

## 1. PURPOSE

The purpose of this policy is to establish requirements for the enrollment of graduate students in thesis or dissertation courses at Sam Houston State University.

## 2. GENERAL

- 2.01 A graduate student at Sam Houston State University writing a thesis or dissertation in partial fulfillment of the degree requirements must enroll in the thesis courses 698 and 699 or in dissertation courses 896, 897, 898, and 899, (or in CNE or EDL 833) and may enroll for these courses concurrently. Once a student enrolls in a thesis/dissertation course, the student must continuously enroll in such a course until the thesis/dissertation is successfully completed.
- 2.02 Student enrollment in 699 or in 899 (or 833) must be for the semester in which the student expects to receive the degree. If the degree in question is not awarded at the end of that semester, re-enrollment in 699 or in 899 (or 833) will be required during a subsequent semester in which the degree is again expected to be awarded.
- 2.03 A student who enrolls for 699 or 899 (or 833 in the expected semester of graduation) and does not complete the thesis or dissertation during the semester of enrollment will be awarded the mark of IP. That student must continue to enroll in 699 or 899 (or 833) during fall, spring, and summer semesters until completion of the thesis or dissertation and must be enrolled in 699 or 899 (or 833) during the semester the degree is awarded.

## 3. LEAVE OF ABSENCE

- 3.01 A student who is unable to work on the thesis or dissertation for a period of time may present to the appropriate academic dean a written request for a leave of absence of up to one year. The dean's approval of such a request must also be in writing. An approved request must be submitted to the Office of the Registrar through the Dean of Graduate Studies. Additional requests for leaves of absence may be approved, but they must be resubmitted after the previous leave has lapsed.
- 3.02 A student is required to complete graduate work within a six-year period, measured from the date of initial enrollment for graduate credit in a particular degree program. The period of time a student is on an approved leave of

absence will not be counted as time accumulated towards that six-year deadline for completion of the degree.

- 3.03 Any extension of the six-year deadline must be approved in writing by the appropriate academic dean. A student on a leave of absence will be considered an active student for purposes of official records but will lose access to University services.

APPROVED:                     /signed/                      
James F. Gaertner, President

DATED:                     7/19/07                    

**CERTIFICATION STATEMENT**

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original:	January 29, 1993	Review Cycle:	January 1, ONY*
Reviewer(s):	Academic Policy Council Graduate Council	Review Date:	January 1, 2009

Approved:                     /signed/                     Date:                     7/19/07                      
David E. Payne  
Provost and Vice President  
for Academic Affairs

**\*ONY = Odd Numbered Year**