

Continuous Enrollment Policy Proposal

Approved February 5, 2009 by Graduate Committee

Approved March 31, 2009 by EPC

Enrollment:

Any student who is engaged in graduate study at Longwood University must enroll each semester in which a) the student is engaged in any form of study at Longwood that involves use of university facilities, laboratories/studios, and/or libraries; or b) the student is supervised by or consults with a faculty member concerning graduate work on a thesis, collaborative or teacher research, lecture/recital, or field experience; or c) the student is in continuous enrollment status.

Continuous Enrollment:

All students enrolled in graduate degree and licensure programs must enroll each regular semester for a minimum of one graduate credit hour. This registration must continue with no breaks from admittance to graduation. This policy does not include summer sessions. Students must be enrolled in the semester they are scheduled to graduate.

Thesis/Collaborative-Teacher Research: Graduate students are required to satisfactorily complete the minimum number of credit hours in thesis or collaborative-teacher research as established by their program, but must remain continuously enrolled in at least one credit hour until completion. Students must be enrolled in the semester scheduled for graduation.

In any regular semester that a student is not enrolled in a program requirement they must enroll in GRAD 698. *Continuous Enrollment*. This course does not count toward degree requirements. Registration must take place during the registration periods as published in the University calendar.

GRAD 698. *Continuous Enrollment*. Enrollment required in any regular semester in which a student is not registered for a program requirement; course is an audit grade. Tuition for this course is \$50.00. 1 credit.

Students who take an unapproved break in registration by failing to maintain continuous enrollment will relinquish their graduate standing in the university. Students who wish to be reinstated will be required to file an Application for Graduate Readmission and pay the application fee. Reinstatement is not automatic in such instances and will depend on a full review by the applicable Program Coordinator of the student's past record upon receipt of the Application for Graduate Readmission.

Leave of Absence:

Students wishing to be excused from the continuous enrollment requirement because of extenuating circumstances may request a leave of absence from the Dean of Graduate and Extended Studies by submitting a written request. THE STUDENT'S REQUEST MUST BE APPROVED BY THE RESPECTIVE GRADUATE PROGRAM COORDINATOR prior to submission to the Dean of Graduate and Extended Studies. Requests must be received and approved prior to the first day of on-campus classes in the fall or spring as published in the University calendar.

Except for extenuating circumstances requiring approval from the Dean of Graduate and Extended Studies, time spent in leave of absence status will be included in all time limits pertaining to the student's degree program. Students on a leave of absence **are not entitled** to use any university facilities, make demands upon faculty time, or receive an assistantship or financial aid.

Retroactive to Fall 2004 (2004/2005 Graduate Catalog)