

Graduate Students | Registration

Scope: Who is Covered by this Policy?

Graduate Students

Policy

Graduate Credit

All courses numbered 500 and above count for graduate credit. If a graduate student wants to take a 400/500-level course for graduate credit, he or she must be sure to register for the 500-level component. The course requirements for granting graduate credit should be provided in the course syllabus.

Fall or Spring Semester

The minimum registration for full-time students graduate assistants, and dissertation scholars, is nine (9) graduate credit hours per semester. The maximum registration for a regular semester is eighteen (18) total credit hours per semester (including undergraduate credits). Some exceptions to the 18-hour maximum may be granted; petitions for excess hours should be sent to the Graduate School. If the request is granted, students will retain their eligibility for a Graduate Summer Scholarship.

Winter term registration

Graduate students may enroll in up to six (6) total credit hours during winter term. However, tuition waivers do not automatically apply to winter term enrollments. Enrollment in winter term is a fee-paying activity unless students receive prior approval from the academic dean of the division offering the course.

Summer Course Load

To be considered a full-time student during the summer term, a student must comply with his or her departmental guidelines for full-time summer status. See the policy “Types of Awards” section “Graduate Summer Scholarships”.

Graduate Summer Scholarships

The maximum for summer registration will be eight (8) credit hours during a six (6) week summer term, twelve (12) hours during overlapping summer terms, or 1.5 credit hours per week (and proportionately less for periods less than one week).

Graduate Course Load for Part-Time

Part-time Students

Students enrolled in a minimum of one (1) and a maximum of eight (8) graduate credit hours per semester are considered part-time students. Tuition and fees are charged on a per credit hour basis for part-time students.

Course Load for Students Employed Full-Time

Students employed full-time are strongly encouraged to keep their enrollment at six (6) credit hours or less during a semester.

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Registration Procedures

Students may register for graduate classes online through [BannerWeb](#), except for special classes such as individualized studies and internships. Students should manually register for these classes at the [One Stop](#).

Changes of Registration

Courses may be added, dropped, or changed only in the prescribed time stated in the University academic calendar. Forms for reporting such changes may be obtained from the One Stop, and VOALC Student Services Office, and no change is official until the change-of-schedule form or registration transaction is deposited and processed in those offices.

Adding a Course

In the academic year, no student may enter a course (class or laboratory) after the close of the first week of instruction. The instructor may make exceptions with the approval of the department chair. Any instructor may refuse to accept a student after the opening of any course if, in his or her judgment, too much subject matter has already been covered.

Withdrawing from a Course

Withdrawing from a course is a formal administrative procedure; merely ceasing to attend class is not the same as withdrawing from a course. Before withdrawing from a course, a student should consult with his or her instructor and academic adviser. A student may withdraw from a course after the first twenty (20) percent of the course and, ordinarily, before the end of sixty (60) percent of the course (see the academic calendar). A grade of W will appear on the student's official record. Refunds follow University policy, available via the Office of the Bursar's website at [OneStop Refunds](#).

- After the first twenty (20) percent of a course through the end of the first sixty (60) percent, a student may withdraw from a course with a signature from the instructor.
- After sixty (60) percent of the course is complete, a student may no longer withdraw from a course, unless a petition is approved by the Graduate Council. The petition must include the signatures of the course instructor and the student's academic or divisional adviser. The petition must also describe and document the extenuating circumstances (extraordinary circumstances usually beyond the student's control) that form the grounds of the petition. If the petition for withdrawal is approved, the student will be withdrawn from the course with a grade of W. If the petition is not approved, the student will be expected to remain in the course (see the policy "Grades and Scholarship" section "Scholastic Regulations"). The withdrawal deadline is 5:00 p.m. on the last Friday of the term's classes.
- Only in rare circumstances will a petition to withdraw from a course after sixty (60) percent of the course is complete be approved for reasons of academic performance alone.
- When possible, a student should continue to attend class until the Graduate Council has acted on their petition. Non-attendance does not void financial responsibility or a grade of F.

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If a student is found responsible of academic dishonesty in a class, and withdraws from the class, the student will receive the grade of F for the class and a notation of academic dishonesty will be posted directly beneath the class on the student's academic record.

Repeated Courses

A student may repeat any course for which no credit has been granted. A student may repeat only once for credit a course in which credit has previously been earned. All grades are counted in the cumulative average, but the credit hours earned in the course will count only once toward graduation. This rule does not apply to those courses designated by a department as being repeatable, nor does it supersede the policy "Registration" section "Credit/No-Credit Courses" on repetition of credit/no-credit courses. A student may, with the instructor's permission, audit a course in which hours have previously been received toward graduation (see the policy "Registration" section "Auditing Courses").

