**Policy Revision**

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| --- | --- |
| **Policy Title** | Enrollment Policies |
| **Policy URL** | <https://catalog.arizona.edu/policy/enrollment-policies>  |
| **Updates proposed:** | - Add table with information for full and half-time status for undergraduate and graduate careers-Remove information on graduate full-time status for summer and winter-Direct students with questions regarding their full-time status to their academic advisor instead of their college dean’s office-Update criteria for advanced status for graduate level students-Replace references to semesters/sessions with terms-Graduate-level information is continuing review by the Graduate Council and will have updated formatting |
| **Rationale for updates:** | -Students must maintain half time enrollment to qualify for federal loan repayment deferral; adding a table with half time enrollment makes this information easily accessible-The credit loads previously named for graduate students in summer and winter weren’t attainable in the winter term, and enrollment is not required in summer/winter to maintain full-time status-The student’s advisor is the correct person to speak with regarding their full-time status, not the dean’s office-Updating criteria for advanced status for graduate level students allows for capstone experiences outside of 900-level courses to count toward eligibility -Using “term” instead of semester/session makes the policy more uniform as it applies to in-person and online students |
| **Contact Person for Questions** | Michael Davenport, Associate Registrar |
| **Responsible Unit** | Graduate College | Office of the Registrar | **URL** | Click or tap here to enter text. |
| **Career Applicability** | [x]  Undergraduate [x]  Graduate [x]  Law [x]  Medicine [x]  Pharmacy [x]  Veterinary Medicine |
| **Approvals Granted** *(for council use only)* | UGC Policies Subcommittee | Scheduled: 3/14/2023, 4/11/2023, 9/12/2023 | Status: Approved by e-vote 4/19/2023, Approved with updates 9/12/2023 |
| Undergraduate Council | Scheduled: 4/25/2023, 9/26/2023 | Status: Approved 4/25/2023 |
| Graduate Council | Scheduled: 9/15/2023, 10/20/2023 | Status:  |
| Undergraduate CAAC | Scheduled: 9/26/2023 | Status: |
| Graduate CAAC | Scheduled: 9/12/2023 | Status: Approved with updates 9/12/2023 |
| Faculty Senate Executive Committee | Scheduled:  | Status: |
| Faculty Senate | Scheduled: | Status: |

**Policy Revision Side by Side**

Additions in Green – Deletions in ~~Yellow~~

| Existing Policy | Proposed Edit |
| --- | --- |
| Full-Time Undergraduate Student StatusFull-time ~~status for~~ an undergraduate student ~~varies with the college and study program,~~ ~~but ordinarily requires a course load of at least~~ 12 units ~~per semester.~~ Students in doubt about their standing should check with their ~~college dean's office~~.Full-Time Graduate Student Status~~Fall and Spring Semesters~~~~During the fall and spring semesters, for students with Graduate Assistant/ Associate appointments,~~ full-time status ~~consists of a minimum enrollment in 6 units of graduate credit. A graduate student working on a thesis or dissertation who is only enrolled in 900-level units and not employed as a Graduate Assistant/ Associate must be enrolled in 3 units. A student who has completed all course work, the thesis/dissertation unit requirements, has advanced to candidacy, is working on the thesis/dissertation, and is not employed as a Graduate Assistant/ Associate may apply for~~[**~~advanced status(link is external)~~**](https://arizona.app.box.com/v/grad-gsas-advancedstatus)~~, which allows 1 unit of 900-level credit for full-time status. In all other cases, full-time status consists of a minimum enrollment in 9 units of graduate credit.~~~~The full-time status enrollment minimums apply to students wishing to defer federal loan repayments, to international students with F or J visa status, and/or to students receiving University funding other than wages. Full-time enrollment may or may not keep the student from falling outside the threshold of the~~[**~~Affordable Care Act(link is external)~~**](https://hr.arizona.edu/supervisors/employment-benefits/patient-protection-and-affordable-care-act-aca)~~and/or~~[**~~Arizona State Retirement System(link is external)~~**](https://hr.arizona.edu/employees-affiliates/benefits/retirement-plans#hdr-6)~~requirements. It is recommended that hiring units and graduate students refer to these policies to ensure compliance.~~~~More information on graduate minimum enrollment policies is available from the~~[**~~Graduate College(link is external)~~**](https://grad.arizona.edu/policies/enrollment-policies/continuous-enrollment)~~. Please note that some academic colleges may require more units to maintain full-time status when students are receiving financial assistance from the college. Also note that full time and minimum enrollment policies are different to maintain~~[**~~continuous enrollment~~**](https://catalog.arizona.edu/policy/continuous-enrollment-graduate-students)~~.~~~~Summer and Winter Sessions~~~~During winter or pre-session, first and second summer sessions, full-time status consists of enrollment for 6 graduate units or more in any combination of pre-session, first and second summer sessions.  A student whose financial aid agreement requires enrollment during the summer sessions should contact the~~[**~~Office of Student Financial Aid(link is external)~~**](http://financialaid.arizona.edu/managing-my-aid/basic-financial-aid-questions)~~to verify specific requirements.~~ International students should check with the University's [**International Student Services Office(link is external)**](https://global.arizona.edu/international-students) to ensure that their registration is in compliance with their visa status.Maximum Number of Units Allowed Per Term ~~and/or Semester~~Each college determines the maximum number of units that an undergraduate student may enroll in for each term and session. This maximum includes all coursework carried in residence, as well as concurrent registration in approved courses at other institutions. Approval of the college dean is required to exceed the maximum term or session units.**Term Limitations:**

