Modeled after the undergraduate policy regarding “unenrollment,” the following policy is proposed in an effort to help the College gain a better understanding of the enrollment patterns of the continuing graduate student population.

**Undergraduate Unenrollment Policy**

You may be unenrolled for one semester and not have to reapply but if you do not enroll for two or more consecutive semesters you must reapply to the Office of Admissions

**Proposed Graduate Non-Enrollment Policy**

If you are a matriculated student unable to enroll for an upcoming semester, you must file for leave of absence through the Office of Records and Registration’s Intent to Withdraw form, being certain to select Leave of Absence and not Withdrawal. (<http://www.tcnj.edu/~recreg/withdrawal/index.html>)

While a matriculated graduate student is allowed a six-year window to program completion\*, if you do not enroll for three consecutive (fall/spring/summer but not including the winter term) semesters, then you will be required to complete a brief online reinstatement form through PAWS to be eligible for registration. All students, especially those in five-year undergraduate/graduate programs, should consult their advisers about the impact of a leave of absence on their program of study.

The Graduate Non-Enrollment Policy does not apply to non-matriculants, summer visitors, global visiting students, or professional development students. This policy neither suggests nor requires that the student 1- complete a new application for admission or 2- pay a fee for re-instatement.

\*A leave does not freeze the six-year window.

Internal Processing Notes:

* A PAWS modification would be requested through Records and Registration so that the following process could be followed. This modification might also serve as useful for the undergraduate population – alleviating added phone calls and potentially creating efficiencies in processing.
* A student who falls into this category would be marked in PAWS through Records and Registration as taking a leave with a Program Action of Leave of Absence and a Reason of “temporary.”
* Upon attempting to return, the student would see a brief reinstatement form appear within PAWS.
* The submitted form would automatically generate e-mail notification to Graduate Studies, Records and Registration, the student’s adviser and, potentially, the department chair.
* Records could lift the leave to allow registration or the modification could potentially include an automated process that would lift the leave and prepare the student’s account for registration.