Faculty Senate Routing Form
(action/proposal attached)

I. Item Title: Policy on Stop Out/Leave

   a) Brief Description: See Attached

   b) Initiated by: APRC

II. Faculty Senate Action: X approved □ not approved □ other date: 2-22-12

   Vote: X Voice Vote, Unanimous
   □ Electronic Clicker:
   Voice Vote, Majority In Favor
   Ayes Nays Abstentions

   FS Secretary signature: Rebecca Yasker date 3-12-2012

III. Provost:

   □ for information □ Recognition of Receipt
   □ for action…………………□ approved □ not approved

   Comments:

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

   Person responsible for Implementation: (Assoc. Provost) (Registrar)
   Mark Lord + Larry Hammon

   Provost signature: Beth Smee Loguard date 5-4-12

IV. Chancellor:

   □ for information □ Recognition of Receipt
   □ for action……………□ approved □ not approved

   Comments:

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

   Chancellor signature: David Byrns date 7-31-12

Once finalized copies will be returned to the Provost Office’s representative who will scan and distribute electronically to:

Chancellor
Provost
Chair of Faculty Senate
Secretary of the Faculty Senate
Associate Vice Chancellor for Academic Affairs (for catalog and handbook)
Associate Dean of Graduate School (for catalog)
Others (i.e. person responsible for implementation)
Background

The APRC approved the following policy submitted to us by the Graduate Council. The policy defines how long a graduate student may go without enrolling in classes before being dropped and required to reapply for admission.

Proposed Stop Out/Leave of Absence

Stop Out or Leave of Absence. Any student who has not yet registered for a given term, and who needs to take time off from school without losing catalog rights or registration eligibility, can either take a "Stop-Out" (for one to two terms of leave) or a "Leave of Absence" (for three terms of leave).

Students may take one or two terms of leave called a "Stop-Out" without declaring a leave of absence with the Office of the Registrar. Students are eligible to register the following semester. A Leave of Absence may be granted upon request to those who are eligible to register for a term, but have not yet done so. They can be taken for up to one full year (three terms). Note that students requesting a Leave of Absence will be required to reapply online and pay the fees to be reinstated (see table below). Graduate students who are pursuing a graduate degree or a postgraduate credential program need to complete the Stop Out or Leave of Absence Form (link here) and obtain program approval signified by signatures of the Program Director or Department Head, in order to take the educational leave.

Readmission. Before interrupting enrollment, students should become familiar with potential ramifications that an absence in enrollment may have in terms of their ability to return or to complete a specific program of study. Any graduate student, who takes a Leave of Absence and is inactive for three or more consecutive terms, including summer, must reapply online at grad.wcu.edu and pay the reapplication fee to be considered for reinstatement as an active student. This policy impacts all programs, even those that do not require continuous summer enrollment. All time limits apply for course work taken, and the student is subject to the catalog term in effect at the time of readmission unless a catalog change is approved by the Program Director and the Dean of the Graduate School.

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Background

The APRC approved the following form submitted to us by the Graduate Council. The form is meant to help the Graduate School keep track of students who do not enroll for a semester or more, but who intend to return.

Stop Out/Leave of Absence Request

Any student who has not yet registered for a given term, and who needs to take time off from school without losing catalog rights or registration eligibility, can either take a “Stop-Out” (for one to two terms of leave) or a “Leave of Absence” (for three terms of leave).

(NOTE: As per Graduate Catalog)
Readmission. Before interrupting enrollment, students should become familiar with potential ramifications that an absence in enrollment may have in terms of their ability to return or to complete a specific program of study. Any graduate student, who takes a Leave of Absence and is inactive for three or more consecutive terms, including summer, must reapply online at grad.wcu.edu and pay the reapplication fee to be considered for reinstatement as an active student. This policy impacts all programs, even those that do not require continuous summer enrollment. All time limits apply for course work taken, and the student is subject to the catalog term in effect at the time of readmission unless a catalog change is approved by the Program Director and the Dean of the Graduate School.

Student Name ___________________________ 92# ____________________________

Graduate Program ____________________________

☐ Stop Out

__________________________ to ____________________________
Semester & Year

☐ Leave of Absence

__________________________ to ____________________________
Semester & Year

Student Signature ____________________________ Date ____________________________

01/10/2012 kg
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