

UAMS Academic Affairs Policy - 4.1.2



UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES

Policy: University of Arkansas for Medical Sciences, Division of Academic Affairs

Subject: Student Administrative Discontinuation

Number: 4.1.2

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POLICY

A student who has not formally withdrawn or been dismissed from the University, but who is not actively enrolled in or participating in a program of study, and who is not on an approved leave of absence (LOA), is subject to administrative discontinuation from her/his academic program.

Situations involving students who are enrolled in coursework during the term but have stopped actively participating a specific class or classes are not included in this policy.

DEFINITIONS

Active Enrollment/Participation (AEP): Student is actively pursuing academic studies through enrollment in credit-bearing coursework and/or non-credit-bearing participation. The student may have paid the Continuing Student Registration Fee (CSRF) or may be actively engaged in an Inter-professional Education (IPE) or non-enrolled clinical experiences. Students engaged in IPE must be tracked and reportable through Blackboard or GUS milestones, and students in non-enrolled clinical experiences must be tracked and reportable through the academic departments or colleges. For dual-enrollment/dual-degree students, enrollment in at least one program is sufficient for consideration as AEP for both academic programs.

Active Student: Any student whose academic program is in progress and has not yet been completed.

Administrative Discontinuation: A student discontinuation processed by the Office of the University Registrar at the request of a student's academic college based on the requirements outlined in this policy.

Approved Leave of Absence: A Departmental, Institutional or Official Leave of Absence as outlined in UAMS Academic Affairs Policy 2.2.10.

Final Enrollment Deadline: The deadline, for purposes of this policy, defined as the last date at which a student may drop a class without a transcript notation (e.g., a grade of W).

Regular Term: Fall or Spring term. The Summer is not considered a "regular" term for purposes of this policy.

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REQUIREMENTS

Students are subject to possible administrative discontinuation after one regular term without Active Enrollment/ Participation (AEP) once the final enrollment deadline has passed for that term. A student who enrolls for a term but subsequently drops all classes prior to the final enrollment deadline is considered non-enrolled for the term, and is therefore subject to the administrative discontinuation parameters of this policy. A student who enrolls for a term but subsequently drops all classes after the final enrollment deadline is considered to have AEP for that term.

A college may request a student administrative discontinuation immediately upon the first regular term without AEP, or may choose to wait to discontinue until a subsequent semester (up to two maximum allowed regular semesters without AEP). A student may not remain in an active, non-enrolled status for more than two consecutive regular semesters. Following the final enrollment deadline for the second consecutive semester of a student's non-enrollment/participation, a change in status (e.g., administrative discontinuation, administrative withdrawal, student-requested leave of absence, etc.), OR the assessment of the CSRF, are required.

Dual-degree students enrolled in either program of an approved dual-degree program, and with a complete "Declaration of Intent to Pursue Combined Degrees" form on file (where required), shall be considered active/enrolled for purposes of this policy.

PROCEDURE

Following the census date for each regular academic term, the Office of the University Registrar (OUR) will identify students who are subject to administrative discontinuation based upon the requirements of this policy. The OUR will provide reports to each college for review and final disposition. The report will include each student's academic level and program, the length of time since last enrollment or payment of the CSRF, and a notation for students who have reached the maximum limit for non-enrollment (2 regular terms). The college dean's office will provide a response to the OUR for each student (e.g., to discontinue or to pursue an alternative solution such as LOA or CSRF).

Communication

The OUR will report students subject to administrative discontinuation to their respective colleges per the reporting timeline outline above. Colleges may contact individual students to assess their intentions for continued academic progression. The colleges will provide status updates to the OUR within four (4) weeks of receipt of the discontinuation report. The OUR will send an electronic communication to the student, the college, and the academic department when a student is administratively discontinued. Each college may choose to send a more formal notification, such a letter, to a discontinued student.

REFERENCES

Student Leave of Absence Policy, Academic Policy 2.2.10