

Graduate and Professional Studies
Policy on Work, GATF and Course Loads –
Fall, 2005

One of the most important pieces of information that the University collects and reports to the State is the number of Semester Credit Hours (SCH) in which our students enroll. This number determines our formula funding, as well as hours that count against the 99-hour cap for doctoral students, and therefore must be accurate.

Policy prior to FALL 2005: The prior policy stated that students must be enrolled full-time (typically nine hours) in order to hold a graduate assistantship position, and to receive the GATF and the out-of-state tuition waiver. This policy might have encouraged students to register full-time when they were technically able to register for a reduced course load.

Policy as of FALL 2005: In order to insure that the SCHs reported to the THECB and hours counted against the 99-hour cap are appropriate, we changed the University policy on whether students could work as graduate assistants while carrying a reduced course load *in their final semester*. Thus, university policy as of the fall, 2005 allows students in their final semester to work (if eligible), receive a pro-rated GATF (if eligible), and receive an out-of-state tuition waiver while carrying a reduced course load. ***Please note that individual colleges may choose not to follow this policy. Colleges may always have policies that are more stringent than those of the university.***

In order to receive this benefit, students must complete a general petition requesting a reduced course load. This petition must be signed by the student's advisor, department chair, college dean (or his/her designee), and the Dean of Graduate and Professional Studies. Students who are international scholars must complete a reduced-course-load petition (found in the ISSSO office) and have it approved by ISSSO as well as the advisor, department chair, college dean, and Dean of Graduate and Professional Studies.

If you have any questions, please feel free to contact Margaret Watson, Assistant Dean, Graduate and Professional Studies at 3-9118 or mwatson@uh.edu.