

MASTER'S DEGREE STUDENTS: URGENT ENROLLMENT NOTIFICATION

(NOTE: This memo applies to **terminal Master's degree students** only and does not apply to Ph.D. students who may be receiving a Master's degree on the way to the Ph.D.)

To be in compliance with federal regulation, the Office of Enrollment Services in the Graduate School is required to track and report the enrollment status of students. In accordance with announced policy (see page 51 in the "Regulations" section of the Graduate Bulletin), once the drop/add deadline has passed, a Master's student enrolled in less than 10 credit units (9 units of course/research units plus 1 unit for continuation) will be classified as a part-time student in the Duke enrollment system. This may have important implications for the situations of individual students, and thus students whose enrollment puts them in the part-time category should consider carefully whether they want to be part-time or full-time in their Master's programs.

Part-time enrollment at Duke has significant implications for Master's degree international students and for U.S. citizens/permanent residents who are receiving/have previously received student loans. Please read below the section that applies to your particular situation.

International Students

International students studying at Duke University on F-1 or J-1 student visas are required to be enrolled full time for visa purposes. To meet this requirement, Master's degree students must be registered for at least 10 units (9 units of course/research units plus 1 unit for continuation) at the end of drop/add for the fall 2007 term, which is 5:00 p.m. on Friday, September 7, 2007.

The one exception to the requirement stated above is for students who are in their final term of enrollment at Duke. Full-time enrollment is not required to maintain visa status if all course and examination requirements will be met by the end of that final term. If fall 2007 is your final term of enrollment and you will be registered for fewer than 10 units as described above, please let us know by sending a message to Susan Williford (susan.williford@duke.edu). We will update your record to indicate that you are part time but that your graduation date is December 2007. Please understand that if you declare fall 2007 as your final term and you are registered for less than full time, you must *really* graduate at the end of the Fall 2007 term. There is no compelling reason we can offer for extending your program, and thus your student visa for study at Duke will expire in December, 2007. Failing a course is not considered justifiable grounds for an extension.

Please also note that if you are not registered as a full-time student (if you are not registered for at least 10 course units as described above) and you do not notify us that fall 2007 is your final term of enrollment by September 7, 2007, the International Office will be informed that you are part time and this will jeopardize your student visa status at Duke University.

Students Receiving Loans

To be eligible to receive student loans and to qualify for loan repayment deferral status, federal regulations require that students must be enrolled at least half time. To meet this requirement, Master's degree students must be enrolled for at least 7 units (6 units of course/research units plus 1 unit for continuation) at the end of drop/add for the fall term. Please note that if you do not meet this requirement, your lender will be notified and any loan funds that you are receiving for the fall term may have to be returned to the lender. Also, if you still have balances on student loans previously received, your deferral status may be terminated and you may be required to commence repayment of those loans. If you have questions about your student loan eligibility/repayment status, please contact Betty Jones (betty.jones@duke.edu).

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