
LEAVE OF ABSENCE POLICY (LOA)

I. Introduction

A voluntary leave of absence (LOA) states that a student has been permitted an exception from the continuous registration requirement of the University. Typically, it is granted for medical reasons or because the student has been activated for military service.

This policy provides students with general information regarding voluntary LOA. For more specific information regarding the circumstances and process for voluntary LOA, as well as conditions relevant to returning from LOA students should refer to the Registrar's Office. Students are responsible for understanding the implications of a leave of absence in his/her financial aid and in his/her progress toward a degree.

Stated below are the guidelines to be used by the University to consider and grant a voluntary LOA.

II. Application

This policy applies to students officially enrolled and have the following reasons:

- Medical reasons
- Military reasons

III. General Policies and Conditions for Leave of Absence (LOA)

A formal and written request for a leave of absence providing detailed information justifying the request must be submitted to the University. If the LOA is based on medical reasons, the student must provide documentation from his/her healthcare provider. Military leaves must be justified by submitting a copy of the military orders with date and place of deployment.

IV. Procedure

1. The student must be officially enrolled at the time of the request.
2. The Registrar's office will grant a leave of absence depending on the documentation submitted and the student's academic progress.
3. The application must be submitted with the appropriate documents and a letter explaining the reason of such request.
4. Students who do not resume classes after the termination period will be considered as total withdrawal (W) from the date the leave of absence was approved.
5. If the student has received a federal loan as part of his/her financial assistance during his/her studies, the financial aid office will explain the implications on the repayment of the loan in the event the student decides not to return to the institution.
6. The leave of absence should not exceed 180 days in a 12 month period.
7. Students that wish to apply for a leave of absence should visit the Registrar's office for further information and submit the request.