



Advancing Global Higher Education

Program Completion Time Limits

Results of the AACRAO September 2018 60-Second Survey



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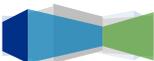
Introduction

Program completion time limits was the topic of this month's AACRAO 60-Second Survey (Appendix A). Questions included whether time limits existed, institutional control over SIS program time limits, how time limits are applied, and what the time limits are. This topic is one that highlights the variety in practice between and among institutions of different sizes, types, and control. The survey received responses from 612 institutions, including several combinations of control, size, type, and countries (Appendices B and C).

Key Findings

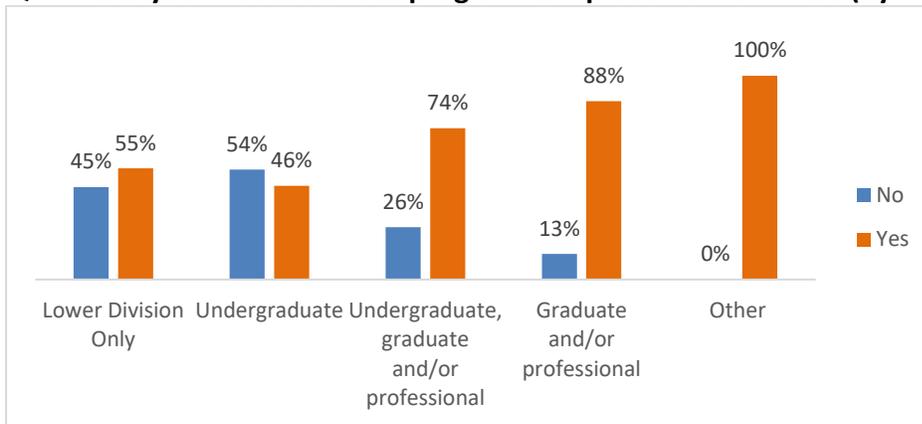
- Most (68%) institutions set program completion time limits.
- Fewer than half (46%) have an automated method in the student information system to keep track of program time limits.
 - Among those that do have this ability, about half (49%) centrally manage the responsibility.
- Nearly three quarters (74%) set the program completion time limit the same for all programs, degrees, majors and student levels.
- Seventy-three percent (73%) set program completion time limits by credential level exclusively (e.g., certificate, associate's, bachelors).
- Almost half (44%) somewhat agree with the following statement: "Students have easy access to their program completion time limit and are well-aware of the limit."
- Just under half (46%) report that when a student changes their program he gets a new program completion time limit for the new program.
- About a third (35%) require a student who returns after stopping out to complete the program within the original timeframe.
 - 30% set a new catalog and time limit.
 - 11% extend the time limit to exclude when the student was not enrolled at the institution.
- Eighty-seven percent (87%) allow students to apply for a program time limit extension.

The remainder of this report contains figures summarizing the aggregate results. Questions regarding this or any other AACRAO research should be directed to Wendy Kilgore, AACRAO Director of Research, at wendyk@aacrao.org.



Results

Q1.1 Does your institution set program completion time limits? (by institution type)

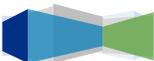
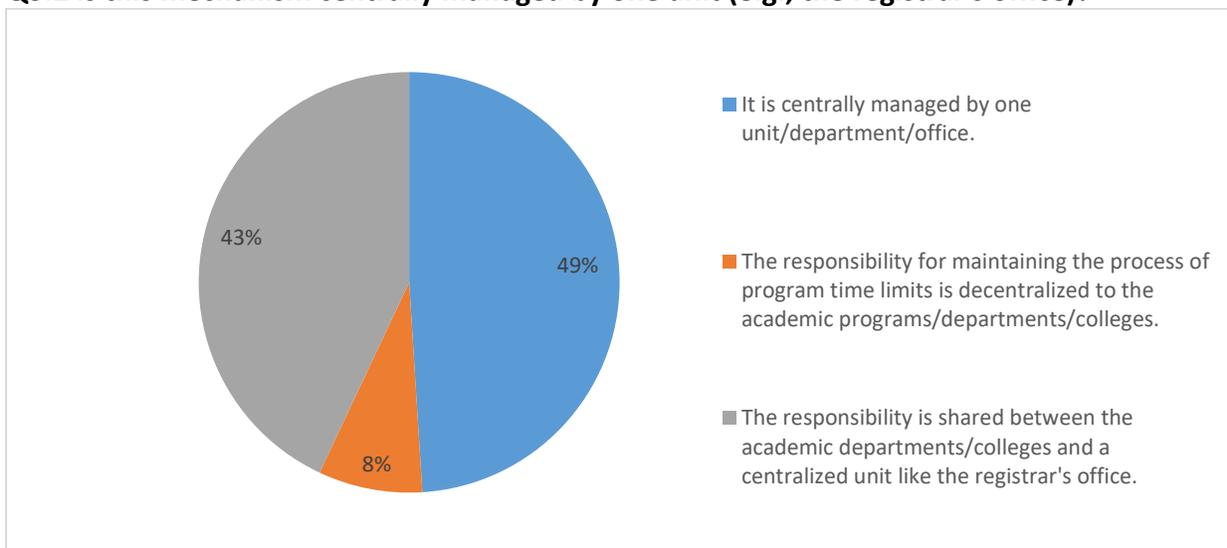


Among those institutions that do not have program time limits some of the reasons for not doing so include:

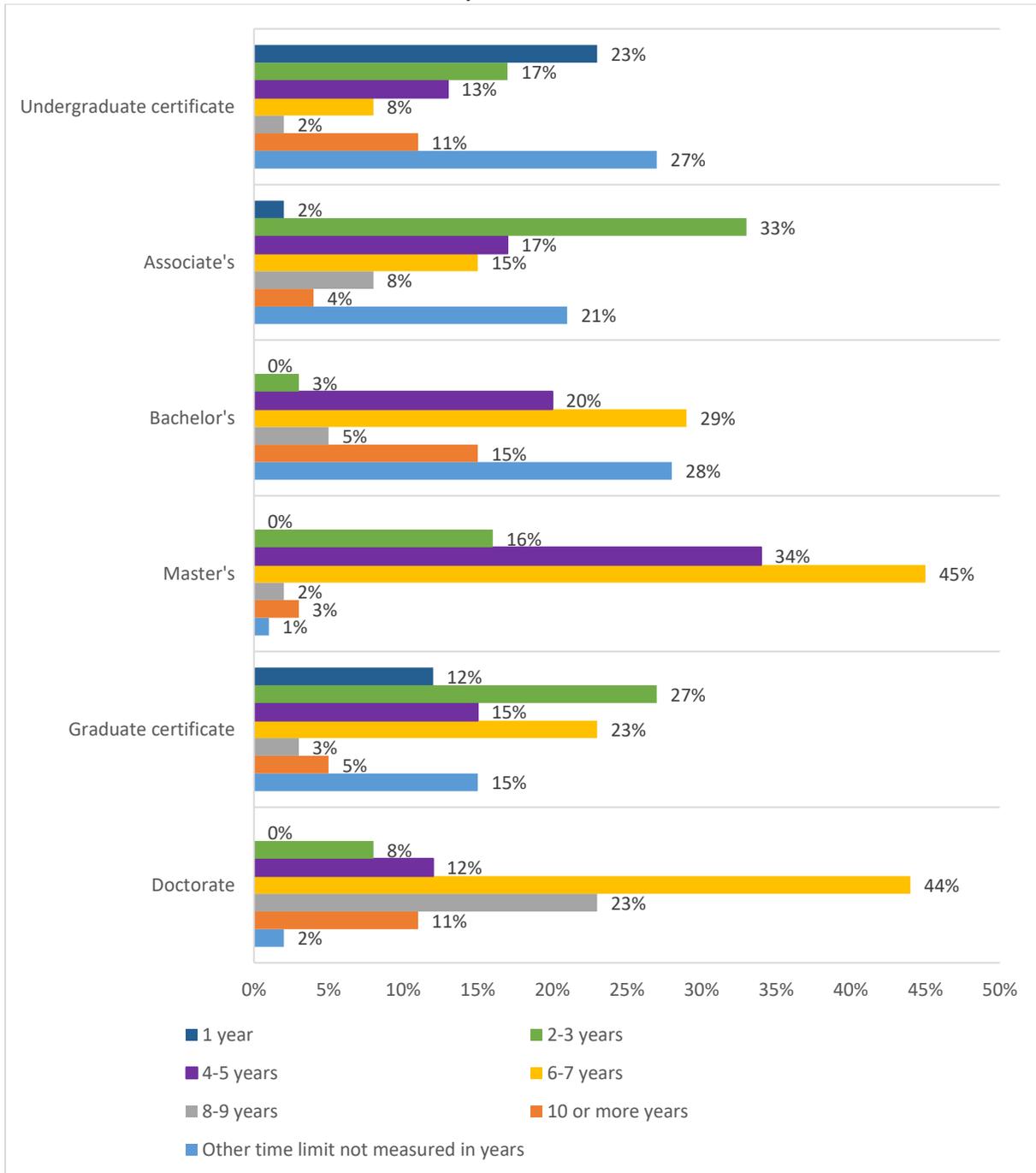
- Open access institution
- Unknown
- Part-time student enrollment percentages
- Never been an issue/never come up
- Considering one now
- Flexibility for students' lives

Appendix D contains all of the responses.

