

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

I. INTRODUCTION

This policy supports the College in an effort to gain a better understanding of the enrollment patterns of the continuing graduate student population

II. DEFINITIONS

N/A

III. POLICY

A matriculated graduate student unable to enroll for a Fall or Spring semester must file for leave of absence through the Office of Records and Registration by completing the Intent to Withdraw form, being certain to select Leave of Absence and not Withdrawal.

(<http://recreg.pages.tcnj.edu/files/2012/04/Withdrawal LOAform.pdf>)

By College policy, a matriculated graduate student is allowed a six-year window to program completion.* However, if three consecutive semesters (fall/spring/summer but not including the winter term) have elapsed since the last enrollment, then the student is required to complete an online reinstatement form to be eligible for registration. All students, especially those in five-year undergraduate/graduate programs, should consult their advisers about the impact of a leave of absence on their program of study.

The Graduate Non-Enrollment Policy does not apply to non-matriculates, summer visitors, global visiting students, students registered in off-campus programs, or professional development students. The policy neither suggests nor requires that the student 1) complete a new application for admission or 2) pay a fee for re-instatement.

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