

2021

## **LEAVE OF ABSENCE POLICY**

### **TAKING A LEAVE OF ABSENCE (LOA)**

All students in good academic standing who have successfully completed at least two (2) terms are eligible to take one Leave of Absence per academic year. Students considering taking a term off should be aware that some required courses may be offered on a rotating basis (i.e., fall term only, every other year). Any student who plans to take a Leave of Absence should schedule an academic plan review with their Academic Advisor to consider how taking a term off may affect timely completion of program requirements.

A Leave of Absence request must be submitted to the Director of Student Success prior to the first day of classes and no later than the Add/Drop deadline of the term the student is planning to be away from the college.

The student must return for the following term by the specific date indicated on the Leave of Absence approval form. A student who fails to return to the college by the date indicated on the approval form will be administratively withdrawn from the college.

### **EMERGENCY LEAVE REQUESTS**

A student in good standing who experiences certain life situations or hardships may request an Emergency Leave in the middle of a term. A student considering taking an Emergency Leave is encouraged to meet with their academic advisor for guidance before filing a request in order to fully understand how the emergency time off may affect timely completion of program requirements.

An Emergency Leave request must be submitted to the Director of Student Success accompanied by documentation of the student's reason for the leave. The request must be approved by the Director of Student Success.

Acceptable reasons for requesting an Emergency Leave are:

- Death of an immediate family member
- Student illness requiring hospitalization (including mental health issues)
- Illness of an immediate family member where the student is the primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce
- Previously undocumented disabilities
- Natural Disaster
- Financial hardship such as foreclosure, eviction, or lay-offs
- Documentation from a Professional Counselor
- A lengthy student illness documented by the student's physician
- Military deployment
- Military permanent change of station
- Pregnancy

A student who does not return to school for the term following an Emergency Leave will be administratively withdrawn from the college.

### **LEAVE OF ABSENCE LIMITS**

All students may be granted one single Leave of Absence per academic year. Students are not eligible to take two (2) consecutive leaves.