



NEW YORK MEDICAL COLLEGE

A M E M B E R O F T O U R O U N I V E R S I T Y

School of Health Sciences and Practice

POLICY ON ATYPICAL ENROLLMENT STATUS IN THE SCHOOL OF HEALTH SCIENCES AND PRACTICE

Dated: March 13, 2024

Supersedes: Policy on Atypical Enrollment Status dated September 2, 2015

Last Review: March 13, 2024

I. PURPOSE

To establish a process to accommodate students with atypical enrollment status in the New York Medical College ("NYMC") School of Health Sciences and Practice ("SHSP").

II. POLICY

SHSP recognizes that atypical enrollment scenarios noted in section A, B and C below may arise for individual students.

III. SCOPE

This policy applies to all School of Health Sciences and Practice students.

IV. PROCEDURE

- A. If a student has completed all courses EXCEPT Capstone and is ready to enroll in Capstone in a fall semester:
 - 1. Capstone is only offered in the spring semester.
 - 2. Student should be placed on LEAVE OF ABSENCE for that fall semester and re- enroll in Capstone the following spring.
 - 3. Student will not be assessed maintenance of matriculation fee.
- B. If a student needs a course(s) not offered in a given semester:
 - 1. Student should be placed on LEAVE OF ABSENCE for that semester and re-enroll in course(s) the following semester.
 - 2. Student will not be assessed maintenance of matriculation fee.
- C. If a student completes all requirements for the degree in August and will receive diploma in the following May:
 - 1. Student will not enroll in courses the fall or spring semester. Student's status will be "Maintenance of matriculation".
 - 2. Student will not be assessed maintenance of matriculation fee.

V. EFFECTIVE DATE

This policy is effective immediately.

VI. POLICY MANAGEMENT

Executive Stakeholder: Dean, School of Health Sciences and Practice
Oversight Office: Dean's Office, School of Health Sciences and Practice