

# ENROLLMENT IN GRADUATE COURSES

## GRADUATE ADVISOR AND STUDENT'S ADVISORY COMMITTEE

The graduate advisor, designated by a department, assists students in planning their initial course work prior to granting of admission to the program of study. Before seeking enrollment in any course that might be applied toward a master's degree, students must consult their advisors. A temporary advisor will be available to those enrolling for the first time in an off-campus course.

After receiving admission to the College of Graduate Studies and enrolling for graduate courses, the student should consult with the graduate advisor concerning appointment of an advisory committee. The advisory committee is responsible for guiding and directing the student's entire academic program, which includes initiating all academic actions concerning the student, developing the degree plan, and administering the comprehensive testing prior to conferral of the master's degree. Moreover, the advisory committee, as a group and as individual members, is responsible for counseling the student on academic matters, and in the case of academic deficiency, initiating recommendations to the Dean of the College of Graduate Studies.

## CAMPUS AND OFF-CAMPUS ENROLLMENT

Graduate courses are offered on the Tarleton State University campus in Stephenville, and in certain off-campus locations approved by the Texas Higher Education Coordinating Board.

## ACADEMIC LOAD

Load for a full-time graduate student is 9 semester hours in the fall or spring semester. Summer loads are determined by the length of the summer session in which the student is enrolled.

### **MASTER'S GRADUATE**

<b>Semester Hours</b>	<b>16 weeks (Fall and Spring)</b>	<b>10 Weeks (Summer)</b>	<b>8 week session</b>	<b>5 week session</b>
<b>Maximum Load</b>	16 hours	12 hours	9 hours	6 hours
<b>Full load</b>	9 hours	6 hours	5 hours	3 hours

### **DOCTORAL GRADUATE**

<b>Semester Hours</b>	<b>16 Weeks (Fall and Spring)</b>	<b>10 weeks (summer)</b>
<b>Maximum load</b>	9 hours	
<b>Full load</b>	6 hours	6 hours

## GRADUATE STUDENT PERFORMANCE

Every student enrolled in the College of Graduate Studies is required to maintain a high level of performance and comply fully with the policies of the institution. The College reserves the right to suspend any graduate student who does not maintain satisfactory academic standing or fails to conform to University regulations.

Students who have achieved admission are expected to maintain a minimum 3.0 GPA on work completed at Tarleton. If in a particular semester a student's cumulative or overall GPA falls below the minimum, he/she will be given notice of unsatisfactory academic performance. The student must attain a 3.0 cumulative GPA during her or his next period of enrollment; failure to do so will result in suspension for one long semester or the summer term. A student must maintain at least a 3.0 grade point average every semester upon returning from the suspension. A graduate student is allowed one suspension. If poor academic performance results in a second suspension, the student will be permanently dismissed from the university.

At the end of any grading period, if a student's overall GPA falls below 2.0 he/she will be automatically suspended. Students who have been admitted conditionally must meet the requirements stipulated for attaining full admission status. Conditions may require a GPA greater than 3.0. If requirements are not met, admission will be rescinded, and any further enrollment will be for undergraduate course work only, as a post-baccalaureate student.

Post-baccalaureate students are subject to the academic progress policies applicable to undergraduates at Tarleton State University. Academic deficiencies of students in this category will be calculated according to the current undergraduate probation/suspension policy.

Graduate students who are on first-time suspension must apply to the Dean of the College of Graduate Studies for reinstatement.

## GRADING SYSTEM

Graduate degree credit is allowed only for A, B, and C grades. A grade point average of 3.0 or higher is required:

1. for all courses included in a degree plan;
2. for all the courses comprising the major field; and
3. for the courses comprising the concentration field, if one is selected.
4. cumulative on all courses taken

Courses taken at Tarleton may not be repeated at another institution for degree credit. If a course is repeated at Tarleton, the better grade in the course shall be counted in computing the student's grade point average.

The grading system for graduate students is:

A-Excellent, 4 grade points per semester hour

B-Good, 3 grade points per semester hour

C-Fair, 2 grade points per semester hour

D-Not Passing for graduate course work. Course must be repeated.

F-Failing

I-In Progress (for thesis courses only)

K-Incomplete

PR-In Progress (for dissertation courses only)

S-Satisfactory (for completion of thesis and dissertation courses only)

W-Withdrawal from course, no grade designated

WF-Withdrawal failing (included in GPA)

Z-Research or practicum courses for which only grade given is for final three hours enrolled. Exclusive use for Department of Curriculum and Instruction.

The grade K shall be recorded for a student only in case of extraordinary circumstances. This entry is used only in such cases after the instructor and his/her department head have concurred that the incomplete entry is justified. A grade of K must be made up by the end of the next semester and in all cases before registering for the next sequential course. If this grade is not made up within the prescribed time limit, it automatically becomes an F.

Internships in Education not completed during the first semester of registration will receive a letter grade of K (incomplete). Registration will be permitted for the following semester, at which time a letter grade will be awarded upon satisfactory completion of the required work. If the work is not completed during the subsequent semester, the previous semester's K will become NC, and a letter grade of F will be placed on the transcript for the subsequent semester's work.

### **COMPLETION TIME LIMIT**

Course credits more than six years old may not be counted for a degree. Credits are considered to be earned when they are recorded on the official transcript.