Q3.2 Is this mechanism centrally managed by one unit (e.g., the registrar's office)?

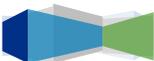


Q3.6 - Please indicate the time limit that most closely matches that of your institution (by credential level offered at the institution)

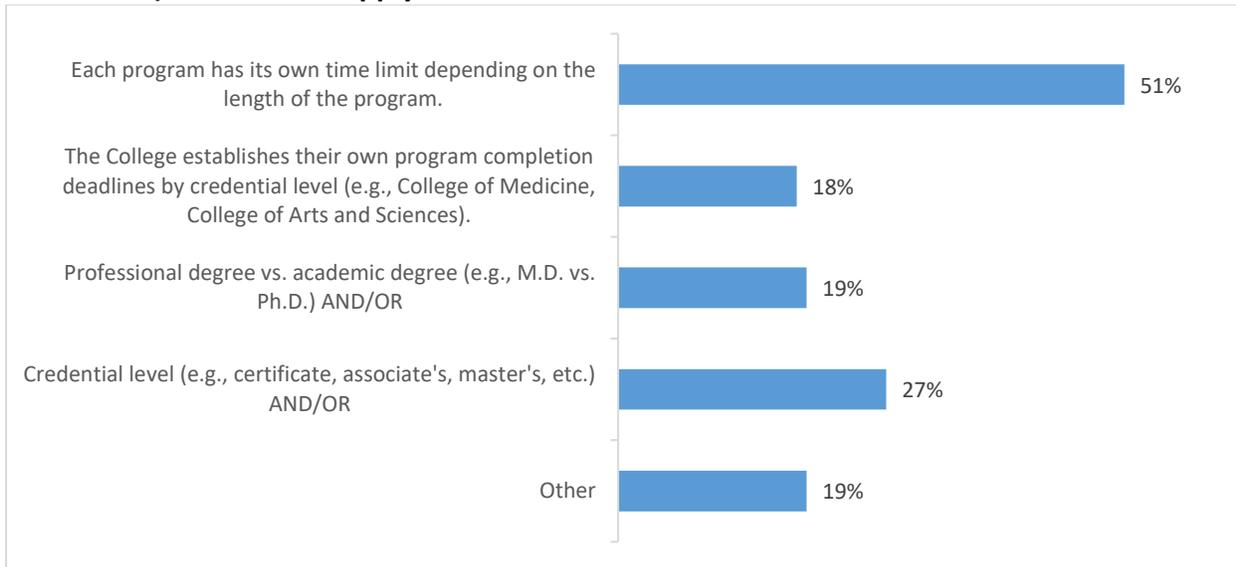


* This question was asked only of those institutions that have program limits exclusively by credential level.

Interestingly among those that provided reasons for “other time limit not measured in years” a fair percentage indicated that the institution does not set time limits specifically for undergraduate/bachelor’s degrees (Appendix E).



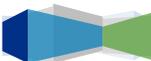
Q3.8 - Please indicate the how program completion time limits are differentiated at your institution (check all that apply)*.



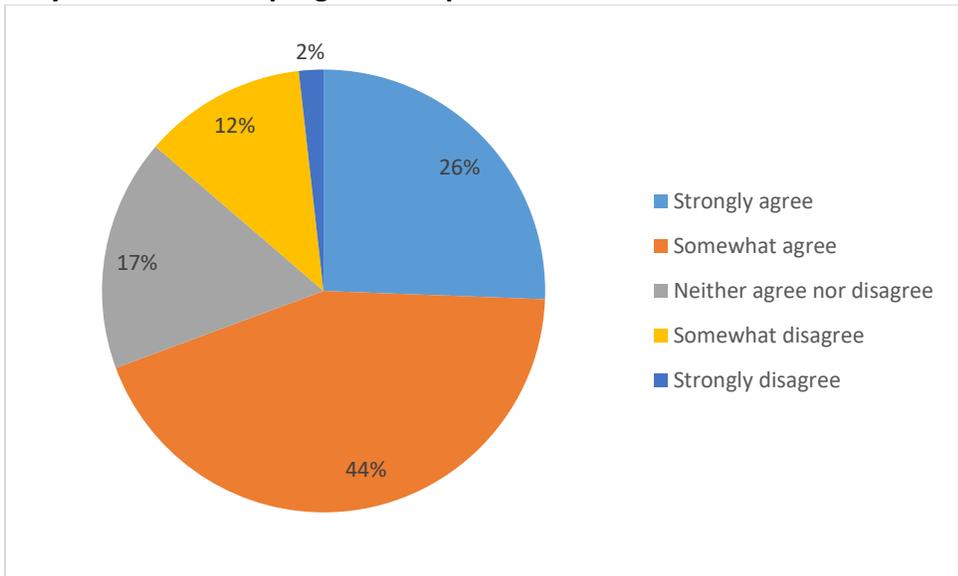
*The response choice “Each program has its own time limit depending on the length of the program” was an exclusive choice. If a respondent selected this choice, he/she could not select another. This question was asked of those that set limits beyond or in addition to at the credential level.

The responses provided for those who selected “Other” above are included in the table below.

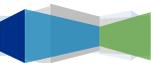
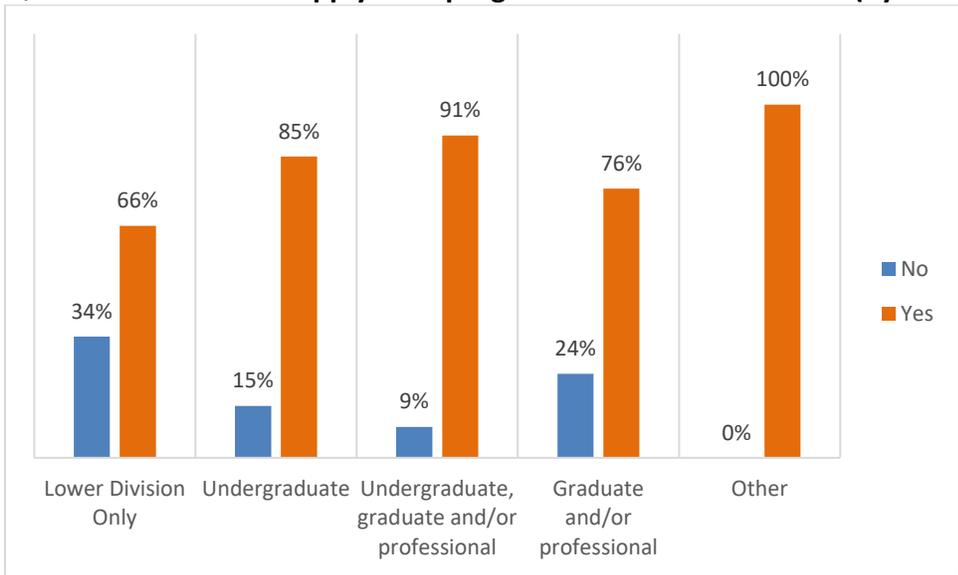
10 years for all programs, except Nursing due to licensing requirements
Accrediting agency (ABA) Juris Doctor
Certain accrediting bodies have imposed time restrictions
Credential type - i.e. an MBA has longer than an MS, even though they are the same level
Hours required for the degree at the graduate level
Most of our programs have no time limit. A small selection of after-degree and graduate programs have time limits unique to each of these programs.
Our Health Programs are less than all other programs
Our time limit is the 150% of total credits
Programs that have significantly higher credit requirements that others at the degree-level are reviewed by the university and approved to set a longer maximum time to completion than the university credential-level standard.
Some professional programs have time limits, most do not have a time limit
Total credits needed for degree
Traditional Undergraduate Student vs the Adult Undergraduate Learner



