

ENROLLMENT POLICIES AND PROCEDURES

Continuous Enrollment Status

An undergraduate student who needs to interrupt his/her full- or part-time status for personal or medical reasons may petition for continuous enrollment status with the Office of Academic Advising. This status can be approved for one or two semesters. When students approved for continuous enrollment status wish to resume full- or part-time status, they must submit a notification to this effect to the Office of Academic Advising and any other information required by the Committee on Academic Affairs. See Resumption of Full- or Part-time Status for more details.

In the case of change to continuous enrollment status granted during an academic term for medical reasons, the student may request that no grades be recorded for that semester. Such requests require the formal support of either the Student Health Service or the University Counseling Center, and the student's standing in courses at the time of departure may be taken into consideration. The Committee on Academic Affairs has final authority on such requests.

Residence hall keys (if applicable), mailbox keys, the Wake Forest University ID card, along with any other pertinent University property items, must be returned to the appropriate offices. The student retains active enrollment status with the University, and retains email and registration privileges, and all applicable University policies will continue to apply. *Wake Forest University's policy on Continuous Enrollment Status does not exempt any student from the requirements of the Return of Title IV Funds policy; nor does it extend federal student loan deferment benefits.*

A continuous enrollment fee will be assessed.

Withdrawal

A student who intends to interrupt full- or part-time status for more than two semesters on a voluntary or medical basis and is not granted continuous enrollment status (see above), or any student who is suspended for academic or judicial reasons, is deemed to have withdrawn from the University.

A student who initially requests continuous enrollment status but who has been in that status for more than two semesters (or one year), is re-classified as withdrawn, will no longer have registration privileges and an email account, and must return the laptop computer (if applicable) and any outstanding library materials. In addition, any student who discontinues class attendance or does not properly resume full- or part-time status, but who has not properly requested continuous enrollment status in advance, will also be deemed to have withdrawn.

A student who discontinues class attendance during an academic term from the College or the School of Business without officially applying for continuous enrollment status or withdrawal is assigned failing grades in all current courses, and is deemed to have withdrawn. All university property must be returned to the appropriate offices. Holds may be placed on the record of a student who does not return university property or those who have outstanding financial obligations to the university.

Withdrawn students do not retain email and registration privileges. Tuition, fees, room rent, and related charges will not be refunded for findings of responsibility within the undergraduate student judicial review

process. Return of Title IV funds will be handled in accordance with federal law.

Probation/Suspension

Any student who is placed on probation because of honor code or conduct code violations may be placed on such special academic probation as determined by the Committee on Academic Affairs. The Committee on Academic Affairs may at any time suspend or place on probation any student who has given evidence of academic irresponsibility, such as failing to attend class regularly, failing to complete papers, examinations, or other work on time, failure to earn more than six grade points in any semester, or failing to maintain a minimum GPA (see Requirements for Continuation).

If poor academic performance is attributable to circumstances over which the student clearly had no control (e.g., serious injury or illness), the student may, after consultation with an academic counselor or dean in the Office of Academic Advising, petition the Committee on Academic Affairs for further consideration of his or her status.

In deciding whether to permit exceptions to the foregoing eligibility requirements, the Committee on Academic Affairs will take into account such factors as convictions for violations of the College honor code or social conduct code, violations of the law, and any other behavior demonstrating disrespect for the rights of others.

Any student convicted of violating the honor code and, as a result, suspended from the University or assigned the penalty of "activities suspension" is ineligible to represent the University in any way until the period of suspension is completed and the student is returned to good standing. Such students also may not be initiated into any fraternity or sorority during the time of the sanction.

No student suspended from Wake Forest may take coursework at another institution and have that work transferred to Wake Forest for credit.

Requirements for Continuation

A student's academic eligibility to continue is determined by the number of hours passed and the grade point average. The number of hours passed is the sum of the hours transferred from other institutions and the hours earned in the undergraduate schools of the University. The grade point average is computed only on work attempted in the undergraduate schools of the University and excludes both non-credit and pass/fail courses.

Students are expected to make reasonable and systematic progress toward the accomplishment of their degree programs. To be eligible to continue in the College, students must maintain:

For Hours Passed	A Minimum Cumulative GPA of
fewer than 30	1.60
at least 30, fewer than 60	1.70
at least 60, fewer than 90	1.80
90 and above	1.90

Students are responsible for knowing their academic standing at all times. Any student whose GPA falls below the required minimum will have a grace period of one semester to raise the average to the required level. Students also have the option of attending summer school at Wake Forest in an effort to raise the average.

