



Date: January 20, 2019
To: Veena Prabhu, Academic Senate Chair
From: Paul Nerenberg, Educational Policy Committee Chair
Copies: R. Roquemore, M. Hawley, C. Pugh, Z. Cui, E. Tam
Subject: Proposed Policy Modification: Status of Continuing Students Policy in Chapter V of the *Faculty Handbook* (EPC 18-03/CS 17-03)

During Spring 2018 the Curriculum Subcommittee began work on a series of revisions to the Status of Continuing Students policy to address outdated language related to the quarter system, as well as procedures that are no longer in place. The proposed changes were then forwarded to EPC in Fall 2018.

EPC consulted with Tom Enders, Vice Provost of Enrollment Services, to better understand some of the regulatory and practical implementation issues associated with this policy. EPC also reviewed the paperwork that students must file to apply for leaves of absence. As a result, EPC further modified the proposed changes to better inform faculty about leave policies for undergraduate vs. graduate students and what constitutes continuous enrollment.

EPC unanimously approved these proposed policy modifications at its meeting on November 28, 2018.

The following is a guide to the various changes proposed for this section of the Handbook:

- Lines 3-4: Replaced “quarter(s)” with “semester(s)”.
- Lines 4-8: Removed language about the duration of student leave. Simply updating this language would not have been in compliance with Title V nor would it accurately reflect the differing leave policies for undergraduate and graduate students. Also removed language regarding “approval of the President” that is no longer relevant.
- Lines 8-14: Inserted new, Title V-compliant language that clarifies the leave policies for undergraduate and graduate students. Also inserted new language to specify which academic terms count toward maintaining continuous enrollment.
- Lines 16, 18-19: Replaced “quarter(s)” with “semester(s)”.

1 **Status of Continuing Students**

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

3 Students who maintain continuous attendance from one quarter SEMESTER to the next need not
4 file an application for each succeeding quarter SEMESTER. A student may elect to be absent any
5 two quarters of the university year, but not more than two of any four successive quarters, without
6 losing continuing student status. (Approved by the President with the proviso that the statement
7 relates only to registration procedures and establishes continuing status priorities in registration.)
8 UNDERGRADUATE STUDENTS MAY REQUEST A LEAVE OF ABSENCE THAT LASTS
9 BETWEEN TWO AND FOUR SEMESTERS AND ARE ALLOWED A MAXIMUM OF FOUR
10 SEMESTERS OF LEAVE IN THEIR CAREERS. GRADUATE STUDENTS MAY REQUEST A
11 LEAVE OF ABSENCE OF UP TO TWO SEMESTERS, SUBJECT TO RENEWAL.
12 CONTINUING STUDENTS' ALLOWED ABSENCE OF ONE SEMESTER IS INCLUDED IN
13 THESE MAXIMA. THESE TOTALS EXCLUDE SUMMER AND WINTER TERMS, AND
14 ENROLLMENT DURING SUMMER OR WINTER TERMS DOES NOT COUNT TOWARD
15 MAINTAINING CONTINUOUS ENROLLMENT.

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

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