

Continuous Registration Policy for Graduate Students

University of the Pacific

Effective Fall 2008

Introduction

Graduate study is a focused, learner-driven program that depends upon relationships between the graduate student and graduate faculty, and supported by the administration and staff of the academic department and Graduate School. As an institution of higher education committed to a learning environment that facilitates a collaborative approach to achieve success for graduate students, we believe that graduate student success must include the timely completion of degree goals. To do so, students must have appropriate access to academic programs, campus services and University resources.

Continuous Registration

Continuous registration for graduate students is the policy of requiring continuous registration of graduate students from the first term of registration to the completion of all degree requirements. In general, this policy specifies that once admitted and enrolled in a graduate program, graduate students must sustain active registration for a specified minimum number of credits in every term until the degree has been successfully completed.

Objectives

The principal objectives of the Continuous Registration policy are to:

1. persuade graduate students to complete degree programs in a timely manner,
2. minimize the time needed to complete degrees,
3. assure that degree requirements approved on the student's program of study (e.g., courses) will be available as planned,
4. assure students complete degree programs that are timely and up-to-date,
5. require registration by students whenever University resources (including faculty/staff effort and University facilities) are used,
6. enable the University to accurately account for graduate students,
7. provide accurate information for strategic planning of resources and personnel,
8. assist the University and degree program by providing an indication of intent when students do not register for a term, and
9. assure that openings are available in a degree program for students who wish to resume graduate study after a leave of absence.

Continuous Registration Policy

Minimum Registration

All graduate students in graduate degree programs must satisfy the Continuous Registration Policy for each of the school terms defined for the student's program (see Policy Summary Table, page 4), from the first term of registration upon admission into the Graduate School until all degree requirements are met or their status as a degree or credential student is terminated. This includes students who are completing preliminary or final examinations, or presenting terminal projects; and applies to students regardless of location. If degree or credential requirements are completed between terms, the student must have been registered during the preceding term.

For the Continuous Registration Policy, "Minimum Registration" can be met in one of three ways:

1. registration for at least one credit in a course that appears on an approved Program of Study,
2. registration for at least one thesis or dissertation credit,
3. registration for GRAD200.

(Note: **International Students are NOT eligible for GRAD200 registration.**)

Students who have an approved Regular or Scheduled Leave of Absence (see page 5), the "Minimum Registration" requirements specified here are not required.

Calendars

Because Pacific's graduate degree and credential programs are administered on different calendars, "continuous registration" for this Continuous Registration Policy is defined in three ways:

Traditional Calendar

For programs administered on the traditional, 10-month calendar, continuous registration includes both Fall and Spring semesters during the traditional school year, and does not include Summer Session I, II, or III.

Intercultural Relations Calendar

For the M.A. in Intercultural Relations (MAIR), continuous registration includes only two terms: the January (Spring semester, traditional calendar) and July (Summer Session II) terms.

Health Sciences Calendar

For programs administered on the Health Sciences calendar, continuous registration includes the three "health science" semesters (Fall, Winter, and Spring) of the school year calendar.

Summer Sessions

Graduate students in degree/credential programs on the traditional calendar who do not plan to make use of University facilities or faculty time during summer session are not

required to register during the summer to maintain continuous registration. In such instances, summer session will not be counted within allowed Leave of Absence limits (see *Leave of Absence*, p. 5). However, if students do plan to utilize facilities or faculty time during summer session, they must register for a minimum of 1 graduate credit for each summer session they are in residence.

Graduate Assistantships

Graduate assistantship eligibility may require registration levels that supercede the requirements of this Continuous Registration Policy. Various agencies and assistantship sponsors maintain registration requirements that could exceed those specified by this Continuous Registration Policy (e.g., Veterans Administration, Immigration and Naturalization Service for international students, and federal financial aid programs.) Accordingly, **it is the student's responsibility to register for the appropriate number of credits that are required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.**

Graduate Continuing Registration, GRAD200

To fulfill the Continuous Registration Policy, students may register for GRAD200. This course is offered in each of the defined terms, and has the following features:

- carries "0" credit and is not a requirement, *per se*, for any graduate degree program,
- carries a fee of \$50 for each term of registration, which cannot be paid by tuition remission funds provided by the University
- is a single course for all graduate students, regardless of degree program, School or College affiliation, or major,
- has separate sections, depending upon degree/credential program (see Policy Summary Table, p. 4) ,
- **cannot** be used by International Students,
- has a maximum number of times for registration in the lifetime of a student's degree program (see Policy Summary Table, p. 4)

Registration for GRAD200 proceeds in the same manner as for other graduate courses, including advisor approval, and must be **renewed each semester** to fulfill the Continuous Registration Policy. Students should register for the appropriate GRAD200 section, according to the degree/credential program in which they are enrolled.