| **TERM** | **MAXIMUM # OF UNITS** |
| --- | --- |
|  Fall Term | 19\* |
|  Winter Term | 4 |
| Spring Term | 19\* |
| Summer Term | 18 |

NOTE:\* All Colleges currently allow up to 19 units per term, with the following exceptions:* The College of Law term maximum is 18 units
* Medical students please consult the [**College of Medicine(link is external)**](https://medicine.arizona.edu/education/curricular-affairs).

Session Limitations:The following session limits apply when the student is registered for an accelerated session within a term.

| **TERM** | **MAXIMUM # OF UNITS** |
| --- | --- |
| 3 Week (Presession) | 4 |
| 5 Week | 7 |
| 7 Week | 9 |
| 8 Week | 9 |
| 10 Week | 14 |
| 13 Week | 18 |

 | Units Required for Full-Time Student Status

|  |  |  |
| --- | --- | --- |
| **CAREER** | **FULL-TIME STATUS** | **HALF-TIME STATUS** |
| Undergraduate | 12 | 6 |
| Graduate | 9\* | 5\* |

\*See full-time graduate student status for exceptionsInternational students should check with the University's [**International Student Services Office(link is external)**](https://global.arizona.edu/international-students) to ensure that their registration is in compliance with their visa status.A student whose financial aid agreement requires enrollment during the summer should contact the [**Office of Student Financial Aid(link is external)**](http://financialaid.arizona.edu/managing-my-aid/basic-financial-aid-questions) to verify specific requirements.Full-Time Undergraduate Student StatusTo be considered a full-time student for any term, an undergraduate student must be enrolled in 12 units during that term. Students in doubt about their standing should check with their academic advisor.First-time students in the summer term can be considered full-time at 6 units with approval of the Office of the Registrar. Full-Time Graduate Student StatusFull-time graduate student status is defined as: * 9 units of enrollment in graduate credit, or
* 6 units of enrollment in graduate credit for students with a Graduate Assistant/Associate appointment, or
* 3 units of enrollment in graduate credit for students working on a thesis or dissertation who are only enrolled in 900-level units and do not have a Graduate Assistant/Associate appointment, or
* Minimum of 1 unit of enrollment in 900-level course or other approved graduate capstone requirement for students who have been approved for [**advanced status(link is external)**](https://arizona.app.box.com/v/grad-gsas-advancedstatus)**.** A maximum of 2 units for students whose program requires an additional unit for [**continuous enrollment**](https://catalog.arizona.edu/policy/continuous-enrollment-graduate-students)**(link is external)**.

