

**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 05/01, 09/06, 08/13

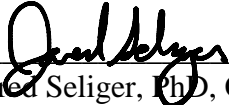
No: 2-L-800-04

Last Review Date: May 2018

Required Review Date: August 2021

Administrative Unit: Dean, Student Services

Approved By:



Jared Seliger, PhD, CNMT
President

SUBJECT: Leave of Absence Policy

PURPOSE: To set and define an Allen College Leave of Absence Policy

EFFECTIVE

FOR: Allen College Students

POLICY:

Definition:

An interruption in course progression due to a documented unforeseen circumstance with an approved reason and a documented intent to return to complete the educational program.

Requirements:

- The student shall be responsible for submitting a written request to the Registrar requesting a leave of absence.
- The student submitting the request shall be currently enrolled in classes or enrolled during the last semester.
- The student shall have a history of performing satisfactorily on all course work as defined by the program academic progression policy. The ad hoc committee will review the academic progress as part of the determining factors in granting a leave.
- The student shall document a reasonable intent of returning to complete course of study. An expected date of return and a plan for completion of clinical and course work must be included.
- The request shall be made prior to the start date of the leave unless unforeseen circumstances arise. Written documentation and explanation of late application shall be submitted by the student to substantiate the late request.
- The leave of absence shall not exceed 180 days in any 12-month period as outlined by Title IV regulations.

Reasons for Approved Leave of Absences:

- Illness of self or family member
- Death in family
- Birth of baby or situations covered by the Family and Medical Leave Act of 1993
- Financial difficulty
- Military duty
- Jury duty
- Other circumstances as approved by the leave of absence ad hoc committee (members listed in approval process).

All other absences shall be considered an unapproved leave of absence. Unapproved absences will be treated as a withdrawal, and the proper withdrawal procedures shall be activated.

PROCEDURE:

Approval Process:

1. The leave of absence ad hoc committee shall approve the leave of absence within 5 business days of the written request.
2. The committee shall consist of the Registrar, Director of Admissions, the Director of Financial Aid, Dean of the School*, Program Director (if applicable), and the Chair of the Admissions, Progression and Graduation committee*. (*These members are determined based on the program of the requestor).
3. Special attention shall be focused on the ability of the student to complete the clinical and course work. A leave of absence provides that the student shall be able to complete their course progression. If a student is requesting a mid-semester leave of absence, the student's course faculty must first approve the request. If the student's course faculty approve, the Leave of Absence ad-hoc committee may then be convened.
4. The Registrar will notify the following departments with the results of the request:
 - Financial Aid
 - Business Office
 - Faculty of the classes for which the student is currently enrolled
 - Student academic advisor
 - Academic Dean
 - Department Chair
 - Other necessary faculty or staff as part of daily operational needs

Failure to Return:

Failure to return from an approved leave of absence shall be considered a withdrawal. The withdrawal date shall reflect the start date of the leave of absence even though the leave was approved. The withdrawal policy shall then be implemented.