Students enrolled in GRAD200 may utilize library facilities, but are not entitled to

- the use of other University facilities,
- demands upon faculty or advisor time,
- receive a fellowship, assistantship, or financial aid, or
- take course work of any kind at the University of the Pacific.

Policy Summary

Major	Degree	Department	Calendar ¹	Minimum Registration Semesters ²	GRAD200 Section	Maximum GRAD200 ³
Biological Sciences	MS	Biological Sciences	TR	F, S	1	3
Business Administration	MBA	Business Administration	TR	F, S	2	3
Communication	MA	Communication	TR	F, S	3	3
Education Degree Programs	MA, MEd	Curriculum & Instruction	TR	F, S	4	3
	EdD	Curriculum & Instruction	TR	F, S	5	5
	MA	Administration & Leadership	TR	F, S	6	3
	EdD	Administration & Leadership	TR	F,S	7	5
	MA	Educational & School Psychology	TR	F,S	8	3
	EdS	Educational & School Psychology	TR	F,S	9	3
	EdD	Educational & School Psychology	TR	F,S	10	5
Intercultural Relations	MA	Intercultural Relations	IR	S, SS2	11	3
Music Education	MM	Conservatory	TR	F, S	12	3
Music Therapy	MA	Conservatory	TR	F, S	13	3
Pharmaceutical & Chemical Sciences	MS-non thesis	PCSP	HS	FH, WH, SH	14	3
	MS	PCSP-Chemistry	TR	F, S	15	3
	PhD	PCSP-Chemistry	TR	F, S	16	5
	MS	PCSP	HS	FH, WH, SH	17	4
	PhD	PCSP	HS	FH, WH, SH	18	6
Physical Therapy	DPT	Physical Therapy	HS	FH, WH, SH	19	3
Psychology	MA	Psychology	TR	F,S	20	3
Speech-Language Pathology	MS	Speech-Language Pathology	HS	FH, WH, SH	21	3
Sport Sciences	MA	Sport Sciences	TR	F, S	22	3

¹TR, Traditional calendar; IR, Intercultural Relations calendar; HS, health sciences calendar
²Semesters during a calendar year in which enrollment in a course or thesis/dissertation credits, or registration in GRAD200 is required. F, Fall-traditional; S, Spring-traditional; FH, Fall-health sciences; WH, Winter-health sciences; SH, Spring-health sciences; SS2, Summer Session II
³Maximum number of semester registrations in GRAD200 allowed during lifetime of degree program

Leaves of Absence

The Graduate School recognizes the diverse circumstances and sometimes unpredictable nature of graduate students' lives that can inhibit their ability to focus on a graduate degree program. There may also be situations when a student's progress must be interrupted or impaired because of issues of program/resource availability, or a seasonal aspect of data collection, etc. Accordingly, Advisors and Graduate Program Directors are encouraged to work in partnership with the Graduate School to develop courses of action to accommodate a student's needs during extraordinary circumstances during the degree program. One mechanism to permit flexibility, yet ensure satisfactory progress toward the completion of the graduate degree is a Leave of Absence, appropriate in specific circumstances for a well-defined period of time.

Two types of Leaves are defined in the Continuous Registration policy. In general, a leave of absence initiated by the student or by an advisor on behalf of a student is considered a "Regular" leave of absence. Leaves initiated by the Program Director or Dean for specific issues with the program or institution are considered a "Scheduled" leave of absence.

Leave of Absence Categories

Regular Leave of Absence

A Regular Leave of Absence can be granted in cases where the student demonstrates good cause (*e.g.*, illness, temporary departure from the University for employment, family issues, financial need, or other personal circumstances). The reason for on-leave status must be indicated by the student. The Regular Leave of Absence must be granted prior to the last day to drop classes for the affected term.

A Regular Leave of Absence is granted for a specified time period that may not exceed a calendar year. This means that programs on the traditional or MAIR calendar, a Regular Leave cannot exceed two terms (excluding summer sessions). For programs on the health sciences calendar, this means a Regular Leave cannot exceed three terms.

a. Master's degree programs

Master's degree students may request a maximum total of one calendar year of Regular on-leave status during the course of study for the degree. The time spent in approved on-leave status will be included in the time limit for completing all requirements to the master's degree.

b. Doctoral degree programs

Doctoral degree students may apply for a maximum total of one calendar year of Regular on-leave status prior to advancement to candidacy, and a maximum total of one calendar year of Regular on-leave status after advancement to candidacy. These leaves cannot be combined to form a continuous leave of two years; that is, doctoral students must register for a minimum of one graduate credit and cannot be on leave when they are advanced to candidacy. The time spent in approved on-leave status will be included in the time limits established for doctoral degrees, including limits defined for the completion of advancement to candidacy and for the completion of thesis/dissertation and degree.

