



University of Western States (UWS) students must maintain continuous enrollment from their first term of registration until completion of all degree requirements. Students who fail to maintain continuous enrollment are withdrawn from the university.

I. Definitions

Administrative Withdrawal: an action taken by the university and/or an enrollment status.

Administrative withdrawal is an action taken by the university to remove a student from a single course or multiple courses, up to all courses in a term, for failure to comply with academic requirements and/or university policies. Administrative withdrawal may result in a change in the student's enrollment status.

Administrative withdrawal is the enrollment status applied when a student is withdrawn from the university for failure to comply with academic requirements and/or university policies. Return to enrolled status requires reapplication and readmission in accordance with [Policy 2006 Readmission](#). The administrative withdrawal status is noted on the official transcript.

Continuous Enrollment: registering for at least one course in each academic term (including summer) until the degree requirements are completed or until status as a degree-seeking student is terminated.

Course Add: a voluntary action taken by a student to register for one or more additional course(s) within the university-established add/drop period.

Course Drop: a voluntary action taken by a student to cancel registration for one or more course(s) within the university-established add/drop period.

Course Withdrawal: a voluntary action taken by a student that terminates the student's participation in a course in a given term. A student who withdraws from a course may not be reinstated in the same course in the same term. Course withdrawal occurs after the conclusion of the university-established add/drop period. Course withdrawal results in a W, WF or WNP grade as outlined in [Policy 1207 Grading System](#). Withdrawing from a course may result in a change in enrollment status.

Dismissal: an action taken by the university to terminate a student's enrollment based on unsatisfactory academic performance and/or violation of conduct standards. A student dismissed from enrollment does not retain access to university facilities and services. Returning to enrolled status requires reapplication and readmission in accordance with [Policy 2006 Readmission](#). Dismissal is noted on the official transcript.

Effective Enrollment Status Date: the date when the university becomes aware of a change in a student's enrollment status. The enrollment status for each student is determined at the census date for each term (10th business day of the term). A student's enrollment status is based on the number of

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credits the student is enrolled in for the term. A student's enrollment status may change when there is a change in the number of registered credits, such as when a student is withdrawn from a single course, multiple courses, or all courses within a given term.

Expulsion: an action taken by the university to terminate a student's enrollment and permanently preclude future enrollment in any university program based on violation of conduct standards. A student expelled from enrollment does not retain access to university facilities and services. Expulsion is noted on the official transcript.

Program Withdrawal: a voluntary action taken by a student enrolled in more than one academic program that officially terminates the student's enrollment in a specific university program. Returning to enrolled status in the program requires reapplication and readmission. A student who withdraws from one program may remain enrolled in another university program.

Temporary Withdrawal: an enrollment status approved by the college dean that temporarily withdraws the student from their academic program. A student may voluntarily request a temporary withdrawal, or the university may apply the status in circumstances outlined in this policy. Students with a status of temporary withdrawal retain access to university facilities and services during the length of their temporary withdrawal. A student who is temporarily withdrawn is reported to the National Student Clearinghouse and National Student Loan Data System as withdrawn.

University Withdrawal: a voluntary action taken by a student that officially terminates the student's enrollment at the university. Returning to enrolled status requires reapplication and readmission. A student who is withdrawn from the university is reported to the National Student Clearinghouse and National Student Loan Data System as withdrawn.

II. Temporary Withdrawal

A student who is temporarily withdrawn meets the requirements of this policy. A student enrolled in more than one academic program may be temporarily withdrawn from one program and remain in an active enrollment status for another academic program.

A student who is temporarily withdrawn is reported to the National Student Clearinghouse and National Student Loan Data System as withdrawn.

Types of Temporary Withdrawal

There are two types of temporary withdrawal.

- Approved Temporary Withdrawal. A student may voluntarily request an approved temporary withdrawal to take a break from their academic program for one or more academic terms.

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- **Administrative Temporary Withdrawal.** The university may place a student on administrative temporary withdrawal for one academic term. The status of administrative temporary withdrawal cannot be extended after the conclusion of the academic term during which it is applied. The status is applied when a student:
 - Fails to register for courses without requesting approved temporary withdrawal;
 - Fails to return from an approved temporary withdrawal;
 - Is administratively withdrawn from all of their courses in an academic term for failure to participate in week one (1);
 - Is completing an incomplete grade for the final course needed to complete their academic program;
 - Is appealing a course grade for the final course needed to complete their academic program;
 - Is resolving an “IP” grade in the Master of Science in human nutrition and functional medicine (HNFM) capstone course and is not enrolled in any other courses; or
 - Is enrolled in Institute for Functional Medicine (IFM) courses for the purposes of transferring credits to UWS to meet an HNFM certificate or MS-HNFM elective requirement.

