Graduate Student Enrollment Requirements

Under the policies of the Graduate School of Kansas State University, to retain full-time status, all Graduate Students must register for a minimum of 9 credit hours during each of the fall and spring semesters, unless they are supported as a Graduate Teaching Assistant or Graduate Research Assistant, in which case 6 credit hours’ enrollment is sufficient to maintain full-time status. The Department of Mathematics requires that all students supported as Graduate Teaching Assistants register for a minimum of 9 credit hours during each of the fall and spring semesters.

There is no requirement to register for courses during the summer term to maintain full-time status. However, Graduate Teaching Assistants given financial support during the summer are required to register within the following guidelines

• Supported students who have not advanced to doctoral candidacy must register for 6 credit hours of coursework (possibly including Masters Research or Masters Thesis);
• Supported students who have advanced to doctoral candidacy, but not yet completed both 90 credit hours toward their degree and 30 hours of dissertation research (MATH 999) must register for 6 credit hours of coursework and dissertation research (MATH 999) in any combination;
• Supported students who have advanced to doctoral candidacy and complete 90 credit hours toward their degree of which at least 30 hours have been dissertation research (MATH 999) of the following: 6 credit hours of coursework, 3 credit hours of coursework and 1 credit hour of dissertation research (MATH 999), or 1 credit hour of dissertation research (MATH 999) during each summer in which they receive summer stipends.

The minimum enrollment requirements of the previous two paragraphs are a condition of financial support as a Department of Mathematics Graduate Teaching Assistant during the regular and summer terms, respectively. Under exigent circumstances, on the advice of the student's academic advisor, the Graduate Program Advisory Committee, with the concurrence of the Department Head, may grant waivers to the departmentally imposed minimum registration requirements for GTAs.

Self-supported students and student supported by fellowships or scholarships from external sources (e.g. the home-country government of an international student) are encouraged to register for from 9 to 12 credit hours each fall and spring semester, and 6 credit hours during summers in which they are resident, to speed progress toward their degree. The maximum number of credit hours for which a graduate student may register in any semester under Graduate School regulations is 16. The Department of Mathematics strongly discourages its graduate students from attempting more than 12 credit hours of work in any term-time semester, or more than 9 during the summer semester (see below).

Tuition Remission (GTAs only)

Department of Mathematics Graduate Teaching Assistants hold .5 time appointment, and as such are eligible for tuition waiver of up to 10 credit hours during each of fall and spring semester, and up to 6 credit hours during the summer term, if appointed during the summer. While it is permissible for GTAs to register for more than 10 credit hours (6 in the summer), in such circumstance, the student
must pay the cost of any credit hours above 10 from his or her own funds (at in-state rates).

Registration Circumstances Requiring Special Permission

Non-MATH courses. Under normal circumstances, mathematics graduate students are expected to enroll in mathematics coursework. Any mathematics graduate student wishing to register for courses outside the Department of Mathematics must have the permission of his or her academic advisor. This permission must be expressed in a formal letter or e-mail to the Department Head giving the reasons for the registration in non-mathematics courses. Exception: registration for courses required by the English Language Program of non-native speakers of English who have deficiencies on the EPT or SPEAK need not be supported by a letter from the student's academic advisor.

Heavy Load. Any mathematics graduate student wishing to register for more than 12 credit hours in any semester (more than 9 in the summer term) must submit a letter from his or her academic advisor supporting the registration, and have the approval of the Graduate Program Advisory Committee. Such approval will be granted only in highly unusual circumstances. Any Graduate Teaching Assistant wishing to register for more than 10 credit hours in any semester (more than 6 in the summer term) must submit a letter to the Department Head acknowledging the awareness that he or she bears the responsibility for paying all tuition and fees not covered by the 10 (6) credit hour tuition waiver provided by the Graduate Teaching Assistantship. This acknowledgement must be accompanied by supporting letters from the student's academic advisor giving academic reasons why the heavier load should be permitted and from his or her teaching advisor attesting that the heavy load is not expected to interfere with the student's duties as a Graduate Teaching Assistant.

Reading Courses. Students wishing to take a reading course (most often offered under the course number MATH 896) must have the approval of the Graduate Program Advisory Committee. The student and faculty member under whom the course is to be taken must submit a proposal for the reading course to GPAC, which proposal must be approved prior to the student registering for the reading course. Ordinarily permission will be granted only to students who have passed two Qualifying Exams. However, in any semester in which a course in one of the standard sequences preparing for a Qualifying Exam (one of MATH 811, 812, 821, 822, 701, 875 or 876) would regularly have been offered, but is cancelled for lack of enrollment, a student may petition to take a reading course covering the same material as the cancelled course. During the summer term, permission to take a reading course will only be granted if the student's academic advisor is mentoring the course and the purpose of the course, stated in the proposal, is to prepare the student for the Oral Specialty Exam.

Students should note that reading courses are individualized study under the terms of Graduate School regulations, and at most 3 (resp. 6) credit hours of individualized study may be included in a Masters (resp. Doctoral) Program of Study. Students may take more credit hours of individualized study for the sake of learning new material otherwise not available, but these additional credit hours cannot be included in the 30 (resp. 120) credit hours required on a Masters (resp. Doctoral) Program of Study.

Initial Registration for Dissertation Research (MATH 999). When a student has passed the Oral Specialty Exam (the final part of the Preliminary Exam under Graduate School regulations) and advanced to doctoral candidacy, in the first semester in which the student will register for MATH 999, the student and his or her academic advisor must submit a proposal outlining the intended research to GPAC for approval before the student completes registration.
Pre-Registration and Registration Procedures

Shortly before the opening of online registration (via iSIS or any system adopted by the university as a replacement at some future date) during each of fall and spring semesters, the Director of Graduate Studies will invite all graduate students continuing in the program beyond the present semester to a pre-registration informational meeting about courses and registration for the upcoming semester(s)—spring semester at the fall meeting, and summer and fall semester at the spring meeting. Attendance at this meeting is mandatory for students who will be supported as Graduate Teaching Assistants during the semester(s) for which registration is about to take place, and strongly encouraged for all mathematics graduate students.

A schedule of courses planned to be offered during the upcoming semester(s), course descriptions beyond those offered by the university catalog, as provided by faculty, pre-registration forms, and forms for proposing reading courses and dissertations will be distributed at the meeting. Students are required to complete a tentative schedule on the pre-registration form including both courses to be taken and seminars the student plans to attend. Such schedules must be approved and signed by the student's academic advisor and given to the Department Head's Administrative Assistant within the week following the meeting. At that time students should also provide the Department Head's Administrative Assistant with any letters or forms pursuant to any applicable Registration Circumstances Requiring Special Permission. Any changes to these schedules must be signed by the student's academic advisor. Upon completion of registration for courses, each student must provide a print-out of their registration to the Department Head's Administrative Assistant.