**DMS Continuous Enrollment Requirement and Readmission Procedures**

This information only applies to DMS students (M.Ed, Additional and Specialty Licensure, and Post-bac Certificate). GRD students (MA, MS, MSW, PhD, EdD) should continue to follow policies and procedures as they have in the past regarding registration and readmission.

Beginning fall 2013, DMS students (M.Ed, Additional and Specialty Licensure, and Post-bac Certificate) have been included in the University Graduate Education Policy requiring continuous enrollment (spring and fall semesters) for all post-baccalaureate students.  Since that time we have offered a local readmission option for our DMS students to be readmitted, or “reactivate” their program, because DMS students have been ineligible to register for GRD 999. Starting fall 2015, DMS students will be able to register for GRD 999 in order to maintain active student status. DMS students will be limited to a maximum of two semesters of GRD 999, similar to other graduate students in CEHD, as per CEHD policy. Local readmission requests for DMS programs will continue for summer and fall 2015 semesters. Starting spring 2016 semester and beyond, DMS readmission requests will use standard procedures through Graduate Admissions.

**Fall 2015 continuous enrollment deadlines**

Monday, September 7, 2015: The last day to register for fall 2015 without incurring late fees.   
Monday, September 14, 2015: The last day to register for fall 2015 without discontinuing student status.

**Local readmission procedures - summer and fall 2015 DMS program readmission requests**

To locally readmit a M.Ed. or post-bac certificate student:

* Faculty/C&I advisor contacts Michael DallaValle ([cehdgrad@umn.edu](mailto:cehdgrad@umn.edu)) directly and requests that a student be readmitted and includes the following information in the request:
  + Name and student ID
  + Term for which student wishes to be readmitted

To locally readmit an Additional License student who is not also enrolled in a M.Ed. program:

* Student contacts Pam Matti ([p-matt@umn.edu](mailto:p-matt@umn.edu)) in writing with the intent to be readmitted and includes the following information in the request:
  + Name and student ID
  + The term for which the student would like to be readmitted
* Pam will check the student's file to verify that everything is still current
* Pam then will email [cehdgrad@umn.edu](mailto:cehdgrad@umn.edu) to readmit the student

**Readmission through Graduate Admissions Procedures – spring 2016 and forward, all CEHD programs**

For all students who wish to be readmitted for spring 2016 and beyond, readmission requests must go through the Office of Graduate Admissions. Full instructions are available on the Graduate School website: <http://www.grad.umn.edu/admissions/readmission>

In some cases, the Office of Graduate Admissions will request that students submit official transcripts as part of the readmission process. This will occur if the scanned transcripts on file are not able to be verified as official. This practice aligns with our current procedure for requiring students to submit official transcripts with transfer credit requests for the same reason.

**Maximum time limit extensions**

DMS students who have exceeded the seven-year time limit must request a time limit extension in order to be readmitted. The student’s advisor, DGS (or designate), and college review and approve the time extension. Time extensions should be sent to Graduate Student Operations [cehdgrad@umn.edu](mailto:cehdgrad@umn.edu) or submitted in person at 104 Burton and placed into Michael DallaValle’s mailbox.

Summer and fall semester 2015 students will be able to use the local readmission procedure and be readmitted at the same time that the maximum time limit extension is submitted. Starting spring 2016, students will need to submit their time extension request to [cehdgrad@umn.edu](mailto:cehdgrad@umn.edu) before seeking readmission through the Graduate Admissions standard processes.

**Readmission Q & A**

Q: A student was discontinued and no longer has access to the library, which he/she needs to finish a project. How can this student get access to the library?

A: Please see the [UMN Library's borrowing privileges](https://www.lib.umn.edu/services/borrowing). Go to *Services* at the top navigation, and then *Borrowing Privileges* is the first link. Unregistered students can fill out a form signed by the advisor, department chair, or DGS.

Q: A DMS student was discontinued, and now plans to apply to graduate and also needs to change his/her advisor. How do I do that?   
A: Please see the specific readmission instructions above to determine the appropriate way to readmit a student depending on when they intend to return. To change the advisor, please submit a workflow change of advisor request (DMS programs have the same change of advisor process as GRD programs through GSSP as of July 7, 2014).