**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 master’s 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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| **Fall** | **Spring** | **Summer** | **Fall**  | **Spring**  | **Summer** | **Fall** |
| **Enrolled** | Not Enrolled  | Not Enrolled  | Not Enrolled | **Reapply** |  |  |
|  | **Enrolled** | Not Enrolled | Not Enrolled  | Not Enrolled | **Reapply** |  |
|  |  | **Enrolled** | Not Enrolled  | Not Enrolled  | Not Enrolled | **Reapply** |