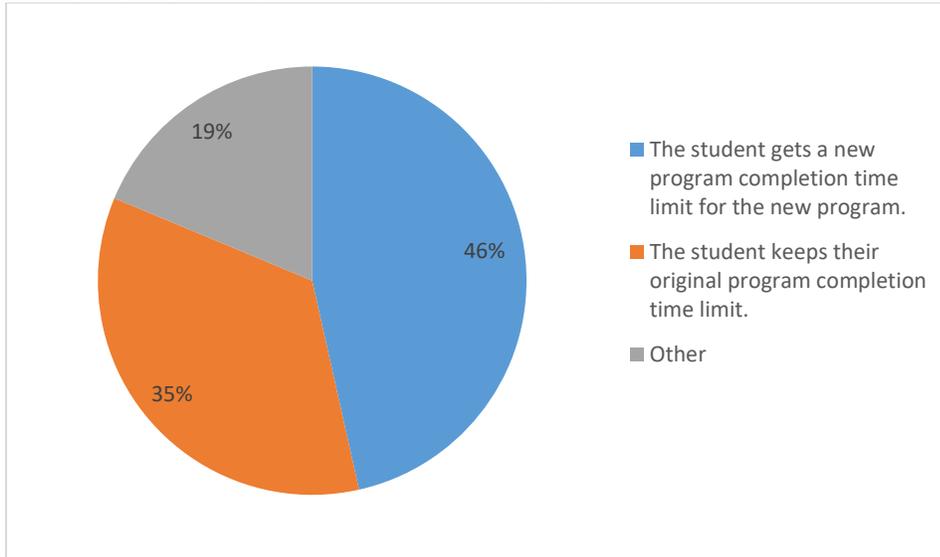
Q3.9 - Please indicate your level of agreement with the following statement: "Students have easy access to their program completion time limit and are well-aware of the limit."



Q3.10 - Can a student apply for a program time limit extension? (by institution type)

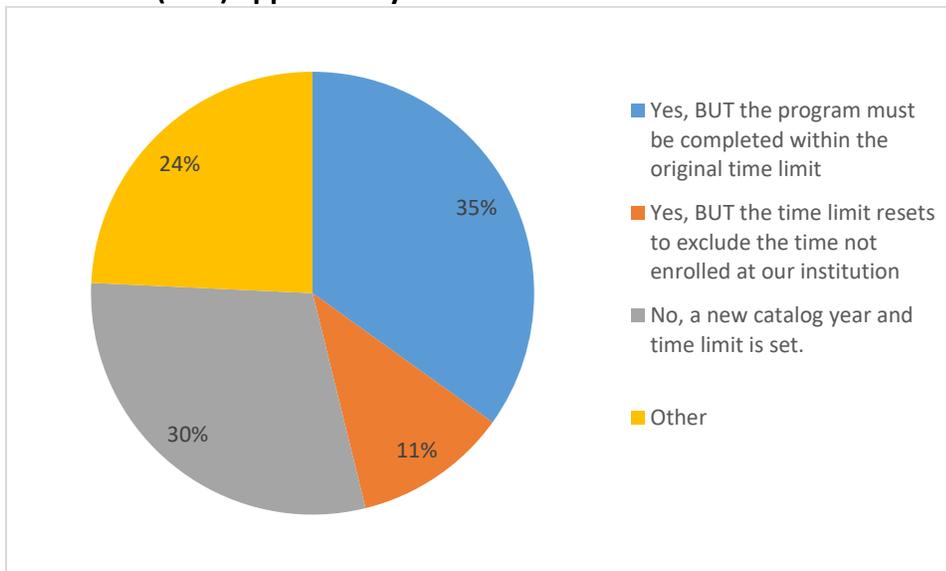


Q3.11 - Please indicate which of the following best describes what happens when a student changes programs (same credential level) with continuous enrollment.



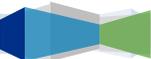
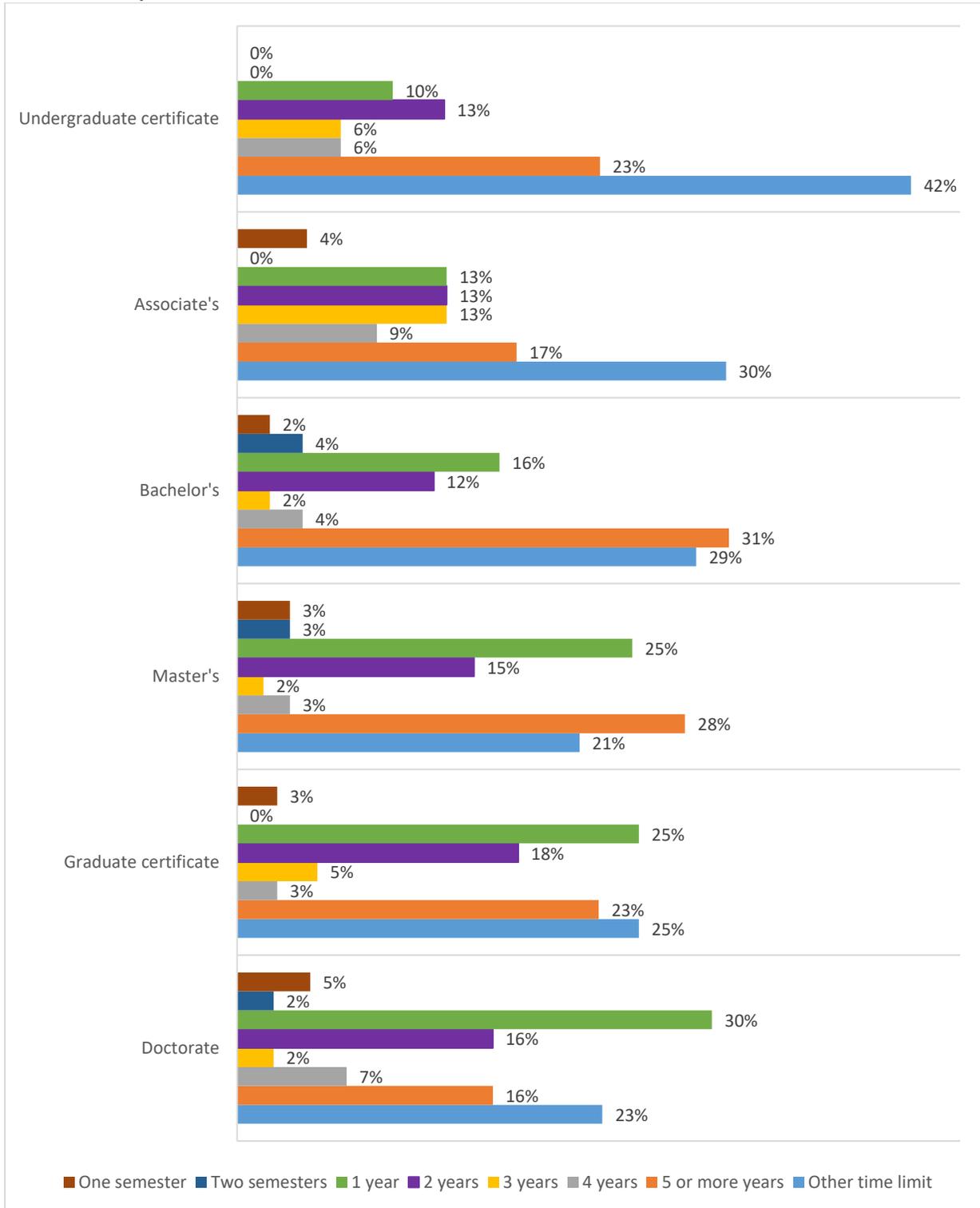
Some institutions negotiate on a per-student basis; others indicate it depends on a number of factors including coursework expiration time limits, the willingness of a student to take a penalty to extend the program, the program itself, the student’s level, and other reasons. (Appendix F).

Q3.12 - If a student stops-out and is required to re-enroll at your institution (i.e., loses continuing status) may the student complete their original program as described in their original catalog year? For the purpose of this survey, a stop-out is differentiated from a leave of absence (LOA) approved by the institution.

