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: MSEd 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: MSEd 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