




UNIVERSITY OF MARYLAND

THE GRADUATE SCHOOL

2125 Lee Building
College Park, Maryland 20742-5121
301.405.7792 TEL 301.314.9305 FAX

MEMORANDUM

TO: Deans, Department Chairs, Graduate Directors, Graduate Coordinators

FROM: Ann G. Wylie, Interim Dean 

SUBJECT: Continuous Registration

DATE: December 17, 2004

In Fall 2004, 2,147 currently admitted graduate students failed to register. Of this number, only 18 students had formal exemptions from the continuous registration policy. The remaining 2,129 non-registered students are of concern to the university both academically and financially.

Graduate students who fail to register without obtaining formal exemptions from the Graduate School are in breach of the current “Minimum Registration Requirements” as stated in *The Graduate Catalog* (http://www.gradschool.umd.edu/catalog/registration_Minimum.html). Students using any university facilities or services, including the library and consultation with university faculty, must be registered for at least one credit hour each semester. Some programs require continuous registration under all circumstances. All students advanced to doctoral candidacy must be registered for at least one credit hour each semester. Students not using facilities or services must still maintain satisfactory progress as defined by the program (see the attached “Satisfactory Progress” memo).

To ensure that graduate students are making satisfactory progress toward their degrees and that graduate programs are aware of the status of their students, the following policy was endorsed by the Graduate Council and will become effective Fall Semester 2005:

Following the 10th day of registration for each semester, the Graduate School will notify students who have failed to register for two consecutive semesters (including the current semester) that they will be dismissed from the Graduate School at the end of the semester for failure to comply with the continuous registration requirement, unless they register for the current semester. The Graduate School will inform Graduate Directors that these students are in jeopardy of termination. Students may appeal termination during a 90-day period following the end of the second semester of non-registration. Graduate students who are terminated for failure to register must apply for readmission. In this case, readmission does not alter the initial requirements for time to degree.

Students who have been granted formal leaves of absence are exempt from the continuous registration requirement. Exemptions require advanced approval of the students' graduate programs and the Graduate School.

By copy of this memo, the Graduate School is notifying students of the continuous registration requirement and the consequences of not registering each semester. In addition to this, we ask that you assist us by informing your graduate students of the continuous registration policy.

If you have questions, please contact the Graduate School.

cc: William W. Destler
Graduate Students