MAINTAINING MATRICULATION (MM)FORM

Completes and submits form.

Reviews request and determines whether an MM can be approved (no > 2 consecutive) and that by taking the MM will not delay program completion.

REGISTRAR'S OFFICE

Forwards approved requests to the to Divisional Dean.

Reviews the request to confirm the student is eligible for MM and confirms the associated fee should be applied.

DIVISIONAL DEAN

The approval/denial of this request is communicated to the Registrar's Office.

Upon receipt of the approved document, office processes MM request.

STUDENT