

1. PURPOSE

The purpose of this policy is to establish requirements for the enrollment of graduate students in thesis or dissertation courses and requirements for graduate degree completion timeframes at Sam Houston State University.

2. GENERAL

2.01 Once a student enrolls in a thesis/dissertation course, the student must enroll in such course in each subsequent fall, spring, and summer semester until the thesis/dissertation is successfully completed. The dean may waive the continuous enrollment requirement when appropriate.

2.02 Students are required to enroll in the appropriate thesis or dissertation course in the semester in which the student is approved for graduation. If the degree in question is not awarded at the end of that semester, re-enrollment in the appropriate thesis or dissertation course is required during the subsequent semester in which the degree is again expected to be awarded.

3. LEAVE OF ABSENCE

3.01 A student who is unable to work on the thesis or dissertation for a period of time may present to the appropriate academic dean a written request for a leave of absence of up to one year. The dean's approval of such a request must also be in writing. An approved request must be submitted to the Office of the Registrar through the Dean of Graduate Studies. Additional requests for leaves of absence may be approved but must be resubmitted after the previous leave has lapsed.

3.02 A student is required to complete the master's degree within a six-year period, measured from the date of initial enrollment for graduate credit in a particular degree program. The period of time a student is on an approved leave of absence will not be counted as time accumulated towards that six-year deadline for completion of the degree.

3.03 A student is required to complete the doctoral degree within an eight-year period, measured from the date of initial enrollment for graduate credit in a particular degree program. The period of time a student is on an approved leave of absence will not be counted as time accumulated towards that eight-year deadline for completion of the degree.

