

NEOMED ACADEMIC POLICY	Policy No: 3349-AC-263
ACADEMIC POLICY TITLE: Student Enrollment Policy	EFFECTIVE DATE: 1/3/2022 REVISED: 5/30/2023
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) “Enrollment” in a degree or certificate program begins at matriculation and ends with program completion (graduation), a request to withdraw (university withdraw), or student dismissal (dismissed by the Committee on Academic and Professional Progress).
- (2) “Registration” refers to the amount of time/academic load a student spends engaged in semester coursework measured in credits.
- (3) “Interruptions of Education” refers to a temporary absence from school for extenuating personal, medical, or mandated reasons.
- (4) “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. To continue in the curriculum longer than the Program Length, permission is required by the Committee on Academic and Professional Progress (CAPP) and an exception to academic policy must be approved.
- (5) “Dual Enrollment” is defined as enrollment by a student in more than one degree or certificate program.

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(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 and are full-time as a result. These standards are measured by semester credits as follows:
 - (i) “Full-Time” students are registered in nine (9) or more credits.
 - (ii) “Three-Quarter Time” students are registered in at least nine (9) semester credits and more than six (6) credits.
 - (iii) “Half-Time” students are registered in at least four and a half (4.5) semester credits and up to six (6) credits.
 - (iv) “Less than Half-Time” students are registered in less than four and a half (4.5) credits.
- (b) Students who are directed to take a modified curriculum by the CAPP and/or College Dean will have their academic load determined by the University Registrar if required for financial aid purposes.

(2) Student Enrollment in Graduate Programs

- (a) Enrollment in graduate degree programs requires students to be enrolled in at least one academic term every two years (Fall or Spring) to be considered an active, degree-seeking student. The Office of the Registrar determines student Enrollment based on the number of credit hours attempted. Graduate students may not enroll for more than eighteen (18)

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credits per semester or twelve (12) credits in Summer, including audited courses, without program advisor and the College approval.

- (i) “Full-Time” students are registered in eight (8) or more credits.
 - (ii) “Three-Quarter Time” students are registered in at least six (6) credits.
 - (iii) “Half-Time” students are registered in at least four (4) credits.
 - (iv) “Less than Half-Time” students are registered in less than four (4) credits.
- (b) The number of credit hours attempted each semester, or each Summer term is mutually determined by the student and the advisor. Course loads for full-time students can vary.
- (c) While graduate programs will monitor the Enrollment of all students, it is the responsibility of each student to ensure that the Enrollment provisions of this policy, as well as any requirements of individual graduate programs, are met.
- (d) Students No Longer Enrolled:
- (i) Graduate-level students who do not meet the minimum Enrollment requirement will be considered as having voluntarily withdrawn from the program.
 - (ii) After one (1) calendar year with no course Registration, students will be administratively withdrawn, unless on an approved leave of absence.

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(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 not been actively enrolled in graduate coursework for two (2) years or more 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 full-time in a professional degree program as a primary degree, students are limited to registering for less than 8 credit hours of graduate level coursework.

(b) Students with Dual Enrollment in two or more graduate level programs, must request a leave of absence from one graduate degree to seek another degree (this does not apply to certificates).

(i) Exceptions to the Dual Enrollment process can be directed to the Dean of Graduate Students for consideration.

(c) Both programs in which a student is enrolled must be aware of the student's Dual Enrollment status in the other programs.

(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.

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(4) Professional Program Length Requirements

- (a) Students are expected to complete their professional school education in four years from the time of initial matriculation. Enrollment in a single professional school, including Interruptions of Education, may not exceed six (6) academic years from initial matriculation to remain in good standing (See [Good Standing Policy](#)).
- (b) Students who exceed the allowable length of study limits are referred to the CAPP. Professional degree students who also enroll in as Ph.D. program may not exceed eight (8) years from the initial date of Enrollment to complete all program requirements unless receiving prior approval from both the Dean of their graduate college and the Dean of their professional college.

(5) Graduate Program Length Requirements

- (a) Program lengths vary and are defined by the leadership of each 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 receiving 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: 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 Track</i>	3
Master of Science	2
<i>in Global Health & Innovation</i>	1
Master of Arts	2
Master of Medical Science	2
<i>in Anesthesia</i>	2.25
Master Public Health	2
Master in Foundations of Medicine	1
Master of Leadership	1
Graduate Certificates	1