



Title: Standard Period of Non Enrollment Policy
 (SPN) or Permanent Resignation No.: ADM 3.07

Date: 6/9/08
 Rev.: 7/6/11, 1/30/12, 8/1/13, 8/1/16,
 10/20/2016, 8/1/17

Areas Affected: BSMCON Students

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POLICY STATEMENT:

A student is expected to remain continuously enrolled while pursuing their degree. Continuously enrolled is defined by course enrollment in Fall and Spring courses or on a leave of absence for one semester; however, a student may find it necessary to discontinue the pursuit of academic endeavors either temporarily or permanently for a variety of reasons. A student who discontinues enrollment is considered on Standard Period of Non Enrollment (SPN). If the student does not enroll for more than one semester the student will be administratively resigned from the College.

Standard Period of Non Enrollment (SPN)

A SPN is a period of non-attendance initiated by a student or College administration for a period of one semester. Because this period of non enrollment is considered temporary, it is understood that the student has the intention of returning to the College; consequently, the student will not have to apply for readmission as long as the student returns within the approved timeframe. Unlike a permanent resignation, a SPN allows the student to maintain an affiliation with the College. If a student desires to extend a SPN, the student must request the extension following the process below. Any granted extension will not be for longer than a period of one year from the time the student originally began the SPN.

Process: A student who desires a SPN should submit a completed SPN form to the Office of the Registrar by the end of the add/drop period in any given semester. Should the student not return within the approved timeframe, the student will be dismissed effective the date the student began the SPN. If a student on a SPN desires to request an extension (2 semesters is the maximum and the semesters are defined as Fall and Spring), the student must submit another SPN form with the Office of the Registrar.

Permanent Resignation:

Student Initiated Permanent Resignation: This is a permanent resignation from the College indicating that the student has no intention of returning to the College. If the student decides to return at a later date, the student must apply for readmission.

Process: A completed Request for Permanent Resignation from the College form must be submitted to the Office of the Registrar.

Reference Policy # ADM 2.01

Approved by:


 Signature

Dean of Student Services
 Provost/VP
 Title

6/16/17
 6.20.17
 Date

Approval History:

Committees and Dates:

Director of Registration – 6/11; 1/12; 2/13/13; 3/24/16

Registrar – 10/20/2016, 4/2017

Policy Committee – 7/6/11; 1/30/12; 2/18/13; 4/18/16; 10/20/2016, 4/17/17

Key Words: Resignation, Dismissal, Withdrawl, Leave of Absence

College Initiated Permanent Resignation: The College reserves the right to resign students from the College because of poor academic performance and unsatisfactory conduct. Examples include but are not limited to:

- Academic failure
- Failure to adhere to College policy
- Failure to meet Essential Technical Standards (see NUR 1.02)

When taking a SPN from the College, the student can not be enrolled elsewhere.

When permanently resigning from the College, the student is not required to withdraw from general education courses taken at another college. However, the student must follow that institution's policy if course withdrawal is desired.