

College of Natural Sciences and Mathematics

Standard Operating Procedures for enrollment in graduate research hours and assignment of grades

Master's students

Course enrollment options while conducting research	GRADE to be assigned
Special problems: ---- 6X98	S/U
Master's research: ---- 6X98	S/U

Course enrollment options in the graduating semester	GRADE to be assigned
Master's thesis: ---- 6X99 or ---- 7X99	Letter grade (or S/U if the student ends up not graduating that semester)

NOTES:

- 1) if a Program requires students to enroll in 6X99 in the semester prior to the graduating semester, a S/U grade should be given.
- 2) once a Master's student has enrolled in a Master's Thesis course, then s/he must continue to enroll in such a course until graduation; grades of S/U should be given until the graduating semester.
- 3) MS students in a thesis option need 3-6 hours of letter-graded MS thesis hours to graduate, depending on the program.

PhD students

Course enrollment options while conducting research	GRADE to be assigned
Doctoral research: ---- 8X98	S/U

Course enrollment options in the graduating semester	GRADE to be assigned
Doctoral dissertation: ---- 8X99	Letter grade (or S/U if the student ends up not graduating that semester)

NOTES:

- 1) if a doctoral student has registered in Doctoral Dissertation in a given semester but does not graduate that semester, a grade of S/U **must be given**. A letter grade to a Doctoral Dissertation course should be reserved only for the graduating semester.
- 2) once a doctoral student has enrolled in a Doctoral Dissertation course, then s/he must continue to enroll in such a course until graduation; grades of S/U should be given until the graduating semester.
- 3) PhD students need 3-12 hours of letter-graded Doctoral Dissertation hours to graduate, depending on the program.

A letter grade of U should be given serious consideration for truly underperforming students. Instructors should be aware of the Low Grade policy, stating that a graduate student with a total of 12 semester hours of grades of C+ or lower and/or grades of U will be automatically dismissed from the University.