



# Maryland University of Integrative Health

*Academic Policy and Procedures*

**Review Period: 2 Years**

**No. 6055 Rev.: 3**

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## **Subject: Voluntary Break in Enrollment**

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## **1. Purpose**

The purpose of this policy is to clarify the circumstances under which a student is considered active at Maryland University of Integrative Health (MUIH), regardless of a break in enrollment, and to delineate the circumstances under which a student will be administratively withdrawn from the University due to inactivity. The policy also addresses procedures for returning following a voluntary break in enrollment.

Note: This policy replaces Policy 6055 Leave of Absence.

## **2. Policy**

### **2.1 Break in Enrollment**

While it is generally to the benefit of students to complete programs according to the formal plan of study, there may be personal or professional circumstances that require a student to take a break in enrollment (i.e., enroll in no courses for a trimester). Students may take a break in enrollment for up to three consecutive trimesters and still maintain "active status" at MUIH. Any consecutive break of longer than three trimesters will result in administrative withdrawal from the University (see Section 2.3 below).

Active students who are taking a break in enrollment are still subject to the requirements and procedures of [Policy 6010 Satisfactory Academic Progress \(SAP\)](#). Before taking a break in enrollment, students should work with their Academic and Career Advisor and the Financial Aid Office to assess the impact of a break

in enrollment on the student's SAP status and loan repayment. Additionally, students are still assessed the [University Fee](#) while on a Voluntary Break in Enrollment.

## **2.2 Returning from a Break in Enrollment**

Upon return from a break in enrollment, the student will remain in the curriculum in which they were originally enrolled per the academic catalog in effect at the time of enrollment. The student remains responsible for meeting all the academic requirements of that curriculum. The returning student will be subject to any newly established tuition and fee structures. Students should note that due to the cyclical nature of course offerings, certain courses that are missed during a break in enrollment may not be available for an extended period of time. This may impact the student's ability to complete a program in an expected time frame. A break in enrollment does not extend the timeframe for completion of program requirements.

## **2.3 Failure to Return and Administrative Withdrawal**

A student who fails to enroll in courses for more than three consecutive trimesters will be administratively withdrawn from the University and is required to reapply through the Graduate Admissions Office. Readmission is not guaranteed. Students who are readmitted must meet the program requirements per the academic catalog in effect at the time of the student's return to active status (i.e., the first trimester in which they enroll following re-admittance).

### **2.3.1 Exceptions for Readmission of Servicemembers**

In accordance with federal regulations, the University will not deny readmission to a person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in the uniformed services on the basis of that membership, application for membership, performance of service, application for service, or obligation to perform service.

The University will promptly readmit to the institution a person described in the paragraph above of this section with the same academic status as the student had when the student last attended the institution or was last admitted to the institution, but did not begin attendance because of that membership, application for membership, performance of service, application for service, or obligation to perform service.

## **3. Procedures**

The following procedures should be followed as a student prepares to take a break in enrollment and return from a break in enrollment:

- Students wishing to take a break in enrollment should first consult with their Academic Advisor as well as the Financial Aid Office. Students will be assessed the [University Fee](#) each trimester they are on Voluntary Break in Enrollment.
- The [Voluntary Break in Enrollment Form](#) should be completed and submitted to the Advisor prior to taking the break. Completion of the form aids the Advisor in discussing any specific concerns (e.g., the maintenance of SAP) with the student.
- The Advisor and student should agree to an anticipated trimester for the student to reenroll in courses.
- A hold will be placed on the student's account once they begin their break in enrollment. This prevents the student from registering for future courses until they have spoken to their Advisor.

Students will be allowed to complete outstanding incomplete (I) grades during their break in enrollment.

- The student should contact their Advisor as soon as they know they want to register for courses in an upcoming trimester.
- The Advisor and student will then meet to discuss the student's transition back into course work and address any needed changes to the plan of study.
- The Advisor will lift the account hold, allowing the student to register for the upcoming trimester. Course registration deadlines and late registration fees are the same as for all other continuing students.

Note: If a student fails to submit a [Voluntary Break in Enrollment Form](#), a hold will still be placed on the student's account and they will be charged a [University Fee](#) for each VBE trimester. Failure to enroll in courses after three trimesters, regardless of communication from the student, will result in administrative withdrawal from the University.

## **4. Definitions**

- **ACTIVE STATUS** – a status which denotes that a student is either currently enrolled in courses or has been enrolled in courses at some point within the past three trimesters
- **ACTIVE STUDENT TAKING A VOLUNTARY BREAK IN ENROLLMENT** – a student who is currently not taking any courses at the university but plans to return within three trimesters.
- **ENROLLED STUDENT** – a student who is enrolled in at least one course during the current trimester

## **5. References**

§668.18 CFR. Readmission requirements for servicemembers

<https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=9b0be01839ad274bc33fe014604ea2de&rqn=div8&view=text&node=34:3.1.3.1.34.2.39.8&idno=34>

Policy 6010 Satisfactory Academic Progress (SAP)

<https://www.muih.edu/academics/student-policies>

Voluntary Break in Enrollment Form

<https://www.muih.edu/academics/student-policies>

## **6. Approval and Revisions**

Approved March 31, 2020 by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Note: This policy replaces the former "Policy 6055 Leave of Absence," which was last reviewed in January 2019. A copy of "Policy 6055 Leave of Absence" is available from the President's Office.
- Revision 1

Clarified that students can still complete outstanding incomplete (I) grades while on a voluntary break in enrollment.

Approved April 22, 2021, by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 2

Changed title: Academic and Career Advisor

Added: Additionally, students are still assessed the University Fee while on a Voluntary Break in Enrollment.

If a student fails to submit a VBE form, they will be charged the University Fee.

Approved August 12, 2022, by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 3

Corrected version dates.

Approved June 25, 2024, by Interim President Christina Sax.