

College of Education and Human Services

Department of Education Leadership, Management and Policy (ELMP)

Policy on Reinstatements into ELMP Graduate Programs and Time to Degree

The Department of Education Leadership, Management and Policy (ELMP) at Seton Hall University hereby sets the following standards for students wishing to be reinstated into its graduate programs and for the maximum amount of time to complete a degree. These are effective for students who either were accepted in the summer 2019 semester or later or whose initial acceptance was earlier but failed to maintain continuous registration per University guidelines. Leaves of absence that are granted according to the procedures set forth in the Graduate Catalog count as continuous enrollment.

Reinstatement Requests

There are two types of reinstatement requests that may be considered.

Type 1: Students who have failed to maintain continuous enrollment but have been registered within the last two years may request reinstatement from their program's director. They may be subject to paying registration continuation fees if required by the University.

Type 2: Any student who has not been registered for a class in the last two years must request to be reinstated by sending a letter to ELMP's Academic Standards Committee, the membership of which is drawn from the department's full-time faculty members. This reinstatement request must include a current resume/CV, justification for the absence, and the applicant's proposed timeline for completing their program of study subject to meeting the below requirements.

Time to Degree

Students must complete their programs of study within the following number of years following their initial admission, excepting approved leaves of absence that meet Graduate Catalog requirements:

- Master's and EdS programs: Six (6) years
- EdD and PhD programs: Ten (10) years

If a student fails to complete their program within that time period, he or she will be dismissed. The student will then have to reapply for admission as a new student (which is not guaranteed) and is subject to all current course requirements in the program of study. Students may be subject to retaking courses, examinations, and/or any parts of the program that the program's faculty deem necessary.

A student may not be reinstated without reapplying for admission if initial enrollment occurred long enough ago that the time to degree requirements either have already been broken or a path to completion is unlikely while meeting the timing requirements.
