

L105

Memo

To: CCO Students, All Programs
From: Pam Johnson, CCO Track Lead
Date: March 11, 2003
Subject: New Post-Residency Degree Completion Policy

During the last year, we have noticed that the graduation rate for CCO students is lower than we would like it to be. My experience has been that when students finish their coursework without completing their theses on time, students are slow to graduate, and sometimes do not finish at all. They just seem to lose momentum, drifting away, and falling off of our radar screen. Recently, students who have not completed their degrees within their five-year completion period have been calling, trying to get readmitted to complete their master's thesis field project, a prospect that essentially means starting a project from scratch and re-taking coursework. We want to reduce the likelihood of this happening, and increase students making intentional decisions about completing their academic requirements.

As a result, the Academic Council has agreed to the attached policy that will apply to you if you have not completed your thesis by the end of your last quarter in the program. It requires that you register as a continuing studies student each quarter until you complete your thesis requirements or reach the 5-year deadline. Alternatively, you may formally apply for a one-year leave of absence if you do not want to continue working on your thesis right away. This will allow you to make more intentional decisions about completing your work, and will help to keep you in our field of vision.

Please read the policy to fill in the details. Here are three illustrative scenarios.

Scenario 1: Mary began in Winter Program, January 2003

1/03-12/03	1 st Year—Coursework.
1/04-12/04	2 nd Year—Coursework; Mary registers in December to continue MTP beginning the next quarter.
1/05-12/05	Mary works on her thesis, registering each quarter, completes the thesis, has orals, graduates in 12/05

Scenario 2: Fred began in Fall Program, September 2002

9/02–6/03	1 st Year—Coursework.
9/03–6/04	2 nd Year—Coursework; Fred requests a one-year leave of absence.
6/04–6/05	3 rd Year—Leave of absence in force, no work with adjunct; registers before end of the spring quarter.
6/05–6/06	4 th Year—Continues working on MTP with adjunct faculty support, registering each quarter.
6/06–6/07	5 th year—Continues working on MTP with adjunct faculty, registering each quarter; completes the thesis and finishes within five years of entry date into the program.

Scenario 3: Karlene began in Summer Program, July, 2002

7/02–3/03	1 st Year—Coursework.
7/03–3/04	2 nd Year—Coursework; requests a leave of absence
3/04–3/05	Leave of absence in force; no work with adjunct faculty; requests an extension of the leave of absence before end of the one year deadline—extension granted.
3/05–3/06	Leave of absence in force; no work with adjunct faculty. Registers before the end of the year for the next quarter.
3/06–3/07	Works on MTP with adjunct faculty; must complete by the end of the year to meet the five year deadline.

I hope these illustrations begin to illustrate the policy in a way that makes it clear for you. Again, our intent is to support you in completing your academic requirements and increase our graduation rate. Please contact us if you have any questions or need clarification.

I wish you well in completing your program and achieving your academic goals—and I look forward to celebrating with you at graduation!