

Policy Identification

Number

Policy Title Continuous Enrollment Policy

Approval Authority Provost

Responsible Entity Faculty and Administration

Policy Owner Lisa Saladin, EVPAA and Provost

Classification	Identify to which of the following categories the policy applies Enterprise-wide (all the below) University MUSC Hospital Authority (MUHA) MUSC Physicians MUSC Strategic Ventures MUSC Foundation Research
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This policy is effective as of 08-01-2017.

I. Policy Statement

Students admitted to MUSC are expected to be continuously enrolled throughout their courses of study.

II. Scope

This policy applies to all students.

III. Approval Authority

The Provost is the approval authority for this policy.

IV. Purpose of This Policy

The purpose of the policy is to provide the institution with procedures to protect the institution from violations of federal and state reporting regulations.

V. Who Should Be Knowledgeable about This Policy

All faculty, deans, department chairs, program directors and central administration should be knowledgeable about this policy.

VI. The Policy

Any student not registered for a term in which classes for that program are normally offered, must be withdrawn or placed on leave of absence. The Dean's office of the students' college is responsible for communicating the student's status with the Registrar's office by the drop/add period of that term. If no such notification is received by the drop/add period, the Registrar will change the student's status to being on Leave of Absence and notify the student. Notification of change of status will be sent to the student's last known address. Students who are withdrawn from a program must apply for re-admittance.

Students in an appeals process are considered actively engaged in academic activity, even if not present in the classroom, until that process is completed or the end of the drop/add period for the following term. If an appeal process extends beyond the end of the drop/add period for the following term, the student must either be registered or placed on leave of absence for the remainder of the term.

VII. Sanctions for Non-compliance

Failure of a college to follow the guidelines could expose the university to adverse audit findings by state and federal agencies.

VIII. Related Information

A Leave of Absence is considered an attendance withdrawal for students receiving federal student financial aid. Students are not considered to be enrolled during the leave of absence, therefore, student loan lenders are notified of the student’s non-enrollment. Student loans are placed in their six-month grace period during the leave of absence status and may require repayment if the student does not re-enroll within 180 days.

Students on approved leave are considered inactive and are ineligible for those Education and Student Life services normally provided to students. However, to facilitate transfer of care, Counseling and Psychological Services (CAPS) and Student Health Services may provide services for up to 30 days following the initiation of an approved leave.

IX. Communication Plan

This policy will be published online with other Provost level policies and in The Bulletin. The Bulletin will provide links to other policies and procedures related to students leaving the university.

X. Signature

This policy requires approval by the Provost.

XI. Definitions

Registered: Enrolled in credit-bearing courses

Leave of absence: A temporary cessation of academic activity as approved by the dean of the college, for a defined period of time. The student is not required to re-apply to the institution in order to resume study.

Withdrawal: Voluntary termination or dismissal from the program of study. The student must apply again in order to be considered for re-admittance to the program.

XII. Review Cycle


This policy will be reviewed every five years.

XIII. Approval History

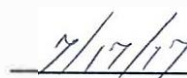
List original approval date and subsequent review dates

Approval Authority
Education Advisory Council
Provost’s Council
Provost

Date Approved
June 6, 2017
July 17, 2017
07/17/2017



Lisa K. Saladin, PT, PhD., FAPTA
Executive Vice President for Academic Affairs and Provost



Date