PROV-011 Student Enrollment

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Oversight Executive
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Reason for Policy

Defines the terms and conditions of student enrollment at the University.

Definition of Terms

Research Credits

Description

Credits that have been classified as research-only for tuition purposes (see PROV-015: Criteria for Establishing Research-Only Courses).

Status

Description

Describes the status of a student's relationship to the University. A student may be **enrolled** or **affiliated**.

- **Enrolled students** pay tuition and fees and may register for credits. There are five types of enrolled students:
    - Certificate-Seeking: A student who is enrolled in a credit or non-credit certificate program at the University.
    - Degree-Seeking: A student who is enrolled in any undergraduate, graduate, or professional degree-granting program at the University.
    - Non-Degree-Seeking: A student who has received permission to enroll and is registered for coursework at the University but is not enrolled in one of the University's degree-granting programs.
    - Research: A student who is enrolled for graduate research credits only. Research graduate students may be degree-seeking or non-degree-seeking.
    - Visiting: A non-degree-seeking student who is enrolled in a degree-granting program at another institution.
- **Affiliated students** are absent temporarily from the University for educational or administrative purposes and expect to complete their degree. Affiliated students pay an affiliated status fee and may not register for credits. Affiliated status must be approved by a student's dean (or designee) and may be used only for the purposes defined in this policy. There are three types of affiliation:
    - Doctoral Completion: Advanced doctoral students who have fulfilled all residency and credit requirements for their degree, do not require access to University resources (including labs) or student services, and are completing or defending their dissertation.
    - External Internship/Study: Students who are participating in an approved professional internship, cooperative education program, or educational program outside the University.
    - Degree Conferral in Absentia: Students who are not taking new courses or pursuing research, but who need to be affiliated at the University for certain administrative reasons before receiving their degree, including finishing incompletes, paying an outstanding University financial obligation, or receiving official transcripts of approved transfer credit.

Academic Load

Description

A reporting category used to describe a student's enrollment level to the federal government (full-time, three-quarter-time, half-time, or less than half-time).

Policy Statement

The terms and conditions of student enrollment are dependent on a student's academic load and status in an undergraduate, graduate, or professional program at the University.

I. **Academic Load:**
A student's academic load is determined by the number of credits in which they are enrolled, the term of enrollment, and their status in an undergraduate or graduate program at the University. For federal reporting purposes, credits taken during January term are included in the student's academic load for the subsequent spring.

	Number of Credits	
Academic Load	**Undergraduate**	**Graduate**
Fall/Spring		
Full-Time	12	9
Three-Quarter	9-11	7-8
Half-Time	6-8	6
Less than Half-Time	<6	<6
Summer		
Full-Time	6	6
Three-Quarter	4-5	n/a
Half-Time	3	3
Less than Half-Time	<3	<3

A. **Full-Time Academic Load:**
Students admitted to a full-time degree program are expected to register for a full-time academic load during any term that is required by their program. The fall and spring terms are required terms for all degree programs. Graduate and professional schools may also require full-time enrollment in

the summer term.

Schools or programs may require students to enroll in a higher minimum number of credits each term than the minimum required for full-time academic load in order to remain in good academic standing for the term. The School of Medicine (SOM) M.D. program does not award credit for its medical courses and identifies all of its students as full-time.

B. **Less Than Full-Time Undergraduate Academic Load:**
While undergraduate students are expected to enroll in a full-time academic load, the University offers limited opportunities for undergraduate students to enroll less than full-time:
   i. *Admission to Part-Time Degree Programs:* Students may be admitted to the University for part-time undergraduate study only through an authorized part-time undergraduate degree program.
   ii. *Temporary Three-Quarter Time:* Students enrolling in a three-quarter time academic load (sometimes referred to as a reduced course load) must receive approval from their dean's office. A temporary three-quarter time academic load is permitted for no more than two semesters.
   iii. *Temporary Half-Time or Less Than Half-Time Academic Load:* Undergraduate students who are admitted to the University for full-time study may, due to extenuating circumstances, enroll in a temporary half-time or less than half-time academic load only with written approval from their dean (or designee). Students approved for a temporary half-time or less than half-time academic load may take no more than eight credits per semester. No more than 16 credits earned on a temporary half-time or less than half-time basis can be counted toward the total number of credits required for an undergraduate degree without an approved exception (see Procedures I). Courses for which a grade of F or W (withdrawal) is earned do not count towards this maximum.
   iv. *Ongoing Less Than Full-Time Academic Load:* Undergraduate students who are admitted to the University for full-time study may, due to extraordinary circumstances, petition their dean (or designee) for approval to study on a less than full-time basis until completion of their undergraduate degree. Ongoing enrollment in less than a full-time academic load is allowed on an extremely limited basis and requires the written approval of both the dean (or designee) and the executive vice president and provost (or designee) (see Procedures II).
   v. *School-Specific Policies:* Enrollment in a less than full-time academic load may not be available to undergraduate students in every school. Terms and conditions for registering in a less than full-time academic load may vary by school and may be more restrictive than the terms and conditions given here. School-specific policies may be obtained in school specific sections of the Undergraduate Record (Record).

