



KENTUCKY STATE UNIVERSITY

Policies and Regulations

POLICY TITLE:

Kentucky State University Online Broken Enrollment Policy

APPLIES TO:

Kentucky State University Online Students Enrolled in Online Courses

ADMINISTRATIVE AUTHORITY:

Office of the Provost/Vice President for Academic Affairs

Office of Online Education

Admission's Office

Registrar's Office

APPROVED BY:

The President

Academic Affairs

The Office of Online Education

The Kentucky State University Board of Regents

EFFECTIVE DATE:

12/20/2025

NEXT REVIEW DATE:

5/1/2026

POLICY STATEMENT:

Broken enrollment occurs when a student, having previously been enrolled in a KYSU Online Program, discontinues their studies for one year (approximately six consecutive 8-week carousel sessions) and subsequently seeks to re-enroll. This includes, but is not limited to, administrative withdrawal, voluntary withdrawal, academic suspension, or failure to register for a subsequent session. Upon re-enrollment, students will resume their academic standing (e.g., good standing, probation) from the point of their last enrollment.

Due to the cyclical nature of our 8-week model, interrupting enrollment may mean that specific courses required for a student's program may not be immediately available upon re-enrollment, potentially extending overall program completion time. Broken enrollment can significantly impact eligibility for financial aid.

Students are responsible for understanding and adhering to financial aid policies related to satisfactory academic progress and continuous enrollment.

DEFINITIONS:

- **Broken Enrollment:** A period when a student discontinues their studies for one year (about six consecutive 8-week sessions) and later seeks to re-enroll in a KYSU Online Program, regardless of whether the interruption was voluntary, administrative, or due to academic standing.
- **8-Week Model/Carousel Session:** The academic structure used by KYSU Online, where courses are delivered in repeating cycles of eight weeks each.
- **Administrative Withdrawal:** Removal of a student from the university by official action due to inactivity, unresolved issues, or failure to enroll for required sessions.
- **Voluntary Withdrawal:** A student's intentional decision to cease enrollment through a formal process.
- **Academic Standing:** The student's status (e.g., good standing, probation, suspension) based on their academic performance during their last term of enrollment.
- **Inactive Status:** A status assigned when a student does not maintain continuous enrollment for one year and has not secured an approved Leave of Absence.
- **Leave of Absence (LOA):** A formally approved break from studies due to circumstances like medical issues, family emergencies, or military deployment, halting the program completion time limit for the approved duration.
- **Re-enrollment:** The process and requirements for returning to coursework after a period of broken enrollment.
- **Program Dismissal:** Permanent removal from the program due to extended inactivity or failure to meet re-enrollment conditions.
- **Satisfactory Academic Progress (SAP):** The standard used to determine financial aid eligibility, involving continuous enrollment and minimum academic performance.
- **Continuous Enrollment:** Ongoing registration in coursework without significant interruption from session to session.
- **Student Support Concierge:** The assigned advisor responsible for curriculum planning and supporting students in the re-enrollment process.

PROCESS:

Re-enrollment Process:

Students who wish to re-enroll after a period of broken enrollment must notify the online admissions team of their intent to return at least four (4) weeks prior to the start of the 8-week session in which they wish to resume. Notification should be made by completing the *KYSU Online Intent to Reenroll* form.

Requirements for Re-enrollment:

1. **Application for Re-admission:** For breaks exceeding one year, students may be required to complete a formal re-admission application. This ensures that contact information is updated and confirms intent.
2. **Academic Standing Review:** The Online Financial Aid Processors, Online registrar, and Online Bursar will review the student's academic standing at the time of their last enrollment. Students who were on academic probation or suspension may be required to meet specific conditions before re-enrollment is approved.

3. **Outstanding Balances:** All outstanding financial obligations to the University must be settled prior to re-enrollment.
4. **Curriculum Advising:** Students will be required to meet with a Student Support Concierge to develop a revised study plan.

Financial Implications:

1. **Tuition and Fees:** Students will be responsible for tuition and fees at the rate applicable at the time of their re-enrollment, not necessarily the rate at the time of their original enrollment.
2. **Financial Aid Re-evaluation:** Students who have broken enrollment must re-apply for financial aid (if applicable) and will be subject to the eligibility criteria in effect at the time of their re-enrollment. It is strongly advised to contact the Online Financial Aid Processors well in advance of re-enrollment.

Special Circumstances: Leave of Absence

1. Students anticipating a temporary interruption in their studies due to extenuating circumstances (e.g., medical, family emergency, military deployment) are strongly encouraged to request a formal Leave of Absence (LOA) *prior* to discontinuing their enrollment.
2. A formal LOA, if approved, may mitigate some of the re-enrollment requirements and financial aid impacts associated with broken enrollment, and may "stop the clock" on the program completion time limit for the approved LOA period.

Inactive Status and Program Dismissal:

Students who do not enroll for **one year** (approximately six consecutive 8-week sessions) without an approved Leave of Absence will be moved to inactive status and will be administratively withdrawn from the program. To resume studies after being administratively withdrawn, students must go through the full re-admission process, including a new application and evaluation of their academic record. Failure to re-enroll or obtain an approved LOA for an extended period may result in permanent program dismissal.

REFERENCES AND RELATED MATERIALS:

KYSU Online Leave of Absence Policy

CONTACTS:

Office of Online Education

HISTORY:
