

## **College Policy on Funded (TA/RA/GA) Graduate Student Course Enrollments**

Graduate tuition scholarships (for TA/RA/GA positions) will only cover courses required for the student's primary degree. Funded graduate students in Arts and Sciences may not use their tuition scholarship to begin a second degree once they have matriculated as a student (dual-degree students must apply and enroll in both programs at the outset of their matriculation at U.K.).

Per [Graduate School rules](#), tuition scholarship funds are not permitted for courses taken with an audit (AU) grade type or as pass/fail. Tuition scholarships are also not intended for courses taken by doctoral students in addition to the 2 credit 767 course, or courses not required for the student's graduate degree as indicated in the program's Graduate Bulletin pages. Graduate students are allowed to enroll in remedial courses, both at the graduate and undergraduate level, as required by their academic program and DGS. This policy also allows graduate students to take courses to complete certificate programs and other courses necessary for their thesis research (e.g., to learn new methods or theoretical frameworks) or professional development (e.g., grant writing) with the approval of their primary advisor, DGS, and the ADGS.

Requests for non-standard course enrollments should be sent via email to the ADGS one week prior to the first day of classes each semester. The request should include the student's name, their student ID number, the requested course, a justification, and a statement to the effect that the DGS and the student's graduate advisor approve of the enrollment. These requests will be submitted by the ADGS to the Graduate School for final approval. Students wishing to enroll in more than 15 credit hours in any given semester also need to complete and submit the Graduate School's ["Request for Credit Overload" form](#).

It is each department's responsibility to monitor the enrollments of all funded graduate students in their program. These enrollments should be confirmed by the DGS or by each student's graduate advisor and any potential issues should be identified during the first week of courses. Departments should note that they are personally liable for tuition and fee charges associated with any of the above courses. Departments may also be financially responsible for these tuition costs if they approve any such courses or fail to monitor enrollment of their funded graduate students.