

Minimum Registration Requirement

Minimum Registration Degree-seeking graduate students are required to register once per academic year until all degree requirements have been completed. Unless on an academic leave of absence, degree-seeking graduate students who fail to maintain the minimum registration requirement will be regarded by the university as having resigned from the program. Students who later wish to resume study toward the degree must reapply for admission to their graduate program using the Re-enrollment Application.

Readmission cannot be guaranteed and is subject to program review. Programs may require students to complete a new program application.

Graduate students involved in activities requiring any faculty time or library or use of other University resources are required to register for a minimum of one graduate credit during each term in which these activities occur. This includes students engaged in any phase or aspect of research, exit project, or thesis. A minimum of one graduate credit of registration is required any term (including summer) when students are completing a major milestone for the degree such as submission of a final project, thesis defense, taking comprehensive exams, and graduation. Individual graduate programs may have additional enrollment requirements relative to the amount of time required of the faculty or University resources.

Western Oregon University employees receiving tuition waivers in pursuit of their graduate degree are exempt from the Minimum Registration Requirement. However, employees involved in activities requiring any faculty time or use of University resources are required to register for a minimum of one graduate credit during each term in which these activities occur. This includes employees engaged in any phase or aspect of research, exit project, or thesis. A minimum of one graduate credit of registration is required any term (including summer) when students are completing a major milestone for the degree such as submission of a final project, thesis defense, taking comprehensive exams, and graduation.

Appeal In the case of extraordinarily extenuating circumstances, students may appeal the provisions of the minimum registration graduate enrollment policy by submitting a detailed request in writing to the Dean of Graduate Studies and Research.

Implementation of Minimum Registration Policy

Beginning Summer 2023, all graduate degree seeking students are subject to the minimum registration policy. Students pursuing certificate-only, specialization-only, or endorsement-only are excluded from this policy.

Unauthorized Break in Registration A graduate student who takes an unauthorized break in registration by failing to maintain registration once per academic year or by failing to obtain an Academic Leave of Absence (see below) will relinquish their graduate standing in the university. Students who wish to have their graduate standing reinstated will be required to apply for readmission and pay the application fee. The

readmission application must be reviewed and approved by the student's program coordinator and Director of Graduate Student Success & Recruitment. Acceptance back into a graduate program is not guaranteed even if the student departed in good standing. The petitioner for readmission will be required to meet university and departmental admission requirements and degree completion requirements that are in effect on the date of readmission.

Academic Leave of Absence Graduate students in good standing may request an Academic Leave of Absence to suspend their program of study for a good cause (i.e.: illness, temporary departure for employment, family issues, financial need, personal circumstances). Students must submit an Academic Leave of Absence form (*to be created*) indicating which term(s) they intend to be on-leave. Students may request more than one leave, but combined leaves cannot exceed six terms. The request must be reviewed and approved by the Program Coordinator, Director of Graduate Student Success & Recruitment, and the Dean of Graduate Studies and Research. Students who are granted Academic Leave of Absence may not use university resources or faculty time. A leave of absence does not waive or extend the time limit for completion of a graduate program.

Student Fees Students on Academic Leave of Absence status are not subject to tuition & fees for the terms they are on leave.

Financial Aid Students who are registered for a minimum of one credit, do not meet the minimum requirement of half-time for federal loans, and therefore are not eligible for federal financial aid. Students who follow the process for an Academic Leave of Absence, will be treated as a withdrawal for financial aid purposes. A student who does not attend through at least 60.01% of the term will have their aid recalculated and aid will be returned as required with the Return of Title IV calculation. The student will then be financially responsible for paying these funds back to Western Oregon University.