Withdrawal from the University

Official Withdrawal

Officially withdrawing from the University is a formal administrative procedure; merely ceasing to attend classes will not be considered an official withdrawal from the University. A student withdrawing from the University is required to file the online Student Withdrawal and Cancellation Form. The withdrawal deadline for fall or spring semester is 5:00 p.m. on the last Friday of the semester preceding final exam week. The withdrawal deadline for summer or winter term is 5:00 p.m. of the last meeting day of the course. Official withdrawals are noted on a student's academic record (transcript). Refunds follow University policy, available via the Office of the [Bursar](#) website.

Students should refer to the Academic Calendar on the One Stop website for specific academic deadline dates. Students considering withdrawal from the University are strongly encouraged to contact their lenders and insurance agents to determine continued eligibility for loan deferments and insurance coverage.

1. If a student officially withdraws during the first 20 percent of any semester or term, no grades will be recorded, excluding sprint courses completed or not yet begun prior to the date of withdrawal from the University. Courses in which a final grade has been assigned remain on the academic record.

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2. If a student officially withdraws from the University at any point after 20 percent and through the last class day of a semester or term, the Office of the University Registrar shall assign a grade of W in each course for which the student is registered, excluding sprint courses completed or not yet begun prior to the date of withdrawal from the University. Courses in which a final grade has been assigned remain on the academic record.
3. If a student officially withdraws from the University after 60 percent of a semester or summer term (excludes winter term), and if the student wishes to re-enroll, the student must submit a petition for re-enrollment to the Interdivisional Committee of Advisors. The petition must include a description of the extenuating circumstances (extraordinary circumstances usually beyond the student's control) that form the grounds of the petition.
4. If a student obtains a medical withdrawal certified by the Medical Director of Student Health Service or Director of Student Counseling Service, the student will be allowed to withdraw from the University without grades (see the "Voluntary Medical Withdrawal" section). If a student obtains a military withdrawal, the provisions of the section of this policy titled "Withdrawal from the University" apply.

Unofficial Withdrawal

If a student leaves the University without formally withdrawing resulting in failing and/or non-completion grades recorded for all classes in the semester or term, registrations in subsequent semesters or terms may be cancelled. The student may petition the Interdivisional Committee of Advisors to request consideration of a change in his or her record if the petition is submitted during the federal financial aid compliance year.

Refund Policy for Enrolled Students Who are Called to Active Duty in the Armed Services

The following policies and procedures will assist enrolled students who may be called to active duty in the armed forces. Further inquiries may be made to the Office of the University Registrar, 118 CAB, (513) 529-8703.

Student, spouse or as member of the Reserves or National Guard

A student who is called, or whose spouse or is called, to active duty in his or her status as a member of the Reserves or the National Guard will be eligible for a refund of certain fees, provided:

1. The active duty begins during the semester of current enrollment;
2. The student officially withdraws from classes;
3. The student provides documentation to the Office of the University Registrar that the withdrawal is due to a call to active military duty;
4. No academic credit has been granted for the current semester of enrollment.

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Refund Policies

Instructional Fee, General Fee, Out-of-State Tuition, Miami Metro, Off-Campus Information Services Fee, and Residence Hall Fee: If the withdrawal occurs during the semester or term and the fees have been paid, and a refund of fees is due per the University refund schedule, a refund will be sent to the student. If fees have not been paid or if other miscellaneous charges have not been paid, the amount of the refund will be reduced by the amount outstanding.

Meal Plan Fees

If the withdrawal occurs during the semester or term and the fees have been paid, a prorated refund will be given. Proration is calculated on a daily basis for the period after the effective withdrawal date. If fees have not been paid or if other miscellaneous charges have not been paid, the amount of the refund will be reduced by the amount outstanding.

Notes

It is the student's responsibility to initiate the withdrawal at the Office of the University Registrar and to provide documentation of the call to active duty in the armed services. The effective date of withdrawal will be the date the student submits the withdrawal form to the Office of the University Registrar. The University may be required to provide any refunds to a funding agent other than the student, such as student financial aid programs. Grades will be recorded in accordance with the current academic policy or

deadlines (W grades). A notation of official withdrawal will be recorded on the student's academic record. Under certain conditions a student may receive credit for courses being taken at the time of his or her withdrawal if 80 percent of the term has elapsed. Students interested in this provision should consult the Office of the University Registrar.

The concept for a refund policy involving students called to active duty in the armed forces was presented to the Board of Trustees in September of 1990; the document can be reviewed by contacting the Office of the President.

