



## PhD Program – Inactive Status

**Subject:** PhD Program – Inactive Status

**Effective Date:** 7/2000

**Scope:** This policy applies to PhD program students.

**Date Reviewed/Revised:** 04/2025

**Next Scheduled Review Date:** 04/2028

**Responsible Office:**  
Department of Research

**Responsible Executive:**  
• PhD Program Director  
• Associate Dean for Research, Chair,  
Department of Research

### I. POLICY AND GENERAL STATEMENT

Students in the PhD in Nursing program are expected to maintain continuous enrollment until graduation. However, students in good standing who wish to temporarily pause their enrollment for a semester may do so by submitting an Inactive Form. The form must specify the student's intention to not enroll for a term, along with the anticipated timeline for re-enrollment. If a student remains inactive for more than one semester, they must seek reinstatement through a petition to the PhD Council. Reinstatement requires prior notification to relevant university offices. Inactive status does not extend the PhD program's ten-year time limitation for degree completion.

This policy provides guidelines for students in the PhD in Nursing program who wish to take a temporary leave of absence. It ensures that students remain in good standing while offering a clear process for re-enrollment after a period of inactivity. The policy also clarifies that the time limit for program completion remains unchanged by periods of inactivity. For pregnancy related leave, please refer to HOOP Policy 232.

### II. DEFINITIONS

- **Inactive Status:** A status in which a student temporarily pauses their enrollment in the program for one semester or longer, while maintaining their standing in the program.
- **Inactivity Form:** A form submitted by the student requesting temporary removal from the program for a semester, including plans for re-enrollment.
- **Reinstatement:** The process by which a student requests to return to the PhD program after being inactive for more than one semester, through a petition to the PhD Council.

- PhD Program Time Limitation: The ten-year period within which a PhD student must complete all program requirements, as outlined in the PhD Program Policy D7940.

### III. PROCEDURE

#### Requesting Inactive Status:

Students in good standing may request inactive status for one semester by completing the Inactive Form, available in the Student Affairs Office.

The Inactive Form must include the student’s intention to temporarily leave the program, as well as an expected timeline for re-enrollment.

#### Returning After Inactivity:

Before re-enrolling, the student must notify the following offices in writing: the Registrar’s Office, the Student Affairs Office, the PhD Program Director, and their academic advisor.

If a student is inactive for more than one semester, they must petition the PhD Council for reinstatement into the program via email.

#### Time Limitation:

The period of inactivity does not extend the ten-year time limit for degree completion as defined in the PhD Program Policy D7940.

#### Completion of Inactive Form:

The student must submit the completed Inactive Form to the Student Affairs Office for processing.

### IV. CONTACTS

Contact	Telephone	Email/Web Address
Meagan Whisenant, PhD Program Director	713-500-2279	meagan.whisenant@uth.tmc.edu

### V. EXHIBITS