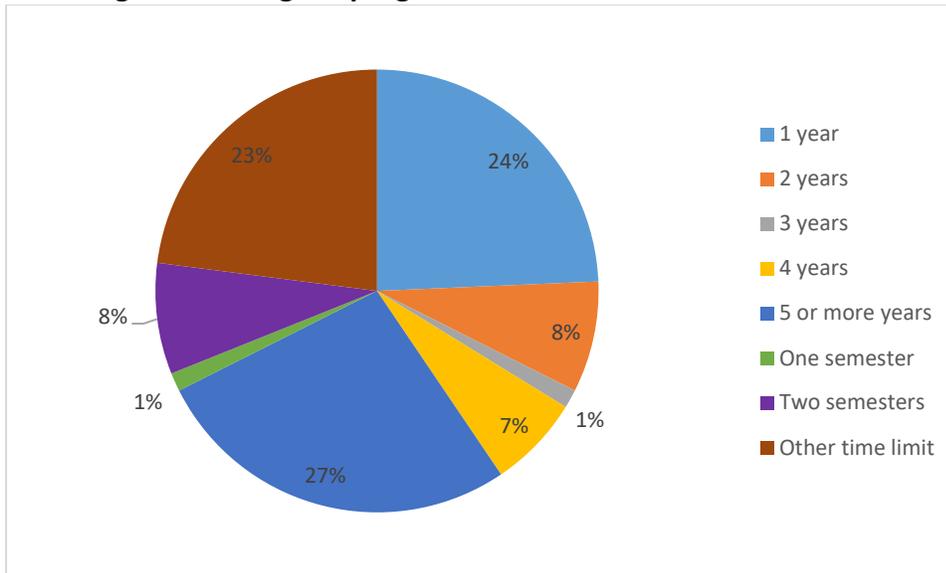


Appendix G includes all of the other explanations of practice on this topic.

Q3.13 - What is the amount of time a student can stop-out before being restricted from returning to their original program version? Please select the one that best fits (by credential level offered).

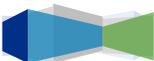


Q3.14 - What is the amount of time a student can stop-out before being restricted from returning to their original program version? Please select the one that best fits.

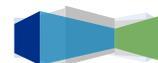


Q3.15 - Additional comments you may have about your institution's program time limit practices.

Students must complete the program within the 6-year allowable catalog window (including the year in which they are graduating). If they do not complete in that 6-year time frame, usually they are moved to a more recent catalog year.
A student can stop out for up to 7 semesters before their student status is no longer active and readmission is required. Even if re-admitted, the student can continue on their original catalog year as long as the student can complete their program within the catalog time limits established for the degree until that catalog year expires. They may choose any non-expired catalog year at that point.
A student who leaves without graduating has two years from his/her exit date to graduate under the original catalog year.
All students must complete their undergraduate degree in 10 full-time terms (160 attempted credits) or fewer.
Although the time limit is an approved policy, the school has a greater interest in seeing success for the students. Except for some technical programs, rare appeals for an exception are generally granted.
As expected, there are exceptions. The time frame is mostly so students don't come back after 20 years and expect to graduate under their old requirements because expectations (from both a general education and an accreditation standpoint) are different than they were in the past.
At the undergrad level, there is a "Catalog Year of Record" that is used to track and help enforce the completion within 8 years.
Exceptions are made for students who are part-time and those who take a leave of absence to do their mandatory military service of two years.
Exceptions are sometimes made by the dean for completing the student's graduate program after the published program length.
I am the Registrar of a law school at a large, state institution. We adhere to American Bar Association (ABA) standards. Standard 311 specifically outlines minimum and maximum program time limits. This is outlined in detail in our student handbook.
I may not have understood the question entirely, but I gathered from the question that we have estimated completion dates which are set at the time of admission. The date can be adjusted by our advisors when working with students.



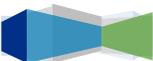
If a student is given an exception to the program time limit it must be approved by the Dean and Provost.
If a student is gone for more than one semester, they must follow the new program of study or the most recent catalog edition.
In order for a student to maintain rights to a particular catalog year, continuous enrollment is required. Continuous enrollment includes enrollment at our institution or any other campus in the state system or community college in the state.
Individual programs that require higher technological skills may require readmitting students to start the program under the current catalog.
It is term based for undergrads. They must complete in 12 terms excluding summer. We have 3 quarter terms per year (fall, winter, spring), so our limit is equivalent to 4 years of full-time load. Graduate programs do not have the same limit.
It's a fairly cumbersome process. Between reporting, Banner functionality and being a larger institution, it's as cut and dry as I'd like.
Masters and Doctoral Time limits are set by the degree level and the number of hours the program requires for graduation. Length of program is determined by the number of hours in the program. For undergraduate degrees, most are 24 months for associates and 48 months for bachelors. There is no completion time limits for undergraduate degrees, but if they stop out for more than 5 years, they are placed into a new catalog year. .
Most of the time limits for programs pertain to our graduate or nursing programs. Most of our undergraduate programs do not have a time limit. However, if a student sits out for 2 years, they need to switch to the catalog in force at the point of their return.
Most of the time we deal with re-enrollments on a case by case basis.
Mostly in some of our graduate programs, u/g's have no time limit
My answers are specifically for the Rowan University School of Osteopathic Medicine only, not for any other schools at Rowan University.
No limit at undergraduate level
No time limit on undergraduate but catalog year may change if out more than one calendar year. Only time limits on graduate level programs.
only certain programs allow to extend program time limit per programmatic accreditation
Our Grad programs have obsolescence rules which is what would be considered the time limit to complete the program. Any courses over 6 years are no longer considered towards the completion of a program.
Our graduate programs have varied time limits even within the same credential level.
Our internal time limit is most pertinent to certificates, masters and doctoral programs. Undergraduate programs are covered under the DOE time to completion.
Our policy is "Students who fail to complete degree requirements within seven calendar years relinquish the right to graduate under the requirements set forth in the catalog at their time of matriculation and may be held to current degree requirements. Exceptions for a student using a catalog that is more than seven years old must be approved by the student's academic assistant dean."
Our policy is 4 years which is based on ABA practices.
Our school is a cohort based, three year program. If the student is permitted to stop-out, he must complete with the new cohort (ex: if he leaves after 3rd semester, he must start in fourth semester & complete remaining two semesters without additional leave.
Our Undergraduate policy does not stipulate a time limit when continuously enrolled. The only stipulation is financial aid regulations are enforced. We do stipulate limit for a graduate program.
Referring to the last question: not able to answer as is. Students have 7 years to complete their program before having to meet the new requirements. How long they stop out is not a factor.
Regarding: "Students have easy access to their program completion time limit and are well-aware of the limit." I would say students have easy access to where completion time for their degree is published (catalog, website) but many do not read it carefully and are not well aware of the limit.



Regarding the stop-out time, it would vary program to program. All students are readmitted under the new Catalog, although they request and be approved for a prior or their original Catalog. It all depends on how long they are out and the program they are trying to re-enter.
Since undergraduate students have no time limit for completion and since our graduate program is fairly small, the majority of our students are not impacted by a time limit.
Stated in the catalog that there is a five year time limit to complete a program.
Students are given 5 years to complete a degree pattern. If they wish to take longer they will need to sign up for a new degree plan, which may or may not have different or additional requirements.
Students may not follow a catalog requirements older than four years unless continuously enrolled or granted an extension through the early participation process (two year extension to complete degree).
Students must complete their programs within 4 years. Students do not have the option to reset the time clock for programs unless they are changing majors which remains the same but allows them time under the current catalog to complete within the 4 years.
The courses taken previously to the student stopping out are re-evaluated when entering the same program with a new matriculation date and time limit.
The institutional time limit is part of our Timely Graduation policy. The expectation is students will complete in 4 years but many going part-time, changing majors, adding additional credentials, may move their graduation date or request additional time
The time limit for master's programs are 7 years. Any other major at the undergraduate level it depends on secondary accreditation. And students can maintain the catalog year in which they start in most cases as long as the major still exists. That said, it is being discussed on whether or not to change them to the current catalog instead at least in some majors. Therefore, the survey results will be of interest to me.
The time limit is tied to the catalog year. To extend the time limit, students must appeal to the Registrar. By request, students may request use any catalog in effect during a term in which they are enrolled, but the catalog must be within the time limit. The catalog year is automatically updated to the current year any time a student changes academic program.
There are exceptions made to allow students to go to the old catalog - if their program has changed and their old program is still relevant, students may be allowed to use the old catalog and stay on track.
There is an institutional policy which identifies program time limits. The policy is available online for students to view.
These answers were given re: graduate programs.
These questions have given me insight that I may present to our Graduate Council
This is a complicated question for a short survey and because it differs so much between UG and GR, it isn't really possible to answer the questions well. I'd recommend that you re-do this survey because of that or the results will not be useful. Also, there is a difference between program time limits and catalog rights and this survey used those interchangeably...I don't think that makes the outcomes useful.
Time limit applies only to graduate programs. No time limit at undergraduate level. Original catalog allowed at undergrad forever, except in teacher certification programs.
Time limit from previous question is unique to each student's situation.
Time limits are mostly honored by Financial Aid due to their 150% rule... However, we simply add the information into the system for them.
Time limits are not strictly enforced by policy. It's treated more as a general rule.
Timelines are Masters and Doctoral program requirements only and they relate to the coursework taken at any career. If the student doesn't graduate in the 6 or 8 years and they have coursework prior to the time line they can apply for an extension or retake the course.
Undergrad time limit is not as firmly enforced as the graduate program limits
Undergraduates have no time limit, but if they are not enrolled for a year, they are admitted to the most current catalog requirements. They may appeal to their dean to return to the old catalog requirements. Graduate students have 7 years, but can appeal for an extension.
Undergraduates have to graduate within 5 years of their program - they are allowed a one semester extension or they have to change catalogs.



