**Steps in processing Leave of Absence and Returning Students for graduate programs**

DEFINITIONS:

* Leave of Absence (active student put in leave of absence status – can return within one year)
* Withdrawn (leaving the program, not planning to return)
* Returning student
* Change of Status (term used by Reg and Records for process to change from enrolled/active/withdrawn)?
* Change of Status form (part of “Withdrawal or Leave of Absence Check List pdf)
* Withdrawing from TESC
* Withdrawing from Grad Program
* Satisfactory Academic Progress (SAS) – (MPA)
* Dismissal (used by MPA) – academic standing , behavioral standing
* Reapply
* Readmit
* Reinstatement (used by MPA and MES)
* Withdrawal or Leave of Absence Check List (form from Reg and Records: <http://www.evergreen.edu/registration/forms/loa.pdf>)

Proposed Leave of Absence/Returning Student process for Graduate Programs:

LEAVE OF ABSENCE:

1. Student notifies Graduate Program Assistant Director or Director of intent to no longer attend program
2. Student is directed to petition in writing requesting an official Leave of Absence from the program.
3. AD follows up with student to clarify if the student plans to return to continue their program at a later date or is ending their studies with The Evergreen State College.
	1. If planning to RETURN:
		1. AD explains that a student can request a Leave of Absence, drop their enrollment, remain in active status (with REG hold to limit enrollment) and will be eligible to return to continue their studies within one year of last quarter enrolled.
		2. AD explains that if the student does not return to continue their studies within one year of last quarter enrolled, they will be withdrawn from The Evergreen State College and will need to follow a different process to return to their program.
	2. If NOT planning to return:
		1. AD explains the process to drop their enrollment and follow up with the appropriate offices on campus to notify of change to enrollment status (Registration, Financial Aid, Student Accounts, RAD, etc.)
4. AD directs the student to review the documents/processes, ask for clarification, submit the required documents to the appropriate office, and notify AD when they have completed the process
5. Director receives LOA request and makes decision
6. Student notified of decision
7. Student follows LOA process (as explained by AD)
8. Student will be withdrawn if not returning within one year (See RETURNING STUDENT PROCESS BELOW)

RETURNING FROM A LEAVE OF ABSENCE:

1. AD explains the process for a Returning Graduate Student:
	1. Must request reinstatement (returning, reapply) in writing to grad program director
	2. AD reviews request and prepares historic information to share with program director.
	3. Program director reviews request, reviews how the student left (in good academic/behavioral standing), reviews if student will be able to complete degree in expected timeline, etc.
		1. If program director does not approve, student is sent written response.
		2. If program director approves, student is sent written invitation to return to the program.
			1. AD works with student to communicate the process to return and directs the student to follow up with the Director to go over their academic plan
			2. AD works with Registration to change student back to active status for next available quarter.
				1. AD sends written request to Registrar or Assistant Registrar to return student on LOA to ACTIVE status and allow student to enroll for next available quarter
			3. .AD directs student to work with appropriate offices on campus (Registration, Financial Aid, Student Accounts, etc.) to prepare for return

READMIT STUDENT:

Student must reapply to program and start from the beginning of the program (up to Director’s discretion)

QUESTIONS:

* Will each program have a Returning Student Review Committee for this process?
* When should a student be required to submit a new application and all supporting documents? (if in withdrawn status more than 2 years, after 5 years, after 10 years?)
* Do other programs allow a student to return long after withdrawn who has only a Thesis to complete (MES has process)?
* Do we have a place in CANVAS to create a secure site for documenting LOA request process and returning student process?
* Will grad programs require a fee to process the returning student request form? (covers cost of processing, shows the student is very interested in returning, etc.)?
* How will each program decide if a returning student who had to re-apply must begin their program from the start or can begin from the last course they completed?

TO DO: table for LOA per program

Up to 4 years

Up to 6 years

Upon admit quarter or from return to program

Process for Required Leave of Absence:

* AD or Director is notified by Faculty/Staff/Administrator of issue leading to Required Leave of Absence
* Director and AD notify student of RLA process
* Student can meet with Director to appeal and discuss process if appeal denied

Returning after a Required Leave of Absence (RLA):

* Student will follow the steps outlined in each program’s handbook/guidelines to meet the requirements to return to continue the program.
* Student must meet with program director to make a plan to complete the degree

Dismissal from Graduate Program:

* Student can go through each program’s process to appeal the dismissal but if dismissed, student will not be allowed to enroll in the program at any time in the future.