Eligibility for Temporary Withdrawal

To be eligible for a status of temporary withdrawal, a student must have completed at least one academic term at UWS.

A student is eligible for the status of temporary withdrawal regardless of whether the student has outstanding financial obligations to the university. A student with outstanding financial obligations to the university is subject to university policies for collection.

Access While on Temporary Withdrawal

A student who is temporarily withdrawn retains access to university facilities and services. A student who is temporarily withdrawn may complete coursework for which an “Incomplete” grade was reported in a prior term and must comply with university-established time limits for resolving the incomplete grade.

Length of Temporary Withdrawal

A student with a status of temporary withdrawal is subject to the following provisions:

- A student may be on the status of temporary withdrawal for a maximum of four academic terms. The terms do not have to be consecutive.
- A temporary withdrawal for any portion of a term is considered a full term of temporary withdrawal.
- A student with a status of approved temporary withdrawal may request modification of their return date, as long as the modification does not extend beyond the four total terms that are permitted. Such requests must occur prior to the original expected return date and are granted

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at the discretion of the dean.

- A student who does not return from approved temporary withdrawal who has exhausted their four (4) total terms of leave is administratively withdrawn from their academic program.

Students are subject to the maximum enrollment time for program completion as established in the academic catalog. The status of temporary withdrawal does not extend the time limit for program completion.

Non-Immigrant Students With F-1 Visa Status

A student with F-1 visa status is expected to be enrolled in a full-time course of study. A student who is temporarily withdrawn is no longer full-time enrolled, which may affect their F-1 visa status. A student who plans to request a temporary withdrawal should first contact the UWS principal designated school official (PDSO) to determine if the leave will impact their F-1 visa status and what steps may be taken to maintain their F-1 visa status.

A student on F-1 visa status who is temporarily withdrawn for medical reasons and who satisfactorily demonstrates that they intend to seek medical treatment in the U.S. during the temporary withdrawal may be eligible to remain in the U.S. if the student obtains a reduced course load authorization from the PDSO.

If the UWS PDSO does not approve the reduced course load prior to the beginning of a student's temporary withdrawal, the student on F-1 visa status may be considered in violation of their legal status.

Return from Temporary Withdrawal

Upon return from temporary withdrawal and prior to registering, a student must resolve in full any outstanding financial obligations to the university.

A student returning from temporary withdrawal maintains the academic standing/status assessed on the student's last term with graded courses. A student returning from temporary withdrawal maintains the same catalog year and academic requirements as at the time of their withdrawal.

The timing of return from temporary withdrawal may be subject to course availability. If the student is unable to register for courses the term following their temporary withdrawal due to course availability, the student must either request an extension for their temporary withdrawal or withdraw from their program.

III. Administrative Withdrawal

A student may be administratively withdrawn from the university for failure to comply with university policies, including, but not limited to, the following:

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- Failure to resolve financial obligations to the university;
- Failure to maintain continuous enrollment;
- Failure to return from temporary administrative withdrawal; and/or
- Failure to meet week one (1) course participation requirements.

A student who is administratively withdrawn from the university may apply for readmission. Applications for re-enrollment comply with [Policy 2006 Readmission](#).

IV. Dismissal

A student may be dismissed from the university for failure to meet academic standards and/or misconduct. A student who is dismissed may apply for readmission. Applications for re-enrollment comply with [Policy 2006 Readmission](#).

V. Expulsion

A student may be expelled from the university in accordance with university procedures for the disciplinary investigation for misconduct. A final decision of expulsion precludes the student from future enrollment in any university academic program.

VI. Appeal

A student may appeal administrative withdrawal, dismissal, or expulsion in accordance with [Policy 9009 Student Appeal of a University Decision](#).

Related Policies: [Policy 1204 Attendance, Tardiness and Course Participation](#)
[Policy 1207 Grading System](#)
[Policy 1215 Drop/Add](#)
[Policy 1218 Academic Standing and Satisfactory Academic Progress](#)
[Policy 2006 Readmission](#)
[Policy 3021 Tuition and Fee Refunds](#)
[Policy 3025 Student Financial Responsibility](#)
[Policy 9001 Student Conduct](#)
[Policy 9009 Student Appeal of a University Decision](#)
[Policy 9010 Student Vaccination Requirements](#)

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