



# Policy

## **University Policy AC-40.01-08/15**

**Policy Title:** Graduate Enrollment Verification

**Originator:** Office of the Provost

**Responsible Office:** UWF Graduate School

### **Reason for Policy/Purpose:**

This policy defines full-time and part-time UWF graduate students and supports the University's continued growth and retention.

### **Definition of Terms:**

Full-time graduate students – students enrolled in 6 semester hours or more.

Half-time graduate students – students enrolled in 3 semester hours.

Less than half-time graduate students – students enrolled in less than 3 semester hours.

### **Policy Statement:**

The definition of full-time status for graduate students of the University of West Florida is 6 semester hours because the workload of 6 semester hours at the graduate level is sufficient to be classified as full-time. The definition of half-time for graduate students of the University of West Florida is 3 semester hours because the workload of 3 semester hours at the graduate level is sufficient to be classified as half-time.

Students participating in internships are not automatically considered full-time for the semester of their internship. The number of hours for an internship is based upon the credit hours granted for the internship.

A non-degree student's enrollment status is reported based on the level of the non-degree program.

Students enrolled in dissertation, thesis, or cooperative education are considered full-time regardless of the hours enrolled.

Students who withdraw are not considered enrolled in the course once the withdrawal has been processed, and enrollment status will be adjusted as of that time.

Students receiving financial aid should confirm requirements for financial aid eligibility.

**Change Justification:**

This policy is being revised and updated to better serve the University's graduate student population.

**Authority and Related Documents:**

UWF Graduate Student Catalog.

**History:**

This is a new policy.

**APPROVED:** Dr. Judith A. Bense, President

**Date:** 8/26/15