



University of Western States (UWS) students are required to maintain continuous enrollment from their first term of registration until completion of all degree requirements. Students who fail to maintain continuous enrollment without being granted an approved leave are administratively withdrawn from the university.

Definitions

Administrative Withdrawal: 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 from all courses in a term occurs in conjunction with a change of 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Administrative withdrawal is the enrollment status applied when a student is withdrawn from the university for failure to comply with academic requirements and/or university policies.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. The administrative withdrawal status is permanently noted on the official transcript.

Approved Leave: a voluntary enrollment status initiated by the student and approved by the dean that temporarily waives the student requirement for continuous enrollment. Students on an approved leave retain their admitted student status, including access to university facilities and services, during the length of their approved leave.

Continuous Enrollment: registering for at least one course in all academic terms (including summer) until the degree requirements are completed or until status as a degree-seeking student is otherwise terminated. The continuous enrollment requirement applies to full-time and part-time students.

Course Add: registering for an additional course within the university-established add/drop period.

Course Drop: cancelling registration for a course 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.

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 university facilities and services. Return to enrolled status requires reapplication and readmission. Dismissal is permanently noted on the official transcript.



Expulsion: a permanent action taken by the university to terminate a student's enrollment and 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 permanently noted on the official transcript.

Involuntary Leave: an action taken by the university under specific circumstances as defined in [Policy 1225 Involuntary Leave](#) to temporarily suspend student enrollment. A student placed on involuntary leave retains their admitted student status during the length of their leave. As determined by the dean, a student placed on involuntary leave may retain access to some or all university facilities and/or services during the involuntary leave period.

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. Return to enrolled status in the program requires reapplication and readmission. A student who withdraws from one program may remain enrolled in another university program.

Term Withdrawal: a voluntary action taken by a student that terminates the student's enrollment in all courses for a given term. A student who withdraws from their courses may not be reinstated in the same courses in the same term.

University Withdrawal: a voluntary action taken by a student that officially terminates the student's enrollment at the university. Return to enrolled status requires reapplication and readmission.

Approved Leave

The continuous enrollment requirement is waived for students who are granted an approved leave. Students enrolled in more than one program may request an approved leave for one or more programs. At the discretion of the dean with oversight for the program, leave may be approved for a student who meets eligibility requirements outlined below. Reasons for leave include, but are not limited to, medical, military and family leave.

Eligibility

To apply for an approved leave, as student must:

1. Be currently enrolled;
2. Have completed at least one academic term at UWS; and
3. Be in satisfactory academic standing in accordance with [Policy 1218 Academic Standing](#).

An approved leave may only be granted subsequent to a term withdrawal or term completion.



Leave may not be requested as a means to avoid course failure, academic sanction or academic dismissal. Leave may be approved whether or not the student has outstanding financial obligations to the university.

Status While on Approved Leave

Students on an approved leave retain their admitted student status. Students on approved leave may complete course work 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 Approved Leave

Students granted an approved leave are subject to the following provisions:

- Students may be granted a maximum of four academic terms of approved leave. The terms do not have to be consecutive.
- A leave approved for any portion of a term is considered a full term of approved leave.
- Students on an approved leave may request modification of their return date, as long as the modification does not extend beyond four total terms of leave. Such requests must occur prior to the expected return date of the original approved leave and are granted at the discretion of the dean.

Students are subject to the maximum enrollment time for program completion as established in [Policy 1218 Academic Standing](#). An approved leave does not extend the time limit for program completion.

A student who does not return to the university as agreed and who has not received an approved extension of leave is dismissed from the university and may apply for readmission in accordance with university policy.

Financial Aid Eligibility

The university provides loan exit counseling information that includes student borrower rights and responsibilities for a student receiving federal financial aid who request an approved leave.

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. By taking an approved leave, a student is no longer full-time enrolled, which may affect their F-1 visa status. A student who plans to request an approved leave 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 with an approved leave for medical reasons who satisfactorily demonstrates that they intend to seek medical treatment in the U.S. during the approved leave may be eligible to remain in the U.S. if the student obtains a reduced course load authorization from the university principal designated school official (PDSO).

Policy 1239 Continuous Enrollment, Approved Leave, Involuntary Leave, Withdrawal, Dismissal and Expulsion

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

Return from an Approved Leave

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

A student returning from a leave maintains the academic standing/status held prior to leave.

A student returning from an approved leave for medical reasons may be required to demonstrate that the medical condition has sufficiently resolved to allow resumption of studies.

The timing of return from an approved leave may be subject to course availability.

University Withdrawal

University withdrawal is an action taken by a student that terminates the student's enrollment. A student who withdraws and later wishes to resume study must apply for and meet the requirements for readmission in accordance with university policy.

A student who requests but is ineligible for an approved leave may choose to withdraw from the university or continue with their enrollment.

Withdrawal does not eliminate a student's outstanding financial obligations.

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:

- Failure to resolve financial obligations to the university;
- Failure to meet vaccination requirements (if applicable);
- Failure to maintain continuous enrollment;
- Failure to return from an approved leave; and/or
- Failure to meet 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](#).

A student may appeal administrative withdrawal in accordance with [Policy 9009 Student Grievance and Appeal](#).



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](#).

A student may appeal dismissal in accordance with [Policy 9009 Student Grievance and Appeal](#).

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 permanently precludes the student from enrollment in any university academic program.

A student may appeal expulsion in accordance with [Policy 9009 Student Grievance and Appeal](#).

Related Policies: [Policy 1204 Attendance, Tardiness and Course Participation](#)
[Policy 1207 Grading System](#)
[Policy 1215 Drop/Add](#)
[Policy 1218 Academic Standing](#)
[Policy 1225 Involuntary Leave](#)
[Policy 2006 Readmission](#)
[Policy 3021 Tuition and Fee Refunds](#)
[Policy 3025 Student Financial Responsibility](#)
[Policy 3804 Satisfactory Academic Progress for Financial Aid Eligibility](#)
[Policy 9001 Student Conduct](#)
[Policy 9009 Student Grievance and Appeal](#)
[Policy 9010 Vaccination Requirements for Full-time On-campus Students](#)

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