

# NON-ENROLLED STUDENT POLICY

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## Policy Scope

The following policy applies to all degree-seeking or certificate-seeking UNMC students.

## Policy Statement

Students may on occasion have a need to not enroll in an academic program at UNMC for one or more semesters for various reasons. Examples include personal reasons or taking classes at another university to support their program of study.

Non-enrolled status will not halt progression of the curriculum clock. Students are encouraged to apply for a Leave of Absence (<https://catalog.unmc.edu/general-information/student-policies-procedures/leaveofabsence-policy/>) while not enrolled to maximize time remaining for completion of the degree.

Non-enrolled students must notify their academic program office via email of their status by the end of the first week of class each semester they are not enrolled. If a student does not notify the college that they will not be enrolled at UNMC for a given semester, they are subject to administrative withdrawal.

Students must remain in contact with the UNMC Office of Financial Aid to determine financial consequences of non-enrollment.

At the end of 12 consecutive months without course enrollment the student will be administratively withdrawn and all UNMC resources such as ID card, email, network computer drives, student information system, mailboxes, and library will be discontinued.

No student will be officially withdrawn from an academic program for non-attendance except upon the request of the academic college/program office.

**Effective Date:** 11/21/2013

**Revised Date:** 3/20/2023

**Policy Process Applied:** Standard

**Policy Review Cycle:** Three Years

**Responsible University Administrator(s):** Dr. Philip Covington, Associate Vice Chancellor for Student Success

**Responsible University Office(s):** Office of Academic Records

**Policy Contact:** Brooke Huntsmann (bhuntsmann@unmc.edu), UNMC Registrar