

TO: Council on Academic Affairs

FROM:  _____

**Interim University Registrar
Eastern Kentucky University**

DATE: February 19, 2009

SUBJECT: Stopping Out Policy – Action Item for 02-19-09 Council on Academic Affairs Meeting

The Office of the Registrar submits the following agenda item at the February 19, 2009 meeting of the Council on Academic Affairs:

Stopping Out Policy – *The current policy requires students to go through the formal readmission procedure if they are stopped out for more than one semester. The proposed revision, if approved, would extend this time period to 24 months. This policy revision will facilitate students returning to EKU.*

EKU Catalog

Section Four (This section begins on page 36 of the 2008-09 *Catalog*)

General Academic Information

[to be inserted into this catalog section]

Stopping Out and Returning to ECU

Students who either stop out* or officially withdraw** and are academically eligible to return to the University, may return to the University without reapplying if they have been gone for 24 or fewer months. All regular registration deadlines apply to these students, and they should contact their last assigned advisor, or department chair of their major, to schedule an advising appointment. To register for classes, students can log in to their ECU Direct account. Students with a registration hold must contact the office that applied the hold and have the hold removed before they will be able to register.

Students who stop out or are withdrawn for more than 24 months must be formally readmitted to the University by submitting a readmission application to the Office of Admissions. Refer to Section Two of this catalog for details regarding readmission. The academic record for withdrawn students must be reactivated before they can once again register for classes.

All students who have attended another college/university since attending Eastern Kentucky University, regardless the length of their absence, must submit college transcripts.

*A student who completes a semester at Eastern Kentucky University but does not return for the following term is considered to have "stopped out".

**Students who have received a "W" grade in all classes during a semester are considered to have "withdrawn" from the University.

Section Two

Admission and Residency

(Page 11 of the current *Catalog*)

Readmission

All undergraduate students who have not been enrolled at Eastern Kentucky University for a period of time longer than 24 months must apply for readmission to the University before being allowed to continue taking classes. If you have not maintained continuous enrollment at Eastern Kentucky University, you must reapply for admission to the University.

If you are the student is eligible to reenroll at ECU, and has not attended another institution since leaving, they will be readmitted upon submitting an application for readmission. If a student left ECU on social probation, or suspension, they must be approved by the Office of Student Affairs before being readmitted.

If you have a student has attended another institution since leaving ECU, and has been out of the University for longer than 24 months, you they will be considered for admission under the guidelines for transfer students.