

Standard Operating Procedure – Degree Completion Courses (7099 and 8099) Zero Credit**Responsibility:** Associate Dean of Graduate Studies**Time Frame:** Each semester

Definition: A student completes all requirements and coursework for their degree, and yet do not graduate during their last term of coursework. The Graduate School manages zero-credit courses titled *"Degree Completion" allowing a student to remain in compliance with the continuous enrollment requirement even after their final credit course.

Procedures: Submit [Graduate and Profession Student Petition](#)**Step 1:** Student must sign petition

- a. Understand limit—one-time only—no tuition or other fee
- b. Will not have access to University services

Step 2: Graduate Studies Office authorized to create class

- a. Session 1 course
- b. Not printed in course schedule (uncheck "Schedule Print")
- c. Instruction Mode ("WW" Online)
- d. Meeting Pattern ("ARRA" Arrange)
- e. Instructor of Record (Associate Dean of Graduate Studies)
- f. Enrollment Capacity set to number of applicants.

Step 3: Graduate Studies Office administratively enrolls student before ORD**Step 4:** Graduate Studies Office process petition to IRIS**Step 5:** Associate Dean of Graduate Studies issues student "S/U" grade at the end of session**Requirements:**

- A PhD student requesting a Master degree, in the same field and on the way to a terminal degree, when there is no required Summer enrollment.
- A student completes all degree requirements; but they failed to apply to graduate.
- A student completes all degree requirements, in a non-thesis program, but they have pending grade(s) of "I" (Incomplete), and need another term to submit the coursework for updated grades.
- A student completes all degree requirements including all academic work and defenses of a thesis/dissertation; however, they do not submit their thesis/dissertation to *MyAdvisor* and/or the Texas Digital Library by the submission deadline (listed in the University Academic Calendar). If the issue is late or non-compliance with the University submission process. **The student must enroll in the following semester.** If the student is still working on their document, after the published submission deadline, they must enroll, in the next following semester, for dissertation hours, per catalog policy.

*There are no tuition/consolidated fees, mandatory, fees, or the extended access fees for students enrolled in a zero credit hour course. Therefore, these students can no longer maintain their student status and do not have access to University services.

Revision Number	Approved Date	Description of Changes
1	2/20/2017	Initial edition
2	3/18/2020	Section II – Addition of new policy language