

# Continuation Requirement



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- The Graduate School of Management requires all graduate students in a degree program to continuously enroll each Fall and Spring semester following their first semester of course work or to formally request a leave of absence.
- If a Temporary Withdrawal from a Graduate Program is necessary, you should contact your Advisor in writing, prior to the start of the semester. Include your reason for not taking classes that semester and a projected return date. There is no fee associated with this process. Students, who do not request a written temporary withdrawal with the Graduate School of Management, are subject to readmission based on the program and admission standards of the current program year.
- See Temporary Withdrawal and Time Limitation for additional information.
- Students wishing to formally enroll in University Continuation Enrollment courses (i.e., for students that need to maintain full-time status for health insurance or other purposes) must follow the official University policy on Continuation Enrollment registration:
  - Continuation courses allow those in non-credit academic work such as examination preparation, practica, professional project preparations, etc. to be considered full-, half-, or less-than-half time students.
  - When full- or half-time continuation status is requested, it must be justified and explained on the Continuation Enrollment Registration Form the Graduate School of Management. The student's academic advisor, and/or Associate Dean of Graduate Programs must verify and approve the non-credit academic work. The student's transcripts will reflect the Continuation Enrollment status.
  - NOTE: Any change to your semester's schedule will affect your registration status and continuous enrollment agreement. A modified Continuation Enrollment must be filed to reflect a schedule change.
- There is a \$100 tuition fee to register for the continuation registration.