

## Student Status Policy

### **Matriculated Students**

#### **Matriculated Student Status**

To qualify as a matriculated student (degree-seeking) student, individuals must formally apply to, be accepted into, and enroll in a Dartmouth master's program.

Master's degree students must complete all requirements within a *maximum* of five (5) years. Failure to complete the work in the specified time period or failure to meet the academic standards of the student's graduate program shall necessitate re-evaluation of the student's progress and may result in a notice of termination.

#### **Change of Status**

A matriculated student can request to change their status (i.e., Leave of Absence, Enrollment Change, Withdrawal, Change of Program) by completing the [HS Status Change Form](#) on the Geisel Registrar website. The request will be reviewed and approved by the appropriate deans.

#### **Leave of Absence Status**

A Leave of Absence (LOA) status is applicable when a student has been approved for a leave from a program for a period of one academic year, during which time the student is not continuously enrolled each term, not registered for courses or earning credits toward a degree.

Students should communicate with their program director(s) prior to requesting to go on an LOA or return from one for purposes other than for medical reasons. Students pursuing time away for medical reasons should refer to [Dartmouth's Time Away for Medical Reasons \(TAMR\) Policy](#).

The student's transcript and official academic record will indicate that the student was on LOA for the time period approved. The record will not indicate the reason for the LOA nor the type of LOA (personal, medical, for example) unless the LOA was mandated as an

administrative requirement, in which case the LOA will be designated as Mandatory Leave of Absence.

### **Requesting an LOA**

The student must submit an [HS Status Change Form](#) available on the Geisel Registrar website. The request will be reviewed and approved by the appropriate deans.

An LOA will be granted for a period of one academic year. At the end of the LOA year, the student must re-enroll, or they will be withdrawn from the program. Students may reapply at a later date.

Students on LOA are considered active but not enrolled. An active student maintains their status in the Banner Student System, which allows them to be eligible for most privileges of an enrolled student (e.g. use of Dartmouth email address, access to Dartmouth buildings and library with ID). Students on an LOA are responsible for any charges to their student account (e.g., student health insurance).

An active student maintains their access to course materials from courses that they have **completed** to review course materials and maintain engagement with the curriculum during the period of the LOA. Students on LOA may not audit courses (i.e., courses may not appear on the transcript as being audited) or earn credit towards a Health Sciences master's degree.

It is the student's responsibility to meet with a member of the Office of Student Life to understand how the LOA status will impact them with regard to various Dartmouth and Geisel support services, including but not limited to, campus billing, financial aid, eligibility for student health insurance, payment of student fees. If the student has questions regarding the services offered by any Dartmouth or Geisel student services office, the student is expected to engage with the office(s) for clarification.

### **Requesting Return from LOA**

The student must submit an [HS Status Change Form](#) available on the Geisel Registrar website.

The request must be submitted as soon as possible following the decision to return, and in all cases no less than 30 days in advance of the start of a term in which they will return to enrollment. This requirement for timely notification applies to all types of LOA, whether initiated by the school or the student. If the student does not request to return to the curriculum by completing the HS Status Change Form by 30 days before the start of the term for planned return, the student may be considered withdrawn.

The request will be reviewed and approved by the appropriate deans.

## **Non-Matriculated Students**

### **Special Student Status**

Under certain circumstances, an individual who has earned a baccalaureate degree may apply for a Special Student Status. Special Students are defined as non-matriculated (non-degree-seeking) students. There is a limit of three courses that can be taken under the Special Student Status. The student is responsible for the tuition costs associated with each course.

To apply for Special Student Status the student must meet the course pre-requisites, provide acceptable transcripts, secure approval from the course instructor(s), and confirm availability of space in the course. Note that priority space for classes is given to matriculating students.

The student must submit a [Special Student Application for Non-Matriculating Students](#) and a \$75 application fee. The application and associated materials will be reviewed and approved/denied by the Admissions Committee before a student may enroll in any coursework.

Special Students must receive a grade of Pass (P) or better in any course before being allowed to register for another course. Special Students may later apply to a master's program, and if admitted, credits earned as a Special Student may be applied to a master's program. There is no guarantee of admission.

### **Employee Student Status**

If accepted into a program as a matriculated or special student, and approved by their supervisor, Dartmouth College employees can register for courses. For benefits purposes, these individuals remain classified by Dartmouth as "employees", not "students".

Employees who are enrolled in the MPH and MS programs are not eligible for a Student ID or other benefits associated with being a student. Please check with [Human Resources](#) for details about current Dartmouth College tuition benefits for employees, along with required documentation.

### **Audit Status**

Courses can be audited in only the following programs: *MPH On-Campus, MPH Online & Hybrid, and MS in Health Sciences On-Campus (Health Data Science, Epidemiology, and Medical Informatics)*.

Employees and/or students at Dartmouth College or Dartmouth-Hitchcock Medical Center and alumni of Geisel degree programs may request to audit a course. Audit status is dependent on availability of space in the course and approval from the course instructor(s) and the Assistant Dean or delegate.

A maximum of two courses may be audited before matriculating into a graduate program. Auditors will not receive credit or a grade for the course, and there will be no formal record for courses audited. Auditors' work will not be read or graded by the teaching teams, nor will letters regarding accomplishment or quality of performance be provided.

The requestor must submit a [Audit Status Request Form](#) by email to the [Registrar's Office](#). Once approved, auditors must pay a \$250 fee to audit each course. Auditors will then receive access to course materials on Canvas. Auditors may not share any course content with anyone outside of the course.

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