Registering for research credits in AST

Research Credit Requirements – PhD
Graduate Seminar I, II, III 3 credits
Masters Level Research Project 12 credits
PhD Dissertation research 15–24 credits

Research Credit Requirements – MS
Graduate Seminar I, II, III 3 credits
Masters Thesis Research 6 credits

Registration procedures

Masters/PhD prior to qualification
- Graduate Seminar – register online as for a normal course
- Research project (each quarter)
    (must be approved by mentor/advisor and program director).
  2. Submit form to Academic Coordinator for registration in 1060-890 Research & Thesis.

PhD research after qualification
1. Each student develops a study plan in consultation with his/her advisor that specifies the number of research credits to be taken in each quarter
2. The plan is reviewed and approved annually (or more often, if necessary) by the advisor and program director. A copy is provided to the Academic Coordinator.
3. Each quarter, the student advises the Academic Coordinator of the number of research credits for which he/she wishes to register.
   If this
   - conforms to the plan of study, the student is registered in the appropriate section of 1060-890;
   - does not conform to plan of study, the request is referred to the program director for approval. In this case, the program director will consult the advisor and recommend changes to the plan of study, if appropriate.

Notes:
1. Each Faculty member has a separate section in 1060-890. The student will be assigned to his/her advisor’s section.
2. The advisor is responsible for entering the grade at the end of the quarter. The appropriate grade for all research sections is R – “registered” (the student is working on a continuing research project that will culminate in a thesis, or research portfolio.)
3. The Academic Coordinator is Sue Chan (office 76-2274)