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 course load 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).

GRADATES
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 to be academically eligible

<table>
<thead>
<tr>
<th></th>
<th>Unconditional status</th>
<th>Conditional and Unclassified status</th>
<th>Non-degree and Transient status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cum ≥ 3.00</strong></td>
<td>Academically eligible</td>
<td>Academically eligible</td>
<td>Academically eligible</td>
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<tr>
<td><strong>Cum &lt; 3.00</strong></td>
<td>Academically eligible—warning</td>
<td>Academically ineligible</td>
<td>Academically eligible—warning</td>
</tr>
<tr>
<td><strong>Cum &lt; 3.00, term gpa ≥ 3.00</strong></td>
<td>Continue as academically eligible—warning</td>
<td>Continue as academically eligible—warning</td>
<td></td>
</tr>
<tr>
<td><strong>Cum &lt; 3.00, term gpa &lt; 3.00</strong></td>
<td>Academically ineligible</td>
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</tr>
</tbody>
</table>

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