C. **Less Than Full-Time Graduate Academic Load:**
Policies regarding the terms and conditions under which a graduate student (including students in professional schools) may register for less than a full-time academic load in a required term vary by school and program. School- and program-specific policies are provided in the Graduate Record (Record).

II. **Privileges During Summer for Non-Enrolled Students:**
Students enrolled in a degree program at the University who do not enroll in Summer Session may retain some student privileges during the summer. Students who were enrolled in a degree program in the spring and intend to continue their enrollment in the degree program in the fall may continue to use the University's libraries and technology services

III. **Concurrent Enrollment:**
As a general rule, students cannot be concurrently enrolled in multiple degree or certificate programs at

the University (note: pursuing a double major is not considered enrolling in multiple degree programs). However, some schools have entered into formal combination degree agreements that permit concurrent or coordinated enrollment across programs. Combination degree agreements must be proposed and approved in accordance with the guidance for combination degrees issued by the provost's office.

IV. **Affiliated Status:**

Students who are not required to be enrolled in a term but who need to retain a minimal affiliation with the University on a temporary basis may petition their dean's office for affiliated status. Students on affiliated status do not have an active student I.D. card or access to student services, including Student Health or student health insurance. They retain their NetBadge computer system and library privileges.

Students with outstanding federal student loans on affiliated status will no longer be in deferment and will begin repayment once the grace period has ended. Students should contact Student Financial Services before petitioning for affiliated status if they have questions related to their financial aid.

Students on affiliated status pay an associated fee rather than tuition or comprehensive fees. Students on affiliated status are not eligible for a graduate assistantship and do not have access to University labs or facilities.

A. **Doctoral Completion (Doctoral Students Only):**
Advanced doctoral students who have fulfilled all residency and credit requirements for their degree, do not require access to University resources (including labs) or student services, and are completing or defending their dissertation, may petition their dean's office for doctoral completion. Once approved for doctoral completion, students may not return to enrolled status in their degree program. Students should consult school-specific policies regarding time limits and other requirements governing the use of doctoral completion in each school.

B. **External Internship/Study:**
Students who are participating in an approved professional internship or educational program outside the University may petition their dean's office for external internship/study.

C. **Degree Conferral in Absentia:**
Students who are not taking new courses or pursuing research, but who need to be affiliated with the University for certain administrative reasons before receiving their degree -- including finishing incompletes, paying an outstanding University financial obligation, or receiving official transcripts of approved transfer credit -- may petition their dean's office for Degree Conferral in Absentia. Degree Conferral in Absentia may be used by a student for up to three terms; the student is required to petition their dean's office each term for which they seek to be placed in a Degree Conferral in Absentia status.

V. **Leaving and Returning to the University:**

A. **Leaving the University:**
There are four circumstances in which a student's enrollment may be interrupted:

i. *University Withdrawal:*
Undergraduate and graduate students provide official notification of their intent to withdraw through submission of the *Leaving the University* form in the Student Information System (SIS). If official notification is provided, the effective date of a student's withdrawal will be the date the Leaving the University form is submitted. In cases where official notification cannot reasonably be provided, the effective date of withdrawal will be determined by the University registrar based on the student's circumstances and available documented information. Professional schools will establish school-based policies for providing official notification of intent to withdraw.

a. Voluntary University Withdrawal. Students may voluntarily withdraw from all courses during a fall or spring semester at any time after the first day of classes and through the last day of exams by completing the *Leaving the University* form in their SIS Student Center; students may not withdraw from individual courses after their school's withdrawal deadline. Students who voluntarily withdraw from the University will have the notation "Withdrew: DATE" recorded on their permanent academic record and their official transcript.

