

CONTINUATION STATUS PLAN FOR DNAP COMPLETION PROGRAM –STUDENT WITHDRAWAL

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FULL-TIME DNAP STUDENT EXTENDING TIME TO COMPLETE CAPSTONE PROJECT:

Category One Status: For the student who has completed all course work, but has not completed the DNAP Capstone Project, and requests more time to complete the scholarly work.

- All course work of the full-time track must be completed with a passing grade.
 - This includes the D700, 710, 720, 730 series**.
- All fees and tuition must be paid in full. (see handbook for late tuition payment)
- DNAP student must request part-time status from the Program Director, and the Chair of the Capstone Committee. The Chair must approve the continuation of the work, and a time-frame for completion will be negotiated with the Committee. The DNAP student will then be allowed to transfer to part-time Category One Status, and will be entered into the part-time track for completion of the DNAP Capstone Project.
- The financial aid office must be notified of change in status. The change of status form is available on the MTSA website. It is the responsibility of the DNAP student to submit the required form.

FULL-TIME DNAP STUDENT TRANSFERRING TO PART- TIME STATUS:

Category Two Status: For the full-time student who requests part-time track.

- All course work for the current quarter must be completed with a passing grade. If the course work is left incomplete, the course must be repeated. (Applicable tuition to be paid.)
- All tuition must be paid up-to-date.
- Request for transfer from full-time to part-time status must be made to the Committee Chair and the Program Director.
- DNAP student must request part-time status from the Program Director, and the Chair of the Capstone Committee. The Chair must approve the continuation of the work, and a time-frame for completion will be negotiated with the Committee. The DNAP student will then be allowed to transfer to part-time Status Category Two, and will be entered into the part-time track for completion of the DNAP Capstone Project.

- All course work and the DNAP Capstone Project will continue to follow the 2 year/Part-time track for completion.
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- The financial aid office must be notified of the change in status. It is the responsibility of the DNAP student to submit required form to the financial aid office.

***special note of incomplete DNAP Capstone Project:* in the event a student does not satisfactorily complete the DNAP Capstone Project in the required time frame, the student may be extended in the program, (with DNAP Committee approval) a maximum of two (2) semesters. Applicable tuition to be paid.**