

**Commission on Undergraduate Studies and Policies
Resolution 2020-2021J**

Resolution to Establish a Continuous Enrollment Policy for Undergraduate Students

Approved by the Commission on Undergraduate Studies and Policies:	April 12, 2021
Faculty Senate waived right to comment:	March 28, 2021
Staff Senate review:	April 8, 2021
Graduate Student Assembly waived right to comment:	April 8, 2021
Student Government Association waived right to comment :	April 12, 2021
First Reading by University Council:	April 19, 2021
Second Reading by University Council:	May 3, 2021
Approved by the President:	May 3, 2021
Effective:	Spring 2022

WHEREAS, Virginia Tech is committed to the success of all students, and

WHEREAS, Virginia Tech recognizes academic goals as well as personal circumstances can impact student's enrollment each semester, and

WHEREAS, Virginia Tech currently allows undergraduate students to remain in an active status and therefore eligible to reenroll at any time unless separated from the institution by Student Conduct or Honor System sanction or academic standing, and

WHEREAS, allowing undergraduate students to enroll or not enroll without notice to the university prevents proactive academic support for students upon their return, and creates difficulty in accurately predicting the number of continuing students in a given term, and

WHEREAS, a readmission policy that provides an opportunity for students to inform the institution of needed breaks in enrollment encourages students to be engaged in their education while also providing departments data needed to ensure proper academic resources are available for continuing students in order to have an efficient path toward degree, and

WHEREAS, establishing continuous enrollment expectations for undergraduate students will improve accuracy in future enrollment prediction therefore providing departments better data for resource planning when creating course offerings, advising services, and other academic support services, and

WHEREAS, the following Continuous Enrollment Policy will establish the expectation of continuous enrollment for undergraduates to address these concerns, and

WHEREAS, the expectation of continuous enrollment is already in place at the graduate level, and

WHEREAS, a continuous enrollment requirement is common at institutions of higher education at the undergraduate level,

THEREFORE, BE IT RESOLVED, that the following language be added to the undergraduate catalog:

Readmission

The university expects degree-seeking undergraduate students to maintain continuous enrollment. Any student who has an interruption of enrollment for two consecutive semesters (not including winter or summer) will become inactive and must apply for readmission to the university by the published readmission deadline. Readmitted students do not retain their original catalog year program requirements and must follow the requirements for their degree and their major in place for their readmission term.

Readmission from Good Standing

Students who leave the University in good standing with a cumulative grade point average of 2.0 or higher may apply for readmission to the University by submitting a readmission application to the undergraduate admissions office. Action for approval or denial will depend on the student's program as follows:

1. If a student requests readmission into a program that is not restricted as defined on the Office of the University Registrar's website - <https://www.registrar.vt.edu/contact/undergraduate-majors--brief/restricted-majors.html>, the readmission request will be approved immediately. The Undergraduate admissions office will notify the student and the dean of the college of the readmission decision.
2. If a student requests readmission into a program that is restricted, the readmission request will require the review of the associate dean of the college or Associate Vice Provost for Student Success as appropriate. After final determination by the dean or AVP, the Undergraduate Admissions office will be notified, and the Undergraduate Admissions office will notify the student. If readmission into a restricted program is denied, the student may submit an additional readmission request for entry into a non-restricted program as outlined above.

Readmission from Student Code of Conduct Suspension

Students who are suspended from the university due to a student code of conduct sanction will automatically be re-enrolled per sanction terms. Students do not need to take any action to return to active status after being suspended from the student code of conduct.

Leave of Absence

A student currently enrolled in courses may interrupt continuous enrollment by electing to take a leave of absence from the University. Students may choose to request a leave of absence not to exceed two consecutive semesters (Fall and Spring) at a time. A student may request up to two (2) leaves of absence during their undergraduate enrollment at Virginia Tech. Students cannot request a leave of absence for a term already underway.

Before taking a leave of absence, students should consult with their adviser. International students in F or J visa classification must meet with an International Student Advisor in the Cranwell International Center prior to requesting a leave of absence.

To obtain a leave of absence, a student will submit a “Undergraduate Program Leave of Absence Request” form to the Office of the University Registrar by the deadline published in the academic calendar. All leave of absence requests requires approval of the associate dean of the college in which the student is enrolled. An approved leave of absence maintains a student’s continuous enrollment status, so that the student may proceed toward their degree under the same catalog requirements that were in place at the time of leave. A leave of absence is not recognized by federal financial aid or immigration regulation.”

A student who returns to the university following an approved leave of absence may register for courses without applying for readmission. A student who does not enroll in the fall or spring semester immediately following an approved leave of absence will become inactive and must apply for readmission.

Students may return from an approved leave of absence early by submitting a readmission request.

Students seeking a leave of absence must meet the following criteria:

- Be matriculated and enrolled with no more than one semester break in continuous enrollment prior to the requested leave of absence;
- Have no pending university disciplinary action, nor academic, administrative or financial holds preventing registration.

Students granted a leave of absence remain eligible for the following privileges during the approved period:

- Retain the academic program requirements in place for their degree program at the time of leave of absence.
- Retain HokieSPA access and access to their VT student e-mail

Students on an approved leave of absence are not considered registered students and, as non-enrolled students, are not eligible for:

- Financial aid disbursements during the leave of absence period approved. Students on an approved leave of absence are reported to lenders and loan service agencies as "not enrolled," and students need to contact lenders for information on possible repayment requirements.
- Affirmative enrollment verifications since they are reported as "not enrolled," which could affect eligibility for health insurance, etc.
- Use of campus facilities and fee-based services, computer labs, student health services, or on campus housing.
- Participation in varsity or intramural athletics, student clubs or any VT sponsored activity or organization.

BE IT FURTHER RESOLVED, The University Registrar will develop an implementation plan to facilitate the addition of this requirement and communicate that plan to the university community.



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<http://www.staffsenate.vt.edu/>

2020-2021

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April 8, 2021

To: Vice President of Policy and Governance

The Staff Senate Committee on Policy and Issues has reviewed and approves CUSP Resolution 2020-2021J. The Staff Senate is in support of this resolution.

Thank you,

LaTawnya Burleson, Chair Staff Senate Policies and Issues Committee