

Explanation of Options Available When You Need Extra Time to Complete Your Work

Deferral: This applies to extending the time that you take to complete a particular course. If a student expects to be unable to complete all course requirements within the semester, they may apply through their instructor to defer completion of their work for either one month or to the end of the following semester. Approval of applications is not guaranteed, but some application requirements have been waived as a result of Covid-19. We are also recommending that all Winter 2020 deferrals resulting from Covid-19 be to the end of the following semester.

Application for Spring/Summer registration waiver: If you are typically required to stay enrolled full-time as a result of program or visa requirements but are unable to register in Spring/Summer term as a result of Covid-19, this option allows you to apply to have that requirement waived for the Spring/Summer term.

Application for Spring/Summer registration in 0 credit hour/0 tuition course: If you are required to maintain full-time registration status as a result of some external pressure such as a funding requirement but are unable to register in Spring/Summer term as a result of Covid-19, this option allows you to apply for enrollment in a 0 credit hour/0 tuition course that will allow you maintain full-time registration status for the Spring/Summer term.

Extension: This applies to extending the time that it takes you to complete your entire program of study. There are time limits on how long students have to complete their studies that vary by program. In highly unusual circumstances, students may apply for a maximum of two 4-month (one semester) extensions to their programs. Approval of applications is not guaranteed.

Note that 4 months will automatically be added to all current graduate students' program time limits to account for any potential need to waive registration in Spring/Summer term as a result of Covid-19. The usual requirement to register in maintenance of status will apply should the extra time be needed, as it is intended to account for any current potential inability to maintain registration now. This addition to your time limit does not count as an extension.

Leave of Absence: This option allows you to maintain student status while you are not registered in classes. It is often a good solution if you will be unable to continue your studies for an extended period of time. You are typically only eligible for one leave of absence over the course of your degree program, with the exception of parental leaves. A leave of absence is good for a full year, but you have the option to return early should you choose.

Voluntary Withdrawal: This option allows you to withdraw from your program entirely with the option to apply to return to your program at a later date. Under this option, you lose your status as a student. It may be considered a remaining option for students who have used their leave of absence, as approval of applications to return is not guaranteed. Often students will continue to work on research under this option and then apply to return when they are ready to defend their thesis.