We 5 years from their first term, but students can always bump to a new or better year, as long as they've completed a course during that catalog year.
We allow students to complete their program within seven years from declaration.
We also have undergraduate diplomas which have a time frame of 7 years.
We are a law school and must abide by our accrediting body - the ABA allows only 60 months from matriculation to degree completion for JD degrees. We track this in different reports to assure the students will not lose their credits and complete on time.
We deliver programs rather than individual courses. As per our course expiry policy, if a student needs to extend their program completion, they must complete all courses before they expire. Any courses that have expired must be repeated.
We follow Title IV guidance on time to completion rates.
We generally use the 150% limit.
We have a completely arbitrary time limit of 7 years. We are thinking of eliminating it but then we wouldn't have one at all. Perhaps asking what institutions use for their limit and how that determination was made would also be helpful to know.
We have a completion deadline for graduate programs only, none for undergraduate level.
We only added time limits a few years ago, mainly because we had people coming back many years later to finish a degree. Now students must complete within ten years of matriculating or they must meet whatever requirements are in place for the current catalog.
We only allow students to be enrolled for a maximum of eight semesters (fall and spring). We expect students to complete the BA degree within this time limit. Students may apply for an additional semester of enrollment but this is granted on an exception basis. Students may transfer courses back to complete a program (this is routine practice).
We only have time limits for programs such as our Bachelor of Science in Nursing (because the curriculum changes often). The program has to have a very prescribed reason to be able to do this. Otherwise, we accept students back years after being a student, but their catalog term will change upon their return, as their curriculum likely changed.
We say we have these limits, but in reality we allow for petitions/extensions all the time. I have yet to see a denied petition on this front. We are revisiting the policy, since there are so many exceptions granted.



Appendix A: AACRAO July 2018 60-Second Survey

September 60-Second Survey Program Completion Time Limits

Note: The question logic is not displayed. Not all questions will be proffered to all respondents.

Does your institution set program completion time limits?

- Yes
- No

Please describe the reason your institution does not have program time limits. _____

Does your student information system (SIS) have a mechanism to track the program completion time on a student's record?

- Yes
- No
- I don't know

Is this mechanism centrally managed by one unit (e.g., the registrar's office)?

- It is centrally managed by one unit/department/office.
- The responsibility for maintaining the process of program time limits is decentralized to the academic programs/departments/colleges.
- The responsibility is shared between the academic departments/colleges and a centralized unit like the registrar's office.
- I don't know.

Is the program time limit the same for all programs/majors/degrees and student levels?

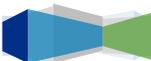
- Correct, we don't differentiate, the time limitation is the same for all.
- No, we differentiate program completion time limits.
- I don't know

Does your institution set program completion time limits by credential level **exclusively**? (e.g., certificate, associate's, bachelor's.)?

- Yes
- No
- I don't know

Please indicate the credential levels offered at your institution (check all that apply).

- Undergraduate certificate
- Associate's
- Bachelor's
- Master's
- Doctorate
- Graduate certificate



Please indicate the time limit that most closely matches that of your institution.

	1 year	2-3 years	4-5 years	6-7 years	8-9 years	10 or more years	Other time limit not measured in years
Undergraduate certificate							
Associate's							
Bachelor's							
Master's							
Doctorate							
Graduate certificate							

Please describe the "other time limit(s) not measured in years." _____

Please indicate the how program completion time limits are differentiated at your institution (check all that apply).

- Credential level (e.g., certificate, associate's, master's, etc.) AND/OR
- Professional degree vs. academic degree (e.g., M.D. vs. Ph.D.) AND/OR
- The College establishes their own program completion deadlines by credential level (e.g., College of Medicine, College of Arts and Sciences).
- Each program has its own time limit depending on the length of the program.
- Other. Please describe. _____

Please indicate your level of agreement with the following statement: "Students have easy access to their program completion time limit and are well-aware of the limit."

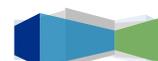
- Strongly agree
- Somewhat agree
- Neither agree nor disagree
- Somewhat disagree
- Strongly disagree

Can a student apply for a program time limit extension?

- Yes
- No
- I don't know.

Please indicate which of the following best describes what happens when a student changes programs (same credential level) with continuous enrollment.

- The student gets a new program completion time limit for the new program.
- The student keeps their original program completion time limit.
- Other. Please describe. _____



If a student stops-out and is required to re-enroll at your institution (i.e., loses continuing status) may the student complete their original program as described in their original catalog year? For the purpose of this survey, a stop-out is differentiated from a leave of absence (LOA) approved by the institution.

- Yes, BUT the program must be completed within the original time limit
- Yes, BUT the time limit resets to exclude the time not enrolled at our institution
- No, a new catalog year and time limit is set.
- Other. Please describe. _____

What is the amount of time a student can stop-out before being restricted from returning to their original program version? Please select the one that best fits.

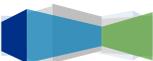
	1 year	2 years	3 years	4 years	5 or more years	One semester	Two semesters	Other time limit
Undergraduate certificate								
Associate's								
Bachelor's								
Master's								
Doctorate								
Graduate certificate								

What is the amount of time a student can stop-out before being restricted from returning to their original program version? Please select the one that best fits.

- 1 year
- 2 years
- 3 years
- 4 years
- 5 or more years
- One semester
- Two semesters
- Other time limit

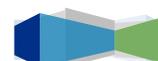
Please add any additional comments you may have about your institution's program time limit practices.

Thank you for completing the survey. Please use the next arrow to submit your response.

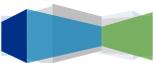


Appendix B: Respondent Count by Institution Control, Type, Size

Control, Type	Size
Public	270
Lower Division Only	80
Under 1,000	12
1,000 - 2,499	23
2,500 - 4,999	16
5,000 - 9,999	18
10,000 - 19,999	6
20,000+	1
Not Applicable	4
Undergraduate	27
Under 1,000	6
1,000 - 2,499	9
2,500 - 4,999	2
5,000 - 9,999	4
10,000 - 19,999	3
20,000+	3
Undergraduate, graduate and/or professional	156
Under 1,000	1
1,000 - 2,499	8
2,500 - 4,999	22
5,000 - 9,999	38
10,000 - 19,999	40
20,000+	47
Graduate and/or professional	7
Under 1,000	4
1,000 - 2,499	2
10,000 - 19,999	1
Private, not-for-profit	314
Lower Division Only	5
Under 1,000	4
1,000 - 2,499	1
Other	1
Under 1,000	1
Undergraduate	69
Under 1,000	33
1,000 - 2,499	30
2,500 - 4,999	6



Undergraduate, graduate and/or professional	216
Under 1,000	38
1,000 - 2,499	74
2,500 - 4,999	45
5,000 - 9,999	32
10,000 - 19,999	22
20,000+	5
Graduate and/or professional	23
Under 1,000	19
1,000 - 2,499	3
Not Applicable	1
Private, proprietary	23
Lower Division Only	2
Under 1,000	1
2,500 - 4,999	1
Undergraduate	4
Under 1,000	3
1,000 - 2,499	1
Undergraduate, graduate and/or professional	15
Under 1,000	6
1,000 - 2,499	3
5,000 - 9,999	1
10,000 - 19,999	3
20,000+	2
Graduate and/or professional	2
Under 1,000	2
#N/A	2
#N/A	2
#N/A	2
(blank)	
(blank)	
(blank)	
Not applicable	2
Lower Division Only	1
2,500 - 4,999	1
Undergraduate, graduate and/or professional	1
1,000 - 2,499	1
Grand Total	611

