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**Policy number:** 403

**Subject/Title:** Readmission to a Degree Program

**Effective Date:** Fall 2005

**Policy Statement:**

Components of Readmission to a Degree Program are described as following:

Leave of Absence (LOA)

Students who have an approved leave of absence (LOA) maintain their student status within the school. Students who anticipate interrupting their program for two (2) or more semesters should consider requesting a LOA. This is done through a memorandum to the Director of Academic Affairs explaining the reason for the request and estimating the time away from the program. The memorandum should be signed by the student and the academic advisor. Once the request is approved, the “clock” on the time limit for non-enrollment stops. Students may continue their degree program upon return to the school within the time limit of the LOA. Approval is for a one-year period (fall, spring, and summer terms) and can be extended for a second year, if circumstances dictate.

Discontinuation of Degree Program for Non-enrollment

Students are automatically dropped from their degree program if they fail to register for classes over a one (1) year calendar period (total of three (3) consecutive semesters). Once the program is discontinued, the student’s advisory committee is dissolved. Thus, students who wish to re-enroll must be readmitted to the school; an advisor (may be the same or different) is appointed during the admissions process. A simplified process of readmission exists, and readmission applications can be acted upon expeditiously.

Readmission Process

Students seeking readmission to the school should contact the Director of Academic Affairs for details regarding application documents and procedures. Before embarking on the readmission process, students are strongly encouraged to seek advice regarding the continuation of their academic program from either their previous advisor or another member of the faculty within the academic unit (Department or Regional Campus) to which they wish to be readmitted.

A student, who has been discontinued from the degree program because of non-enrollment, must go through a readmission process if they desire to return. All applicants for readmission must meet the admission standards as described in the current UTHealth School of Public Health catalog. Readmission requires a review of the applicant’s record while previously enrolled at UTHealth School of Public Health. Following the review and decision by the Department to which the student wishes to be admitted, the Departmental recommendation will be forwarded for subsequent evaluation and approval of the application by the School’s Admissions Committee. Requests for waivers of admission requirements described in the current UTHealth School of Public Health catalog should be submitted to the Admissions Committee for review by the Department to which the applicant is seeking readmission.

Student Advisory Committee

Upon readmission, a new Advisory Committee will be constructed according to current policies. The full committee should be appointed as soon as possible, but must be appointed by the end of the first semester. The student and the Advisor (or the Student Advisory Committee, if formed) should meet promptly after readmission to:

- guide the student in coursework and/or thesis/dissertation activities,
- identify any courses that the student needs to add or repeat, and

In cases where the student has been absent from the school for an extended time, the committee is encouraged to form a work plan to guide the student in the completion of the degree program. If a work plan is created, it should be added to the student's file so that it will be available during evaluation meetings.

#### Course Work and Expectations

Credit hours previously accumulated toward the degree program are counted after readmission to the same degree program. However, the committee may require that the student repeat one (1) or more courses if the student has been out of the school for more than five (5) years. New course requirements adopted by the School during the student's absence may be required of the student if the Student Advisory Committee faculty members so advise, even if this requirement results in greater than minimum required credit hours of course work toward the degree.

Prior thesis or dissertation research must be re-reviewed and approved by the newly-formed Student Advisory Committee and the UTHealth Houston School of Public Health Research Office. The topic and content are expected to be up to date and relevant. All research compliance policies in effect at the time of readmission will apply to the readmitted student and their research project.

#### Requirements for Completion of the Degree

The student is responsible for completing all degree requirements, as stated in the catalog along with any other requirements, such as repeated course work, that have been designated by the Student Advisory Committee.

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**Reason for Policy:** The proposed policy is regarding the requirements for the readmission to a degree program. Students who have been discontinued from a degree program due to Leave of Absence or non-enrollment are required to complete procedures including the Readmission Process, Student Advisory Committee, Course Work and Expectations, and requirements for completion of the degree.

**Definitions:** N/A

**Scope and Audience:** All UTHealth School of Public Health students

**Responsibilities and Procedures:** Outlined above

**Related Policies, Forms and Information:**

- [Enrollment Policy 402 –Enrollment Requirements, Degree Time Limits and Leaves of Absence](#)

**History:**

- Approved by Academic Council: 12/08/2005
- Endorsed by Executive Council: 12/15/2005

**Responsible Office/Contact Information:**

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