

## **Stop Out and Leave of Absence Policy**

Any student who does not register for two consecutive regular academic semesters will lose matriculated status at the end of the drop-add period of the third semester. Such students must then apply for readmission to the University through the Admissions Office and to a major program, and meet any new program requirements which have been officially instituted. Registration during a summer session will count toward registration; however, failure to register during a summer session does not count as a third semester of non-registration.

A student may apply for an Official Leave of Absence through the Dean of Students. Students may apply for leaves for a period of up to four consecutive regular academic semesters. Students who fail to register for a fifth consecutive regular academic semester will lose their matriculated status. Students who stop attending without notifying the University may apply for leaves of absence before failing to register for a third consecutive regular academic semester. If a leave of absence is granted, students can maintain matriculated status. However, the total number of consecutive semesters missed (the stop out plus extension with the leave of absence) shall not exceed four.

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