

Section:	II.3.45	
Title:	Graduate Non-Enrollment	
Effective Date:	June 8, 2022	
Approved By:	Provost	
Responsible Unit:	Academic Affairs (609) 771-3080; academic@tcnj.edu	
History:	N/A	
Related Documents:		
Version	Date	Notes
2.0	June 8, 2022	Revised
1.0	March, 2014	New Policy; Initial Release

I. INTRODUCTION

This policy provides guidance for graduate programs providing a mechanism for reinstatement following gaps in enrollment for graduate students.

II. DEFINITIONS

N/A

III. POLICY

A matriculated graduate student who is considering non-enrollment for one or more semesters should discuss the impact of such a gap with their advisor. Students seeking such non-enrollment must request a Leave of Absence through the Office of Records and Registration (please see the Records and Registration website for instructions).

By College policy, a matriculated graduate student is allowed a window for program completion not to exceed six consecutive academic years.* However, in the case where three consecutive semesters (fall/spring/summer but not including the winter term) have elapsed since the last enrollment, then students must seek reinstatement by request to the Office of Graduate Studies. Graduate students who are reinstated must comply with the requirements of the graduate bulletin in effect for the semester for which their reinstatement first becomes effective (i.e., the semester in which they enroll after being reinstated).

The Graduate Non-Enrollment Policy does not apply to non-matriculants, summer visitors, global visiting students, students registered in off-campus programs, or professional development students. The policy neither suggests nor requires that the student complete a new application for admission or pay a fee for reinstatement.

*Taking a leave does not freeze or extend the six-year window for program completion.