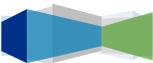


Appendix C: Respondent Country, State/Province

Country, Sate/Province	County
Armenia	1
Australia	1
Bulgaria	1
Canada	18
AB	2
BC	6
MB	2
ON	6
SK	2
Cayman Islands	1
Costa Rica	1
Cote d'Ivoire	1
Italy	1
Jamaica	1
Lebanon	1
Singapore	1
Switzerland	1
United Arab Emirates	2
United States	579
AK	4
AL	5
AR	6
AZ	7
CA	52
CO	11
CT	3
DC	4
DE	1
FL	20
GA	16
HI	1
IA	14
ID	2
IL	38
IN	10
KS	16
KY	9
LA	5



MA	24
MD	13
ME	5
MI	16
MN	16
MO	17
MS	4
MT	5
NC	16
ND	7
NE	4
NH	4
NJ	7
NM	3
NV	3
NY	35
OH	13
OK	4
OR	9
PA	31
PR	2
RI	2
SC	8
SD	2
TN	15
TX	29
UT	7
VA	17
VT	5
WA	9
WI	18
WV	5
Micronesia	1
Grand Total	611



Appendix D: Reasons for not using time limits

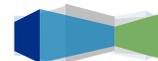
We do not have time limits on the program itself, only on the catalog years. This may mean that their program requirements change. This is in regard to undergraduate only. Some of our graduate programs do have time limits and any over-age credits must go through a petition process.
A student catalog will expire after 10 years but we allow students to persist and change catalogs if their situation warrants.
AIP has MSCHE accreditation - time limit would be students who exceed 150% rule.
Allows students to individually pace their education with work, family, etc...
As a community college, we understand that students may move in and out of a program as life changes.
As a large public institution with about a 40% first gen population, we have a very diverse student body with diverse needs. Thus, it may not always be in the students' best interest to enforce a strict timeline, as many work simultaneously with their studies, and thus have a reduced course load, or they may not understand how to navigate the system early on, or may struggle academically early on, and thus need a bit more time to get fully on their feet. We would rather see a student take their time and be successful than push themselves to try to meet goals that don't work for their situation. That said, we do have unit limits, and if a student is in danger of exceeding those, our advising staff work directly with them on a graduation plan.
As a liberal arts institution we don't have many external pressures for time limits, and we work with students individually if their programs extend over the traditional time. We require readmission if a student ceases attendance for a specific period of time, so they are held to the rules in place at the time of readmission.
As an open-enrollment institution, students may need to take time off from their program. If they are gone for more than 2 years, students need to follow the program requirements at the time they return to taking classes.
Because we carefully advise and monitor the progress of our graduate students to ensure acceptable time to degree. We have controls in place to ask them to provide justification for the need to stay in program longer than 5 years.
Best guess is that we have many part-time, returning adult students that take classes when they can afford to do so.
Can't give you a reason. This was in place before I got here and no one has brought up changing the policy.
Community College -- Open access mission
Community College and part time students
Department's decisions. We have a few programs that do sent time limits but only 2.
Different reasons for not completing for different students preclude one overarching completion time frame
For Satisfactory Academic Progress, students must complete within 150% (180 total credit hours) in order to continue receiving Federal financial aid, but other than that, we don't have any time limits.
For Undergraduate programs, students can take as long as they want as undergraduate coursework does not expire. For Graduate programs, there are time limits - some are within 6 years from first being matriculated to 10 years (the more requirements for the program, the longer the time period).
For undergraduate students, we do not have program time limits; however, a catalog expires after 7 years, so undergrads will be moved to a new catalog if their catalog term has expired in order to continue taking courses toward their degree. Masters students have a seven-year time limit where all requirements must be completed within one seven-year period. Doctoral students have a maximum of 10 years from the date of first entry into a doctoral-level course to complete their degree.
Good question but I have no clue.
Have not seen the need for a policy.
Historical Practice. Policy is being created to limit program time limits



Honestly we focus on completion and have a 15 to finish campaign active currently, however time limits could harm a student when life happens.
Honestly, just a year into the position here and I am not sure. I believe at the graduate level they have some time limits, particularly for those programs where there are licensures, certifications, etc.
I accidentally hit the wrong button and can't return to change my answer to yes.
I am not sure. It has been discussed to help students graduate in 4 years and to help students keep costs to an appropriate level.
I am uncertain of the historical reasoning. There are catalog term limits, which serve to promote completion in nine full semesters. Otherwise, graduation rates are high and establishing limits has not been discussed.
I answered the first question incorrectly and can't get back...we don't have program time limits for undergraduate programs, but we DO for graduate programs. Even the undergraduate have some "time limit" aspects related to them: students who take a break from their studies of more than two years are required to use the current catalog requirements when they return. If their "older" courses are no longer required in the major (for example, BASIC Programming from 30 years ago for a Computer Science degree), then they will need to take the new course requirements. That is, effectively, a "time limit" on the old course. But there are no firm program time limits at the undergraduate level.
If the program exists, we allow students to continue to work toward completing their programs. We have many adult, part-time students who need the time to work at their own pace. The only time we have limits on program completion is if a program is being discontinued, then we send a letter stating that it must be finished by a specific date because we do not plan to offer courses beyond that timeline.
increases retention and grad rates
Increasingly larger numbers of students only attend part-time.
It has never come up. Continuously enrolled students can take as long as they need. Students who leave and come back after at least a year, need to follow the new catalog.
It has not been an issue in my 30 years here.
It just does not fit with our mission, and over 85% of our students graduate within six years of starting. The bulk of the 15% who do not have transferred elsewhere, where they graduate.
Large number of part time students
Law has ABA-mandated restrictions. Liberal arts and sciences programs are flexible. 90%+ of both law and undergrads graduate in 3 or 4 years, respectively. Our undergraduate rate jumps to 92% in 6 years.
Majority of our programs are liberal arts and have no expiration date on courses. Student may return at any time and complete the program they started.
Many faculty and the upper administration have not seen the need.
Many of our students attend part-time. Our current practice is such that as long as a student completes at least one course every two years, they will not be deactivated from their program. There are exceptions. If we discontinue a program, a student then has 3 years in which to complete it.
Money and compassion. The administration does not want to lose anyone.
Never considered at highly traditional liberal arts college with ~80% four-year grad rate for BA/BS
No demand to create one.
No interest.
No master's programs, only undergraduate
No need with population
No reason
No specific reason. We have just never considered it.
None
not an issue here
not needed



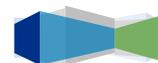
Not state mandated
Not sure
Not sure - we never have at the undergraduate level. A student who does not register for six semesters in a row would have to apply for readmission. At the graduate level there are time limits on funding from the government and on institutional aid in some cases, not but not on completion (other than a graduate committee withdrawing someone for not making satisfactory progress).
Once someone begins a program, they may take it part time or full time. The community college may change program requirements or if sun setting a program allows a time for completing that program
Only the Health Sciences program has program time limits. Other departments do not; allows for part-time students to continue.
Other than financial aid and the 150% rule, we are a community college where students can come and go at their choice.
Our health programs have time limits. However, most of the other programs do not.
Our students are nontraditional working adults. Most students attend part time.
Our undergraduate programs do not have time limits, but our master's degrees do have program time limits. The survey would not let me go back to set question 1 to yes. For undergraduate programs, we have a 7-year rule on coursework, where courses older than 7 years are evaluated to see if they still reflect current principles and practices and may or may not have to be repeated.
Plan to develop one; previous person was in job many years and did not implement.
Program completion limits are for graduate students
Some student need remedial work before they can take credit courses or they change their major at least once.
Student can return, have their extremely old credits evaluated again, and proceed toward current degree completion.
student have block schedule and transition as a group; loa or dismissal would change completion time if approved by dept.
Student may choose to add a second major at any time and we rely on strong advising and tracking.
Students may be limited in the amount of state and federal aid they receive based on time limits and credits attempted but a student here can still continue to complete their program beyond those limits. If a student separates from the college for a large span of time, they can apply to return to complete their program under the new/current curricular requirements and it is possible they may have to repeat or take additional courses/credits to complete their program but can continue to be enrolled as long as they are making Satisfactory Academic Progress.
Students may be part-time, or choose to add credentials to their Bachelor program (minors, options, joints, etc.) and there are no limit on added credentials.
Students must stay continuously enrolled to continue in any program. They may stop out for no more than 2 terms in order to continue. If they stop out for a year or more and are readmitted, they must follow the new catalog in place at the time of reenrollment. In many cases this means the program requirements have changed, in a few rare cases the program requirements may be the same.
The Board of Directors feels that students who were unable to complete their degree should be able to come back and finish regardless of how long it has been.
The institution does not have program time limits at this time but is under review.
The majority of our students are non-traditional adult learners and often take longer to complete. Many take one course at a time and may have to stop out due to work or family commitments.
The mission of our institution is to prepare adults called of God into Christian service. Many students are part-time students while working/ministering full-time. No logic exists for requiring acceleration of degree completion due to an arbitrary program time limit.
The mission of the community college doesn't support mandated program time limits.
The students can continue to complete their degree, however, the may run out of financial aid if they rely on it. Many of our adult learners study part time while working.



