



Date: October 9, 2019
To: Veena Prabhu, Academic Senate Chair
From: Arash Jamehbozorg, Educational Policy Committee Chair
Copies: R. Roquemore, M. Hawley, C. Pugh
Subject: Proposed Changes to *Status of Continuing Students* Policy in Chapter 5 of the Faculty Handbook (EPC 18-03/CS 17-03)

Status of Continuing Students Policy is one of the policies that was not revised after switching to the semester system. To address the issue, Curriculum Subcommittee revised and sent their recommendations to EPC in Oct. 2018, and EPC discussed the policy and sent it to the Senate on January 2019. The policy was sent back to the EPC mainly to add language regarding graduate students who have advanced to candidacy. During fall 2019, EPC revisited the policy and incorporated the comments from the Senate. The committee decided to rewrite the policy entirely to make it clearer. Regarding the graduate students who have advanced to candidacy, after consulting with Dr. Karin Brown Dean of Graduate Studies, EPC added a language that excludes these students from taking a semester off without a leave of absence. The reason is to prevent these students from using campus resources while working on their thesis without enrolling for the semester.

Here is the summary of changes to the policy:

Line 1: The title of the policy was changed to *Continuing Student Status*.

Lines 3-7: The paragraph is removed as a clearer description of the policy is added later.

Lines 8-9: These lines are removed since they are related to the disqualification policy.

Lines 10-12: Since a better and more comprehensive description is later added, these lines are removed.

Lines 13-15: Definition of Continuing Student Status is given here.

Lines 14-17: Consequence of losing the Continuing Student Status is clearly stated.

Lines 17-21: Winter and Summer Semesters do not affect the Continuing Student Status in any way.

Lines 22-24: Conditions for a “successful” enrollment is defined here.

Lines 25-29: Conditions for keeping the status are defined in this paragraph.

Lines 30-36: Circumstances in which students can lose their status are presented in this paragraph.

Line 37: A specific section for describing the Leave of Absence is created.

Lines 38-45: A description of what constitutes a leave of absence (it is borrowed from the Graduate Students Handbook) is added. It defines four general categories that students can use to apply for a leave of absence.

Lines 46-48: The limits for applying for Leave of Absence for undergraduate students are given here.

Lines 49-50: The limits for applying for Leave of Absence for graduate students are stated here.

Lines 51-53: More explanation regarding what semesters are counted toward the leave of absence cap.

1 **Status of Continuing Students STATUS**

2 (Senate: 3/16/68, 8/14/74; President: 4/3/68, 8/29/74)

3 Students who maintain continuous attendance from one quarter to the next need not file an
4 application for each succeeding quarter. A student may elect to be absent any two quarters of the
5 university year, but not more than two of any four successive quarters, without losing continuing
6 student status. (Approved by the President with the proviso that the statement relates only to
7 registration procedures and establishes continuing status priorities in registration.)

8 A disqualified student who enrolls in the quarter immediately following the disqualification period
9 will be considered as a continuing student for purposes of graduation evaluation. If a period longer
10 than two quarters has elapsed since the student's last quarter of attendance, the student shall be
11 evaluated on the basis of the catalog in effect at the time of the student's readmission.

12 THIS POLICY DEFINES THE "CONTINUING STUDENT STATUS" FOR
13 UNDERGRADUATE AND GRADUATE STUDENTS. A STUDENT WHO HAS LOST
14 CONTINUING STUDENT STATUS MUST REAPPLY TO THE UNIVERSITY, AND SHALL
15 BE HELD TO THE CATALOG REQUIREMENTS IN EFFECT AT THE TIME OF
16 READMISSION. FOR THE PURPOSES OF THIS POLICY, ONLY FALL AND SPRING
17 TERMS ARE CONSIDERED SEMESTERS, WHILE WINTER AND SUMMER TERMS ARE
18 NOT. ENROLLMENT IN WINTER OR SUMMER TERMS DOES NOT COUNT TOWARDS
19 MAINTAINING CONTINUING STUDENT STATUS, AND LACK OF ENROLLMENT IN
20 WINTER OR SUMMER TERMS DOES NOT INTERRUPT CONTINUOUS ENROLLMENT. IF
21 A STUDENT WITHDRAWS FROM ALL CLASSES IN A GIVEN SEMESTER, THAT
22 SEMESTER WILL NOT COUNT TOWARDS MAINTAINING CONTINUING STUDENT
23 STATUS.

24 STUDENTS WHO ARE ENROLLED IN CONSECUTIVE SEMESTERS WILL MAINTAIN
25 CONTINUING STUDENT STATUS. IN ADDITION, UNDERGRADUATE STUDENTS AND
26 GRADUATE STUDENTS WHO HAVE NOT ADVANCED TO CANDIDACY WILL
27 MAINTAIN CONTINUING STUDENT STATUS IF THEY ARE ABSENT FOR ONE
28 SEMESTER AS LONG AS THEY ENROLL IN THE FOLLOWING SEMESTER.

29 UNLESS A LEAVE OF ABSENCE IS GRANTED, UNDERGRADUATE STUDENTS AND
30 GRADUATE STUDENTS WHO HAVE NOT ADVANCED TO CANDIDACY WILL LOSE
31 CONTINUING STUDENT STATUS IF THEY ARE ABSENT FOR TWO CONSECUTIVE
32 SEMESTERS. GRADUATE STUDENTS WHO HAVE ADVANCED TO CANDIDACY WILL
33 LOSE CONTINUING STUDENT STATUS IF THEY ARE ABSENT FOR ONE SEMESTER
34 WITHOUT AN APPROVED LEAVE OF ABSENCE (I.E., ANY BREAK IN CONTINUOUS
35 ENROLLMENT).

36 LEAVES OF ABSENCE (true underlining; not a deletion)

37 STUDENTS MAY PETITION FOR A LEAVE OF ABSENCE FOR SUCH REASONS AS
38 PROFESSIONAL OR ACADEMIC OPPORTUNITIES, LIKE TRAVEL OR STUDY ABROAD;
39 EMPLOYMENT RELATED TO EDUCATIONAL GOALS AND MAJOR FIELDS OF STUDY
40 OR PARTICIPATION IN FIELD STUDY OR RESEARCH PROJECTS; MEDICAL REASONS,
41 INCLUDING PREGNANCY, MAJOR SURGERY, AND OTHER HEALTH-RELATED
42 CIRCUMSTANCES; AND FINANCIAL REASONS, SUCH AS THE NECESSITY TO WORK
43 FOR A SPECIFIED PERIOD TO RESUME STUDY WITH ADEQUATE RESOURCES.

44 UNDERGRADUATE STUDENTS MAY REQUEST A LEAVE OF ABSENCE FOR TWO,
45 THREE, OR FOUR CONSECUTIVE SEMESTERS, AND ARE ALLOWED A MAXIMUM OF
46 FOUR SEMESTERS OF LEAVE IN THEIR UNDERGRADUATE CAREER.

47 GRADUATE STUDENTS MAY REQUEST A LEAVE OF ABSENCE FOR UP TO TWO
48 CONSECUTIVE SEMESTERS, SUBJECT TO RENEWAL.

49 FOR BOTH UNDERGRADUATE AND GRADUATE STUDENTS, IF A STUDENT HAS
50 ALREADY BEEN ABSENT FOR ONE SEMESTER, THAT SEMESTER WILL BE COUNTED
51 AS PART OF THE LEAVE REQUEST.