



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 Students who fail to maintain continuous enrollment without being granted an approved leave are administratively withdrawn from the university.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 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 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Administrative withdrawal is the enrollment status applied when a student is withdrawn from the university for failure to comply with academic requirements and/or university policies.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 noted on the official transcript.

Administrative Leave: a temporary enrollment status applied by the university when a student is administratively withdrawn from all courses in a term for failure to comply with academic requirements and/or university policies. A term of administrative leave is counted toward the total amount of approved leave that a student may take from the university. Students on administrative leave retain their admitted student status, including access to university facilities and services, for the remainder of the term in which they are placed on administrative leave.

Approved Leave: a voluntary enrollment status requested by the student and approved by the college dean that temporarily waives the student requirement for continuous enrollment. The university may apply the status of approved leave when a student is unable to request leave on their own behalf. 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 each academic term (including summer) until the degree requirements are completed or until status as a degree-seeking student is terminated. The continuous enrollment requirement applies to full-time and part-time students.

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

Effective Enrollment Status Date: 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 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. The effective enrollment status date is the date when the institution becomes aware of the change.

Enrolled for Zero Credits: an enrollment status applied by the university when a student is actively completing their program requirements but is not enrolled for any credits. The status is applied when a student is:

- Completing an incomplete for their final course needed to complete the program;
- Appealing a course grade for their final course needed to complete the program;
- Resolving an "R" grade in the human nutrition and functional medicine capstone course and is not enrolled for any other courses; or
- Enrolling in IFM courses for the purposes of transferring credits to UWS to meet an HNFM certificate or MS-HNFM elective requirement.

A student enrolled for zero credits meets the continuous enrollment requirement. A student may be placed on the status of enrolled for zero credits for a maximum of one academic 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.

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. The action of term withdrawal is associated with a change in enrollment status.

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. The university may apply the status of approved leave when a student is unable to request leave on their own behalf.

Eligibility

To apply for an approved leave, a 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.

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

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.
- A term of administrative leave is considered as one term of the student's four total terms of permitted approved leave. See administrative leave section for more information.
- 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 administratively withdrawn 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).

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.

Administrative Leave

A student who fails to register for courses without requesting an approved leave, or who is administratively withdrawn from all of their courses during a term, is placed on administrative leave for the remainder of the term. At the conclusion of the term of administrative leave, the student must return to continuous enrollment by registering for courses or requesting an approved leave.

A student who fails to return to continuous enrollment after being placed on administrative leave is administratively withdrawn from the university.

Eligibility for Administrative Leave

To be placed on administrative leave, a student must:

1. Have failed to register for courses without requesting an approved leave OR been administratively withdrawn from all of their courses;
2. Have completed at least one academic term at UWS; and
3. Be in satisfactory academic standing in accordance with [Policy 1218 Academic Standing](#).

A student may be placed on administrative leave regardless of whether the student has outstanding financial obligations to the university.

Status While on Administrative Leave

Students on an administrative leave retain their admitted student status. Students on administrative 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 Administrative Leave

A student placed on administrative leave is subject to the following provisions:

- A term of administrative leave is considered as one term of the student's four total terms of



permitted approved leave. See approved leave section for more information.

- An administrative leave for any portion of a term is considered a full term of administrative leave.
- An administrative leave cannot be extended after the conclusion of the academic term during which it is applied.

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

A student who does not return to continuous enrollment by registering for courses or requesting an approved leave at the conclusion of their administrative leave is administratively withdrawn from the university and may apply for readmission in accordance with university policy.

Return from an Administrative Leave

Upon return from an administrative 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.

The timing of return from a leave may be subject to course availability. If the student is unable to register from courses the term following their administrative leave due to course availability, the student must either request an approved leave or withdraw from the university. The status of administrative leave cannot be extended beyond one academic term.

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.

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 maintain continuous enrollment;
- Failure to return from an approved leave;

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

Established: 02/12/1981

Revision History: 06/10/2022, 07/12/2021, 08/25/2020, 12/03/2019, 6/28/2018, 03/04/2014, 04/28/1987



- Failure to return from an administrative 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](#).

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](#).

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 enrollment in any university academic program.

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](#)
[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 Appeal of a University Decision](#)
[Policy 9010 Vaccination Requirements for Full-time On-campus Students](#)

Key Words: administrative leave, administrative withdrawal, continuous enrollment, dismissal, enrollment, expulsion, involuntary leave, leave, readmission, withdrawal