

## MEMORANDUM

**TO:** Matt Hudelson, Executive Secretary  
Faculty Senate

**FROM:** Becky Bitter, Registrar's Office

**FOR:** Academic Affairs Committee

**DATE:** November 30, 2023

**SUBJECT:** Proposal to Establish Rule 48, Enrollment Policy to Maintain Eligibility to Enroll

On November 28, 2023, the Academic Affairs Committee considered a proposal from the Registrar's Office to establish a rule to describe the enrollment eligibility policy that has been in place for over 20 years. Having this policy in the academic regulations will help students and others to know what is required for a student to maintain their enrollment status for future terms.

The Graduate School has also approved the wording that is specific to graduate students. Finally, because the professional careers have varying policies and processes regarding leave of absences, and the consequences for taking leave are more complicated, students in those careers are directed to consult with the college.

## 48. ENROLLMENT POLICY TO MAINTAIN ELIGIBILITY TO ENROLL

Currently enrolled students will be eligible to enroll for future terms when they meet the following requirements:

- Undergraduate students will be eligible to enroll (barring any holds) when they are continuously enrolled each semester (excluding summer). They do not need to enroll in summer session classes to maintain their enrollment eligibility. Undergraduate students may also take one semester off (fall or spring) and will still be eligible to enroll for the next semester.

However, students who are not enrolled for two semesters in a row (fall/spring or spring/fall) will not be eligible to enroll without re-activating their admission as a returning student. There is no fee for this re-activation. (See [Returning Student Application](#).)

- Graduate students must enroll for at least 2 credits each fall and spring semester. Unapproved absences, defined as not registering for credits or not being on approved

leave, may result in discontinuation from the Graduate School. (For details, refer to [Chapter 5.a.2](#) in the Graduate School Policies and Procedures Manual.)

- Students in the professional careers of medicine, pharmacy, veterinary medicine, and the MBA business career will be eligible to enroll (barring any holds) when they are continuously enrolled each semester (excluding summer). Students should consult their respective colleges regarding leave of absence policies and options.

At this time, Faculty Senate review and approval is recommended, to be effective spring 2024.