More information on graduate minimum enrollment policies can be found on **Continuous Enrollment for Graduate Students**[**(link is external)**](https://grad.arizona.edu/policies/enrollment-policies/continuous-enrollment). Please note that some academic colleges may require more units to maintain full-time status when students are receiving financial assistance from the college. Also note that full-time and minimum enrollment policies are different to maintain [**continuous enrollment**](https://catalog.arizona.edu/policy/continuous-enrollment-graduate-students).Undergraduate Maximum Number of Units Allowed Per Term Each college determines the maximum number of units that an undergraduate student may enroll in for each term and session. This maximum includes all coursework carried in residence, as well as concurrent registration in approved courses at other institutions. Approval of the college dean is required to exceed the maximum term or session units.**Term Limitations:**

| **TERM** | **MAXIMUM # OF UNITS** |
| --- | --- |
|  Fall Term | 19\* |
|  Winter Term | 4 |
| Spring Term | 19\* |
| Summer Term | 18 |

NOTE:\* All Colleges currently allow up to 19 units per term, with the following exceptions:* The College of Law term maximum is 18 units
* Medical students please consult the [**College of Medicine(link is external)**](https://medicine.arizona.edu/education/curricular-affairs).

Session Limitations:The following session limits apply when the student is registered for an accelerated session within a term.

| **TERM** | **MAXIMUM # OF UNITS** |
| --- | --- |
| 3 Week (Presession) | 4 |
| 5 Week | 7 |
| 7 Week | 9 |
| 8 Week | 9 |
| 10 Week | 14 |
| 13 Week | 18 |

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Options for Graduate Enrollment Status:

|  |  |  |
| --- | --- | --- |
| Current | Text | Grid |
| Full-Time Graduate Student Status~~Fall and Spring Semesters~~~~During the fall and spring semesters, for students with Graduate Assistant/ Associate appointments,~~ full-time status ~~consists of a minimum enrollment in 6 units of graduate credit. A graduate student working on a thesis or dissertation who is only enrolled in 900-level units and not employed as a Graduate Assistant/ Associate must be enrolled in 3 units. A student who has completed all course work, the thesis/dissertation unit requirements, has advanced to candidacy, is working on the thesis/dissertation, and is not employed as a Graduate Assistant/ Associate may apply for~~[**~~advanced status(link is external)~~**](https://arizona.app.box.com/v/grad-gsas-advancedstatus)~~, which allows 1 unit of 900-level credit for full-time status. In all other cases, full-time status consists of a minimum enrollment in 9 units of graduate credit.~~~~The full-time status enrollment minimums apply to students wishing to defer federal loan repayments, to international students with F or J visa status, and/or to students receiving University funding other than wages. Full-time enrollment may or may not keep the student from falling outside the threshold of the~~[**~~Affordable Care Act(link is external)~~**](https://hr.arizona.edu/supervisors/employment-benefits/patient-protection-and-affordable-care-act-aca)~~and/or~~[**~~Arizona State Retirement System(link is external)~~**](https://hr.arizona.edu/employees-affiliates/benefits/retirement-plans#hdr-6)~~requirements. It is recommended that hiring units and graduate students refer to these policies to ensure compliance.~~~~More information on graduate minimum enrollment policies is available from the~~[**~~Graduate College(link is external)~~**](https://grad.arizona.edu/policies/enrollment-policies/continuous-enrollment)~~. Please note that some academic colleges may require more units to maintain full-time status when students are receiving financial assistance from the college. Also note that full time and minimum enrollment policies are different to maintain~~[**~~continuous enrollment~~**](https://catalog.arizona.edu/policy/continuous-enrollment-graduate-students)~~.~~ | Full-Time Graduate Student StatusFull-time graduate student status is defined as: * 9 units of enrollment in graduate credit, or
* 6 units of enrollment in graduate credit for students with a Graduate Assistant/Associate appointment, or
* 3 units of enrollment in graduate credit for students working on a thesis or dissertation who are only enrolled in 900-level units and do not have a Graduate Assistant/Associate appointment, or
* 1-2 units of enrollment in a 900-level course or other approved graduate capstone requirement for students who have been approved for [**advanced status(link is external)**](https://arizona.app.box.com/v/grad-gsas-advancedstatus)**.** A maximum of 2 units for students whose program requires an additional unit for continuous enrollment.<https://catalog.arizona.edu/policy/continuous-enrollment-graduate-students>
 | Full-Time Graduate Student StatusFull-time graduate student status is defined as:

|  |  |
| --- | --- |
| Units | Qualification |
| 9 units of enrollment in graduate credit | Graduate Student without Assistantship  |
| 6 units of enrollment in graduate credit | Graduate Assistant/Associate appointment |
| 3 units of enrollment in graduate credit | students working on a thesis or dissertation who are only enrolled in 900-level units and do not have a Graduate Assistant/Associate appointment |
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