**FORM: REQUEST FOR GRADUATE PROGRAM LEAVE OF ABSENCE**

Initiated by: \_\_\_ Student \_\_\_\_ Graduate Program

FULL NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evergreen student number: A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information:

Email:

Phone:

Mailing Addresses:

Quarter last enrolled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leave of absence from graduate program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed quarter to return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Academic Standing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AD review completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director review completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Returning student review committee review completed: \_\_\_\_\_\_\_\_\_\_\_\_ Decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Documented in SPACMNT in Banner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FORM: REQUEST TO RETURN TO GRADUATE PROGRAM AFTER MORE THAN ONE YEAR ABSENCE

FULL NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evergreen student number: A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quarter last enrolled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for withdrawal from graduate program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quarter requested to return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Change in circumstances that warrants return into program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coursework completed since last enrolled in graduate program:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AD review completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director review completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Returning student review committee review completed: \_\_\_\_\_\_\_\_\_\_\_\_ Decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Documented in SPACMNT in Banner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MES

MES (from Heather, from online MES student handbook, 11/22/16):

**LEAVE OF ABSENCE**

A student who plans not to enroll in course work or thesis work for any quarter(s) should petition the MES Program Director in writing for an official leave of absence and complete the Leave of Absence Form to be turned in to Registration and Records. Official leaves will normally be approved for a length of no more than one year. Students who do not register for credit in any quarter without notifying the program are automatically given unofficial on-leave status by the Registrar. This status is valid for one year. The advantage of official leave is that your four-year graduation deadline is extended by the amount of time you take leave. If you go on leave unofficially, you will still be required to finish in four calendar years.

A student who fails to register for credit in the quarter following the end of a leave will be withdrawn from the program. If a student who is withdrawn for this reason wishes to return to the program, the student must petition the Director in writing for reinstatement, including a proposed schedule for completing the requirements for the degree. The student will be able to register again only after 1) she/he petitions the Director to be reinstated as an active student and the Director permits reinstatement, and 2) the Director has notified the Office of Registration and Records that the student should be allowed to register.

MiT

**From:** Foran, Maggie
**Sent:** Tuesday, November 22, 2016 4:02 PM
**To:** Graduate Admissions <graduateadmissions@evergreen.edu>
**Subject:** RE: Leave of Absence and Returning student process (MiT)

A leave of absence is addressed briefly in the MiT Guidebook, page 15 (<http://www.evergreen.edu/mit/docs/Guidebook-2016-Rev-1.pdf>):

E. Leave of Absence

If a candidate has been admitted and registered and has attended at least one quarter, s/he

maybe eligible for a leave of absence of no more than one year. A leave of absence is only

considered in exceptional cases and for a candidate who is in good academic standing. A

candidate wishing to apply for a leave of absence must begin the process by submitting a

written petition to her/his faculty.

Leaves are generally for a quarter, up to a year.

The faculty team discusses the leave request, and communicates their decision and thinking to the MiT Director.

The MiT director considers the team’s input, and may request more information if needed from the candidate. The MiT director also consults with the different faculty team which would have to integrate the returning candidate into their cohort, to see if they agree to accept the returning candidate.

The MiT Director makes a decision regarding the request and drafts an official letter with a the decision on the request, how long the leave is good for if granted, and if there are any conditions to attend to as part of the candidate returning to the program.

The candidate is asked to respond whether they accept or not  the conditions of the leave.

The candidate is informed about the process of notifying Registration and Financial Aid about the leave, and referred to the Leave of Absence or Withdrawal Form and Checklist on the Registration website to read and complete.

The program notifies Lori Klatt and/or Elaine Hayashi-Petersen about the leave, so that the candidate’s status remains active in Banner in spite of the leave.

The program checks with the candidate before the end of the quarter prior to the planned quarter of return, to confirm if the candidate really is going to return or not (or whether the candidate plans to ask for a further extension of the absence). The program generally notifies Lori Klatt and/or Elaine Hayashi-Petersen when the candidate plans to register upon return to ensure the candidate can register for the quarter of return.

This process is different than the dismissal process.

Maggie

Maggie Foran

Assoc. Director Teacher Education Programs

Certification and Advising Specialist The Evergreen State College

360.867.6559  foranm@evergreen.edu

From MiT guidebook website: <http://www.evergreen.edu/mit/docs/Guidebook-2016-Rev-1.pdf>

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written petition to her/his faculty.

MPA

From MPA website (MPA Student Handbook): <http://www.evergreen.edu/mpa/studenthandbook/academicstanding.htm> 11/22/16

# Academic Standing and Satisfactory Academic Progress

All graduate students are expected to perform at a high academic level and to support and contribute to a well functioning MPA classroom learning community.

