



## Graduate Student Full-Time Enrollment & Continuous Enrollment Policies

Effective August 31, 2020

Chapman University considers graduate students enrolled as full-time students, and the Registrar can confirm their full-time status, if the students meet one of three criteria, listed below, for the term in which verification of full-time enrollment status is requested.

To be considered a full-time graduate student, the graduate student must be enrolled in:

1. A minimum of 9 credits in fall, spring, or summer terms **OR**
2. A minimum of 3 credits in Interterm **OR**
3. A minimum of 3 credits of a research-based thesis or dissertation course (see specific thesis/dissertation courses listed below<sup>1,2</sup>) in any term; **OR**
4. 1 credit of ENG 598A/598B, **or** 698A Thesis: Continuous Enrollment **or** 1 credit of 798A: Dissertation Continuous Enrollment for a research-based master's or doctoral degree program<sup>3</sup>.

Students who need their full-time enrollment certified must complete the Graduate Student Enrollment Exception Form and submit it to [GradEd@chapman.edu](mailto:GradEd@chapman.edu).

### Continuous Enrollment

Graduate students must also meet the University's continuous enrollment criteria, as well as their program's enrollment requirement, to be considered active students and have access to University resources. Visit the [Continuous Enrollment section in the Graduate Catalog for more information](#).

For further information about enrollment status, please email the Office of the Associate Vice President for Graduate Education at [GradEd@chapman.edu](mailto:GradEd@chapman.edu).

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<sup>1</sup> **Research-based thesis courses that qualify are limited to the following:** CS 698, ECON 698, ENG 597A/597B, ENGR 698, FS 698, FSN 698, HIST 698, IS 698, PHS 698. Other 597 or 698 courses do not represent research-based thesis courses.

**Research-based dissertation courses that qualify are limited to the following:** COM 798, CS 798, EDUC 798, PHS 798, SCI 798.

<sup>2</sup> For the programs that allows variable credit thesis/dissertation registration, the students will only be considered full-time if they are registered in thesis/dissertation course for 3 or more credits **or** have completed all other required coursework.

<sup>3</sup> **Research-based thesis continuous enrollment courses that qualify for are limited to the following:** CS 698A, ENG 598A/598B, ENGR 698A, FS 698A, FSN 698A, HIST 698A, IS 698A, PHS 698. No 698B course qualifies for full-time enrollment status. **Research-based dissertation continuous enrollment courses that qualify are limited to the following:** COM 798A, CS 798A, EDUC 798A, PHS 798A, SCI 798A.