
LEAVE OF ABSENCE POLICY

STANDARD PERIOD OF NON-ENROLLMENT (SPN)

All students in good academic standing who have successfully completed at least two quarters are eligible take one (1) Standard Period of Non-Enrollment (SPN) quarter off while enrolled in a degree program. A student who plans to take a quarter off from school (other than summer quarter) must submit a written request for an SPN. An SPN may not be taken consecutively with a summer quarter off.

Students considering taking an SPN should be aware that some required courses may be offered on a rotating basis (i.e., fall quarter only, every other year). Any student who plans to take an SPN should schedule an academic plan review with an academic advisor to consider how taking a quarter off may affect timely completion of program requirements.

The SPN request must be submitted to the Director of Student Success prior to the first day of classes and no later than the Add/Drop deadline of the quarter the student is planning to be away from the college. After the Add/Drop deadline, no SPN requests are granted. The student must return for the following quarter by the specific date indicated on the Standard Period of Non-Enrollment approval form.

A student who fails to return to the college by the date indicated will be administratively withdrawn from the college. If applicable, the cost of tuition will be adjusted.

PERSONAL LEAVE OF ABSENCE (LOA)

A student in academic good standing who experiences certain types of emergencies, hardships, or life situations requiring the student to take a quarter off may request a one quarter Leave of Absence (LOA).

A student considering taking a Leave of Absence is encouraged to meet with an academic advisor for guidance before filing a request. Because some courses may be offered on a rotating basis (i.e., fall quarter only, every other year), a student who plans to take a Leave of Absence should schedule an academic plan review with an academic advisor to consider how the leave of absence may affect timely completion of program requirements. Students wishing to take a LOA must also meet with the Director of Student Success.

A Request for a Leave of Absence must be submitted to the Director of Student Success accompanied by documentation of the student's reason for the Leave of Absence. The request for a LOA must be approved by the Director of Student Success and representatives of Academic Affairs, Financial Aid, and Student Accounts.

Acceptable reasons for requesting a Leave of Absence are:

- Death of an immediate family member
- Student illness requiring hospitalization (including mental health issues)
- Illness of an immediate family member where the student is the primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce
- Previously undocumented disabilities
- Natural Disaster
- Financial hardship such as foreclosure, eviction, or lay-offs
- Documentation from a Professional Counselor
- A lengthy student illness documented by the student's physician
- Military deployment
- Military permanent change of station
- Pregnancy

If a student requests a Leave of Absence after the Add/Drop deadline, the student will be administratively withdrawn from all registered courses. A grade of AW will be recorded on the student's record for all registered courses. If applicable, the cost of tuition will be adjusted. Students taking a LOA will be required to re-take the course(s) from which they withdrew.

A student who does not return to school for the quarter following a Leave of Absence will be administratively withdrawn from the college. If applicable, the cost of tuition will be adjusted.

Leave of Absence Limits

BFA students may be granted two (2) Leave of Absence requests totaling no more than 180 days over the duration of the bachelor's degree program. AFA and AAS students may be granted one (1) Leave of Absence request over the duration of the associate degree program.