

## Leave of Absence Policy

### Policy:

A leave of absence (LOA) under exceptional circumstances may be requested by the student or required by the program administration. A LOA is defined as non-enrollment in program related coursework during a term or a withdrawal from all courses at any point during a term. Permission to take a leave of absence shall be solely within the discretion of the program administration, based upon the circumstances, and evaluated on a case-by-case basis. A LOA halts progression within the curriculum clock but does not excuse the student from any current course requirements.

Reasons for the LOA may include, but are not limited to, excessive delays in completion of coursework due to health, personal, or family circumstances. Proper medical documentation will be required if appropriate.

An LOA is considered an attendance withdrawal for students receiving federal student financial aid. Students are considered to be not enrolled during the LOA thus an LOA can affect a student's Satisfactory Academic Progress for financial aid. Student loan lenders are notified of the student's non-enrollment. Repayment of federal student aid may be required before a LOA can be granted in the middle of a term. Student loans are placed in their six month grace period during the LOA status. Students receiving federal student grants or loans **are required** to visit the Financial Aid Office prior to finalizing an LOA

With approval of the college academic dean (or designee), students will be allowed to retain access to academic resources such as their ID card, email, network computer drives, student information system, library (interlibrary loans considered on a case by case basis), and mailboxes for one year while on LOA. At the end of one year, access to these resources will be terminated. Continued after-hours access to college buildings will be determined by the college academic dean (or designee).

### Procedure:

1. Students must complete a Leave of Absence form before an LOA will be approved.
2. Students receiving federal student grants or loans **are required** to visit the Financial Aid Office prior to finalizing an LOA. The Office of Financial Aid will determine if current federal student aid must be repaid. The student will be required to complete an exit interview. This exit process is not considered to be an exit/withdrawal from the program; it is a federal compliance process for students receiving federal student aid who will not be enrolled for an extended period of time. Students remain responsible for any unpaid balance on their UNMC account. Failure to meet their financial responsibility may result in administrative withdrawal from the program.
3. Students who are on an LOA are responsible for notifying the college academic dean (or designee) by email, of their intention to return to classes no later than the date specified on the LOA form. Return to the program is predicated on space in the program and administrative approval. Failure to return to the program on the date specified on the LOA

form may result in administrative withdrawal from the program. In the case of administrative withdrawal, re-entry into the program would require reapplication through the usual admissions process, with no guarantee of re-admission.

4. Upon resumption of the program, a student may be required to meet additional conditions (e.g., documentation of remedial academic work) prior to resuming enrollment in the program. Proper medical documentation will be required, if appropriate, before the student is allowed to return from the LOA.
5. Upon re-enrollment following an LOA, the student will be subject to all policies and curriculum requirements which pertain to the class he or she is joining.
6. The student may normally be granted a maximum of twelve months of LOA during their enrollment in the program. In extenuating circumstances the Dean (or designee) may extend the LOA beyond one year. In this case, the student is to be notified by the program that access to UNMC resources will be limited. LOA time will not be counted against the time limit to complete the program.
7. Active duty military personnel will be granted a leave of absence in accordance with federal guidelines adhered to by the University of Nebraska Medical Center. Military personnel that are required to use an LOA must communicate these orders to their faculty advisor and appropriate program administration prior to taking leave. This includes long-term or short-term leave. Failure to communicate this leave may result in administrative action.

Note: Military deployment time does not count against the time limit to complete the program.