

STUDENTS REGISTRATION GUIDE AND REQUIREMENTS

Registration

Before the start of every academic quarter all CIHS students must register online <https://www.cihs.edu/course-registration>

Requesting an Interruption of Academic Program

If you are not registering for any courses during the quarter, you need to fill out the Interruption of Academic Program Request <https://www.cihs.edu/forms-for-students>

- An Interruption of Academic Program is a temporary break in a student's program and refers to a specific academic quarter of non-attendance. The interruption may not exceed one (1) quarter in one academic year. Students may not request the Fall quarter off. Students must notify CIHS about their planned interruption by submitting the required Interruption of Academic Program Form. After the interruption, students will be expected to enroll in regular classes to continue their academic program.

Fall Quarter Enrollment Requirements

Students may not request the Fall quarter off. Students must notify CIHS about their planned interruption by submitting the required Interruption of Academic Program Form.

Requesting a Leave of Absence

If you are planning an interruption of your program that will extend beyond one quarter, you may fill out the Leave of Absence (LOA) Request <https://www.cihs.edu/forms-for-students>.

- General Guidelines
 - The total length of an LOA may not exceed 12 months, including the interruptions students may have taken already.
 - LOA does not affect the "Satisfactory Academic Progress Standard."
 - LOA time does not involve any additional charges from the California Institute for Human Science
- An LOA will be granted if the request meets the following:
 - Submitted to the Institute in advance unless prevented by unforeseen circumstances.
 - Submitted in writing, signed, and dated with specific reasons for request explained in full.
 - Request must be approved by a school official.

- To request a full 12-month period of LOA, complete documentation and certain conditions will be needed to support said request, i.e., jury duty, military reasons including National Guard requirements, circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993).
- If enrollment is temporarily interrupted for an LOA, the student will return to school in the same progress status as prior to the LOA.

Failure to Maintain Academic Status

Students who neither register for courses nor complete the Interruption of Academic Program Request or the Leave of Absence (LOA) request, will be placed on **Inactive Status** and be subject to academic disciplinary actions including **Administrative Withdrawal** from the program. If administrative withdrawal occurs, the student will need to re-apply for admission to the program.

Requirements for students in the Ph.D. Dissertation Sequence

PHD students may register for an extension of time to complete each of the four dissertation sequence courses (Dissertation Topic Research, Dissertation Methodology, Dissertation I, Dissertation II) for up to four quarters each course, online here <https://www.cihs.edu/course-registration>. The following extensions may be approved by the Program Director if the student is still within the maximum timeframe for program completion of eight years.

896: Dissertation Topic Research

- 896-A: Dissertation Topic Research (Extension 1) – Dissertation Extension Fee Waived
- 896-B: Dissertation Topic Research (Extension 2) - \$250
- 896-C: Dissertation Topic Research (Extension 3) - \$250

897: Dissertation Methodology Review

- 897-A: Dissertation Methodology Review (Extension 1) – Dissertation Extension Fee Waived
- 897-B: Dissertation Methodology Review (Extension 2) - \$250
- 897-C: Dissertation Methodology Review (Extension 3) - \$250

898A: Dissertation I

- 898A-A: Dissertation I (Extension 1) – Dissertation Extension Fee Waived
- 898A-B: Dissertation I (Extension 2) - \$250
- 898A-C: Dissertation I (Extension 3) - \$250

898B: Dissertation II

- 898B-A: Dissertation II (Extension 1) – Dissertation Extension Fee Waived
- 898B-B: Dissertation II (Extension 2) - \$250
- 898B-C: Dissertation II (Extension 3) - \$250

Dissertation Extension courses appear on the transcript. For the Dissertation Extension Fee, please visit <https://www.cihs.edu/tuition-fees>.



Requirements for students in the M.A. Thesis

MA students may register for an extension of time to complete each of the Thesis. The following extensions may be approved by the Program Director if the student is still within the maximum timeframe for program completion of five years.

690: Thesis

- 690-A: Thesis (Extension 1) - Thesis Extension Fee Waived
- 690-B: Thesis (Extension 2) - \$250
- 690-C: Thesis (Extension 3) - \$250

MA Thesis extension courses appear on the transcript. For the Dissertation Extension Fee, please visit <https://www.cihs.edu/tuition-fees>

Notices for Extension for both Master Thesis and Doctoral Dissertation

MA Thesis Extensions

CIHS will waive the extension fee for MA Thesis for those who registered before Fall 2021. Students who register the MA Thesis after Fall 2021, those extension fee (Extension 1, 2, & 3) will be applied.

Dissertation Extensions

Beginning Winter Quarter 2022 CIHS will begin charging \$250 per course extension for Thesis and Dissertation courses. If you are currently enrolled in a Dissertation course (e.g., 896, 897, 898) you can receive up to 3 extensions for this course without charge. Once you complete the course you are in and begin the next course in the sequence - the new fee above will apply.