Spring 2020 Registration Deadlines for Graduate Students

Normal registration schedule

Schedule posted: October 2019
Registration: November 4 – January 29
First day of classes: January 22
Last day to add or drop a class: February 4
Last day to withdraw from all classes and receive a prorated refund: March 23
Last day of classes: May 7
Last day of finals: May 14

Last day to submit special petitions for Spring 2020 ¹

Petitions to Graduate Affairs to add 3 unit Curricular Practical Training (CPT) course: February 21
Petitions to Graduate Affairs to late add a "normal" course (not CPT, 799A or 799B): March 6
Petitions to Graduate Affairs to add 799A or 799B: March 6 ²
Petitions to Graduate Affairs to add 2 unit CPT course: March 27
Petitions to Graduate Affairs to add 1 unit CPT course: April 23
Petitions to Graduate Affairs for late drop: April 23

Request for a Leave of Absence: May 22 ³

¹ Students may petition for schedule adjustments if there has been an administrative error, or if serious, compelling and unexpected circumstances occur after the add/drop deadline.

² Petitions to add 799A or 799B will be accepted March 9 – March 27 only if there is a high probability of thesis approval and publication by the May 2019 deadline. (For May 2020 graduation, the deadline for thesis submission is March 27.) See the Graduation Deadline flyer for more details.

³ Leave of Absence requests must be submitted before the end of the semester.

Leave of Absence

Every Fall and Spring semester, students must register for classes or petition for Leave of Absence. Leave of Absence request must be made in your WebPortal account. Requests for two semesters on Leave of Absence are not possible; a new request must be filed at the beginning of every semester. A maximum of four Leave of Absences can be granted during a student's degree.

Students who are not taking classes or on Leave of Absence lose matriculation. This means that they do not remain active in their program, and will not be able to register on main campus in future semesters. Note that matriculation is NOT necessary in order to apply for graduation, take the comprehensive exam, file the exam completion form with Graduate Affairs, or register for classes through Extended Studies. However, students who you lose matriculation are blocked from registering for main campus courses. Plan A Master's students: you must be registered in 799A or 799B at the time the thesis is turned in.

Time to Graduate

All graduation requirements must be completed within 6 consecutive calendar years (not academic years) after initial registration for a graduate program with < 36 units, and within 7 consecutive calendar years for a program with ≥ 36 units. This includes time spent on Leave of Absence (but not time spent in compulsory service). Plan A students must submit their thesis to Montezuma Publishing by the end of the 6th calendar year (for programs with < 36 units) or the end of the 7th calendar year (for programs with ≥ 36 units).