

Continuous Enrollment Policy¹

This policy was approved in Autumn Quarter 2008 and is effective for all students who were admitted to the Graduate School Autumn Quarter 2008 and after. See Section VII.8 of the Graduate School Handbook.

All students who successfully complete the doctoral candidacy examination will be required to be enrolled in every quarter of their candidacy (summer excluded) until graduation. Students must be enrolled for at least 3 credits per quarter. While the Graduate School and the individual graduate programs will monitor the enrollment of all post-candidacy students, it ultimately will be the responsibility of each student to ensure that they are meeting the enrollment provisions of this policy.

Non-enrollment. Post-candidacy students who do not enroll in a required quarter will be withdrawn from active candidacy status. A student whose candidacy status has been withdrawn will not be allowed to continue on in the doctoral program until reinstated. A hold will be placed on the student's university record preventing any further registration or access to university resources. A student wishing to be reinstated to the doctoral program and active candidacy status will need to petition the Graduate Studies Committee in their program. If approved, the Graduate Studies Chair of the program will send to the Graduate School a formal request to allow the student to resume studies and register. Non-enrollment does not interrupt a student's five year candidacy period.

Upon approval of a post-candidacy reinstatement, the student will be retroactively enrolled in every quarter of missed enrollment for three credits of 999 research hours under their advisor. The student will be responsible for paying the past tuition charges as well as the current university per quarter late registration penalty. All past due charges will need to be paid before the Graduate School will approve the student for any future enrollment.

Leave of Absence. Post-candidacy students who cannot continue in their doctoral program due to extenuating circumstances can request a leave of absence from their doctoral studies on a quarterly basis for up to a maximum overall leave period of one year. While there are many situations upon which a leave can be requested, such as the birth or adoption of a child or a serious medical condition, a leave will not be granted with the sole reason of financial hardship. The initial request for a leave should be submitted by the student to the Graduate Studies Committee in the student's home program. If the leave is approved at the program level, the Graduate Studies Chair will formally request the leave in writing to the Dean of the Graduate School. A request for a leave needs to be submitted before the actual leave period begins. Verification of circumstances should be included as part of the leave request. If a leave is granted, the student's candidacy period will be paused until the student returns to continuous enrollment status.

Condition of Reinstatement. Any student who was admitted to the Graduate School before Autumn Quarter, 2008 is not bound by the continuous enrollment policy. However, a student who is not enrolled for at least 2 years will need to be reinstated to their graduate program to resume doctoral studies. As a condition of reinstatement a student will be required to follow the continuous enrollment guidelines as a post-candidacy student regardless of when they were admitted to the Graduate School.

¹ Implications of non-enrollment and conditions for leaves of absence and reinstatement were approved by the Graduate Council on November 16, 2009.