

# ACADEMIC DEFINITIONS

## Graduate Student Classification

### Matriculated/Non-Matriculated

All graduate students are classified as either matriculated or non-matriculated.

1. Matriculated graduate students are:
  - a. Degree-seeking;
  - b. Regular admits;
  - c. Conditional admits in a degree program or certificate program of at least eighteen (18) credits.
2. Non-matriculated graduate students are:
  - a. Non-degree-seeking students;
  - b. Certificate students not falling in Category I.

Non-matriculated graduate students must meet basic graduate admission requirements, possess a baccalaureate degree with a minimum undergraduate GPA of 2.50, and may take up to two courses in a program.

Attendance as a non-matriculated student does not guarantee future admission as a matriculated student. Non-matriculated students are prohibited from enrolling in graduate business courses and/or graduate education courses pertaining to the Master of Arts in Teaching.

### Full-Time/Part-Time

Full-time graduate students, excluding M.S.W. students, carry at least nine credits in a regular semester. Full-time M.S.W. students carry fifteen credits per semester, which includes a field internship experience. Regular full-time M.S.W. students can complete the M.S.W. degree requirements in two calendar years. Students admitted to the Advanced Standing M.S.W. program as full-time students can complete the M.S.W. degree in one calendar year.

Part-time graduate students, excluding M.S.W. students, carry fewer than nine credits per semester. Part-time M.S.W. students carry fewer than fifteen (15) credits per semester. Regular part-time M.S.W. students can complete the M.S.W. degree in four calendar years. Students admitted to the Advanced Standing M.S.W. program as part-time students can complete the M.S.W. degree in two calendar years.

### Maximum Course Load

Full-time graduate students normally carry nine credits per semester. Graduate students wishing to enroll in more than fifteen credits for a regular term must first obtain permission from the department chair or program director and the school dean. The maximum course load for the summer is limited to a total of nine credits.

## Auditor Classification

An auditor is a student who attends a class for the purpose of attaining knowledge but not to earn credits. The auditor is expected to attend classes, do assigned readings, and participate in class discussions but is not required to take examinations.

Students who wish to audit a class must complete a "Permission to Audit a Class" e-FORM, which is available from the Monmouth University portal, *myMU*. The permission form must be received prior to the third class meeting. Auditor registration is subject to course section availability. No more than two (2) courses may be audited per semester.

Students may not change the status of their registration in a course to "audit" or to "for credit" during the term. Auditors may be removed from classes after registering if seats are needed for matriculating students.

Part-time students who audit classes will be charged at the audit rate regardless of their status (matriculated or non-matriculated); the audit rate is one-third of the regular per-credit tuition rate.

Full-time undergraduates whose total semester credits (including those in audited classes) are in the twelve (12) – eighteen (18) range will be billed at the full-time tuition rate. If a full-time undergraduate audits a class whose credits put the total credit load in excess of eighteen (18) credits, the credits beyond eighteen (18) will be billed at the audit rate.

The transcripts of auditors who, in the judgment of faculty members, do not attend class or participate sufficiently, will not reflect the audited courses.