

REGISTRATION

Registration information and the Time and Room Schedule are available at <https://courses.unh.edu/>

Continuous Registration Policy

- Students enrolled only in an [online program](#) or a [certificate program](#) are exempt from the Graduate School's continuous enrollment policy.

Unless a leave of absence is granted, graduate students enrolled in face to face programs are required to maintain continuous enrollment each semester of the academic year until their degree is formally awarded by registering for course credits, research, or continuing enrollment. **Students who do not maintain continuous enrollment as required will have their degree status discontinued and will no longer be active in the degree. Students will need to petition for reinstatement or readmission in order to return to their program.**

- Master's and Ed.S. students must enroll, as appropriate, for course credits, thesis credits, Master's Continuing Research (GRAD 900 Master's Continuing Research) (\$500), or Continuing Enrollment (GRAD 800 Continuing Enrollment) (\$200).
- Pre-candidacy doctoral students must enroll, as appropriate, for course credits, Doctoral Research (999), or Continuing Enrollment (GRAD 800 Continuing Enrollment).
- All doctoral candidates must register for Doctoral Research (999) each semester after advancement to candidacy until their degree is conferred, even if the minimum requirement (two semesters) has been met.

Exceptions

- Students enrolled in summer-only programs (where registration is required in the summer only) are required to enroll, as appropriate, in course credit or Continuing Enrollment (GRAD 800 Continuing Enrollment) each summer until their degree is formally awarded. Registration in fall and/or spring is not required.

Continuing Enrollment (GRAD 800) (Part-Time Status, 0 Credits)

Continuing graduate students who are not enrolled for course credits, thesis credits, Doctoral Research (999), or GRAD 900 Master's Continuing Research, are not in residence, and are not exempt from the continuous enrollment policy, are required to register for GRAD 800 Continuing Enrollment each semester of the academic year (or each summer for students in M.S.T programs).

- The cost for this registration is \$200. There are no additional fees.
- Students registered for GRAD 800 are considered part-time, 0 credits.
- New students are not eligible to enroll in GRAD 800.

Master's Continuing Research (Grad 900) (Full-time Status, 0 credits)

Master's Continuing Research (GRAD 900) is for Master's students who are in residence and need to be full time but have already completed all course requirements, have previously registered for the maximum number of thesis or project credits. The cost for this registration is \$500. As this grants full-time status, students are also responsible for the full time mandatory fees. Effective Fall 2020, GRAD 900 may be taken only once.

However, students who need to repeat this registration may do so with permission.

Doctoral Research (999)

A minimum of two semesters of registration in Doctoral Research is required for Ph.D students. However, Ph.D. students at candidacy must register for 999 each semester during the academic year, even if the minimum requirement has been met. Although Doctoral Research (999) is 0 credits, it grants full-time student status.

Degree Status Discontinued

Students who do not formally withdraw and do not register and pay for course credits, research, or continuing enrollment by the appropriate registration deadline, or do not return from an approved leave of absence, will have their degree status discontinued. Students are notified by the Graduate School when this administrative action is taken and are required to apply for readmission or reinstatement if they subsequently desire to resume their academic program.

Reinstatement

Students who have their degree status discontinued for failing to maintain continuous enrollment may petition the Graduate School for reinstatement as long as the term that the degree status was discontinued has not ended. Such a petition requires a reinstatement fee, plus payment of current semester charges and any late fees that may have accrued. If the term in which the student's degree status was discontinued has ended, the student must then petition the Graduate School for readmission. Both forms can be found on the [Graduate School's forms page](#).

Full/Part Time Status

Full--Time Students

Graduate students registered for 9 or more credits, GRAD 900 Master's Continuing Research, or Doctoral Research (999) are classified as full-time students. Students holding assistantship appointments are also considered full time and must register for a minimum of 6 credits, GRAD 900 Master's Continuing Research, or Doctoral Research (999) each semester.

Three-Quarter-Time Students

Graduate students not on an assistantship and registered for 7 or 8 credits are classified as three-quarter-time students.

Half--Time Students

Graduate students not on an assistantship and registered for 5 or 6 credits are classified as half-time students.

Maximum Load

The maximum graduate load allowed is 16 credits (12 credits for a student on a full assistantship). Only under unusual circumstances will a student be allowed to exceed these limits, and then only with the recommendation of the student's adviser and graduate program coordinator and the approval of the dean of the Graduate School.

