Administrative Process Change
On behalf of various UW-Eau Claire units involved in enrollment-management services, including Admissions, Registration, Financial Aid, Business Office, Advising, Dean of Students, and the Associate Deans, a revised administrative process has been defined, which changes the time a student can be considered active to enroll from one semester of non-enrollment to two semesters. Hence, the administrative process change involves eliminating the current Leave of Absence process, which is no longer needed, and changing catalog language from “readmission” to “reentry” and realigning the reentry process accordingly.

The purpose of this change is to support students’ progress toward degree attainment even when they may experience short-term interruptions in their academic programs. This purpose is consistent with UW-Eau Claire’s overall goal of recruiting and retaining students who can complete their baccalaureate degrees in a timely manner.

Rationale:
- Changing this administrative process removes barriers for continuing students to enroll after stepping away from the university for just one semester. This means they would still be eligible to register without additional administrative approvals even after one semester of non-enrollment.
- The Leave of Absence form simply gave students who “raised their hands” the ability to return with fewer steps, whereas the new policy will give ALL students the ability to maintain registration eligibility after short-term interruptions (defined as two full-time semesters or fewer) in their academic programs. The Leave of Absence form also sometimes created issues for students and offices supporting these students. Changing the administrative process removes the need for this form and clears the path for students to enroll if they are eligible.
- The Military Leave Policy covers active service military, and no changes to the current administrative processes will take place as the Military Leave Policy better serves our students on military leave.
- Changing the verbiage from readmission to reentry lessens the perceptual barrier that the student has to be “readmitted” to the university.

Cons/Implementation considerations:
- Students may enroll at other institutions while on leave and may not disclose this information. This can impact their academic standing, time to degree, taking courses they’ve already taken (repeats), and/or financial aid.
- Students will have active records while not being enrolled. This may affect advisor lists and various distribution lists.
- Registration will need to change the discontinue process – several hours needed for Registration and IT time.
- Communication/websites will need to be updated with explanatory content describing the process change.
- Data will be provided to impacted areas to better serve non-enrolled students.

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READMISSION-REENTRY
All students who have been away from the University for two consecutive full-term semesters or more (except those on academic leave*) must file a formal application for readmission (reentry) application. Students seeking readmission reentry are encouraged to make application as early as possible prior to the semester in which they wish to return. *Readmission at a late date is not guaranteed. Reentry after the term starts is not guaranteed. Applicants Students returning after an absence of two or more consecutive full-term semesters must meet the degree requirements of the catalog in effect upon their return, or a
A UW-Eau Claire student may take a leave of absence from the University for up to two consecutive semesters. The student must inform the University by submitting a form available online at www.uwec.edu/dos, prior to the start of classes for the semester of the leave. A student on a leave of absence does not have to apply for readmission; however, if the student is suspended or stays out of school for a period longer than the approved leave, he or she must apply for readmission. NOTE: Some exceptions to existing leave policies may be granted in the case of military service activation.