

**RESOLUTION TO ESTABLISH A CONTINUOUS ENROLLMENT POLICY FOR UNDERGRADUATE STUDENTS**

**WHEREAS**, Virginia Tech is committed to the success of all students; and

**WHEREAS**, a policy for continuous enrollment is in place for graduate students level; and

**WHEREAS**, a continuous enrollment requirement is common at institutions of higher education at the undergraduate level; and

**WHEREAS**, Virginia Tech recognizes that a variety of circumstances can impact enrollment for a student each semester; and

**WHEREAS**, unless the student is separated from the university by a sanction from Student Conduct or the Honor System, or is separated due to their academic standing, Virginia Tech allows undergraduate students to remain in an active status and therefore eligible to reenroll at any time; and

**WHEREAS**, the current practice of allowing undergraduate students to remain in active status prevents the university from offering proactive academic support upon a student's return, and creates difficulty in accurately predicting the number of continuing students in a given term; and

**WHEREAS**, the proposed Continuous Enrollment Policy includes the expectation that a student inform the university of the need to take a break and results in accurate enrollment data for departments to ensure that resources are available for continuing students to have an efficient path toward degree; and

**WHEREAS**, establishing a Continuous Enrollment Policy for undergraduate students will establish expectations and improve accuracy of enrollment predictions such that departments can improve planning for creating course offerings, advising services, and academic support services;

**NOW, THEREFORE, BE IT RESOLVED**, that the attached language be added to the undergraduate catalog to be in effect for the spring 2022 semester; and

**BE IT FURTHER RESOLVED**, that the university registrar will develop an implementation plan to facilitate the addition of this requirement and communicate that plan to the university community.

**RECOMMENDATION:**

That the Board of Visitors approve the resolution to establish a Continuous Enrollment Policy for Undergraduate Students.

June 8, 2021

## **CONTINUOUS ENROLLMENT POLICY FOR UNDERGRADUATE STUDENTS**

### **Readmission**

The university expects degree-seeking undergraduate students to maintain continuous enrollment. Any student who has an interruption of enrollment for two consecutive semesters (not including winter or summer) will become inactive and must apply for readmission to the university by the published readmission deadline. Readmitted students do not retain their original catalog year program requirements and must follow the requirements for their degree and their major in place for their readmission term.

### **Readmission from Good Standing**

Students who leave the University in good standing with a cumulative grade point average of 2.0 or higher may apply for readmission to the University by submitting a readmission application to the undergraduate admissions office. Action for approval or denial will depend on the student's program as follows:

- If a student requests readmission into a program that is not restricted as defined on the Office of the University Registrar's website - <https://www.registrar.vt.edu/contact/undergraduate-majors--brief/restricted-majors.html>, the readmission request will be approved immediately. The undergraduate admissions office will notify the student and the dean of the college of the readmission decision.
- If a student requests readmission into a program that is restricted, the readmission request will require the review of the associate dean of the college or Associate Vice Provost for Student Success as appropriate. After final determination by the dean or AVP, the Undergraduate Admissions office will be notified, and the Undergraduate Admissions office will notify the student. If readmission into a restricted program is denied, the student may submit an additional readmission request for entry into a non-restricted program as outlined above.

### **Readmission from Student Code of Conduct Suspension**

Students who are suspended from the university due to a student code of conduct sanction will automatically be re-enrolled per sanction terms. Students do not need to take any action to return to active status after being suspended from the student code of conduct.

### **Leave of Absence**

A student currently enrolled in courses may interrupt continuous enrollment by electing to take a leave of absence from the University. Students may choose to request a leave of absence not to exceed two consecutive semesters (fall and spring) at a time. A student

may request up to two (2) leaves of absence during their undergraduate enrollment at Virginia Tech. Students cannot request a leave of absence for a term already underway.

Before taking a leave of absence, students should consult with their adviser. International students in F or J visa classification must meet with an International Student Advisor in the Cranwell International Center prior to requesting a leave of absence.

To obtain a leave of absence, a student will submit an "Undergraduate Program Leave of Absence Request" form to the Office of the University Registrar by the deadline published in the academic calendar. All leave of absence requests requires approval of the associate dean of the college in which the student is enrolled. An approved leave of absence maintains a student's continuous enrollment status, so that the student may proceed toward their degree under the same catalog requirements that were in place at the time of leave. A leave of absence is not recognized by federal financial aid or immigration regulation."

A student who returns to the university following an approved leave of absence may register for courses without applying for readmission. A student who does not enroll in the fall or spring semester immediately following an approved leave of absence will become inactive and must apply for readmission.

Students may return from an approved leave of absence early by submitting a readmission request.

Students seeking a leave of absence must meet the following criteria:

- Be matriculated and enrolled with no more than one semester break in continuous enrollment prior to the requested leave of absence;
- Have no pending university disciplinary action, nor academic, administrative or financial holds preventing registration.

Students granted a leave of absence remain eligible for the following privileges during the approved period:

- Retain the academic program requirements in place for their degree program at the time of leave of absence.
- Retain HokieSPA access and access to their VT student e-mail

Students on an approved leave of absence are not considered registered students and, as non-enrolled students, are not eligible for:

- Financial aid disbursements during the leave of absence period approved. Students on an approved leave of absence are reported to lenders and loan service agencies as "not enrolled," and students need to contact lenders for information on possible repayment requirements.

- Affirmative enrollment verifications since they are reported as "not enrolled," which could affect eligibility for health insurance, etc.
- Use of campus facilities and fee-based services, computer labs, student health services, or on campus housing.
- Participation in varsity or intramural athletics, student clubs or any VT sponsored activity or organization.