

NEOMED ACADEMIC POLICY	Policy No: 3349-AC-263
ACADEMIC POLICY TITLE: Student Enrollment Policy	EFFECTIVE DATE: 1/3/2022 REVISED: 7/01/2026
RESPONSIBLE DEPARTMENT: Academic Affairs	Approval Authority: Provost Responsible Office: Office of the Registrar

(A) PURPOSE

The purpose of this policy is to define NEOMED student Enrollment requirements.

(B) SCOPE

This policy applies to students participating in a credit-bearing program at NEOMED. Students enrolled in dual-degree programs must also meet the Enrollment requirements of any other program/college they are attending.

(C) DEFINITIONS

- (1) “Academic Load” refers to the total amount of coursework, credit hours, or educational responsibilities a student takes on during a specific academic term. It is used to determine full-time or part-time status, affecting financial aid, eligibility, and academic standing.
- (2) “Dual Enrollment” refers to enrollment by a student in more than one degree or certificate program.
- (3) “Enrollment” in a degree or certificate program begins at matriculation and ends with program completion (graduation), a request to withdraw (university withdrawal), or student dismissal (dismissed by the Committee on Academic and Professional Progress (CAPP)).
- (4) “Interruptions of Education” refers to a temporary absence from school for extenuating personal, medical, or mandated reasons, not to exceed two consecutive academic years.
- (5) “Leave of Absence” (LOA) is a temporary curriculum interruption which must be reviewed and approved by the Dean of the respective college, the Dean of Students, and/or the CAPP.
- (6) “Program Length” is the amount of time from matriculation to degree completion that a program defines as the expected duration in years to complete a degree program on time.

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- (7) “Program Length Limit” is the maximum number of years a student can complete their degree program within student enrollment guidelines (inclusive of repeated courses or repeated cohort years of lockstep curriculum). Students must receive permission from CAPP and obtain an Exception to Academic Policy to continue in the curriculum longer than the stipulated program length limit
- (8) “Registration” refers to the amount of time/academic load a student spends engaged in semester coursework measured in credits.

(D) POLICY STATEMENT

(1) Student Enrollment in Professional Programs

- (a) Enrollment in professional degree programs requires students to follow the established curriculum for each year of the program. There are no student-initiated options for students to carry reduced course loads; all students must take the full curriculum designed for that semester. Students who are directed to take a modified curriculum by the CAPP and/or their College Dean may have a reduced academic load. The Office of the Registrar determines student academic load based on the number of credit hours attempted in a term as defined below:
 - (i) “Full-Time” students are registered in nine (9) or more semester credits.
 - (ii) “Three-Quarter Time” students are registered in six and a half (6.5) but less than nine (9) semester credits.
 - (iii) “Half-Time” students are registered in four and a half (4.5) to six (6) semester credits.
 - (iv) “Less than Half-Time” students are registered in less than four and a half (4.5) semester credits.
- (b) Students No Longer Enrolled:
 - (i) Students who initiated a University withdrawal and are seeking

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readmission should review the Compass sections on readmission/reinstatement into a Professional Program.

- (ii) After two consecutive, complete academic years out of the professional program curriculum with no progression or other NEOMED enrollment, a student will be administratively withdrawn if they do not meet the Petition to Return (PTR) requirements, according to timelines and procedures set forth in the CAPP LOA approval letter.
- (iii) Students who wish to appeal the administrative withdrawal can appeal to CAPP as outlined in their administrative withdrawal notification letter. Administrative withdrawal appeal decisions by CAPP are final decisions.

