

# Time Limits for Post-baccalaureate and Graduate-Level Program Completion

## ROWAN UNIVERSITY POLICY

**Title:** Time Limits for **Post-baccalaureate and Graduate-Level** Program Completion

**Subject:** Academic Affairs

**Policy No:** GS 2019:01

**Applies:** University Graduate Students

**Issuing Authority:** Office of the Provost

**Responsible Officer:** Provost / Senior Vice President for Academic Affairs

**Adopted:**

**Last Revision:** October 2019

**Last Reviewed:** October 2019

### I. PURPOSE

The purpose of this policy is to define time limits for program completion for post-baccalaureate and graduate-level certificate and degree programs and to specify criteria under which extensions may be granted.

### II. ACCOUNTABILITY

Under the direction of the Provost, all University Deans shall implement this policy and all faculty shall ensure compliance with the policy.

### III. APPLICABILITY

This policy applies to all enrolled students in post-baccalaureate and graduate-level certificate and degree programs of Rowan University with the exclusion of the professional medical degree programs offered by the Cooper Medical School of Rowan University and Rowan University School of Osteopathic Medicine.

### IV. REFERENCES

1. National Science Foundation, National Center for Science and Engineering Statistics. 2018. *Doctorate Recipients from U.S. Universities: 2017*. Special Report NSF 19-301. Alexandria, VA. Available at <https://nces.nsf.gov/pubs/nsf19301/>.

### IV. DEFINITIONS

1. **Time limits for program completion**  
*The duration of enrollment expected for a student in regularly enrolled status from matriculation to successful completion of program requirements and graduation within the curricularly defined length of the program.*
2. **Regularly enrolled status**  
*Students who have not taken a leave of absence and are completing coursework towards a degree or certificate.*

### VI. POLICY

- 1. Time Limits for Non-Degree Programs**
  - a.** Students in post-baccalaureate or graduate-level certificate programs are expected to complete program coursework and all other requirements including benchmarks and program exit requirements within nine (9) consecutive terms (3 years), including any summer term, from the original term of matriculation.
- 2. Time Limits for Degree Programs**
  - a.** Students in graduate-level degree programs are expected to complete program coursework and all other requirements including benchmarks and program exit requirements within 21 consecutive terms (7 years), including any summer term, from the original term of matriculation.
- 3. Extension of Time for Graduate-Level Programs**
  - a.** Students who do not successfully complete their academic program (as verified by the academic department) within the prescribed time limits officially will become “inactive” in the student information system and may need to reapply or submit a completed application for extension of time to continue with the program.
  - b.** Students may maintain their active status and continue coursework by applying for an extension of time of up to three consecutive terms (1 year), including any summer term, from the original expected term of completion.
  - c.** Students may submit an application for extension of time one academic term prior to the original expected date of program completion.
  - d.** International students seeking an extension of time to program completion must consult with the International Center Office prior to application.