



Graduate Student Minimum Standard for Enrollment Status

Policy Title:	Graduate Student Minimum Standard for Enrollment Status
Policy Type:	Administrative
Policy Number:	Graduate Studies Policy #35-09 (2022)
Approval Date:	08/17/2022
Responsible Office:	School of Graduate Studies and Research
Responsible Executive:	Office of the Provost and Vice President for Academic Affairs
Applies to:	Graduate Students

POLICY STATEMENT

In compliance with the Federal Student Aid (FSA) Handbook, (Vol. 1, pages 1-30, 2020-21), a graduate or professional student is defined as a student who is enrolled in a program or course above the baccalaureate level or in a professional program and has completed the equivalent of three academic years of full-time study, either prior to entering the program or as part of the program itself. For more detail, see 34 CFR 668.2(b).

Additionally, for Title IV purposes, the FSA Handbook states that a school may choose to define half time as half of the minimum fulltime standard established in the regulations even if this is less than half the full-time standard established by the school. For example, if a school sets 14 semester hours as full-time, it could use 6 semester hours (one-half of the regulatory full-time minimum of 12) as half-time instead of 7. The regulations specify a minimum standard for undergraduate students but not for graduate students.
<https://fsapartners.ed.gov/sites/default/files/2021-07/2122FSAHbkVol1Master.pdf>.

Pursuant to the guidelines outlined in the FSA Handbook regulations which specify a minimum standard for undergraduate students but not for graduate students, Norfolk State University’s standard is per credit hour and per semester (which includes any module/term within a semester) when determining full-time and half-time status. For academic and financial aid purposes, nine (9) credit hours or more per semester constitutes full-time for graduate-level students enrolled at Norfolk State University and a minimum of three (3) credit hours constitutes half-time enrollment.

TABLE OF CONTENTS	PAGE NUMBER
Definitions.....	2
Contacts	2



Graduate Student Minimum Standard for Enrollment Status

Stakeholder(s) (For Administrative Policy).....	2
Full-Time and Part-Time Graduate Status Policy.....	2
Education and Compliance	2
Publication	3
Review Schedule.....	3
Related Documents	3
Forms	3

DEFINITIONS

Minimum standards for full-time enrollment.

A student’s workload may include any combination of courses, work, research, or special studies.

CONTACT(S)

The Dean of the School of Graduate Studies and Research in collaboration with Enrollment Management and Financial Aid officially interprets this policy. The Provost and Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by BOV Policy #01 (2014) Creating and Maintaining Policies through the appropriate governance structures. Questions regarding this policy should be directed to the School of Graduate Studies and Research, Enrollment Management and Financial Aid Offices.

STAKEHOLDER(S): Graduate Council, Graduate Students, Office of Financial Aid, Enrollment Management

FULL-TIME AND PART-TIME GRADUATE STATUS POLICY

For academic and financial aid purposes, nine (9) credit hours or more per semester (including modules/terms) constitutes full-time enrollment and a minimum of three (3) credit hours per semester (including modules/terms) constitutes half-time enrollment for graduate-level students enrolled at Norfolk State University.

Some sources of graduate financial support may have different requirements such as additional credit hours. This policy does not supersede specific funding agencies’ requirements (e.g., grants or contracts).

EDUCATION AND COMPLIANCE

All stakeholders contained within this policy have a shared responsibility for complying with the



Graduate Student Minimum Standard for Enrollment Status

U.S. Department of Education’s federal regulations found in the Federal Student Handbook – Volume 1 Student Eligibility (<https://fsapartners.ed.gov/sites/default/files/2021-07/2122FSAHbkVol1Master.pdf>).

Education and compliance will occur through the following:

- a. Policy will be included in the Graduate Catalog
- b. Policy information will be provided on the Financial Aid Website
- c. Policy will be presented at the Office of Graduate Studies’ new student orientation.
- d. Failure to adhere to this policy will impact NSU compliance with U. S. Department of Education’s federal regulations found in the Federal Student Handbook.

REVIEW SCHEDULE

- Next Scheduled Review: 08/17/2025
- Approval by, date: Board of Visitors, MM/DD/YYYY
- Revision History: MM/DD/YYYY
- Supersedes:

RELATED DOCUMENTS

FORMS