

Submitted by Graduate Council  
Approved by Faculty Senate  
April 22, 1994

## POLICY ON CONTINUING GRADUATE ENROLLMENT FOR COMPLETION OF MASTERS CLOSURE REQUIREMENTS

### I. Policy on Continuous Enrollment for Completion of Masters Closure

This policy requires students to be enrolled in at least one semester hour of masters project, thesis, or capstone credit for each semester after they have begun their graduate closure exercise until that closure exercise is completed. The university will establish a University Graduate Project course for use by programs that do not have a comparable course available to students. This policy does not prevent graduate programs from establishing program requirements for continuing enrollment through the regular curriculum process.

If a formal leave of absence is requested by a graduate student and approved by the graduate program, continuous registration is not required. Failure to obtain a leave of absence will require retroactive registration of one credit hour per semester. Registration during summer semesters is not required.

### II. Implementation and Enforcement

Once this policy is adopted, programs must revise their graduate student handbooks and otherwise inform students. Reference to this policy must be included in revised catalogue copy. Enforcement will be based on the student's "data base file report" that the Records Office provides to faculty advisors. The final grade on the masters closure will not be given until the student has complied with the policy. Additional record keeping and notification procedures and notification will be adopted as required.