   Undergraduate students who voluntarily withdraw in a given semester will receive a grade of W in all classes. Graduate schools may establish their own policies for grade notation upon voluntary withdrawal in consultation with the University registrar. A grade of W cannot be changed.

   Students who withdraw from the University during the term in which they return from a previous voluntary withdrawal, regardless of the lapse of time between the two terms, may not apply to return to the University for one year (does not apply to the School of Medicine MD program). Withdrawal from Summer Session or January Term are excluded from this.

   Students should contact Student Financial Services before voluntarily withdrawing if they have questions related to their financial aid.

b. Enforced University Academic Withdrawal. Students may be forced to withdraw from the University for habitual delinquency from class or any other reason that prevents the student from fulfilling the purpose implied by registration at the University. Students who are forced to withdraw will have the notation "Enforced Academic Withdrawal (DATE)" entered on their permanent academic records and a grade of W will be entered for each course in which the student was registered (does not apply to SOM MD students in phase 2 or phase 3). Students who were forced to withdraw may apply to return to their dean's office in the manner described in the Returning to the University section below. In accordance with Procedures III at the end of this policy, schools must provide students with written notice of enforced University academic withdrawal. Students have a right to appeal an enforced University academic withdrawal according to the procedures outlined in the Procedures section of this policy.

ii. *Leave of Absence:*
Before an academic semester begins, students in good standing may discontinue their enrollment at the University for a period of time by taking a leave of absence. Students on a leave of absence pay no tuition or fees to the University for the duration of their leave and may not utilize faculty time or University facilities except as non-students.

Academic warnings and suspensions of any type will take precedence over a leave of absence on the transcript and otherwise.

iii. *Academic Suspension:*
Students may be excluded from classes and other privileges and activities of the University, as set forth in the notice of suspension, for a definite period of time, as a result of poor academic performance. The conditions that warrant academic suspension vary by school. Schools may establish policies for holding an academic suspension in abeyance to permit students to enroll.

Schools that choose to implement abeyance policies will publish their policy in their sections of the Undergraduate or Graduate Record and the factors that will be considered when evaluating a request to hold a suspension in abeyance.

iv. *Conduct Suspension:*
Students may be excluded from classes and other privileges and activities of the University, as set forth in the notice of suspension, for a definite period, for a range of reasons imposed by the Honor Committee, the University Judicial Committee, the Division of Student Affairs, or the Office for Equal Opportunity and Civil Rights.

B. **Returning to the University:**
The returning materials referenced in this section must be submitted no later than April 1 for a summer return, July 1 for a fall semester return, and December 1 for a spring semester return, although schools may process return requests on a rolling basis in advance of these deadlines; the SOM establishes separate deadlines for MD students.

In order for an undergraduate or graduate student to initiate the return process, the student's account must be clear of all financial obligations, and the student must remedy any additional holds.

Previous coursework will be reviewed by the last school of enrollment; however, there is no guarantee that any or all previous coursework will be recertified for degree completion upon readmission. If approved for readmission, students will be required to meet the degree requirements in effect at the time of readmission; however, deans (or their designees) may grant exceptions to this requirement. There is no guarantee that a petition for readmission will be approved. Students should consult "Leaving and Returning to the University" in their school's section of the Record for details specific to their school's policies.

Students whose absence was due to medical reasons must complete the Student Health and Wellness *Request to Re-Enroll following Withdrawal from the University* form and submit it via their Healthy Hoos Patient Portal by July 1 for a fall semester return and December 1 for a spring semester return.

i. *Undergraduate Students:*
Undergraduate students wishing to return to the University after a period of fewer than six full consecutive fall and spring terms should follow the re-enrollment policies of their last school of enrollment.

Undergraduate students wishing to return to the University following an absence of six full consecutive fall and spring terms or longer must submit an application for readmission to their dean's office that includes the following materials: 1) a personal statement that addresses the student's readiness to return to the University in light of any serious difficulties or extenuating circumstances related to their absence; 2) the student's academic plan for their remaining semesters; and 3) a readmission form.

Undergraduate students wishing to return following an absence of six full consecutive fall and spring terms or longer must undergo school-specific advising as it relates to degree completion. The dean's office of the student's last school of enrollment must certify that all readmission materials are complete and make a recommendation to the Provost's Office on the student's academic readiness to be readmitted to the University. A dean's office will submit any and all petitions for student readmission to the Provost's Office (see Procedures

IV).