The academic standing of each Evergreen student is carefully monitored to ensure the full development of their academic potential. Any student not making satisfactory academic progress, is informed of their standing in the College and is advised accordingly. Satisfactory Academic Progress is defined as: receipt of all credits attempted each quarter. Also see the [Graduate Satisfactory Academic policy](http://evergreen.edu/financialaid/sappolicy-graduate) for Financial Aid.

Procedure: Evaluation by faculty of student achievement formally occurs at the conclusion of individual learning contracts, internships, and courses. Any student in danger of receiving less than full credit will be notified in writing by faculty prior to week 10 of the quarter. A student making unsatisfactory academic progress (Ex. receiving no credit for core or more than one incomplete in any course) may receive Academic Probation and may be issued a Required Leave of Absence.

### Leaves of Absence

Unexpected circumstances sometimes arise such that a student needs to take a leave of absence from the MPA program. Students in good standing may request a leave of absence for up to one year. Leaves of absence must be requested in writing to the MPA Director and are subject to his/her approval. Under exceptional circumstances a leave may be extended beyond one year, by approval of the MPA Director.

**Required Leave of Absence** Students may be required to take a leave of absence from the MPA program for up to one year in the event of academic or behavioral issues.

Procedure: Students may return to the MPA program as outlined in the required leave of absence letter sent to their Evergreen e-mail account from the MPA Director (academic issues) or as outlined in the required leave of absence letter from the campus Conduct Officer (behavioral issues). Student has 20 calendar days from date of letter to appeal to one of the following campus entities in writing:

* For behavioral matters, the student may appeal to the [Student Conduct Appeals Board](http://www.evergreen.edu/studentaffairs/rightsandresponsibilities.htm). Contact: Conduct Officer.
* For academic matters, the student may appeal to Academic Deans.
* For satisfactory academic progress issues and financial aid is impacted, the student may appeal to the Academic Deans and/or the [Satisfactory Academic Progress (SAP) Petition Review Committee](http://www.evergreen.edu/financialaid/sap-resolution.htm) . Contact: Associate Director of Financial Aid.

A student returning from a Required Leave of Absence will re-enter on Academic Warning and will be expected to make satisfactory progress toward a graduate degree. Failure to earn at least three-fourths credit at the first evaluation period shall result in dismissal from the College.

**Petition for Release**: Students may petition for release (in extreme situations, must provide documentation) regarding the [resolution of a satisfactory academic progress problem](http://www.evergreen.edu/financialaid/sap-resolution.htm). This petition goes to the Satisfactory Academic Progress (SAP) Petition Review Committee. Students may receive a tuition refund and/or the course may be taken off their transcript.

### Academic Probation

Students will be placed on academic probation for:

* receiving a "No Credit" (NCR) in any Core course;
* receiving a "No Credit" (NCR) for all academic work in any quarter. The student must earn credit for all academic work in the next quarter in which they are enrolled in order to return to good standing. In the event that a student does not meet this requirement, s/he may be required to take a leave of absence or be dismissed from the program, at the discretion of the MPA Director.

Academic probation requires an advising session and a contract with the MPA Director that describes how the student will successfully complete remaining coursework for the MPA degree. The contract terms must be fulfilled prior to graduation. Note that a leave of absence may be required for students on probation.

### Student Dismissal

**Dismissing student from a class** **meeting** **or entire course**: Students may be dismissed per faculty discretion for a class meeting or for the entire course for the following reasons (including but not limited to): lack of attendance, disruptive behavior, attending class under the influence of alcohol or drugs. If student is issued notice from faculty that no credit (NCR) will be issued and the quarter has not ended, faculty may dismiss the student from class. If the student fails to comply with the faculty request to leave the class, this will fall under the campus purview of “failure to comply with a college official” and campus Police Services or the campus Conduct Officer may be contacted.

**Dismissal from the MPA Program** All graduate students are expected to perform at a high academic level and to support and contribute to a well-functioning MPA classroom learning community. If these expectations are not met, students are subject to dismissal from the MPA program as follows:

* Students will be dismissed from the program for receiving a "No Credit" (NCR) or incomplete for any two quarters of Core course work. The courses for which the NCRs were received may be sequential or non-sequential. This includes the repetition of any Core course.  Students will also be dismissed from the program for failing to register for credit following the end of a leave of absence.
* In collaboration with faculty required leave of absence or academic probation may occur first.
* Behavior that disrupts the learning community may be grounds for disciplinary action, **up to and including dismissal from the MPA program**.
* Students may be dismissed from the program under other serious circumstances, such as plagiarism, violations of the Student Contract, or the Student Conduct Code.

