Definitions of Student Status

IV. Definitions of Student Status

Note: While full-time status is strongly recommended for each student, circumstances may make less than full-time study necessary. The following definitions are given for academic purposes. These definitions are not necessarily the same as those used by the Office of Financial Assistance.

1. M.A./M.Litt./M.M.H. Candidates
   a. M.A. candidates registered for courses:
      i. Full-time students carry 3 courses per semester. In certain instances a student may, with the approval of his/her adviser and the Associate Dean, register for 4 courses for credit in a given semester.
      ii. Half-time students carry 2 courses per semester.
      iii. Part-time students carry 1 course per semester.
      iv. M.A. candidates not registered for courses:
          1. Students are classified as full-time for one additional semester for language study and one additional semester for thesis preparation.
          2. Students who have finished the above additional semesters are classified as part-time.
          3. Students may be classified as full-time for an additional semester upon presentation of a satisfactory plan of study to the Associate Dean.

2. Ph.D. /D.Litt. /D.M.H. Candidates
   a. Students registered for courses:
      i. Full-time students carry 3 courses per semester. In rare instances a student may, with the approval of his/her adviser and the Associate Dean, register for 4 courses for credit in a given semester.
      ii. Half-time students carry 2 courses per semester.
      iii. Part-time students carry 1 course per semester.
      iv. Ph.D. candidates registered for dissertation year are full-time students in each of the 2 semesters (1 semester for D.Litt. /D.M.H.), carrying 9 credits per semester.
      v. Doctoral candidates not registered for course work or dissertation year:
          1. Students who have been full-time while taking course work but who cannot proceed with course work or the comprehensive examinations because they have not met the language requirement may be considered full-time students for not more than one semester while they maintain matriculation for a particular language preparation. Students who have been less than full-time during course work will retain the same status as they maintain matriculation, unless a change of status is approved by the Associate Dean. Such approval may depend on submission of evidence that the circumstances that necessitated less than full-time study have changed, enabling the student to devote him/herself to a full-time schedule of study. The visa status of international students may be affected by such classification, as may the deferment of required repayment of federal student loans. For part-time students, completion of course work will be considered equivalent to two years of full-time status (which will allow them five additional years to complete the program).
          2. Students who have been full-time while taking course work may be considered to be full-time students for a maximum of two semesters while they maintain matriculation in preparation for comprehensive examinations. A student failing the comprehensive examinations, in whole or in part, may be considered a full-time student for 2 additional semesters upon approval of the Associate Dean. Students who have been less than full-time during course work will retain the same status as they maintain matriculation, unless a change of status is approved by the Associate Dean. Such approval could follow on submission of evidence that the circumstances that necessitated less than full-time study have changed, enabling the student to devote him/herself to a full-time schedule of study. A student who has completed comprehensive exams may register for up to 2 semesters of dissertation prospectus preparation with signature of the Associate Dean.
          3. Ph.D. candidates who have completed the dissertation year may be considered full-time students for 2 additional semesters upon presentation of a satisfactory plan of study to the Associate Dean. Such a plan should contain a schedule of work on the dissertation warranting full-time status and should be approved by the first reader on the student’s committee. Students who have not maintained matriculation for more than 2 semesters under the conditions listed in (IV.B.3.b.) above may apply for a second year of full-time status upon submission of a satisfactory plan of study for that year. Such a plan must include a narrative of the progress made during the first year and must be certified by the first reader. A student who has not been in full-time status following the dissertation year may subsequently be granted full-time status upon presentation of a satisfactory plan of study approved by the first reader. Such students must also demonstrate to the Associate Dean that the circumstances requiring less than full-time study have changed so as to make full-time status possible. All other students who have completed the dissertation year will be classified as part-time.
   b. Students wishing to maintain matriculation for reasons other than those dealt with above may do so only upon consultation with and approval of the Associate Dean.

3. All students either must be enrolled in courses of study or must pay maintaining matriculation fees in order to be considered students who are proceeding toward a degree in the Caspersen School. Those students who successfully complete their final oral examinations before commencement or before the first day of the Spring Semester will not be required to maintain matriculation for the following semester in order to graduate.

   a. A student who wishes to withdraw from the Caspersen School must submit a withdrawal form obtained at the Registrar’s Office or the Dean’s Office. Students withdrawing must see the Associate Dean to sign the form.

5. Refunds are made only upon formal withdrawal and as indicated in the University Catalog.

6. A student who has withdrawn may be readmitted under (III.D) above. The reentry process is initiated in the Caspersen School Office by the student obtaining a reentry form from that Office.
7. A graduate student who wishes to enroll in another degree program at Drew shall formally withdraw from the Caspersen School program in which he/she is enrolled. The student may apply for readmission under (XII.G), except that the maintain matriculation fees will be waived.