

School of Graduate Studies in the Health Sciences

DOCUMENT TYPE: policy

REVIEW PERIOD: 3 years

TITLE: Administrative Withdrawal Policy

PURPOSE: To set forth guidelines regarding administrative withdrawal from a degree program in the School of Graduate Studies in the Health Sciences.

POLICY: Any student who fails to remain continuously enrolled in their degree program and has not requested an official leave of absence by the last day to register for the semester as indicated on the SGSHS academic calendar, will be administratively withdrawn from the School of Graduate Studies in the Health Sciences. The Office of the Dean will notify the student of the withdrawal through the student's official UMMC email account. Copies of the notification will be sent to the program directors of the student's academic program.

PhD students who have not met the publication requirement, but have met all other graduation requirements, will not be required to be enrolled in a formal course (booked) for up to one year.

SCOPE: All SGSHS students.