

Students Transferring to Notre Dame with Their Faculty Advisor

Departments that are recruiting faculty should include a conversation about the graduate students currently in their labs and the plans for these students in terms of earning their PhD, given the residency and credit requirements for earning a PhD from Notre Dame. Specifically, Notre Dame PhD students are required to have 60 credit hours and 4 semesters of continuous enrollment to earn the degree. All students can transfer up to 6 credit hours with an unfinished masters or up to 24 credit hours with a completed masters degree.

The following is a list of options for a student who comes to ND with an advisor from another institution, divided based on whether the student transfers to Notre Dame or remains enrolled at the previous institution but work at Notre Dame.

Student Options:

- A) Transfer to Notre Dame
 - 1) Graduate in four semesters
 - 2) Graduate in more than four semesters
- B) Remain enrolled at previous institution but work at Notre Dame
 - 1) As a visiting student
 - 2) As a research visitor

Within each category, there are also options:

If a student decides to transfer, what is required of the student is dependent on how many semesters the student has left to finish the degree requirements. Alternatively, if the student decides to remain enrolled at the previous institution, the student has two options for classification at Notre Dame. See below for more details.

A-1. Students who will graduate more than 4 academic semesters after arrival at Notre Dame, and who intend to receive their PhD from Notre Dame:

Residency requirement: 4 consecutive semesters of enrollment

Credit requirement: 60hrs of credit from Notre Dame for the PhD. Students with a completed masters degree from another university can transfer in 24 credits, therefore needing 36 credit hours from ND. The 36 hours can be accomplished in 4 fall/spring semesters if a student is enrolled full-time at 9hrs of credit.

A-2. Students who will graduate in 4 academic semesters after arrival at Notre Dame, and who intend to receive their PhD from Notre Dame:

There are two special considerations for these students that are modifications of our Academic Code policies. These modifications are only for advanced students who come to ND with an advisor from another university. The modifications are to the residency requirement (the ability to count summer semesters) and the number of transfer credits without a completed master degree (the “masters equivalency” option).

Residency requirement: 4 consecutive semesters of enrollment, but can count summer semester(s) towards the total. This would enable a two-year timeframe from initial enrollment as a Notre Dame student to graduation.

Credit requirement: 60hrs for the PhD. Students with a completed masters degree from another university can transfer in 24 credits, therefore needing 36 credit hours from ND. If a student does not have a completed masters but does have more than 30 hours of completed graduate credit hours at their previous institution, the student can transfer in 24 credits as a “masters equivalency” with approval by the department, therefore needing 36 credit hours from ND. The 36 hours can be accomplished if the student increases their credit hours during the four terms of enrollment so that it averages 9 credit hours per semester enrolled.

Students who will remain enrolled at their previous institution and receive PhD from previous institution but will be conducting research at Notre Dame:

Graduate students who choose to remain enrolled at their previous institution but will be working in their faculty advisor’s lab at Notre Dame could have two different designations, visiting student or research visitor.

B-1. A **visiting student** is normally a degree-seeking student at another university who enrolls for credit in select courses at Notre Dame. Unless otherwise arranged by the home university and Notre Dame, the visiting student is considered a non-degree student at Notre Dame and follows the same application and enrollment procedures as a non-degree student.

B-2. A **research visitor** is normally a degree-seeking student in another university who comes to Notre Dame to conduct research with a faculty member, but does not register or enroll in any courses at Notre Dame. The researcher is not a student at Notre Dame, and is therefore not required to apply to the Graduate School for admission. The appointment process is completed at the request of the program in which the supervising faculty member is appointed. Research visitors may receive a stipend, but are not eligible for benefits, including auditing of courses.

If you have any questions or need clarification on these options, please contact:

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