

# REGISTRATION

---

## Academic Year

Registration information and the Time and Room Schedule are available at <https://courses.unh.edu/>

## Continuous Registration Policy

Unless a leave of absence is granted, graduate students are required to maintain continuous enrollment each semester of the academic year until their degree is formally awarded by registering for course credits, research, or continuing enrollment.

- Master's students must enroll, as appropriate, for course credits, thesis credits, Master's Continuing Research (GRAD 900 Master's Continuing Research), or Continuing Enrollment (GRAD 800 Continuing Enrollment).
- Ed.S. students must enroll, as appropriate, for course credits or Continuing Enrollment (GRAD 800 Continuing Enrollment).
- Pre-candidacy doctoral students must enroll, as appropriate, for course credits, Doctoral Research (999), or Continuing Enrollment (GRAD 800 Continuing Enrollment).
- All doctoral candidates must register for Doctoral Research (999) each semester after advancement to candidacy until their degree is conferred, even if the minimum requirement (two semesters) has been met.

Students enrolled in summer-only programs (currently, Math M.S.T., English M.S.T., and College Teaching M.S.T.) are required to enroll, as appropriate, in course credit or Continuing Enrollment (GRAD 800 Continuing Enrollment) each summer until their degree is formally awarded. Students who do not maintain continuous enrollment will have their degree status discontinued and will need to petition for reinstatement or readmission in order to return to their program.

## Master's Continuing Research (Grad 900--Full-time Status, 0 credits)

Master's students who have completed all course requirements and have previously registered for the maximum number of thesis or project credits and are in residence completing their master's program must register for Master's Continuing Research (GRAD 900 Master's Continuing Research).

## Continuing Enrollment (GRAD 800)

All continuing graduate students who are not enrolled for course credits, thesis credits, Doctoral Research (999), or GRAD 900 Master's Continuing Research, and are not in residence, are required to register for GRAD 800 Continuing Enrollment each semester of the academic year (or each summer for students in Math M.S.T, English M.S.T programs, and College Teaching M.S.T.). Students registered for GRAD 800 are considered part-time, 0 credits. New students are not eligible to enroll in GRAD 800.

## Degree Status Discontinued

Students who do not formally withdraw and do not register and pay for course credits, research, or continuing enrollment by the appropriate registration deadline, or do not return from an approved leave of absence, will have their degree status discontinued. Students are notified by the Graduate School when this administrative action is taken and are required to apply for readmission or reinstatement if they subsequently desire to resume their academic program.

## Reinstatement

Students who have their degree status discontinued for failing to maintain continuous enrollment may petition the Graduate School for reinstatement as long as the term that the degree status was discontinued has not ended. Such a petition requires a reinstatement fee, plus payment of current semester charges and any late fees that may have accrued. If the term in which the student's degree status was discontinued has ended, the student must then petition the Graduate School for readmission. Both forms can be found on the Graduate School's forms page (<http://www.gradschool.unh.edu/fp.php>).

## Full--Time Students

Graduate students registered for 9 or more credits, GRAD 900 Master's Continuing Research, or Doctoral Research (999) are classified as full-time students. Students holding assistantship appointments are also considered full time and must register for a minimum of 6 credits, GRAD 900 Master's Continuing Research, or Doctoral Research (999) each semester.

## Three-Quarter-Time Students

Graduate students not on an assistantship and registered for 7 or 8 credits are classified as three-quarter-time students.

## Half--Time Students

Graduate students not on an assistantship and registered for 5 or 6 credits are classified as half-time students.

## Maximum Load

The maximum graduate load allowed is 16 credits (12 credits for a student on a full assistantship). Only under unusual circumstances will a student be allowed to exceed these limits, and then only with the recommendation of the student's adviser and graduate program coordinator and the approval of the dean of the Graduate School.

## Dropping and Adding Courses

Graduate students may add or drop courses in accordance with the procedures and deadlines published by the Registrar's Office at [www.unh.edu/registrar](http://www.unh.edu/registrar) (<http://www.unh.edu/registrar>).

## Auditing Courses

A graduate student may, with the approval of his or her adviser and the faculty member concerned, audit courses. The deadline for requesting an audit is listed on the Registrar's calendar. Subsequent requests for change to audit require a petition form and must be approved by the course faculty member, the student's adviser, graduate program coordinator, and the dean of the Graduate School. Courses taken by graduate students for audit are charged at the same rate as for-credit courses.

## Summer Session

Although many graduatelevel courses are offered during the summer session, the University does not guarantee that any particular course will be offered. The availability of individual faculty members to supervise research or to participate in qualifying examinations and final examinations or defenses during the summer session varies from year to year.

Course information and registration materials may be obtained at [www.learn.unh.edu](http://www.learn.unh.edu) (<http://www.learn.unh.edu>).

## Maximum Load

The maximum graduate load allowed is 12 credits for the entire summer session. A student will be allowed to exceed this limit only by petition with the recommendation of the student's adviser, graduate program coordinator, and the approval of the dean of the Graduate School.