The Committee on Academic Affairs will suspend students who earn six or fewer grade points in any given semester in courses other than CNS 353; military science courses; MUS 111-MUS 129 (ensemble courses); DCE 128; and elective 100-level courses in health and exercise science. In cases where failure was due to circumstances beyond the student's control, he or she may appeal to the Committee for an exception.

Any student who is in academic difficulty is urged to seek advice and counsel from his or her academic adviser, from the Office of Academic Advising, from the Learning Assistance Center, and from the University Counseling Center.

A student who has or develops a health problem which, in the judgment of the director of the Student Health Service, creates a danger to the safety and well-being of the student or others may be required to withdraw or convert to continuous enrollment status until the problem is resolved.

Resumption of Full- or Part-Time Status

The Committee on Academic Affairs oversees matters affecting students who have been granted continuous enrollment status. A student who has been granted continuous enrollment status for medical or psychological reasons must submit documentation from his or her physician or therapist to either the director of the Student Health Service or the director of the University Counseling Center attesting to his or her readiness to resume a full academic program. The physician or therapist should also provide professional guidance to these directors as to the nature of the student's ongoing care once a resumption of full- or part-time status has been approved.

For students whose change to continuous enrollment status is based upon mental health needs, it will be understood that a resumption of full- or part-time status generally can be accomplished only after an appropriate recovery period. In all such instances, the student's resumption of full- or part-time status is contingent upon a statement from appropriate medical authorities that the medical condition has been sufficiently addressed so that normal study can be resumed.

Any student who has been granted continuous enrollment status and who hopes to receive transfer consideration for work done elsewhere must provide the University with a properly documented statement attesting to his or her good standing at the institution from which the transfer credit would come. (See Transfer Credit rules.) Additionally, an official copy of the student's transcript must be made available to the Office of the University Registrar.

Should a student, upon interruption of full- or part-time status, fail to comply with procedures for a change to withdrawn or continuous enrollment status, "holds" may be placed upon his or her record that will prevent consideration of readmission or resumption of full- or part-time status. Although a resumption of full- or part-time status can normally be approved (subject to medical or psychological approvals as described here), any request for resumption of full- or part-time status to the University may be denied if a student has violated any laws or regulations or has engaged in conduct or exhibited behaviors that have demonstrated a disregard for the rights of others. Notification forms required for resumption of full- or part-time status and deadlines for submission are posted on the Office of Academic Advising website at <http://advising.wfu.edu>.

Deadlines for the receipt of all necessary information are as follows:

- *Fall Resumption - August 1*
- *Spring Resumption - December 1*
- *Summer Resumption - April 15.*

Readmission

The Committee on Academic Affairs oversees the readmission of students who have withdrawn—voluntarily, for medical or psychological reasons, due to academic or judicial suspension, or otherwise. In making a decision on whether to readmit, the Committee considers both the academic and non-academic records of the student. A student who has withdrawn from the University for medical or psychological reasons must submit documentation from his or her physician or therapist to either the director of the Student Health Service or the director of the University Counseling Center attesting to his or her readiness to resume a full academic program. The physician or therapist should also provide professional guidance to these directors as to the nature of the student's ongoing care once readmission has been approved.

Any student who has withdrawn and who hopes to receive transfer consideration for work done elsewhere must provide the University with a properly documented statement attesting to his or her good standing at the institution from which the transfer credit would come. (See Transfer Credit rules.) Additionally, an official copy of the student's transcript must be made available to the Office of the University Registrar.

No student on judicial or academic probation or suspension from the University may take coursework at another institution and have that work transferred to the University for credit. Students whose withdrawals from the University were as the result of an honor or judicial conviction must satisfy fully any sanctions placed upon them prior to being considered for readmission.

Students who have been ineligible to continue for academic reasons must present to the Committee on Academic Affairs an intentional plan to raise their academic standing to acceptable standards. Should a student, upon withdrawal or granting of continuous enrollment status, fail to comply with proper withdrawal or continuous enrollment procedures, "holds" may be placed upon his or her record that will prevent consideration of readmission or resumption of full- or part-time status until such matters are resolved.

Any request for readmission to the University may be denied if a student has violated any laws or regulations or has engaged in conduct or exhibited behaviors that have demonstrated a disregard for the rights of others. Readmission forms and deadlines are posted on the Office of Academic Advising website at <http://advising.wfu.edu>.

Deadlines for the receipt of all necessary information are as follows:

Fall Readmission - August 1

Spring Readmission - December 1

Summer Readmission - April 15.

Summer Study

In addition to regular courses, a number of special summer programs for credit are described in the bulletin of the summer session.

Courses taken outside the U.S. require, in addition, prior approval from the Center for Global Programs and Studies. Students must obtain program

approval and course approval through the Center for Global Programs and Studies.