(2) Student Enrollment in Graduate Programs

- (a) To maintain enrollment in graduate degree programs, a student may not have more than 2 consecutive terms (Fall or Spring) without registration unless on an approved leave of absence (LOA).
- (b) The Office of the Registrar determines student academic load based on the number of credit hours attempted in a term as defined below:
 - (i) “Full-Time” students are registered in eight (8) or more semester credits.
 - (ii) “Three-Quarter Time” students are registered in six (6) but less than eight (8) semester credits.
 - (iii) “Half-Time” students are registered in four (4) but less than six (6) semester credits.
 - (iv) “Less than Half-Time” students are registered in less than four (4) semester credits.
- (c) The number of credit hours attempted each semester, or each Summer term, is mutually determined by the student and the advisor. Graduate students may not enroll in more than eighteen (18) credits per semester or twelve (12) credits in Summer, including audited courses, without program advisor and College Dean approval.

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- (d) While graduate programs will monitor the enrollment of all students, it is the responsibility of each student to ensure the enrollment provisions of this policy, as well as any requirements of individual graduate programs, are met.
- (e) Students No Longer Enrolled:
 - (i) Graduate-level students who do not meet the minimum enrollment requirement will be considered voluntarily withdrawn from the degree program.
 - (ii) After two (2) consecutive terms (Fall or Spring) with no course registration, Graduate students will be administratively withdrawn, unless on an approved leave of absence.
 - (iii) Students returning after an Interruption of Education of one (1) or more semesters can obtain registration information from the Office of the Registrar.
 - (iv) Students who have been administratively withdrawn should contact their Program Director and the Office of the Registrar about re-enrollment and/or re-application.
- (3) Dual Enrollment
 - (a) When enrolled and registered in a professional degree program, students may not register for more than eight (8) credit hours of graduate-level coursework in the same term.
 - (b) Students seeking Enrollment in two or more graduate degree programs must request a leave of absence from one graduate degree program to enroll in another degree program (this does not apply to certificates).
 - (i) Exceptions to the Dual Enrollment process can be directed to the Dean of the College of Graduate Studies for consideration.
 - (c) All programs in which a student is enrolled must be aware of the student's enrollment status in the other programs.

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- (i) Academic Advising is coordinated across colleges/programs to ensure student success.
- (d) Students enrolled in two or more degree programs who meet the criteria for academic intervention will meet with the Learning Center for support in managing the dual enrollments in accordance with the Academic Intervention Policy.
- (e) Dual Enrollment is only permissible for students in good standing with their primary degree program.
- (4) Professional Program Length Requirements
 - (a) Students are expected to complete their professional school education in four (4) years from initial program matriculation. Enrollment in a single professional program may not exceed six (6) academic years to remain in good standing. (See [Good Standing Policy](#) 3349-AC-259). Any academic year with earned credit will count in this calculation, including an academic year with an Interruption of Education (such as an LOA). Professional degree students who also enroll in a Ph.D. program may not exceed eight (8) years from the initial date of enrollment to complete all program requirements unless they receive prior approval from both the Dean of their graduate college and the Dean of their professional college.
 - (b) Students who exceed the allowable length of study limits are referred to the CAPP.
- (5) Graduate Program Length Requirements
 - (a) Program lengths vary and are defined by graduate program. Students enrolled in a Master's program should complete the program within six (6) years. Students enrolled in a Ph.D. program should complete the program in ten (10) years, and professional degree students who enroll in a NEOMED Ph.D. program must complete both programs within eight (8) years from their initial date of enrollment, unless they receive prior approval from both the Dean of their graduate college and the Dean of their professional college.

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Table of program lengths from Banner, our student information system

Degree Program	Length in years for on-time completion
Doctor of Philosophy (PhD)	5
w/Accelerated Track	4
Doctor of Pharmacy (PharmD)	4
Doctor of Medicine (MD)	4
<i>w/Accelerated Family Medicine Program</i>	3
Doctor of Dental Surgery	4
Master of Science in Health Data Science and AI	2
Master of Arts	2
Master of Medical Science in Anesthesia	2.25
Master of Public Health	2
Master of Science in Health Systems Science	1
Master in Foundations of Medicine	1
Master of Health Innovation & Design	1
Graduate Certificates	1