

**POLICY ON TIME LIMITS FOR THE COMPLETION OF THE MASTERS DEGREE**

**Time Limits for the Completion of Degree Requirements: Approved by Academic Dean's Office**

Time limits for the completion of degree requirements begin with the date of matriculation and are specifically expressed in the student's letter of admission from the program director or Academic Dean. The College time limit policy for students entering a master's degree program is the number of consecutive semesters built into the cohort program for course work completion plus the one-year of mentoring and guidance as the student completes the capstone or thesis project. After this time, the student has a grace period of one year after which, the official matriculation of the program ends. The student must then re-enroll for 2 credits per semester and join a distance cohort-learning group being guided and coached by an instructor and for the purpose of helping those who have not completed the thesis or capstone. Students who drop out of a cohort may do so until the final semester before course completion. After entering the final semester, the student must stay with the cohort and complete course work. Exceptions to this policy are at the discretion of the Academic Dean and are only granted for medical or extreme duress cases.