

Enrolling in Undergraduate Courses

Master students may enroll in undergraduate courses in two possible cases:

- 1) To complete preparatory (or 'bridging') courses that are required for matriculation in the degree program. In this case, a maximum of 4 courses (or 12 credits) are allowed and the courses are recorded on the student's academic transcript but are not included in the GPA calculation.
- 2) To complete courses that are part of a Master's program (e.g. courses that are cross-listed as senior level undergraduate and first level graduate courses). In this case, a maximum of 6 credits are allowed and the courses are included in the GPA calculation.

In both cases, students must pay the graduate tuition fees.

Note: *Doctorate students are not allowed to enroll in undergraduate level courses.*

Taking Time Off from Studies

A student has two opportunities to take time off after being accepted in a graduate program: The first is after admission and before enrollment and the second is after enrollment in the program.

1) **Postponement of Admission:** An applicant who has been accepted into a graduate program may request to defer his enrollment for one or two semesters, depending on when is the next admission cycle of the program. To do so, the applicant must submit a "Request to Postpone Admission" before he/she registers for any courses and by no later than the end of the "Add/Drop" period of the semester for which the applicant was admitted. Once the Request is approved, the applicant will be expected to enroll with the cohort of new students at the next admission cycle, otherwise the applicant's acceptance will be cancelled and a new application for re-admission will be required. Only one postponement is allowed and the postponed period of time will not count in the student's time-to-degree.

2) **Leave of Absence:** After a student begins his/her study in a graduate program, the student may take an official leave of absence from study for a period not to exceed two semesters, either consecutive or discrete. To take a leave of absence, a student must submit a "Request for Leave of Absence from Study" for approval preferably before the start of the semester in which the leave is to be in effect. Approved leave of absence periods will be recorded on the student's academic transcript and will not count in the student's time-to-degree.

Note: *Leave of absence granted for National Service is considered separate from leave of absences granted for other purposes and, therefore, it will not be accounted for in the two-semester limit.*