

## **12.6 Leave of Absence (LOA)**

A student in circumstances that make it impossible for him/her to maintain adequate class attendance must submit a written and signed request for a Leave of Absence (LOA). The LOA may not begin until the College has approved the request. Additionally, the LOA period may not exceed 180 days within any 12- month period.

The College may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period.

If a student fails to return from an approved Leave of Absence, then the College will terminate the student and apply its refund policy.

The LOA must be requested prior to the beginning of the semester start for the designated semester. The LOA cannot be requested during the semester for that same semester. Changes to enrollment status, and failure to return from Leave of Absence, are reported to NSLDS by the Financial Aid Officer and confirmed by the Registrar on the subsequent Enrollment Roster Report.

In cases of extenuating circumstances for which a student has been granted a Leave of Absence during the course of the semester as per the institutional policy, a Return to Title IV Funds calculation will be completed if the student has not yet completed 60% of the semester. Once the 60% threshold has been met, the student will be permitted to complete their courses in progress upon return to the College with no additional charge.

### **Pregnancy Leave of Absence or Withdrawal**

A student may choose to take a leave of absence or withdrawal for pregnancy or pregnancy-related issues or birth of a child for 180 days within a 12-month period. The student may apply for an extension if there is a medical reason for a longer absence than that initially requested; this extension combined with the initial leave cannot be granted for greater than 180 days in a 12-month period. A student who requests a leave of absence for greater than the permitted days must submit medical documentation for their case. A leave of absence cannot be granted in this situation; however, the student will be permitted to return to the College with no penalty or loss of status.

The College may ask for documentation of medical condition and clearance from a doctor before a student is allowed to resume her studies. A student returning from a leave of absence for pregnancy or pregnancy-related issue is entitled to return to the same academic program with no loss of academic standing, credit, satisfactory academic progress and grade point average as long as the leave of absence is consistent with the policy of the College. Completion of the official *Leave of Absence Form* is necessary.

If a student chooses to withdraw all courses due to pregnancy or pregnancy-related issues, she is entitled to return to the same academic program with no loss of academic standing, credit, satisfactory academic progress and grade point average as long as the withdrawal is consistent with the policy of the College. Completion of the official **Add/Drop Form** is necessary. A grade of **WL** will be assigned to each course. This grade will not affect a student's Satisfactory Academic Progress status.

### **Medical Withdrawal**

A student who experiences physical and/or mental health issues that impair his/her ability to function successfully as a student may file a Medical Withdrawal within or after the withdrawal deadline. Documentation of the student's medical issue is necessary to approve a medical withdrawal. Courses that are withdrawn will be noted as "W" and will be included in determining the student's Satisfactory Academic Progress. Completion of the official Withdrawal Form is necessary.