
UNIVERSITY of **HOUSTON** | COLLEGE OF EDUCATION

Standard Operating Procedure – Maximum Course Load Exceptions for Counseling Psychology and School Psychology Internship Students

Responsibility: Associate Dean; College Coordinator

Time Frame: After Early Submission of Dissertation

Definition: Applies only to students submitting their final dissertation *prior* to completing their required internship hours for graduation. Per the Graduate Catalog (2016-2017) policy of continuous enrollment, students must enroll in order to be active and apply for graduation. Because these students meet their degree plan minimum six credit hours of dissertation, they can continue enrolling, from this point forward, in only one (1) credit hour of internship until they complete internship. **Students do not need to file a petition, if they meet the following conditions:**

Procedures:

Requirements for Reduction in Course Load

- a:** Early Submission of Dissertation
- b:** Working toward completion of required internship hours
- c:** If dissertation hours not complete
 - i. Student must enroll in one (1) credit of dissertation every term until completion of internship
- d:** Summer enrollment *required* only if graduating in the Summer
- e:** The Office of Graduate Studies (College) will deny petitions for zero (0) enrollment
 - i. Unless there is an extraordinary extenuating circumstance
 - ii. A justification memo from faculty, department, or Office of Graduate Studies
 - iii. Sent to Graduate School for review