Enrollment Requirements

Students receiving Veterans’ Administration benefits should confirm their enrollment requirements with the Office of Veterans’ Services or Veterans’ Coordinator.

Minimum University Regulations

USF Full-Time Student Definition
Students taking nine (9) or more hours toward their degree in the fall or spring semester, or taking six (6) or more hours in the summer semester, will be classified as Full-Time students for academic purposes. For financial aid requirements, contact the Office of Financial Aid.

Continuous Enrollment for All Graduate Students
All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of 6 hours of graduate credit every three continuous semesters. Colleges and programs may have additional requirements. Students on an approved leave of absence are not subject to the enrollment requirement for the time approved for the leave. See also the Time Limitations Policy.

Readmission Following Non-enrollment
A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12 month period is automatically placed in non-degree seeking (i.e. inactive) status. Students must be readmitted to the degree program to continue their studies. Readmission is at the discretion of the program and is not guaranteed. Refer to the Readmission Policy in the Graduate Admissions Section for more information.

Enrollment during Comprehensive Exams and Admission to Candidacy
During the term in which students take the comprehensive exams, students must be enrolled for a minimum of two (2) hours of graduate credit. If the exam is taken between semesters, the student must enroll for a minimum of two (2) hours of graduate credit in the semester before or following the exam. Students must also be enrolled for a minimum of two (2) hours of graduate work in the semester of admission to doctoral candidacy.

Dissertation Hours
Students working on a dissertation must enroll for a minimum of two (2) hours of dissertation every semester, starting with the semester following Admission to Doctoral Candidacy, up to and including the semester the dissertation is submitted to and approved by the Graduate School. Dissertation hours may apply to the Continuous Enrollment Requirement. Colleges and programs may have additional requirements. Students who are dropped from degree-seeking status and formally readmitted to the program must enroll in a minimum of 5 dissertation hours in the semester that the readmission is effective. Refer to the Readmission Policy in the Graduate Admissions Section for more information.
Enrollment during Semester of Thesis Submission
Students must be enrolled for a minimum of two (2) thesis hours during the semester that the thesis is submitted and approved by the Graduate School, usually the semester of graduation. Students not enrolled for the minimum requirement will not have the thesis/dissertation approved and therefore may not be certified for graduation.

Enrollment during Semester of Graduation
Students must be enrolled for a minimum of two (2) graduate hours during the semester of graduation.

Enrollment for Graduate Teaching and Research Assistants
Graduate Teaching and Research Assistants should be full-time students. Exceptions must be approved by the College Dean and the Dean of the Graduate School.

Leaves of Absence (LOA)
Leaves of absence may be granted to students under exceptional and unavoidable circumstances. Students requesting a LOA must specify the reasons for the leave, as well as the duration. Requested LOA may be approved for up to two years. Students requiring less than three (3) consecutive terms of absence do not need an approved LOA if they meet the continuous enrollment requirement.

Students with an approved LOA must be enrolled in the first semester after the leave expires. To request an LOA, the student must complete the form available from the Graduate School website. The LOA must be approved by the Major Professor, the Program, the College, and the Graduate School, and is noted in the student’s record. If the LOA is granted, the time absent does not count against the student’s time limit to obtain the degree.

Students returning from an approved LOA must reactivate their status by contacting the Graduate School for procedures. Doctoral candidates returning from a LOA must also have their candidacy status reactivated.