

RESUMPTION OF STUDY

Students who discontinue study/or have not been in attendance for one or more semesters (not including the summer session) and have not maintained matriculation must file an online Application for Resumption of Study through the Office of the Registrar webpage (<https://www.pace.edu/registrar/forms/>). The form needs to be completed at least three months before the opening of the semester to receive Academic approval in time for registration. International Students resuming their studies will need to review Pace's procedures on how to resume studies (<https://www.pace.edu/iss/maintaining-lawful-f1-j1-status/leave-of-absence-resumption-of-studies/>). The student will be notified in writing when/if the request for resumption of studies has been approved.

In general, the requirements for graduation are listed in the active catalog when the student originally enrolled. If a student interrupts studies for a period of three years or more, the student must comply with the requirements of the catalog in effect when the semester study is resumed. In addition, only courses completed within the previous five years may be applied to the resuming student's degree program. To meet graduation requirements beyond three-year limit students must obtain an Official authorization from their Academic Advisor or Dean of School enrolled outlining date of completion, courses, and program degree requirements.

To apply: The online Resumption of Studies application is available here (<https://www.pace.edu/registrar/forms/>). Students who do not have an active Pace Portal Account may locate the form at the bottom of the page (<https://www.pace.edu/registrar/forms/>).

For additional information on Resumption of Studies policies visit this page (<https://catalog.pace.edu/undergraduate/academic/academic-policies-general-regulations/disruption-normal-academic-progress/resumption-studies/>).