

**MEMORANDUM**

**TO:** Deans, GRAB Members, Chairs, Graduate Advisors

**FROM:** Philip Cohen, Dean, Graduate School

**RE:** Enrollment Requirements for Students Funded at 25% or Less

**DATE:** 5 April 2005

**cc:** Dana Dunn, Vice President and Provost; Office of Graduate Studies Staff

At its 31 March 2005 meeting, the Graduate Assembly approved the following enrollment policy for graduate teaching assistants and graduate research assistants funded at 25% or less. This policy is effective immediately and will go into the Graduate Catalog. Please notify your graduate faculty of this change. For more information on this policy, please contact Jennifer Knight (Jennie@uta.edu) in the Office of Graduate Studies

Reduced Enrollment Policy GTAs/GRAs on 25% or Less Appointments

Graduate Teaching Assistants or Graduate Research Assistants who have a 25% (10 hrs of employment per week) or less appointment must be enrolled for at least 6 hours during a long semester and 3 hours during the summer. This enrollment requirement covers both organized courses and dissertation and thesis hours. However, all graduate students, whether funded or unfunded, must follow UTA policy concerning required enrollment in the final semester.