Scheduled Leave of Absence

A Scheduled Leave of Absence is possible under these circumstances:

- a. when a student's program of study requires a temporary discontinuation of coursework or research (*e.g.*, a scheduled experiential experience, Peace Corps, service in the armed forces, etc.),
- b. when course offerings are inadequate or inappropriate, thereby temporarily inhibiting a student's progress in their approved program of study,
- c. when the conduct of research/scholarly work are not on a continuous term-to-term basis (*e.g.*, seasonal data collection).

A Scheduled Leave of Absence is scheduled **in advance** by the student's program director and must be approved in advance by the Graduate School. Customarily, the Scheduled Leave request is submitted by the Advisor with the approved Program of Study. Otherwise, Scheduled Leave requests must be submitted no later than 20 working days prior to the start of the first term of leave. Students must request a Scheduled Leave of Absence for every term of absence in advance; requests for multiple terms of Scheduled Leave may be submitted at one time.

Students who qualify for Scheduled Leave of Absence must:

- a) be in good standing,
- b) submit the Intent to Resume Graduate Status Form indicating **each term** for which leave is requested, and
- c) complete all degree requirements within the time limits established in the *Graduate Catalog*.

Scheduled Leave of Absence is available for a maximum of 9 terms in any single degree program, excluding summer session, to students enrolled in programs for which Scheduled Leave has been approved by the Graduate School. However, time spent in Scheduled on-leave status will be included in all time limits pertaining to the student's degree program.

Leave of Absence Approval

Approval of the Advisor, Degree Program Director, and Graduate Dean are required for Regular and Scheduled Leaves of Absence.

Rights and Privileges While on Leave

Students in on-leave status may not

- a. use any University facilities,
- b. make demands upon faculty or advisor time,
- c. receive a fellowship, assistantship, or financial aid, or
- d. take course work of any kind at the University of the Pacific.

A leave of absence supercedes the need to register for Program of Study or thesis/dissertation credits, or for GRAD200 avoid an Unauthorized Break in Registration (See page 7).

Resuming Graduate Status after a Leave

Students in on-leave status resume their graduate degree or credential-only program by submitting an *Intent to Resume Graduate Status* form. This form, available from the Office of Research and Graduate Studies, must be received by the Graduate School at least 20 working days prior to the first day of classes for the term involved. Students failing to inform the Graduate School of their re-entry will relinquish their status in the Graduate School and must apply for readmission before continuing. See *Unauthorized Break in Registration*, p. 7, for details on readmission. Registration holds are placed on students when a leave of absence is approved and are not removed until the *Intent to Resume Graduate Status* form is submitted.

Affect of Leaves on Time Limits

The time the student spends in approved on-leave status (Regular or Scheduled) will be included in any time limits relevant to the degree.

Eligibility

Only graduate students in good standing are eligible for a Leave of Absence.

Student Fees

Students with approved on-leave status are not required to pay regular tuition or fees, but must pay the GRAD200 fee. Students who must register as described in the first section, “Minimum Registration” (p. 1), must pay both tuition and student fees.

Students are responsible for late drop fees when Leaves of Absences are granted after the start of an academic term, and are entitled to refunds according to the established pro-rated schedule for withdrawals.

Unauthorized Break in Registration

An unauthorized break in registration occurs when a student fails to maintain continuous registration (by enrolling in a Program of Study course, enrolling in a minimum of 1 credit of thesis/dissertation, or registering in GRAD200) or by failing to obtain Regular or Scheduled Leave of Absence. A graduate student who takes an unauthorized break in registration relinquishes graduate standing at the University and is dismissed from the Graduate School.

Students who are dismissed and wish to have their graduate standing reinstated must file an *Application for Graduate Readmission* (available at the Graduate School office or website), and pay the readmission application fee within one year after the beginning of the first academic term when the Unauthorized Break began. After one year, the Program or Graduate School may require a full reapplication, with re-submission of official application materials as specified in the Graduate School’s reapplication policy. The student’s former Advisor, Program Director, and Graduate Dean must approve readmission. Readmission into the former graduate program is not guaranteed, regardless of the student’s standing at the time of the Unauthorized Break in Registration.

If readmitted, the student will be required to meet University and degree program admission requirements and degree completion requirements that are in effect on the date of readmission, not the date of original admission.

When readmission is approved, the student must register for the required Minimum Registration (p. 2 of this Policy) for **each term** of unauthorized break in registration in addition to Minimum Registration requirements of the term of readmission. Minimum Registration requirements must then be met for each subsequent term until all degree requirements have been met. An exception for these minimum registration requirements would be an approved Leave as provided in this policy. If the accumulated deficiency of credits totals more than 16, the student may be required to enroll in more than one term of increased registration.

In readmission, the Graduate School will have the authority to determine what Minimum Registration deficiencies must be fulfilled before a student can be granted full status in good standing.

Appeal

In extraordinary circumstances, students may appeal for additional terms of Leave of Absence or forgiveness of additional credits of registration by submitting a detailed request in writing to the Dean of the Graduate School. The determination of the Graduate Dean is considered final.

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