

LEAVE OF ABSENCE (LOA)

FIRST REQUEST

Name _____
(please print)

Student ID# _____ Program _____ Graduation year _____

Date LOA to begin _____ Expected date of return _____

Check one:

- Medical LOA (certification from a physician or qualified healthcare provider may be required)
- Personal/Family LOA

Please see the Leave of Absence policy attached.

Please explain in detail why you are requesting a leave of absence and provide any additional documentation (medical, etc.) to support your request.

I acknowledge by my signature below that I have read and understand the University's Leave of Absence policy in accordance with the ATSU Student University Handbook.

Signature _____ Date _____

**Please return this form to the Academic Dean of your College/School.*

Office Use Only:

Dean of College/School

- LOA Approved
- LOA NOT Approved

Signature of Dean

Date

- Dean contacts the VP for Student Affairs or designee within 24 hours of any approval.
- Student Affairs contacts Registrar and Student Financial Services _____ (Initials & Date Received)
- Signature of Dean Original Form returned to the Student Affairs office and will be placed in student's official file _____ (Initials and Date Received)
- Copy of completed form sent to Dean's office and notification is sent to the Controller's in regards to the student status

LEAVE OF ABSENCE POLICY

A leave of absence (LOA) is a period of time approved by the institution during which the student is not in attendance, but is enrolled.

The maximum time allowed for an LOA is 90 calendar days, which will only be given for extenuating circumstances. In any 12-month period, the institution will only grant one LOA to a student, except in the following two situations:

1. A second LOA may be available due to an unforeseen circumstance, as determined and accepted by the institution. The maximum second LOA cannot be longer than 30 calendar days. It is the student's responsibility to request a second LOA at least seven calendar days prior to when the student is requesting the LOA to begin;
2. A third LOA may be granted only at the discretion of the institution for military duty, jury duty, or circumstances covered under the Family and Medical Leave Act of 1993, as long as the total number of days of all the LOAs does not exceed 180 calendar days in any 12-month period.

Any student requesting an LOA must complete the Leave of Absence request form, which is available in the Student Affairs offices or online http://www.atsu.edu/student_affairs/handbook/index.htm, at least seven calendar days prior to when the LOA is to begin. The appropriate Dean of the College/School and the Vice President for Student Affairs (or their designees) will meet to review and consider action the Dean of the College/School might take. This is to assure administrative procedures are followed and an academic plan considered. The Dean of the College/School will make the final decision to accept, reject or modify the request and notifies the student of the decision in writing.

If an unforeseen circumstance, such as an auto accident, prevents a student from providing a written request prior to the LOA, the institution may grant an LOA as long as the student qualifies and completes the LOA request form as soon as is possible or is reasonable afterwards.

A student must explain in detail on the LOA request form the reason the LOA is being requested and must state the expected return date. Each student who is on an approved LOA is considered enrolled. There will be no tuition or other institutional charges during an LOA. The institution will not disburse any loan proceeds to a student on an approved LOA.

A student whose LOA is nearing completion must submit a letter to the Dean of the College/School (or designee). This letter must notify ATSU of the student's plan to return and must be submitted at least 14 calendar days before the intended date of return. If a student does not return at the end of an approved LOA, the student is considered to have withdrawn on the day that the student began the initial LOA. Therefore, the grace period for Title IV Loan borrowers will have started on the revised withdrawal date.

If an LOA is not approved and the student no longer attends class, the student will be considered withdrawn from the institution on the date the student last attended class. To reapply, a student must contact Admissions.