Graduate students are charged full tuition plus the appropriate course charge for each credit beyond 16, if registered for more than 16 credits thirty days after the semester has begun. This applies to both courses taken for credit or audit. Tuition waivers awarded with assistantships and scholarships do not cover charges for tuition overload.

Dropping and Adding Courses

Graduate students may add or drop courses in accordance with the procedures and deadlines published by the [Registrar's Office](#).

Auditing Courses

A graduate student may, with the approval of his or her adviser and the faculty member concerned, audit courses. The deadline for requesting an audit is listed on the Registrar's calendar. Subsequent requests for change to audit require a petition form and must be approved by the course faculty member, the student's adviser, graduate program coordinator, and the dean of the Graduate School. Courses taken by graduate students for audit are charged at the same rate as for-credit courses.

Summer Session

Although many graduate level courses are offered during the summer session, the University does not guarantee that any particular course will be offered. The availability of individual faculty members to supervise research or to participate in qualifying examinations and final examinations or defenses during the summer session varies from year to year.

Course information and registration materials may be obtained at unh.edu/summersession.

Maximum Load

The maximum graduate load allowed is 12 credits for the entire summer session. A student will be allowed to exceed this limit only by petition with the recommendation of the student's adviser, graduate program coordinator, and the approval of the dean of the Graduate School.

Student Load for Veterans Benefits

Graduate students eligible for VA benefits during the summer receive benefits according to the following schedule of average credit registrations:

- 1/2 credit/week or more = full time
- 3/8 credit/week or more = 3/4 time
- 1/4 credit/week or more = 1/2 time
- less than 1/4 credit/week = tuition and fees only

January Term

January Term is a three-week learning opportunity held during winter break. Online, on-campus, and study-away credit courses are available in a variety of academic disciplines at both the undergraduate and graduate levels. Because of the intensive course of study, students may register for only one course during January Term. For more information, visit <https://unh.edu/januaryterm/>.

Non-registration

Leave of Absence

<https://gradschool.unh.edu/student-resources/leave-absence>

Students who, because of extenuating circumstances, are unable to pursue their graduate program may request a leave of absence for a maximum of one calendar year. Such circumstances may include medical reasons, military obligation, family emergencies, or hardship. The procedure for an approved leave of absence requires that students submit a request, available at the Graduate School's website, along with appropriate documentation, **prior** to the term for which the leave

is requested. The dean of the Graduate School, upon recommendation of the student's adviser and graduate program coordinator, will review the request. If the request for a leave is granted, the time limit for completion of the student's program will be extended appropriately. Students on an approved leave of absence are exempt from paying the continuing enrollment fee. Graduate students who do not return from a leave of absence in the allotted time frame will have their degree status discontinued.

Withdrawal

A student may request to fully withdraw from their graduate degree program during any semester by obtaining a withdrawal form from the Graduate School website. Students who formally withdraw are required to apply for readmission if they subsequently desire to resume their academic program. Students who are applying for readmission are required to pay an application fee plus, if readmitted, any accumulated continuing enrollment fees for the period during which they have been inactive. Students are not guaranteed readmission and may be evaluated in competition with current applicants to the program.

Readmission

Students who withdraw, who have their degree status discontinued, or whose time limit has expired and subsequently desire to resume their academic program, are required to apply for readmission. Readmission forms are available at the Graduate School's website. Students who are applying for readmission are required to pay an application fee plus, if readmitted, any accumulated continuing enrollment fees for the period during which they have been inactive. Students are not guaranteed readmission and may be evaluated in competition with current applicants to the program.

Change of Degree

Students who wish to pursue a degree program other than the one for which admission was originally granted must complete the appropriate application for a change of degree. This includes students enrolled in UNH master's programs who intend to pursue the Ph.D. in the same department in which they were admitted for the master's degree. These forms are available at the Graduate School's website. The dean of the Graduate School will notify the student of the decision after consulting with the appropriate departments.

CHANGE OF NAME OR ADDRESS

It is the responsibility of the student to complete a change of name or address form whenever a change is made. Change of name/address forms can be found on the [Registrar's Office website](#). Students are also advised that their UNH email address is the official means of electronic communication with UNH. Billing, registration notices, reminders, as well as the majority of correspondence from the Graduate School will be communicated through the UNH email account.