## Student Load for Veterans Benefits

Graduate students eligible for VA benefits during the summer receive benefits according to the following schedule of average credit registrations:

- 1/2 credit/week or more = full time
- 3/8 credit/week or more = 3/4 time
- 1/4 credit/week or more = 1/2 time
- less than 1/4 credit/week = tuition and fees only

## Nonregistration

### Leave of Absence

Students who, because of extenuating circumstances, are unable to pursue their graduate program may request a leave of absence for a maximum of one calendar year. Such circumstances may include medical reasons, military obligation, family emergencies, or hardship. The procedure for an approved leave of absence requires that students submit a request, available at the Graduate School's website, along with appropriate documentation, **prior** to the term for which the leave is requested. The dean of the Graduate School, upon recommendation of the student's adviser and graduate program coordinator, will review the request. If the request for a leave is granted, the time limit for completion of the student's program will be extended appropriately. Students on an approved leave of absence are exempt from paying the continuing enrollment fee. Graduate students who do not return from a leave of absence in the allotted time frame will have their degree status discontinued.

### Withdrawal

A student may withdraw from the Graduate School during any semester by obtaining a withdrawal form from the Graduate School. This form should be signed by the student's adviser and the dean of the Graduate School. Students who formally withdraw are required to apply for readmission if they subsequently desire to resume their academic program. Students who are applying for readmission are required to pay an application fee plus, if readmitted, any accumulated continuing enrollment fees for the period during which they have been inactive. Students are not guaranteed readmission and may be evaluated in competition with current applicants to the program.

## Administrative Separation for Reasons of Health--Related Behaviors

The dean of students, or the associate dean of the Graduate School, or designee, in consultation with Health Services, and/or Counseling Center, Disability Student Services, Behavioral Intervention Team, and Affirmative Action and Equity Office (ADA Compliance) may temporarily separate a student for reasons relating to seriously impaired mental/physical health when such student's health-related behaviors:

1. pose a significant risk of substantial harm to health, safety, or property of him or herself or other members of the University community,

2. and/or when the student's health-related behaviors significantly disrupt the ability of other University community members to fulfill the University's mission.

Examples of such behaviors include but are not limited to:

1. continuing disruptive behaviors after being told by a University official to stop,
2. behaviors that indicate the student may be out of touch with reality or unaware of the consequences or effects of his or her behaviors, and
3. threat of or harm to self or others.

Administrative withdrawal is not intended to be a substitute for other procedures as found in the Code of Conduct or Academic Policies. Such action may not be used as a means of excluding qualified students with disabilities. The dean of students or associate dean of the Graduate School or designee shall provide the student with a written statement of reasons for the temporary separation and invite the student to meet.

The purpose of this meeting shall be to provide the student with an opportunity to challenge the separation and request reconsideration. The dean of students or associate dean of the Graduate School or designee may require documentation of readiness to return from a licensed attending medical authority and/or licensed psychologist, and consult with the appropriate University official(s) before lifting the separation. The student may be accompanied at the meeting by a member of the University community.

The student must schedule a meeting within ten (10) calendar days of receiving the written statement. If the student fails to request a meeting with the dean of students or associate dean of the Graduate School within ten (10) calendar days of beginning the temporary separation, or if the temporary separation is upheld either at the meeting and the student fails to appeal, or upheld upon appeal, the temporary separation shall be changed to an administrative withdrawal.

Within three (3) calendar days of the conclusion of this meeting the dean of students or associate dean of the Graduate School shall send a letter to the student, informing him/her of the outcome. The student may appeal the determination to the vice president for student and academic services, the dean of the Graduate School, or his/her designee. The appeal request must be received by the vice president for student and academic services by no later than five (5) calendar days after the student receives the letter from the dean of students or associate dean of the Graduate School.

Students who withdraw for health reasons, whether voluntarily or are separated by administrative action, must apply for readmission through the Office of Undergraduate Admissions or the Graduate School. Readmission shall be contingent upon receipt by the appropriate director(s) or their agents, of documentation regarding readiness to return from a licensed attending medical authority, and/or licensed psychologist; to the extent the withdrawal was for a condition that requires ongoing treatment, readmission may also be contingent upon documentation of the prescribed treatment course and the plan for implementation thereof. Readmission may also include a personal interview with either the vice president or dean of the Graduate School or his/her designee.

For graduate students, the dean of the Graduate School will make the final decision based on the information received, in consultation with the appropriate University official(s). (University Senate, April 26, 1976, updated by the dean of students, June 2009.)

## **Readmission**

Students who withdraw, who have their degree status discontinued, or whose time limit has expired and subsequently desire to resume their academic program, are required to apply for readmission. Readmission forms are available at the Graduate School's website. Students who are applying for readmission are required to pay an application fee plus, if readmitted, any accumulated continuing enrollment fees for the period during which they have been inactive. Students are not guaranteed readmission and may be evaluated in competition with current applicants to the program.

## **Change in Degree**

Students who wish to pursue a degree program other than the one for which admission was originally granted must complete the appropriate application for a change in degree. This includes students enrolled in UNH master's programs who intend to pursue the Ph.D. in the same department in which they were admitted for the master's degree. These forms are available at the Graduate School's website. The dean of the Graduate School will notify the student of the decision after consulting with the appropriate departments.

## **CHANGE OF NAME OR ADDRESS**

It is the responsibility of the student to complete a change of name or address form whenever a change is made. Change of name/address forms can be found at <http://www.unh.edu/registrar/regforms/registrarforms.html>. Students are also advised that their UNH e-mail address is the official means of electronic communication with UNH. Billing, registration notices, reminders, as well as the majority of correspondence from the Graduate School will be communicated through the UNH email account.