its energies upon students who offer the greatest promise of development in the particular fields in which it is prepared to give training.

Departmental Requirements

In matters dealing with courses and curricula the Graduate School prescribes certain standards which it enforces. These may be regarded only as minimum requirements. Individual departments commonly set their own standards at higher levels. Graduate students must assume full responsibility for acquaintance with both general regulations and specific requirements of departments in which they pursue major and minor work.

Candidacy for a Degree

Admission to the Graduate School does not imply admission to candidacy for a degree. Only as a result of one or more semesters of superior work and departmental approval does a student qualify to apply for candidacy for a degree. Students on probation may not apply for candidacy.

Degrees for Faculty and Staff

The Graduate School will not award the doctoral degree to full-time faculty of UNO above the rank of instructor or to other employees who in the opinion of the Graduate Council are of equivalent status; nor will it permit such persons to register for credit toward a UNO doctorate.

Courses

All graduate courses for which the student meets the prerequisites are open to graduate students. Courses numbered above 6000 are graduate courses and only open to graduate students. Graduate credit is awarded for courses numbered 4000G-level and above. Graduate credit is not awarded for courses numbered 4000-level and below. Graduate courses are taught by a member of the graduate faculty, and are taken while the student is enrolled as a graduate student, or under the limited conditions in which an undergraduate may earn graduate credit (see Work by Undergraduates). Graduate students who enroll in 4000G-level courses will be expected to complete assignments conforming to the higher standards of scholarship and research that guide the Graduate School.

Maximum and Minimum Course Loads

Graduate students enrolled in at least nine semester hours for the fall and spring semesters and six semester hours for the summer are considered full-time enrolled. Students on graduate assistantships, scholarships or fellowships are required to be enrolled full-time. Registration for course loads greater than fifteen semester hours for the fall and spring semesters and twelve semester hours for the summer requires program and Graduate School approval.

Work by Undergraduates

A UNO undergraduate student who lacks not more than 12 semester hours for a UNO bachelor's degree may be permitted, after scheduling all required work for the degree, to register for up to nine hours of graduate credit. This privilege applies only to students who have maintained a cumulative grade-point average of 3.2. It is extended only upon recommendation of the dean of the student's college and by permission of the department. This approval must be obtained prior to the start of the semester involved. The courses for graduate credit must also be approved by the instructor under whom the student intends to do major work as a graduate student. The total amount of work, graduate and undergraduate, for which a student covered by this provision may register may not exceed 15 semester hours.

Auditors

A student may be admitted to classes as an auditor by obtaining admission to The Graduate School in the regular fashion and by receiving the written permission of the instructor of the course. Auditors will not receive university credit, nor will they be permitted to take a credit examination on work audited.

Students may not change from audit to credit after the last day to add a course. With permission of the instructor, they may change from credit to audit within the first 15 class days of the semester (7 class days in the summer).

Examinations

A student must be enrolled in the University to receive credit in any examination in course work or to satisfy other requirements for advanced degrees. A student may meet this requirement by registering for Examination or Thesis Only (Course Number 7040) and paying a fee of $15 at registration. Registration for Examination Only (that is, registration in 7040) is normally allowed only for one semester. However, in exceptional circumstances a student may be allowed to enroll in 7040 one additional time. The request should be initiated by a faculty member in the student's degree program and include information about the student's progress towards the degree. At a minimum, the student must have turned in a completed draft of the manuscript to the student's thesis/dissertation committee. If the student is completing a non-thesis master's program, they must have initiated the comprehensive examination or project report. The decision regarding a second enrollment will be made by the Graduate School. No exceptions will be granted beyond a second enrollment in 7040.

Failure to Drop or Resign as Prescribed

Once enrolled in a course, there is a prescribed procedure for either dropping or resigning. It is the student's responsibility to follow the required procedures and to meet the deadlines in this catalog for dropping courses and resigning from the University. Failure to comply usually results in a grade of F.

Correspondence Study

No graduate credit is allowed for work done by correspondence study.

Transfer of Credit

The majority of credits toward a graduate degree (either master's or doctoral) must be earned at the University of New Orleans. The maximum hours that can be transferred for doctoral degrees vary. The specific program of interest should be consulted for the limitations and conditions on transfers for doctoral degrees. Only credits earned in courses may be transferred; thesis/dissertation research credits may not be transferred.

- A maximum of 12 hours earned as a non-matriculating student may be used in a master's degree program, if approved by the program and the College.
- A maximum of one-third of the credit hours required for the degree transferred from other schools may be used in a master's degree program, if approved by the program and the College.
- A maximum of one-half the credits required for a second degree may be applied from a prior master's degree at UNO, if approved by the program and the College.
- To petition for acceptance of these credits, the student must be currently enrolled, must have completed at least nine hours of graduate course work in a degree program at UNO, and must be in good academic standing. Transfer of credit is approved only for course work taken as a graduate student; no work graded lower than a C can be transferred, unless the course is a joint degree program requirement. Transfer credit offered toward a degree is subject to the same time limits as course work taken at UNO.
- Graduate work transferred from other institutions may be applied toward degree requirements, but the grades earned will not be computed in the UNO graduate average, unless the course is a joint degree program requirement.

Graduate Grading System

Grades in the Graduate School have these meanings:

A  has a value of four quality points per semester hour and indicates superior work.
B  has a value of three quality points per semester hour and indicates satisfactory work.
C  has a value of two quality points per semester hour and is below the expected level of performance. In some departments a course with a C