

Preamble:

Replaces the out-of-date enrollment policy that requires students to enroll each semester. This does not match with today's students who are often working and taking graduate courses when they can. Maintains enrollment requirement for when a student is using university resources, e.g. defense of a thesis. Includes references to other university policies, e.g. withdrawal and when a student maintains their student status as defined in the code of conduct.

Current policy: <http://catalog.montana.edu/graduate/policies-text-enrollment-registration-residency/index.html#enrollment>

Proposed policy:

4.1 ENROLLMENT

A. Minimum Enrollment Requirements

It is the student's responsibility to enroll in the required number of credits to satisfy all department, college, graduate school, and university enrollment criteria.

Students must be enrolled:

- On or before the tenth class day of instruction as set forth by the Office of the Registrar's [Schedule of Classes](#). The Graduate School reserves the right to deny class registration to any student after tenth day of classes.
- Each term they wish to use faculty time or university facilities (e.g., meeting with graduate committee chair, using library reference materials, using laboratory facilities or equipment, etc.).
- For a minimum of three (3) credits during the term they sit for comprehensive examinations, present their final project, or defend their thesis or dissertation.
- For a minimum of three (3) credits during the term of graduation. Certificate-seeking students are required to register for a minimum of one (1) credit during the term of graduation/conferral.

Additional enrollment requirements may be imposed on Graduate Teaching or Research Assistants (GTAs/GRAs) and International Students, as specified in the [Graduate Assistantships policies and the Office of International Programs policies](#).

B. Withdrawal, Retroactive Withdrawal, and Leave of Absence Status

Students may be eligible to retroactively withdraw from classes or take a leave of absence per the University Leave of Absence and Retroactive Withdrawal Policy (https://www.montana.edu/policy/retroactive_withdrawal/). Any student requesting a retroactive withdrawal, taking a leave of absence, or otherwise stepping away from their program is required to notify their graduate coordinator prior to the absence occurring, unless such notification is not reasonably feasible.

If a graduate student wishes to drop all credits during any term, the student must initiate a university withdrawal by completing a withdrawal form at this [link](#).

C. Re-Enrollment Registration

Students wishing to register for coursework following one (1) or more terms of absence (excluding summer) cannot register (enroll) in coursework until they first complete an Intent to Register Form (See [Returning Student](#)) through the Office of the Registrar. In exceptional cases, the Graduate School may charge an audit fee for degree-seeking students who have been absent for more than three terms.

D. Considerations for Returning Students

Students considering a gap in enrollment should be mindful of the following issues and considerations:

- Student status is defined in the Code of Student Conduct (https://www.montana.edu/policy/student_conduct/). Individuals wanting to enroll in coursework that are not considered students per the Code of Student Conduct may be required to submit a new application for enrollment.
- Official transcripts may be required for any academic work completed during a student's absence.
- At the time of graduation, the age of coursework in a student's [Graduate Program of Study](#) is subject to the [Age of Coursework](#) policy.
- Students may be required to retake the written/oral comprehensive examination if the examination is no longer valid. See Comprehensive examination ([masters](#), [doctoral](#)).
- A graduate advisor/committee will need to be re-evaluated to determine whether the advisor remains available to advise the student or if the committee needs to be updated.
- Students should consult with their advisors regarding the timing of their return to help identify the appropriate time to re-engage in a cohort to allow the student the opportunity to make progress in their program.
- Previously arranged funding is not guaranteed upon re-enrollment and may need to be re-evaluated.