

## **Continuous Enrollment Policy**

Graduate students who have completed their coursework or who have begun to work on their thesis or other final project must be enrolled each additional semester through one of the following mechanisms:

1. Those students who wish to maintain eligibility for financial aid and use the full resources of the University should maintain regular half-time enrollment and pay half-time fees. Graduate programs create enrollment opportunities for these students by providing mechanisms such as sections of 535 (Directed Writing) or 599 (Research and Thesis) in the regular class schedule, or by allowing students to enroll in 595 (Special Studies) through the regular registration procedure.
2. Those students who do not seek the full services of the University may maintain continuous enrollment by registering for one unit of Project Continuation (xxxx578) through Extended Education and paying the current continuation fee. The fee maintains their place in their academic program and provides library privileges.
3. With the support of their graduate advisors, those students who, due to extraordinary circumstances, cannot continue work on their programs may seek special consideration by petitioning the Graduate Studies Office for a leave of absence for a defined period of time not to exceed two years. This petition process would not extend the seven-year limitation on coursework applied to the degree. Students who allow their enrollment to lapse without taking a leave of absence will be considered to have withdrawn from the University and from their degree program. Should such students decide to return, they will be required to apply for readmission and, as a condition of readmission, shall be assessed a continuing enrollment fee of \$275 for every regular semester of the period during which they were absent from the University and may be required to repeat expired course work or re-enroll in thesis units.