The subject has never been discussed.
The vast majority of our students are part-time and we do not want to prevent them from completion.
There is no official policy or justification. I think that at a traditional university, there is an assumption that students will attempt to complete, as soon as possible. Costs and aid availability certainly reinforce this.
There is no requirement to do so.
There's no reason to institute them: small, private, highly selective liberal arts colleges almost never do.
Things happen, students cannot always finish in the "normal" 4 years.
Things in students' lives happen. Sometimes it takes a while to get everything back together.
This is actually program dependent. Some programs do have time limits, some do not. The ones that do not have time limits are generally set up as such because of our demographic is working students who require flexibility.
This is being discussed at higher levels of administration.
This topic is currently up for review so it may change. I do not believe historically we have ever set limits.
To avoid inhibiting program completion for students who had to stop out.
Too many part time students - as a community college. Has never been brought to our attention as an issue.
Tradition. We have always allowed students to return and complete their original program.
Undergraduate institution. Students finish when they finish. If a student stops out more than two semesters they would come in under the then current catalog program requirements. If a student takes longer than twelve semesters to complete, they would have to update to the then current catalog program requirements.
We are a community college and a very diverse student population. Students start and stop during their academic experience with us for employment, family, economic reasons.
We are a community college and students frequently stop out in pursuit of their degree.
We are a community college with a diverse student population with various needs. They take what they can when they can, with the ultimate goal of completion.
We are an access institution.
We are an open access institution and believe that every student's journey is unique to their circumstances. With a majority of students attending part time, arbitrary program time limits would be an unnecessary barrier.
We are an open enrollment institution, so completion time frames vary depending on the student. However, if a student is utilizing financial aid, then time limits apply per the dept. of education loan regulations.
We are the only two year institution on island
We believe that the Satisfactory Academic Progress standards around progression adequately ensure that student complete their programs in a timely way. Student must successfully complete 67% of their courses they attempt.
We do for grad programs, but not undergrad. This is not a real issue and to put in limits doesn't seem to make much sense.
We do limit the requirements in a catalog to six years, but students can continue with a new set of requirements.
We do not believe in time limits for program completion.
We do not have any at the Undergraduate level but do for the doctoral degrees
We don't have academic time limits but there are financial aid award limits for scholarships
We have a 7-year time limit on the Catalog under which a student is admitted. Our Catalog changes/updates each academic year. If a student stops out for 7 years or more, then they must be readmitted under the current catalog which will likely have many changes from the one they came in under the first time. We have three faculty curriculum ratifications per academic year so changes are frequent.
We have a huge population of students who stop-out due to financial hard ship, life circumstances, etc. We serve a very economically depressed area.



We have a lot of stop out students. However, our catalogs expire after six years. Students who do not finish their program within this time period have to move to a newer catalog and meet the requirements of the new catalog.
We have a mix of traditional students and adult learners attending part-time that typically need more time than the traditional 4 years to complete a bachelor's degree. Graduate programs have more restrictions 4 years for Masters and 7 years for PhD's.
We have a recommended completion time but it is not a strict limit. We do, however, have time limits on individual courses such as science and technology.
We have a substantial military student population who are mobile and can be deployed or have other breaks in enrollment. We allow them to remain in the same program (assuming it still exists) as long as they take courses with 5 years (undergraduate) or 2 years (graduate).
We have a variety of students and we encourage them to complete in 4 years. However, we have some that take multiple years because they're only part time or they leave and decide to come back.
We have catalog year limits (cannot be more than 5 years old), but not program completion time limits. This is because we are a community college and it takes quite a few of our students up to 6 years or longer to complete their programs. They tend to take breaks and then return.
We have discussed it, but have not implemented anything. We just implemented progression "guidelines" instead of policy... baby steps.
We have large numbers of first generation college students. Ninety-five percent of our students are on some kind of financial aid. It is not uncommon for students to stop-out, work, and then return when that have funds to help support the cost of attendance.
We have many part time students
We have maximum hour limits for FA but not on degrees. The Graduate Program has a time limits.
We have not found a need to as of yet.
We have not had our academic side set any guidelines for such a rule
We have time-limits only for our graduate programs. I can provide no reason for the policy or lack of the same for our undergraduate programs.
We never have. We may be reexamining this practice.
We offer a nontraditional modality that allows students to 'step out' periodically as life circumstances dictate while remaining an 'active' student provided the student enrolls in at least one course per calendar year. Due to that policy, a program time limit is impossible to enforce.
We only do for Nursing, but no other programs. Most student who finish do so within 4-5 years.
We only have time limits for Graduate programs. It is 5 years.
We serve a geographic area by legislative mandate, allowing non-traditional or students who have stopped out to pursue a degree at their own pace, not one mandated by the institution.
We serve non-traditional students who are often working full time jobs which impacts their ability to take full time loads.
We want to allow students to complete their degrees even if they are not able to do it in 6 consecutive years. Students can request re-admission to complete their degrees, even 6 years after they first matriculated.
We want to have an open-access policy where continuing students can take as long as they want or return after a leave of absence to complete their degree.
We want to help students finish, even if they have taken a break in their studies or needed to go at a part time pace.

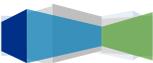


Appendix E: Other time limit not listed in years

After 3 years of being out of the degree program they must enter under the current catalog.
Age of coursework is an influencing factor in technology-based programs; healthcare; and education.
Dependent upon criteria related to the catalog year.
Doctoral candidates have a varied time limit to complete their research, and defend their dissertation. I am unsure as to the actual amount of time they have, though.
High Unit count
If an undergrad leaves before finishing and is out for more than 5 years and wants to return the student is evaluated toward current requirements and may need to retake classes to complete the degree. The some courses expire, mostly major courses, not necessarily the degree
Looks at courses. Most science and technical are no longer valid 5-10 years. No time limit on Liberal Arts classes.
Measured in semesters
No limit on time to completion.
No limit placed on Bachelor's degree.
No limits for a bachelor's degree, in general, although many undergraduate programs establish limits due to accreditation standards.
No time limit for completion
No time limit for these programs
No time limit for undergraduate
No time limit for undergraduate degrees at our institution.
No time limit.
Not measured.
Our graduate certificate in Transmission & Distribution (graduate engineering) is completed with 15 semester credits and a 3.00 or higher cumulative GPA and good academic standing.
Our Undergraduate program does not have a time limit but if a student leaves and is gone over a year they will have to return with the new catalog year. This means that they will have to complete the program with the new requirements.
Student must make 12 hours of academic progress within a calendar year.
The certificates are new and we are not yet aware of the time frame.
The others do not have time limits.
There are no time limits for programs offered at the undergraduate level.
There is not a time limit on undergraduate work.
Those credential levels marker "other time limit(s) not measured in years" do not have a specified time limit. However, if the student takes a leave of absence for more than one year, the student is subject to the requirements of the program in effect at the time they return.
timeline based on percentage of degree/GE completion at the time of deficiency
Undergraduates time limits are measured based on the maximum number of credit hours allowable
We do limit the student years but we do enforce student graduation under 150% Max Time frame.
We do not have a time limit for bachelor's degrees.
We do not have a time limit on undergraduate.
We do not set a time limit for Bachelor's degrees. However, if they are not continuously registered, they are administratively withdrawn and must reapply. We are currently in discussions on setting a candidacy period for undergraduates.



We do not use time limits on any certificate or undergraduate programs. We track degree credits to determine other factors.
We have no time limit for undergraduate degrees. I have awarded degrees that were started in the 1950s and finished in the 2000's.
We only have time limits on graduate level programs, not undergraduate level.

