

SAINT LOUIS UNIVERSITY
SCHOOL FOR PROFESSIONAL STUDIES
Continuous Progress Policy

Procedure Number: 2016-02

Version Number: 1

Classification: Final

Effective Date: Fall 2016

1.0 PURPOSE

To define the meaning of SPS Continuous Progress categories and how a stop out status progresses to an inactive status.

2.0 DEFINITIONS/ASSUMPTIONS

A **“stop-out”** is a student who is not registered in a given term. A **“closed record”** student is one who has not registered for a given semester. An **“inactive student”** is a student whose status is marked “Closed-Inactive,” whose file is archived, and reapplication is necessary for re-enrollment. An **“active”** student is a student actively taking classes or has taken a class within the past four terms. A **“leave of absence”** is taken when a student needs to take an approved, temporary break from active registration in university courses. **“P1”** refers to a student who has not been registered for a full term. **“P2”** refers to a student who has not been registered for two (2) consecutive terms. **“Academic Year”** refers to the two (2) terms in Fall and the two (2) terms in Spring, but excludes summer.

3.0 DEPARTMENT(S) AFFECTED

- Enrollment Services at the School for Professional Studies

4.0 POLICY OVERVIEW

A student must successfully complete (pass) a minimum of one course during each academic year in which s/he is enrolled. A student who fails to successfully complete a class in a given academic year will be placed on academic probation.

Stop Out Categories and Procedure

1. P1 – A student has stopped out during Fall 1 or Spring 1; the student will receive an email encouraging registration and notifying the student that his/her record will be closed if they do not enroll for Fall2/Spring 2 or complete a [leave of absence request](#). If a student plans to formally withdraw from the university, s/he should complete a [petition for complete withdrawal](#).
2. P2 – A student has stopped-out for an entire semester (Fall or Spring):
 - a. If the student has no future registrations, his/her record will be closed and will receive an email stating as such. At this point, the student will be temporarily inactive (no longer counted as an active student) and must complete a [petition for activation of non-registered student record](#). This will allow the student to maintain his/her current degree plan.
 - b. If the student wishes to avoid having his/her status changed to closed, s/he may complete a [leave of absence request](#) by the beginning of the Fall 2/Spring 2 term that would be in effect for up to one calendar year once approved.

- c. If a student fails to request a leave of absence or a petition for activation of non-student records within one additional semester (Fall or Spring), s/he will be become a Closed-Inactive (CI) and will be required to reapply for admission. This will require the student to complete an updated degree plan for a given program.
3. CI (Closed-Inactive) – A student moves to closed-inactive status if s/he has not successfully completed an SPS course for a full academic year (2 semesters) and has no future registrations.
 - a. Before a student goes inactive, the student’s academic advisor—or the senior academic advisor—must finalize the student’s CI status update.
 - b. After a student receives the CI status, the student is archived (either the hard copy or electronically) and kept on file for five years before permanent removal.
 - c. The student will receive a “Post-Inactive” letter, stating that s/he is now inactive and reapplication is necessary to enroll

* SPS Policy for Continuous Progress is aligned with university registration and probation policy as listed in the 2015-2016 Undergraduate Catalog (page 8)