

# LEAVE OF ABSENCE FREQUENTLY ASKED QUESTIONS (FAQ)

## **What is a leave of absence (LOA)?**

A student may find it necessary interrupt their course of studies for short period of time to return at a later date. This interruption is categorized as a Leave of Absence (LOA). Students must meet certain standards to qualify for a LOA.

## **Why do students take a LOA?**

Students take leaves of absence for various reasons, including but not limited to mayor medical conditions, research, military service, or for personal reasons.

## **How long may I be away on a LOA?**

A personal LOA is granted for not more than 180 consecutive days in any 12-month period. Under certain conditions the school may limit time granted for a LOA. No LOA will exceed a twelve-month period. Students who have been out consecutively for a twelve-month period, cannot reapply for a LOA and will be referred to the Evaluation and Promotion Committee.

## **How does a LOA affect my enrollment status at the school?**

While on a LOA, the student's enrollment status changes from an active student to an inactive student. Inactive students are not considered officially enrolled in the institution. Students will be reactivated as an enrolled student upon return from the LOA.

## **Will a LOA delay my graduation?**

Yes, a leave of absence will always delay graduation, and in some cases, may also alter the chronologic time for completion of the degree as established in the Satisfactory Progress Policy (SAP). Students that do not comply with SAP requirements will receive an academic dismissal.

## **What will happen to my financial aid award if I take a LOA?**

A student requesting a LOA should be aware of the financial implications. Students will not be eligible for financial aid until student enrolls and initiates corresponding courses/rotations.

## **What will happen to my health insurance if I take a LOA?**

Students will not be eligible for the health insurance provided by the school until student re-enrolls and initiates corresponding courses/rotations.

### **May I take classes at another institution while I am in a LOA?**

A LOA may not be used for purpose of taking academic courses at another institution with the intent of transferring the credits to SJBSM.

### **What do I need to do request a LOA?**

A student who is in need of a LOA must meet with the Associate Dean of Student Affairs to receive an individual assessment on how a LOA will affect them. If after the orientation the student determines to proceed with a LOA, they must submit a written petition with an explanation of the reasons for the requested leave, the expected length of the leave, and any additional documentation that may be requested. The request will be referred to corresponding officials for final decision. Student must continue their academic program as scheduled while waiting for a response. Failure to do so may result in a dismissal. Second year students that request a LOA prior to entering third year **MUST** attend third year orientation.

### **What do I need to do in order to return from a LOA?**

Students are responsible for informing of their return from a LOA. Students who do not request their return and/or do not return from a LOA will receive an administrative dismissal. To notify intention of returning from a LOA, student must submit a letter to the Associate Dean for Student Affairs and the Registrar. In cases when the school grants a LOA under special conditions, student must have complied with said conditions in order to return to school. **Return from LOA's are subject to availability of space in course/rotation, unless specified otherwise**