

New Policy

Policy Name: Continuous Registration—Graduate Students

Date Proposed for Adoption: 07/01/2009

Policy Narrative:

To ensure that costs for services are covered for continuing graduate students, a continuous registration requirement of three credits per semester is mandatory, except in documented and approved instances such as the following and for which registration of at least one credit is required. This policy applies to the regular academic year (fall and spring semesters) and to those students whose academic year may be an exception such as spring-summer or summer-fall). It also does not apply to on-line, off-campus only programs.

1. International assignment with an NGO, Peace Corps, etc. as a program requirement (program registration documentation)
2. Parental leave or major illness (documented by physician, psychologist, etc.)
3. Extended family-leave due to illness (documented by physician, psychologist, etc.)
4. Significant off-campus field assignment (documented by department chair and dean).
5. Post-defense periods in which there is thesis, dissertation, or professional paper clean up only (no registration is required)

Policy procedures: <http://life.umt.edu/grad>

Application for exception to the three credit mandatory continuous registration policy should occur using the following procedures:

1. All exceptions must be approved by the Associate Provost for Graduate Education.
2. All requests for exception should be submitted to the Associate Provost before the first day of classes for the semester for which an exception is requested.
3. Exceptions will be considered on a case by case basis, except for programmatic exceptions (e.g. ICD program in Resource Conservation, IYFD program in Education) which can be requested by a programmatic memorandum from the program director to the Associate Provost. The memorandum from the program director will constitute suitable documentation.
4. Maternity or major illness and extended family leave exception requests should be in the form of a memorandum from the major professor (adviser) to the Associate Provost, and suitable documentation (from physician, psychologist, other medical professional, etc.) should be included as an attachment.
5. Significant off-campus field assignment (domestic or foreign) exception requests for each student should be in the form of a memorandum to the Associate Provost from the major professor (adviser) and endorsed by the department chair and dean. This memorandum will constitute suitable documentation.
6. Exception request memoranda need not be lengthy, but should include the specific request including the student's name and student identification number, the reason for the request, and any supporting documentation.

Additional Note (not part of the continuous registration policy):

In addition to this continuous registration policy, the Graduate School allows a one-semester leave of absence with no penalty, with approval by the Associate Provost for Graduate Education. The form for requesting a leave of absence is available on the Graduate School web site. Since a leave of absence presumes the student is off-campus and not engaged in university activities, no university resources (except those available to the general public) are available during the leave of absence.