

## LEAVE OF ABSENCE POLICY

### I. Introduction

A voluntary Leave of Absence (LOA) indicates 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 processes for voluntary LOA, as well as conditions relevant to returning from LOA students should refer to the R. Students are responsible for understanding the implications of a Leave of Absence in his 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, it is given by:

- Medical reasons
- Student has been activated for military duty or National Guard

### II. General Policies and Conditions for Leaves of Absence (LOA)

The University requires that the student formally and in writing request a Leave of Absence and provide detailed information that justifies the request. If the LOA is based on medical reasons, the student must document the request with official medical documents from his health provider. If it is for military reasons, the student must submit the copy of military orders that include the date and place of the deployment elsewhere.

### IV. Procedure

1. The student must be officially enrolled at the time of filling the application.
2. The Registrar's Office will evaluate the LOA grant based on the documentation submitted and the academic progress status of the student.
3. The application must be accompanied with documents that show the student's request and a letter explaining the reason for the request.
4. The student will be integrated into courses at the date of termination of the LOA indicated in the request.

5. It is your responsibility to comply with the material discussed and tasks assigned by the Professor of the course.
6. Student not integrated into the date stipulated in the LOA to be absent, shall be considered as Total Withdrawal (W) from the date in which initiated the LOA.
7. If the student has received a federal loan as part of the financial assistance during their studies, the financial aid office will explain the implications on the repayment of the loan in the event that you decide not to return to the institution.
8. The Financial Aid Office will guide the student on the impact of this LOA in their financial aid and academic goals.
9. The LOA should not exceed 180 days in a 12 month period.
10. If the student does not return to the institution at the planned time of his return, be processed a Total Withdrawal.
11. Students wishing to apply for a LOA made the request in the Office of the Registrar.