POLICY ON ATYPICAL ENROLLMENT STATUS
IN THE SCHOOL OF HEALTH SCIENCES AND PRACTICE

Dated: September 2, 2015
Supersedes: None

I. PURPOSE

To establish a process to accommodate students with atypical enrollment status.

II. POLICY

The School of Health Sciences and Practice recognizes that atypical enrollment scenarios may arise for individual students.

III. SCOPE

This policy applies to all Master of Public Health ("MPH") and Doctor of Public Health ("DrPH") students.

IV. PROCEDURE

1. If a student has completed all courses EXCEPT Capstone and is ready to enroll in Capstone in a fall semester: Capstone is only offered in the spring semester. Student should be placed on LEAVE OF ABSENCE for that fall semester and re-enroll in Capstone the following spring. Student will not be assessed maintenance of matriculation fee.

2. If a student needs a course(s) not offered in a given semester: Student should be placed on LEAVE OF ABSENCE for that semester and re-enroll in course(s) the following semester. Student will not be assessed maintenance of matriculation fee.

3. If a student completes all requirements for the degree in August and will receive diploma in the following May: Student will not enroll in courses the fall or spring semester. Student’s status will be “Maintenance of matriculation”. Student will not be assessed maintenance of matriculation fee.
V. EFFECTIVE DATE

This policy shall be effective as of the date signed below.

VI. POLICY MANAGEMENT

Responsible Executive: Dean, School of Health Sciences and Practice
Responsible Officer: Vice Dean, School of Health Sciences and Practice
Responsible Office: School of Health Sciences and Practice

APPROVED:

Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and
Chief Executive Officer

Date: 10/19/15