Procedure: MPA Director issues a letter to the student via their Evergreen e-mail account stating they are dismissed from the MPA program and outlining the basis for that decision. Student then has 20 calendar days from date of dismissal letter to appeal to one of the following campus entities in writing:

* If student is dismissed for behavioral matters, the student may appeal to the [Student Conduct Appeals Board](http://www.evergreen.edu/studentaffairs/rightsandresponsibilities.htm). Contact: Conduct Officer.
* If student is dismissed for academic matters, the student may appeal to Academic Deans.
* If student is dismissed for satisfactory academic progress issues and financial aid is impacted, the student may appeal to the [Satisfactory Academic Progress (SAP) Petition Review Committee](http://www.evergreen.edu/financialaid/sap-resolution.htm). Contact: Associate Director of Financial Aid.

A student who is dismissed from the MPA program will not be allowed to register for any MPA course at the college during any subsequent quarter.

[Administrative and Faculty Action Flow Chart](http://evergreen.edu/mpa/studenthandbook/administrativefacultyaction)

### Withdrawing from the MPA Program

Students who wish to withdraw from the MPA program should inform the MPA Director in writing. Under extraordinary circumstances following withdrawal, students may be reinstated, subject to the approval of the MPA Director. If reinstatement is approved, the student must follow the procedure described under the “Leave of Absence” section for “Reactivation of Active Student Status following a Leave of Absence”.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From MPA website: <http://www.evergreen.edu/mpa/studenthandbook/administrativefacultyaction> 11/22/16

# Administrative and Faculty Action Chart

Flow chart of administrative/faculty action progressions and associated student options for academic or behavioral matters:

|  |  |  |
| --- | --- | --- |
| **Student Action**(including, but not limited to) | **Administrative/Faculty Action** | **Student Options** |
| Not meeting course expectations. | Academic Warning (may be issued at any time prior to week 10 of quarter.) | a) Meet with faculty for advising session and establish contract for improvement.b) Drop the course.c) Petition for release of credit from transcript. |
| a) Required work for class meeting not completeb) Absencesc) Being disruptive | Dismissed from class meeting or entire course | a) Drop the courseb) Petition for release of credit from transcript. |
| Failed to meet multiple course requirements. | Loss of credit (\*electives only\*) | [No appeal](http://evergreen.edu/mpa/studenthandbook/academicappeals.htm) |
| Failed to meet majority of course requirements. | No credit | [No appeal](http://evergreen.edu/mpa/studenthandbook/academicappeals.htm) |
| Unsatisfactory Academic Progress in more than one quarter. | Academic Probation | [No appeal](http://evergreen.edu/mpa/studenthandbook/academicappeals.htm) |
| a) Unsatisfactory Academic progress in more than two quarters.b) Disruptive behavior in more than two classes. | Required Leave of Absence | a) Appeal within 20 calendar days from date of notification letter. |
| Student decides to permanently leave program | Withdraw | a) Student may voluntarily withdraw from MPA program. |
| Student decides to temporarily leave program | Leave of Absence | a) Student may request up to a one year leave of absence. |
| a) Plagiarismb) Failure to meet requirements of academic probation or required leave of absence.c) Pattern of disruptive behavior. | Dismissed from MPA program | a) Appeal within 20 calendar days from date of notification letter. |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From Randee’s email (11/23/16):

**Leave Checklist**

**Leave**

(see email examples)

-Receive notification in writing from student (typically an email)

-Reply to student/forward to MPA Director informing student policy is that MPA Director needs to review and approve leave requests; cite MPA Handbook

-Receive email approval from MPA Director

-Check MPA financial aid spreadsheet to see if they have aid

-Reply to student, cc’ing Core faculty as appropriate

* Inform student when we will expect them to return to Core/cohort; that can take electives in meantime, should just let us know, and reminder that they have limit of four 2 credit electives toward degree; tell student to be in contact with Financial Aid if they have aid

-Forward to Elaine in Registration and Jan, cc’ing Colby in Financial Aid:

* Ask Registration to drop student from current courses and place student on LOA through quarter X, student will return in Y quarter, with a hold on student’s registration; provide name and A# from spreadsheet
* Ask Jan to print and file email in the student's file and move the file to students on leave files and remove student from mpa listserves (for their cohort, mpa-jobs and mpa-all).