Credit/No-Credit Courses

Students may take courses on a credit/no credit basis if the department gives its permission. To receive credit ("CR1") in a graduate-level course, students must earn at least a "B" in the course. A maximum of one fourth of the minimum hours required for their graduate degree, excluding thesis or dissertation hours, may be taken on a credit/no credit basis.

Individualized Study Credit Hours

A student may take individualized study units for graduate-level credit by enrolling in courses such as the following:

- Independent Reading
- Special Topics
- Special Studies
- Independent Study
- Special Problems
- Reading and Directed Research
- Directed Study and Research

These courses, however, must represent work at the graduate level. If individualized learning will include attending a lower-level undergraduate course (those numbered 499 and lower), a student must complete additional supervised study or research beyond the regular coursework to receive graduate credit. The additional study or research must be designed to meet graduate level learning outcomes – simply adding work is not

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sufficient to receive graduate credit. Please contact the Graduate School for further information on learning outcomes required to award graduate credit.

To register for individualized study, students should obtain an independent study permit from their department office and have a faculty sponsor or adviser sign on the form. Submit this form in person to the One Stop at the Campus Avenue Building. Registration for independent study at the graduate level should be completed before Change of Schedule ends. Independent study courses may not be added after the deadline for withdrawing from a course with a grade of W (after completion of 60% of the term). Graduate students are limited to five (5) hours of independent study a semester and ten (10) hours for an academic year.

Audit Courses

Lecture and recitation courses may be audited without credit with the consent of the instructor, and will not be counted under any rules establishing maximum registration or enrollment status.

The requirements for auditing a course are established by the instructor and may include active participation by the student. An instructor may drop an auditing student at any time during the semester if the student is not fulfilling the audit requirements of a course. Full fees are assessed for auditing a course. A course can be changed from credit to audit or audit to credit during the first sixty (60) percent of the course (see the academic calendar).

Transfer Credit

If a student earned credit for graduate-level courses at another accredited graduate school, he or she may be able to apply that credit toward the degree. To apply credits to the degree, a student must have achieved the following:

- Received a ~~“Ban “A”~~ or ~~better grade “B”~~ for the credits to be transferred.
- Taken the courses within five (5) years of the projected graduation date for the master’s and Specialist in Education (Ed.S.) degrees, and within ~~ten (10)~~~~seven (7)~~ years of the projected graduation date for the doctorate degree. Note that these time limits do not refer to the age of the credit at the time of transfer.

Students who received “pass” or “credit” evaluations for coursework can make a request to the Petitions Committee of their academic division that those courses be applied to

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their degree. No extension or correspondence work can be applied toward a graduate degree.

Master's degree candidates may transfer a maximum of one-third of the number of credit hours required for the degree. For example, if a program requires thirty (30) credit hours for the degree, students can transfer a maximum of ten (10) hours. Ed.S. candidates may transfer a maximum of ten (10) credits earned after receiving a master's degree and before being admitted to an Ed.S. program. Doctoral students may transfer a maximum of twelve (12) credit hours.

In order for the credits to be applied to a student's Miami record, the student's academic department must prepare a short memo stating that they are accepting the credit/credits and would like them to be applied to the student's record. This memo and an original transcript from the outside institution must be sent to the Graduate School. Upon approval, the Graduate School will notify the Office of the Registrar and the credits will be added to the student's official record.

Undergraduate Classes

Students needing to take undergraduate courses as prerequisites for a graduate degree program, to receive state teacher licensure, or for other reasons, who have already been admitted to Miami's Graduate School, need to register for the class(es) in the normal manner. Students that have not yet been admitted should contact the Graduate School for admission information. Undergraduate courses do not count toward the minimum required credits for graduate registration for a graduate award holder unless the student has the approval of the Graduate School.

Graduate Students Dual Enrollment in Undergraduate Degree Programs

Current students who have previously earned a bachelor's degree, shall not, without the permission of the department chair(s), academic divisional dean(s), graduate school dean, and provost, be allowed to enrolled in another degree program at the undergraduate level. Per the Combined Bachelor's/Master's Degree policy, combined students are considered undergraduate students and are not addressed in this policy.

Registration Problems

When students go on leave, have changes in personal information, or do not fulfill certain requirements for registration (such as paying fees on time), special procedures should be followed. These are described below.

Student Status Reactivation

Occasionally students may sit out a semester. To reactive their student status, they should fill out and submit the Application for Re-Enrollment at the following website: [Your Records \(Reenrollment Application\)](#)

Students will be notified via e-mail when they have been reactivated.

Students who have not registered for two consecutive academic years will need to re-apply for admission to the Graduate School. Continuing Graduate Status students must reapply after a 5-year absence or no registration in that 5-year period.

