

Leave of Absence Policy for Students receiving Federal SFA Funds

If a student finds it necessary to interrupt active study in the program, he or she may request a Leave of Absence (LOA) for a specific period of time. The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period. Leave of Absence Requests must be submitted in writing and can be obtained through the Student Services Department. Requests must be signed and dated by the student and must contain the reason for the leave of absence. In addition, requests must be submitted to the Student Services Department at least 5 days in advance of the requested LOA start date. A student who discontinues active enrollment without being granted a Leave of Absence or a student who fails to return to active study at the close of the period of approved leave will be considered withdrawn and must reapply for admission.