

All students who are in F-1 and J-1 status must be registered for classes full time by the end of the registration period of the current term with a minimum of the following credits:

<b>UNDERGRADUATE STUDENTS</b>	
All Undergraduate Students	12 credit hours per semester
<b>GRADUATE STUDENTS</b>	
Masters without assistantship	8 credit hours per semester
Masters with GTA/GRA/GSA	6 credit hours per semester <i>(Must submit an exception form)</i>
Doctoral without assistantship	7.5 to 8 credit hours per semester
Doctoral with GTA/GRA/GSA	6 credit hours per semester <i>(Must submit an exception form)</i>
Doctoral students who have completed 30 hours of course #9999	Maintenance Status
Note: Doctoral students holding candidate status I, II, III, IV or candidate maintenance status are considered full-time and do not need to complete an Exception to Full Time Enrollment.	

### **EXCEPTION TO FULL TIME ENROLLMENT REASONS**

If you are going to be less than full-time, you must complete the OISS Exception to Full-Time Enrollment form (available on our website [LINK](#)) and obtain approval from your Academic Advisor with final approval from an OISS advisor PRIOR to dropping below full-time.

**Exceptions for Academic Difficulties** as described below can be authorized only once while pursuing your course of study at a particular education level:

- Initial problems with English language
- Initial problems with reading requirements
- Initial problems with American Teaching Methods
- Improper course placement

**Exceptions for Last Semester** as described below can be authorized only once while pursuing your course of study:

- In your final semester and you are completing the required credits for your degree

Although the following reasons are not restricted to a one semester authorization, you still need to submit an Exception to Full Time Enrollment form:

- Medical condition (maximum of 12 months aggregate and a detailed letter from a doctor or psychologist is required)
- Request for a vacation semester (this is only for students wishing to take a vacation other than spring/summer). In order to qualify you must have been enrolled full time for the previous two consecutive semesters and intend to enroll full time for at least one semester after the vacation semester is approved.
- Master's Candidate either having completed 8 credit hours of course #8999 or 3 credits of #7999 and is registered for at least 1 credit hour while working full-time on thesis/essay.

NOTE: Financial issues and course sequencing issues are not valid reasons for being under enrolled. Please review the Exception to Full Time Enrollment form for more information.

**If you have any questions or need further advice, please schedule an appointment or visit an OISS advisor during walk-in advising hours.**