

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: ---- 7X98	S/U
Master's thesis: ---- 6X99 or ---- 7X99	IP (in progress) until graduating semester

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

NOTES:

1) if the course "Master's research" does not exist for a given program, a MS student can register in a Master's thesis course while pursuing research; however a grade of IP (in progress) **must be given**. A letter grade to a Master's thesis course should be reserved only for the graduating semester.

2) MS students need 3 to 6 hours of letter-graded MS thesis hours to graduate.

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 IP 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 IP (in progress) **must be given**. A letter grade to a Doctoral Dissertation course should be reserved only for the graduating semester.

2) students should register in Doctoral Research until the semester when they start writing the dissertation; once doctoral students enroll in a Doctoral Dissertation course, then they must continue to enroll in such a course until graduation; grades of IP should be given until the graduating semester.

3) PhD students need 3 to 12 hours of letter-graded Doctoral Dissertation hours to graduate.

In cases of MS and PhD students enrolled in research hours, a letter grade of U should be given serious consideration for truly underperforming students. Instructors should be aware of the University 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.