This policy specifies the process for students who plan to interrupt their studies with the intention of returning at a later date. It applies to all students in W. P. Carey Master’s programs and is in accordance with ASU Graduate College policies. It is each student’s responsibility to understand how this policy may impact his/her ability to complete the MBA degree requirements.

Continuous Enrollment:

Students must maintain continuous enrollment by registering for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. Students who wish to halt progress in their program must contact their Student Services Coordinator to discuss the policies and outline a plan of study.

Request to Maintain Continuous Enrollment (Leave of Absence):

Students planning to discontinue enrollment for a semester or more must submit a “Request to Maintain Continuous Enrollment” (leave of absence) form to their Student Services Coordinator to be reviewed by the W. P. Carey Graduate Programs Office and the Graduate College. This request must be submitted and approved before the anticipated semester of non-registration. If approved, students may take a leave of absence for a maximum of two semesters during their entire program.

A Graduate College approved leave of absence will enable students to re-enter their program without re-applying to the university. During the time of the leave of absence, the maximum time limit policy is not suspended. A student on leave is not required to pay fees; however, he/she is not permitted to place any demands on university faculty or use any university resources.

If a student is requesting a leave of absence as a result of military deployment, their request should include the deployment details and indicate that he/she is being called to active duty. A copy of the DD214 is required to accompany this petition. Once on an approved leave of absence, if the deployment time frame exceeds the two semester time frame an additional “Request to Maintain Continuous Enrollment” is required to request an extension. The secondary petition may be submitted by the Student Services Coordinator on behalf of the student.

If a student is not approved for a leave of absence or wishes to step out of the core curriculum but continue taking courses, two alternative options are available:

a) Enroll in Continuing Registration course: This is a 1 credit hour course that will act as a placeholder to ensure continuous enrollment. No coursework is required. This course is assessed only ASU graduate tuition, not W. P. Carey program tuition.

b) Enroll in an ASU graduate-level course outside of current program.

c) FOR PROGRAMS THAT OFFER ELECTIVE COURSES – Enroll in an elective: If approved, students may step out of the core curriculum but continue to take electives. Requests of this nature must be submitted in advance by the student to his/her Student Services Students Coordinator. Students must still complete core course work according to the program’s prescribed lock-step curriculum.

   o Students who have been discontinued from coursework at the recommendation of the Associate Dean may not be eligible to enroll in electives during semesters of discontinuation.

Students who do not register for a fall or spring semester without an approved request are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program. If admitted, the student begins the “Maximum Time Limit” policy anew. A maximum of 9 credit hours from previous coursework may be used on the student’s plan of study. The W. P. Carey Graduate Programs Office has complete discretion to decide which previous courses, if any, may be used.

Maximum Time Limit:

All work toward a master’s degree must be completed within six consecutive years. The six years begins with the academic period and year of admission to the program. Approved graduate courses taken prior to admission to be counted on the plan of study must have been completed within three years of admission to the program.