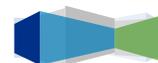


Appendix F: Other conditions for applying an extension to a program time limit

A review of the student's progress on dissertation is taken in consideration.
Add one year with each request
Applicable credit is applied to new program; may or may not impact completion date
As long as they are continually enrolled we will extend program completion time. If they stop out they cannot go backwards to use old requirements.
At the graduate level, the clock starts over if a student switches programs
Based on applicable units. If all units apply, retain same time limit. Otherwise based on new program less credit earned.
Courses that apply to the new program fall under the original program completion time limit.
Coursework age has implications so the clock doesn't completely reset
Coursework expires after 8 years and cannot be used on any program.
Currently this varies depending on who changes the students program. We are working to streamline this so only advising can make this change which will provide more structure. Right now student can change their program online without any conversation with the college, which causes FA and tracking issues.
Depending on the change
Depending on the program change, the time limit may or may not be updated.
Depends
Depends if the courses already taken apply in the new graduate program
Depends on program. Undergraduate is more fluid, but graduate and professional are stricter.
Depends on the new program
Depends on the new program's relation to the previous one
Depends on the program as to new or original time limits.
Depends on what catalog year of the new degree
Determined on a case by case basis
For entirely new programs, a new program completion time is granted. For smaller changes, such as a change of specialization, the program completion time is not reset.
GR students get a new time limit; UG student keep their original
If the number of hours changes then they may receive a new time limit - otherwise it will remain the same.
It depends - if at the undergraduate level and there is no accrediting body restrictions, there is no time limit. If at the graduate level, the student will get a new time limit
It depends - if the change in program is closely related to the previous program and coursework already completed applies, they keep their original program completion. If the student begins a whole new program with no overlapping content, the student gets a new program completion time limit.
It depends on the individual student circumstances.
It would depend if the change requires additional courses to complete the new program.
It would extend but courses have a time limit.
Most of our programs are cohorted. In the rare event that there is a program change, a new degree audit should be created with a new grad date if necessary. The time to complete remains the same for same level program.
Negotiable on a per student basis
New college, only one program currently.
Not applicable at this time.
Not applicable to JD degree
Not permitted
Only one program offered at level with time limit
Part Time student to more time
Reviewed by advisor on case by case because automatically changing catalog year may impact gen ed



requirements
student takes penalty courses to extend their time limit
Students cannot change programs for the MBA
Students remain under their original catalog. They are given 1 year extension to complete. Department Chair can add degree requirements to bring the degree current.
The degree plan is tied to the catalog which expires and the student must opt into a degree plan that does not expire by the estimated time of completion. If the student does not complete within that time, then the process repeats. Also, there is not a time limit for course expiration at the undergraduate level, but there is at the graduate and doctoral level of seven years.
The original program completion time limit applies for the graduate programs. A student would have to petition for an exception to the time limit policy.
They keep their original time limit but then usually request and are granted an extension
This rarely happens. When it does, we would evaluate the situation on an individual basis.
This would depend on when the first course used toward the master's program was
Time limits only apply to specific programs and if a student changes their program to another time limit program, it would be a new program completion time
Variable upon the change. Many use the same classes but have slight differences so the timeline doesn't change.
Varies on student
We are a JD program only. Students cannot switch programs.
We are a med school with only 1 program
We have one program - law - limit 4 years to complete so there is no changing of program
We only offer one program.
Would depend on the program

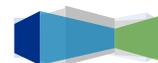


Appendix G: Other methods to address stop-out and re-enrollment and the catalog year

A new catalog applies but the time limit counts from the original enrolment.
A new catalog year and time limit UNLESS they are close to graduation and would be harmed by change in requirements
A new catalog year is established, but they can always petition to have the original catalog requirements reinstated.
A new catalog year is set but the 6-year time limit applies so this would result in a petition for an exception.
A student's return to their original program is dependent on the length of absence and the availability of the program. The time limit does not reset.
Again, depends on level.
Baccalaureate degree: students get new catalog year/time limit is reset, credits do not expire but degree requirements do. Masters and PhD: Credits begin to expire after the time limit (exceptions granted), so they must finish within the same time frame as when they first enrolled or risk losing credits
Case by case decision
combination of the above depending on circumstance
Considered on a case by case basis.
Dean's discretion
Depending on if there has been any updates to the catalog since the stop out
depends if the student has passed their time limit, then they go to the new catalog year when they return
Depends on how long the student has been gone.
Depends on how long they're gone before returning
Depends on if undergrad or grad program
Depends on the amount of time the student was away
Depends on the degree. Bachelors must complete the new catalog; masters and doctorates are more flexible.
Depends on the situation
Depends upon the length of stop-out
Either. We go based upon the recommendation of the dept.
first yes for grad and second yes for undergrad
Follows newer catalog but original time limit.
For the Adult Learner they have 7 years to complete. They can stop out and back anytime during the 7 years with re-admissions. All other programs have a grace period of 1 year (no LOA) with re-admission requirement. They can re-enroll.
For undergraduates, they complete the program that was in place at the time of their enrollment. Graduate students must complete within 7 years or start over
Generally, students use the new catalog requirements to complete their programs. However, students who were within 15 hours of completing their degree are allowed to complete with the original program requirements.
I think this also varies by school and circumstances.
If a student is away for more 12 months they are discontinued and must re-apply to the program and meet admissions requirements current at that time. If re-admitted their catalog year and time limit would re-set. Away for less than 12 months, they would continue with same catalog year and time limit.
If out for more than 5 years needs to be re-evaluated this is UG only. Grad would expire and unless there was an extenuating circumstance the degree would expire and they would need to start over.
If out more than one calendar year, must have permission of program coordinator or department chairperson to



revert to previous catalog year. Otherwise, will be placed on catalog in place at time of return.
If the courses are offered, student can petition to keep their original catalog.
If the program requirements have not changed, the student may use the original catalog and the time limit will be reset.
If they are not enrolled for two full years they readmit with a new catalog year. However, we also allow a returning student to use a 5 year window to complete their degree if it is applicable.
If they are within the six-year limit they can go back but if they are past the limit they must start a new catalog year.
If they don't complete their program in the time limit they need to meet whatever are current requirements when they return to complete.
If they return within two school years, the catalog and limit remain the same.
if time limits are imposed, then the time limit will be reset, but they can follow their original calendar year
It depends on the situation.
It depends upon how long the student stops-out and re-enrolls. If longer than 5 years, then the student is asked to move to a new catalog year and time limit.
It depends upon how long they were gone.
It depends upon the student career.
It depends!
It depends.
It is a case by case process. In general a new contract is generated based on what has been completed and how long will it take to complete whatever is missing.
It's reviewed on a case by case basis
it's subjective per student
JD degrees fall under ABA guidelines of 7 years with some state bars having fewer years.
Negotiable on a per student basis.
New catalog year, same time limit
No, but if the student returns after one year the original time limit must be met. https://policy.wright.edu/policy/5520-time-limit-masters-degrees
No, new catalog & original time limit
Once original time limit has expired, students have one year in which to request one year extension. If they fail to do this, they must re-apply and start under the new catalog.
Our programs, since they are cohorted are not designed for "stop outs."
Our Re-enrollment process allows for both
Programs are designed by the student and requirements for the program are determined each term by the student and their Plan committee.
Since we offer catalogs per cohort, there is a high possibility the student will have a different catalog
Student follows current catalog, must complete with new cohort
Student gets the benefit of the most beneficial catalog.
Student has ten semesters to complete
The answer is yes, but the program must be completed within the original time limit; but we don't have a re-enroll rule so student never our inactivated... another things we're working on to solve many tech problems with reporting.
The new catalog year is set and the time limit is reset, but the student may request to go back to the old catalog year and keep the old time limit.
The program must be completed within the original time limit; however, the original catalog year only applies to



students who stop out for less than 2 years.
They can choose
They can complete their original only if they appeal it. Otherwise, they will continue under the current catalog when they return.
they may earn an extension through an appeal process
They may if the petition to go back to the original catalog year. The time limit can be adjusted by advising.
This differs from grad to undergrad. UG new catalog year. Grad time limit still applies.
Typically a new catalog year and time limit is set, but students can appeal this.
yes and how it is handled varies across programs
Yes for 1 year or shorter stop-out; otherwise no
Yes original catalog year; timeline requirement varies by program
Yes, but only if the program is under 5 years
Yes, i don't know what happens to the time limit at that point.
Yes, if the original time limit can be met. Otherwise, a new catalog year and time limit is set.
Yes, if they are re-enrolling within two years of exit date.

