



To: Dr. David Dalton, Chair
Graduate Council
From: Katherine Hall Hertel, Associate Dean Graduate Academic and Student Affairs
Sandra Krause, Assistant Dean for Graduate Academic Services
Date: January 14, 2022
RE: Proposal for Continuous Registration/Leave of Absence

The Graduate Policy Equity Audit Working Group recently reviewed the graduate continuous registration and leave of absence policy. Although there were no policy changes, we want to provide the Graduate Council the opportunity to review the updated language.

Proposal: Clarify Leave of Absence and Continuous Registration policy
Location: Degree Requirements and Academic Policies/ Registration

Current:

Continuous Registration

Students in graduate degree programs are required to maintain continuous registration (Fall and Spring semesters) for thesis, dissertation, project, or directed study until work is completed. 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. Students using University resources should enroll in the number of graduate credit hours that best reflects the amount of resources being used (typically three (3) or more graduate credit hours). The continuous registration requirement begins with the semester in which the student first registers for their thesis, dissertation, project, or directed study.

Note: Students must be enrolled during the term (semester or summer) in which they graduate from the University. For details, see the course descriptions for [GRAD 7999/GRAD 9999](#) and [GRAD 7800/GRAD 9800](#).

Leave of Absence

Degree-seeking graduate students who are in good standing, are not enrolled, and are not using University resources may apply for a leave of absence. Students choosing this option must file a Graduate Academic Petition for a leave of absence that states they will not use University resources during the leave period. If the leave of absence was approved for 2



consecutive semesters, the student must contact the Graduate School prior to returning. The student will be required to update their Residency Determination Service (RDS), Educational History, and complete the Campus Safety Standard questions. If applicable, a Criminal Background Check will be required prior to registration. **If the leave of absence extends beyond one calendar year, the student's matriculation is closed, and the student must re-apply for active status in the graduate program.** All students must remain continuously enrolled until the thesis, dissertation, project or directed study is completed. Those international students who wish to apply for a leave of absence are advised to consult with the International Student/Scholar Office prior to filing the Graduate Academic Petition for leave of absence, as it may have implications for their visa status. Students experiencing a medical emergency or other crisis should contact the Dean of Students Office. Students with questions about the leave of absence option can contact The Graduate School.

Proposed

Graduate students who are in the research phase of their thesis, dissertation, project, or directed study must be continuously enrolled during the Fall and Spring semesters. All graduate students must be enrolled during the semester they plan to graduate, which may include the summer semester. To remain continuously enrolled, graduate students may register for any graduate credit-bearing or when appropriate a residency course. Graduate students wishing to interrupt their studies for up to two consecutive semesters, must seek approval for a Leave of Absence through the [Graduate Academic Petition](#) system. Students experiencing a medical emergency or other crisis should contact the Dean of Students Office.

Continuous Registration

Students in graduate degree programs are required to maintain continuous registration (Fall and Spring semesters) for thesis, dissertation, project, or directed study until work is completed. The continuous registration requirement begins with the semester in which the student first registers for thesis, dissertation, project, or directed study. Students wishing to use University resources in the summer for thesis, dissertation, project or directed study must register for the summer term.

Leave of Absence

Degree-seeking graduate students who are in good standing, may request a leave of absence for up to two consecutive fall and/or spring semesters, on the condition that they will not use University resources during their absence. Graduate students choosing this option must submit a [Graduate Academic Petition](#) for a leave of absence. Graduate students who have taken approved leave of absence for two consecutive semesters, must contact the Graduate School to have their enrollment reactivated prior to the end of the second semester. A leave of absence may impact financial aid, funding, immigration status, and health and wellness services. Graduate students who wish to apply for a leave of absence should first consult with their



academic advisor and other appropriate offices. International students who wish to apply for a leave of absence should consult with the International Student and Scholar Office prior to submitting the [Graduate Academic Petition](#) for leave of absence, as it may have implications for their immigration status. Graduate students with questions about the leave of absence option are encouraged to contact The Graduate School.

***The Graduate School,
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