The Provost's Office will review all petitions for undergraduate student readmission after they are forwarded for consideration by a dean's office and make a recommendation to the provost (or designee). The provost (or designee) will make the final determination on readmission and communicate that decision to the appropriate dean (or designee) who will communicate the decision to the student. Normally, the substantive judgments of the school will not be reversed when adequately supported and in accordance with University policy.

An undergraduate student who wishes to return to the University after matriculating as a degree-seeking student at another institution must apply for admission through the Office of Undergraduate Admission.

ii. *Graduate Students:*
In addition to the requirements outlined above, graduate students should consult with their dean's office on the process of returning to the University and refer to "Leaving and Returning to the University" in their school's section of the Record for details specific to their school's policies.

iii. *International Students:*
International students must consult with the International Studies Office (ISO) upon seeking to return to the University.

iv. *Students in the U.S. Armed Forces:*
Qualified members of the United States armed forces have certain rights under state and federal law when their education is interrupted for a service-connected reason and should consult the Undergraduate Record, Graduate Record, and/or Virginia's Office of the Attorney General for additional information.

v. *Contributory Health Impairment:*
Students who are subject to the Contributory Health Impairment (CHI) review process as part of an Honor Committee or University Judiciary Committee case should consult the Policy, Accountability, & Critical Events (PACE) unit in Student Affairs on the process of returning to the University.

VI. **Visiting Students:**
A visiting student's enrollment as an undergraduate or graduate student at the University is determined by the level of the degree program in which they are enrolled at their home institution. School- and program-specific policies determine whether coursework completed as a visiting student may be counted toward a degree following subsequent admission to a degree-granting program at the University of Virginia. Individuals must be enrolled in courses or research credits to be considered visiting students.

Procedures

Any student wishing to inquire about a change in their status (enrolled or affiliated) should consult the Record and contact their dean's office for more information about school-specific policies and procedures. International students should contact the International Studies Office as well as their dean's office.

I. **Undergraduate Students Exceeding 16 Credits While Registering in a Temporary Half-Time or Less Than Half-Time Academic Load:**
A student may petition their dean's office to exceed the 16-credit limit (see section 5.C). Petitions will explain how exceeding the 16-credit limit will support the student's progress towards degree completion and will be submitted to the dean's office of the student's school of enrollment. Following review, the dean's office will submit petitions, as well as the dean's office recommendation, to vpaa@virginia.edu for approval by the vice provost for academic affairs (or designee).

II. **Ongoing Less Than Full-Time Academic Load for Undergraduate Students:**
When a school determines that registering in an ongoing less than full-time academic load may be appropriate for one of its undergraduate students, a representative from the dean's office should submit a written request for approval to the Office of the Executive Vice President and Provost via vpaa@virginia.edu.

III. **Enforced University Academic Withdrawal:**
1. The dean (or designee) of a student at risk of enforced University academic withdrawal must offer to meet with the student prior to commencing this process.
2. To initiate an enforced University academic withdrawal, the dean's office of the student's school of enrollment will first notify the student in writing, which will include the rationale for the decision.
3. After receiving written notice, the student will have five calendar days to file a written appeal to the dean (or designee) of their school of enrollment.
4. Following receipt of the appeal, the dean (or designee) of their school of enrollment will have 10 calendar days to review the appeal and render a decision. The decision of the dean (or designee) of their school of enrollment will be final.

IV. **Undergraduate Readmission:**
Schools should develop a school-specific readmission form to be used by undergraduate students wishing to return to the University after an absence of six full consecutive fall and spring terms or longer. In accordance with section V.B.i of this policy, a representative from a school's dean's office should provide a recommendation on a student's petition for readmission and should certify that a student has provided all necessary readmission materials. Readmission materials and recommendations should be sent to vpaa@virginia.edu for consideration by the Provost's Office with subject line "Petition for Readmission."

Related Information

PROV-015: Criteria for Establishing Research-Only Course
Active Duty in the Uniformed Services (Undergraduate Record)
Active Duty in the Uniformed Services (Graduate Record)

Major Category Executive Vice President & Provost Policies

Next Scheduled Review Tuesday, April 10, 2029

Revision History

Added term Academic Load, added Section III, revised Section I.B and Section V 4/10/26; Revised Section 6.A.1 4/24/23; Revised Section VI.A.1; Revisions to Section III and VI.B 2/21/22; Minor edit Section 6.B 7/16/20; Revised 2/25/19; 6/25/18; 7/10/14, 8/16/13.

Approved By Executive Vice President and Provost

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