Graduate degree programs that have been eliminated for ten or more years may not be pursued, and degrees in programs eliminated for ten or more years may not be conferred.

Registration Holds

Students may be prevented from registering for classes if they have not completed requirements such as medical and academic records or if they have not settled their Bursar's account. For procedures on removing a specific registration hold, contact the office associated with the hold preventing registration. Students may view holds in BannerWeb to determine why the hold has been placed and then contact the appropriate office. Typically, it will be either the Graduate School at (513) 529-3734 or the OneStop.

Combined Bachelor's/Master's Degree

Departments and programs offering a master's degree have the option of offering a combined bachelors and master's degree program. See the specific department/program of interest for program and admission details.

- Admission Requirements: Miami students can express interest and apply in a combined degree program anytime during their undergraduate career. To matriculate in the combined program, the Miami undergraduates must have earned a minimum of 64 undergraduate credit hours and have a GPA of 3.00 or greater or meet the GPA requirement set by the combined degree program. Students must complete the Graduate School application for the desired program. Standard application and admission procedures shall be used. Both full- and part-time students may participate in the combined degree program at a

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department's discretion. Regular time-limits for completing the master's degree apply to students in a combined degree program.

- Double Counting Graduate Hours: Departments or programs with a combined degree option may allow students to double-count up to 9 hours of graduate course work toward their undergraduate degree. With permission of the appropriate advisor(s) and dean(s) or their designee(s), these students may count the graduate courses toward their major, minor, electives, and university requirements.
- A minimum of 145 credit hours is required for the combined degree program; 115 semester hour minimum for a bachelor's degree and 30 credit hour minimum for a master's degree.
- Student Classification: Students in a combined degree program will remain undergraduates until ~~either (a) they complete all undergraduate degree requirements and receive their undergraduate degree, they apply for graduation or (b) they submit a request to the Graduate School~~ change to have their status classification changed from undergraduate to graduate ~~(the student. Students~~ must have completed a minimum of 124 or 128 ~~total graduate and undergraduate credit hours, depending on their (number of credit hours based on catalog year, to make this request). Once the student meets one of these two criteria, they will;~~ undergraduate and graduate credit hours) to be classified as a graduate student. ~~A student must be classified as a graduate student in at least their final semester before the graduate degree is awarded and cannot take all of their graduate credit hours with undergraduate~~
- ~~Graduation: Students must have graduate student status by the first day of the semester in which they receive their graduate degree (e.g., they must have graduate student status by the first day of spring semester if they will be receiving their graduate degree in May). They may not receive both the undergraduate and graduate degrees on the same date (degrees are conferred four times per year (i.e., January, May, August, December).~~
- Graduation: Students may receive their bachelor's degree prior to completing their master's degree. Upon receiving the bachelor's degree, students will automatically be classified as graduate students. Students receiving the bachelor's degree prior to completing the master's degree can count up to 9 hours of graduate course work toward their bachelor's degree. Those credit hours can also count toward the completion of their master's degree as indicated above.

- Withdrawal: Students may withdraw from the combined degree program by completing a withdrawal form at the Graduate School. The student must note on the withdrawal form that the student is withdrawing only from the master's program and wishes to retain their status in the undergraduate program. The student must also notify the department of their decision to withdraw from the master's program.

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Permission for Undergraduate Students to Enroll in Graduate Courses

Undergraduate students who have earned 64 or more credit hours and have a GPA of 3.00 or greater and having matriculated undergraduate status, may request permission to enroll in 500 or 600 level graduate courses. Students must obtain permission from the instructor, the department chair, and the Dean of the Graduate School. Students may double-count up to 9 hours of graduate course work toward their undergraduate degree. With permission of the appropriate advisor(s) and dean(s) or their designee(s), these students may count the graduate courses toward their major, minor, electives, and university requirements. Graduate courses taken in this manner will be treated as graduate level CGS (non-degree) courses. A maximum of 9 hours of graduate level continuing graduate status courses may count toward a graduate degree program at Miami (see [Miami Bulletin](#)).

Related Form(s)

[Reenrollment Application](#)

Additional Resources and Procedures Websites

- [BannerWeb](#)
- [One Stop](#)
- [Your Records](#)

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- Refunds
- [Miami Bulletin](#)

FAQ

Not Applicable.

Policy Administration

Next Review Date

7/1/2023

Responsible Officer

- Senior Associate Registrar
- General Counsel

Legal Authority

Not Applicable.

Compliance Policy

Yes

Revision History

Amended July 2018; Amended October 2019; Amended July 2020; Edited November 2021; ~~Amended July 2022~~

Reference ID

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Graduate Handbook 1.2

Reviewing Bodies

University Senate

Administrative

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