the examination is taken, including Summer.</p>
Aspirant	University of South Florida	<a href="http://www.grad.usf.edu/inc/linked-files/Catalog%20and%20Policies/2015-2016/Section_7_Policies.pdf">http://www.grad.usf.edu/inc/linked-files/Catalog%20and%20Policies/2015-2016/Section_7_Policies.pdf</a>	<p>All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of 6 hours of graduate credit every three continuous semesters. During the term in which students take the comprehensive exams, students must be enrolled for a minimum of 2 hours of graduate credit. If the exam is taken between semesters, the student must enroll for a minimum of 2 hours of graduate credit in the semester before or following the exam. Students must also be enrolled for a minimum of 2 hours of graduate work in the semester of admission to doctoral candidacy. Students working on a dissertation must enroll for a minimum of 2 hours of dissertation every semester, starting with the semester following Admission to Doctoral Candidacy, up to and including the semester the dissertation is submitted to and approved by the Office of Graduate Studies. Students must be enrolled for a minimum of 2 thesis hours during the semester that the thesis is submitted and approved by the Office of Graduate Studies,</p>

Proposal Summary for a Policy

usually the semester of graduation. Students must be enrolled for a minimum of two 2 graduate hours during the semester of graduation.

Any person engaged in graduate study at VCU must enroll each semester in which he/she is engaged in any form of study at VCU that involves use of university facilities, laboratories/studios and/or libraries, or who is supervised by or consults with a faculty member concerning graduate work on a project, work of art, thesis or dissertation. Once admitted to a degree program, a graduate student is expected to comply with minimum enrollment of one course per 12-month period from the beginning of his/her program. A graduate student who has completed course requirements for a degree must register for at least one credit at VCU each fall and spring semester until the degree is awarded. Students must be enrolled during their graduation semesters.

Students in all graduate programs must maintain enrollment totaling 6 hours (or more) over all consecutive three semester periods (including summers). In order to graduate, students must be actively enrolled in the program of study during the semester in which they finish degree requirements for graduation.

You must be registered for a minimum of one graduate credit in any semester in which you receive any service from the University, use its facilities, or graduate. Individual degree programs may set higher minimum registration thresholds for certain services or uses.

In general, graduate students are expected to be enrolled in consecutive long semesters (i.e., Fall and Spring semesters) until the degree program is completed and the degree is awarded. A graduate student who is not enrolled should not expect to be able to use the facilities of the University of Houston campus.

Graduate students using University facilities or faculty time must be registered for a minimum of 3 graduate credits every semester until completion of all degree requirements, except, in some cases, the semester of final thesis or dissertation approval (see below). A graduate student who is not using University facilities or faculty time may meet the continuous registration requirement by paying the Continuous Registration Fee of \$100 per semester (not necessary for summer semester). The semester a student defends (or redefends) a thesis, Plan B paper, or dissertation or takes final oral examinations, he or she must be registered for at least 3 credits.

<http://bulletin.vcu.edu/graduate/study/general-academic-regulations-graduate-students/university-rules-procedures/>

Virginia  
Commonwealth  
University

<https://catalog.gsu.edu/graduate20162017/university-academic-regulations/>

Georgia State  
University

<http://www.catalogs.ohio.edu/content.php?catoid=47&navoid=3295#enroll-info>

Ohio University

<http://catalog.uh.edu/content.php?catoid=22&navoid=6361#admission&registration>

University of Houston

<http://catalog.unt.edu/index.php>

University of North  
Texas

N/A

[http://catalog.usu.edu/content.php?catoid=3&navoid=254#Graduate\\_General\\_Regulations](http://catalog.usu.edu/content.php?catoid=3&navoid=254#Graduate_General_Regulations)

Utah State University

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Doctoral and master's Plan A, Plan B, and Plan C students will be given until the last day of the next semester (known as a "grace" semester) following the defense to finish degree requirements, and Plan C students will be given until the last day of the next semester after coursework completion to finish degree requirements. If a student has not completed all degree requirements by the end of the grace semester, the student must pay a \$100 Late Completion Fee for each semester following the grace semester. If working with faculty involves more than routine submission of the thesis or dissertation to the assistant dean, registration for 3 or more credits is required.

Peer	Western Michigan University	<a href="http://catalog.wmich.edu/index.php">http://catalog.wmich.edu/index.php</a>	N/A
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## Proposed Policy Changes

### Enrollment – Graduate Policy

Graduate students shall enroll for at least one term each year (three consecutive terms, including summer as one term) to maintain status as a degree-seeking student. Meeting this minimum enrollment requirement does not guarantee the student will meet the minimum requirements of other programs, offices or agencies. Students must enroll each semester in which they are engaged in any form of study that involves use of university facilities or resources, including human resources.

Students not meeting the minimum enrollment requirement for maintaining status as a degree-seeking graduate student will be considered as having voluntarily withdrawn from the university. After three consecutive terms of non-enrollment, students will be inactivated as a degree-seeking student. Students who withdrew and wish to have their graduate standing re-instated must follow the same admission procedures as those required of new applicants, including submission of a non-refundable application fee and application materials. Acceptance back into a graduate program is not guaranteed even if the student departed in good standing. Students who apply and are admitted will be re-instated under the catalog-in-force at the time of admission. The program determines how much of the previously completed work may be applied toward the graduate degree program. Students on an approved leave of absence may return to their program of study by completing the Application for Graduate Re-Enrollment form.

### Candidacy for Doctoral Degree Policy

To become a candidate for the doctorate, a student must pass a candidacy (comprehensive) examination in the field of the major subject. This examination will be taken when departmental requirements have been met, but it should not be taken later than nine months before the student expects to receive the degree. Students must be registered for graduate credit in the term in which the examination is taken, including Summer. The course enrollment and number of credits required are determined by the program.

The content and scope of the examination are determined by the department concerned. The examination may be either written or oral or both. The student is not permitted to continue with the dissertation unless this requirement is satisfied. Failure on the candidacy examination and a subsequent prescription and reexamination are subject to departmental policy. When opportunities for such reexamination are exhausted without success, the student will be dismissed from graduate study.

For candidacy of the Doctor of Podiatric Medicine degree, refer to the college policies in the College of Podiatric Medicine section of the University Catalog.