

## INACTIVE STATUS AND REINSTATEMENT

**Subject:** Inactive Status and Reinstatement

**Effective Date:** 8/2006

**Scope:** All Faculty, Staff, and Students of the Graduate Department

**Date Reviewed/Revised:** 12/2025

**Next Scheduled Review Date:** 12/2027

**Responsible Office:**  
Department of Graduate Studies

**Responsible Executive:** Dean, Cizik School of Nursing

### I. POLICY AND GENERAL STATEMENT

The Doctor of Nursing Practice (DNP) Program is committed to supporting student progression while maintaining academic standards, program integrity, and compliance with university and accreditation requirements. Circumstances may arise that require a student to temporarily discontinue enrollment. This policy establishes a structured process for inactive status and reinstatement to ensure consistent decision-making, appropriate academic oversight, and clear communication regarding expectations for reentry into the program.

The policy outlines eligibility criteria, required documentation, and approval processes for students who interrupt enrollment, and provides a framework for evaluating reinstatement requests based on academic performance, time away from the program, and readiness to resume doctoral-level study. These procedures ensure that students who return to the DNP Program are prepared to meet current curricular requirements and successfully progress toward degree completion.

### II. DEFINITIONS

**Graduate Council:** The governing body of the DNP Program responsible for reviewing reinstatement requests and determining approval, denial, or conditional reinstatement.

**Inactive Form:** An official university document obtained from the Office of Student Affairs that records a student's request for inactive status and anticipated term of return to the DNP Program.

**Inactive Status:** A temporary status granted to a student in good academic standing who does not enroll for one (1) consecutive semester and has submitted an approved Inactive Form indicating intent to return to the DNP Program.

**Reinstatement:** The formal process by which a student who has not enrolled for more than one (1) consecutive semester requests permission to return to the DNP Program.

**Reinstatement Request:** A written request submitted by the student to the Office of Student Affairs seeking reinstatement to the DNP Program after an extended period of non-enrollment.

### III. PROCEDURE

#### A. Inactive Status (One Semester)

1. Any DNP student requesting inactive status must complete an Inactive Form, which is available through the Office of Student Affairs or online via the School of Nursing Student Affairs website.
2. The student must obtain required clearances from the offices and individuals identified on the Inactive Form, indicating the anticipated term of return to the DNP Program.
3. The Inactive Form is completed and submitted to the Office of Student Affairs.
4. Submission and approval of the form constitute official inactivation from the DNP Program.

#### B. Reinstatement After More Than One Semester of Non-Enrollment

1. A student who does not enroll for more than one (1) consecutive semester must formally request reinstatement to the DNP Program.
2. The request for reinstatement must be submitted in writing to the Office of Student Affairs.
3. The Office of Student Affairs presents the request to the Graduate Council for review and action.

#### C. Review and Approval Process

1. The Graduate Council will review reinstatement requests at the next scheduled council meeting.
2. The petition for reinstatement must be submitted in writing through the designated Office of Student Affairs Graduate Student reinstatement request portal and received no later than one (1) week prior to the scheduled Graduate Council meeting at which the request will be reviewed.
3. In evaluating the request, the Graduate Council will consider the time elapsed since the student was last enrolled, the student's academic record, and any other pertinent information.
4. Reinstatement requires a majority vote of the Graduate Council members.

#### D. Conditions of Reinstatement

1. The Graduate Council may recommend additional coursework or other academic requirements as conditions of reinstatement.
2. If reinstatement is approved, the Office of Student Affairs will notify the student.
3. Students requesting reinstatement are responsible for updating their academic planner, if applicable, to reflect current program requirements.
4. Students must submit a revised degree plan, signed by both the student and the faculty advisor, to the DNP office. Reinstatement petitions must not be submitted via email.
5. The DNP Office will submit a revised degree plan to the Office of Student Affairs for processing and official recordkeeping.

### IV. CONTACTS

Contact	Telephone	Email/Web Address
DNP Program Director		<a href="https://nursing.uth.edu/about/administration">https://nursing.uth.edu/about/administration</a>