

# Policies & Regulations

<b>Subject: Continuous Thesis and Dissertation Enrollment Policy</b>	
<b>Number</b>	<input checked="" type="checkbox"/> New Policy  <input type="checkbox"/> Major Revision of Existing Policy  <input type="checkbox"/> Minor/Technical Revision of Existing Policy  <input type="checkbox"/> Reaffirmation of Existing Policy
<b>Effective Date</b>	
<b>Revised Date</b>	
<b>Responsible Division/Department:</b> The Graduate School	

## I. OBJECTIVE & PURPOSE

To establish enrollment minimums for students completing thesis or dissertation requirements. Individual programs/departments may impose higher enrollment thresholds than the university standard. This policy does not supersede the existing policy on Graduate Degree Completion (2.0250P).

## II. STATEMENT OF POLICY

Students in graduate degree programs are required to maintain continuous enrollment (Fall and Spring semesters) until thesis and dissertation ~~project or directed study~~ work is completed. Students should enroll in the number of graduate credit hours that best reflects the amount of resources being used and that complies with program guidelines (typically three [3] or more graduate credit hours, but no fewer than one [1] credit hour per semester). Students are not required to enroll in any Summer term unless they are using University resources or they are completing degree requirements in that term. The continuous registration requirement begins with the semester in which the student first registers for his/her thesis or dissertation.

***Note: Students must be enrolled during the term (semester or summer) in which they graduate from the University.***

If a student fails to maintain continuous enrollment, the student's matriculation is closed and the student must re-apply for active status in the graduate program. However, active students who will not be enrolled and not using University resources in an upcoming Fall and/or Spring semester may apply for a leave of absence. Students choosing this option must file a Student Petition of Academic Policy for a leave of absence that states they will not use University resources during the leave period. If the leave of absence breaks continuous enrollment as defined by the university, then a student must reapply for admission. A student is required to apply for a leave of absence by the last day of the term immediately preceding the term in which leave is requested. No more than two leave of absence requests will be approved for the particular program in which a student is enrolled.

International students on F-1 visa/status must remain continuously enrolled until the thesis or dissertation, is completed. Those international students who wish to apply for a leave of absence are advised to consult with the International Center prior to filing the Student Petition of Academic Policy for leave of absence. Students experiencing a medical emergency or other crisis should contact the Ombudsman Office.