-Change info on cohort spreadsheet and move student to new cohort as appropriate

-In Outlook move student folder to “.On Leave” folder for cohort and add reminder/tickler on calendar in approx. 1 year to contact student before web registration for quarter they expect to return

-If student has MPA financial aid, reaward as appropriate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate Programs Re-entry/Re-apply process

10/26/16

Attendees: Elaine, Jo, Heather, Amanda, Randee

Readmission as returning student

Why left (medical, criminal, extenuating circumstances, academic)

Length of time (if more than a few years, reapply required)

Taken classes between last enrolled?

Completed courses, grades

By committee (Jo’s experience)

Up to Director (MPA)

* Depended on status when left (not satisfactory progress)
* Leave of absence for 1 year, then return
* Must meet with Director to make plan to complete degree

Re-admit

Didn’t have to apply again

Updated status

Need definition:

Withdrawal (on own)

* Medical (illness, injury)
	+ Documentation required to show they are cleared to come back and do the academic work
* Personal
* Academic (prior to being asked to leave)

Academic standing (asked to leave)

* Faculty notes missing class, not meeting expectations, etc.
* Not all credit earned (NCR)
* Left before completed degree

Behavioral standing (asked to leave)

Need process:

Check why left

Check how long ago

When want to start

What needed to provide to be considered

One page form required

* Re-enrollment
* Who, why left, what done in between, when coming back
* By program (MPA student handbook – progression… in good standing, leave of absence for 1 quarter to 1 year requested in writing, contact Reg to add hold to record to keep from registration, then) (academic probation – NCR 1 qtr core or NCR for all courses in quarter = placed on academic probation: meet with Director, assess issue, could be on a forced leave of absence or other… and make a plan with Director on how the student will meet the program/degree requirements)
* Documented in student’s words and keep track of what happened/why
* Documentation in banner – not currently noted in Banner, SPACMNT

Change of Status form in REG used by UG and GR

* Leave of Absence or Withdrawal
* Form lives in the Reg and Records student file

6 years to finish program (MPA) – can take 1 year Leave of Absence

4 years to finish program (MES) – can take 1 year Leave of Absence (also has hold to keep student from enrolling)

Ex:

MPA completed 1st year core (15 years ago), need to start over again, repeat 1st year core

10 years transfer in, will consider (by directors , only electives)

Leave of Absence

* Still active in REG for one year
* Warn that they will be withdrawn after one year if no return
* Send policy/process for withdrawn to re-apply

WHEN RE-APPLY NOT REQUIRED (only process with Grad program and Reg):

LEAVE:

* Transparent process available to all (policy re: personal info included on form – will be in your record)
* Checklist form (leave of absence or withdrawal) – on Canvas – fillable PDF form for student to complete, then GPAC uploads documents for committee to review
	+ Student signs and gets a copy with place for student’s comments
	+ Faculty statement (through Canvas class for committee)
	+ Director statement (through Canvas class for committee)
	+ Did you complete the courses you enrolled in?
	+ Did you
* Letter confirming left, reasons left, requirements to return from DIRECTOR (secure documentation in my.evergreen)

RETURN:

* Transparent process available to all
* Require $ re-application fee (shows intent, applied to their account)
* Return checklist (returning)
	+ Student’s comments
		- This many years since I was in the program
		- Why I left
		- Why I want to come back
	+ Director review/comments
* Letter confirming can return, requirements to return and deadline to complete reqs. (secure documentation in my.evergreen)

WHEN RE-APPLY (new application) REQUIRED:

* withdrawn, apply again and start from beginning?
* withdrawn, apply again and start from where ended?

LEAVE:

* Transparent process available to all (policy re: personal info included on form – will be in your record)
* Checklist form (leave of absence or withdrawal)
	+ Student signs and gets a copy with place for student’s comments
	+ Faculty statement
	+ Director statement
	+ Did you complete the courses you enrolled in?
	+ Did you
* Letter confirming left, reasons left, requirements to return from DIRECTOR (secure documentation in my.evergreen)

RETURN:

* Transparent process available to all
* Require $ re-application fee (shows intent, applied to their account)
* Return checklist (returning)
	+ Student’s comments
		- This many years since I was in the program
		- Why I left
		- Why I want to come back
	+ Director review/comments
* Letter confirming can return, requirements to return and deadline to complete reqs. (secure documentation in my.evergreen)

TO DO:

Amy – look at CANVAS access (only active students?)

Amy and Amanda – create draft proposal for all programs and present to Directors/Grad Programs and Reg

Jo – after approved, do we need CRM “flag” in CRM if returning student creating new CRM record/reactivate previous CRM record