TO: Department Chairs  
Graduate Studies Committee Chairs  
Graduate Program Administrative Support Staff  

Colleagues:

I am writing to remind you of the Continuous Enrollment Policy that is in effect for all students who were admitted to the Graduate School autumn quarter 2008 and after. We are receiving petitions for exemption from the policy, which we need to have approved by the college before we can consider them, as I explain below.

Simply put, this policy requires all post-candidacy students to be enrolled for a minimum of three credit hours every quarter (excluding summer quarter) until graduation. I am including a copy of the policy for your convenience. Recall that the policy is an outcome of the process that led to the reduction of full-time enrollment for post-candidacy students to three credit hours. One specific goal of continuous enrollment is to reduce time to degree for doctoral students by having them formally engaged with their program and the university. Going away to teach somewhere else with the intent to finish the dissertation off campus, for example, is not in the student’s best interests or the university’s.

A student may apply for a leave of absence due to extenuating circumstances such as the birth or adoption of a child or a serious medical condition, but a leave will not be granted with the sole reason of financial hardship.

If a student is requesting an exemption from continuous enrollment due to circumstances not covered by the leave of absence as stated in the Graduate School Handbook, I am asking that he or she direct that petition to the dean’s office for your review. The college may choose to cover the cost of the post-candidacy enrollment for an individual student and we will work with the college to manage that process. I remind you that according to the current budget model, the net marginal revenue to the college will be positive for a student who enrolls for three hours and for whom the college covers the (standard) fee authorization.

We continue to communicate this policy to students and to graduate programs and appreciate your assistance with that process. Please let me know if you have further questions.

Sincerely,

Pat