

## Leave of Absence

Policy Information			
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Policy Owner:	VP Enrollment Management and Student Affairs	Council/Committee Recommendation:	Strategic Enrollment Management Committee
Responsible University Administrator:	VP of Enrollment Management and Student Affairs	President Council Approved Date:	12/2/2020; 11/20/2025

### 1. Purpose

- 1.1. To define conditions for a Leave of Absence(LOA), allowing students to maintain active status at Baptist University, and/or within their program.

### 2. Policy

- 2.1. A student may request a Leave of Absence for any of the following reasons:
  - 2.1.1. Required health care;
  - 2.1.2. Finances;
  - 2.1.3. Family leave;
  - 2.1.4. Active military deployment;
  - 2.1.5. Engagement in advanced study, research and/or creative scholarship (applicable for graduate students only)
  - 2.1.6. Other extenuating situations considered on a case-case basis.
- 2.2. Requirements for Leave of Absence
  - 2.2.1. The student must be currently enrolled, or enrolled in the previous term and meet the minimum academic standards (good academic standing) with no current disciplinary actions.
    - 2.2.1.1. Exceptions may be considered in extenuating circumstances.
  - 2.2.2. The student must complete the LOA Request form applicable to their respective Program/College.
    - 2.2.2.1. The student must document reasonable intent of returning. An expected date of return and a plan for completion of clinical and/or course work, approved by the Academic Dean of the College in which the student is enrolled, must be included.
    - 2.2.2.2. If the student is seeking leave based on experiencing a personal serious medical condition or injury which has impacted their ability to do academic or clinical work, the request must include documentation from a health care professional who has a primary role in the direct treatment of the student, such as a letter from the physician or health care professional, including a diagnosis, prognosis, treatment plan and expected leave period, including date of return.
      - 2.2.2.2.1. In the event the student is unable to complete the documentation, a legal guardian or representative with power of attorney may complete the form and provide the necessary documentation.

2.2.2.2.2. Students in the College of Osteopathic Medicine (COM) or their legal representative must meet with the Senior Associate Dean of Academic Affairs (OMS I and 2) or Senior Associate Dean of Clinical Affairs (OMS 3 and 4) to review the form and appropriate documentation prior to submission.

### 2.3. Criteria for the Leave of Absence

- 2.3.1. An approved leave of absence will not exceed one (1) academic year and must not extend the maximum time of 150% from matriculation to completion of all requirements for graduation.
- 2.3.2. The student will not be granted more than two (2) LOAs during enrollment at the University.
- 2.3.3. The student may be allowed to begin their LOA at a point after the start of a term, but will not be eligible to make up incomplete class/lab work or remediate any examinations.
- 2.3.4. If the leave is approved, the student will receive a grade of “W” in all courses in which the student is currently enrolled.
- 2.3.5. If an exception is granted and a student who is not in good academic standing or is in a disciplinary status is granted a Leave of Absence, upon their return they will be in the same standing/status.
- 2.3.6. Any student granted a Leave of Absence cannot be enrolled in any Baptist Health Sciences University (BHSU) courses during the leave period.
- 2.3.7. Should a student attend another college or university while on LOA from BHSU, course credit earned during that time will not be accepted.
- 2.3.8. Any financial obligations are addressed as per BHSU and financial aid policies.

### 2.4. Criteria for Return from Leave of Absence

- 2.4.1. The student will not be allowed to return in the middle of a course or term.
- 2.4.2. Selection/progression in the program of study may be determined by space availability.
- 2.4.3. The student must submit written notification of their intent to return to the Dean for their program.
- 2.4.4. If the student does not return, student absences are treated as an exit from the University.

## 3. Definitions

- 3.1. **Leave of absence** - An interruption in progression for a period greater than fifteen (15) consecutive days of scheduled academic activities, and beyond the term limits for readmission, that allows the student to remain enrolled at Baptist University.

## 4. Procedure

### 4.1. For Associate Degree, Bachelor Degree, and Doctor of Nursing Practice programs

#### 4.1.1. Student or representative

- 4.1.1.1. The student or legal representative acquires the Request for Leave of Absence form from the Office of Enrollment Management, completes the student data portion and provides the necessary documentation showing that all conditions for the leave of absence have been met.
- 4.1.1.2. The student or legal representative will meet with department representatives and gain the required signatures indicated on the Request for Leave of Absence form.
- 4.1.1.3. The student or legal representative submits the completed request along with the documentation to the Vice President for Enrollment Management and Student Affairs. The request must be made prior to the start date of the leave, unless unforeseen circumstances arise.
- 4.1.1.4. The student or legal representative must meet with the Financial Aid Office to discuss the implications of the LOA on their student loans and future financial aid eligibility.

#### 4.1.2. Vice President for Enrollment Management and Student Affairs (VPMSA)

- 4.1.2.1. The VPMSA serves as chair and appoints an Ad Hoc committee within 5 business days from the time the written request is received. The Ad Hoc Committee will consist of a representative from the Office of Registrar, Financial Aid, the Dean/Chair of the student's program, the Dean of Student Services, and the student's academic advisor.
- 4.1.3. Ad Hoc committee
  - 4.1.3.1. The Ad Hoc Committee will review the student's academic progress and factors supporting the request.
  - 4.1.3.2. The Ad Hoc Committee will approve or deny the request within 5 business days.
- 4.1.4. Registrar
  - 4.1.4.1. The VPMSA notifies the student of the decision via email to the student's official Baptist University email account.
    - 4.1.4.1.1. If approved, the Registrar's Office will indicate the leave of absence in the student information system. This will also include an official withdrawal from the course(s) and/or term, as applicable.
    - 4.1.4.1.2. If not approved, student absences are treated as a withdrawal from the course(s) and/or term, as applicable.
- 4.1.5. Return Procedure - Student
  - 4.1.5.1. Prior to returning, the student must notify the appropriate Dean in writing.
  - 4.1.5.2. If leave was approved based on the personal medical condition of the student, the student must submit proof from their medical professional of clearance to return.
- 4.1.6. Return Procedure – Dean
  - 4.1.6.1. If the student meets the requirements to return, the Dean notifies the Registrar's office and connects the student with the appropriate academic advisor.
- 4.2. For Doctor of Osteopathic Medicine Students
  - 4.2.1. The student or legal representative contacts the appropriate Senior Associate Dean or designee to validate the student's current academic and professional standing and provide guidance as to the required documentation and process to complete the form requesting the LOA.
    - 4.2.1.1. If the student must be reviewed by the Student Progress Committee (SPC), the Senior Associate Dean or designee will notify the SPC Chair.
  - 4.2.2. The appropriate Senior Associate Dean or designee, or SPC committee, as applicable, make the decision regarding the LOA request and work with the student to complete the LOA form and submit to the Registrar's Office.
    - 4.2.2.1. The appropriate Senior Associate Dean or designee, or SPC committee provides the student a formal letter of decision and if approved, the required process and documentation for return.
  - 4.2.3. The appropriate Senior Associate Dean or designee, or SPC committee notifies the Dean of the LOA decision.
  - 4.2.4. The student or legal representative must meet with the Financial Aid Office to discuss the implications of the LOA on their student loans and future financial aid eligibility.
  - 4.2.5. Any student who is on an approved LOA for active military deployment or engagement in advanced study, research, and/or creative scholarship may be permitted to participate in student interest groups or BHSU/COM sponsored activities. Students on all other approved LOA's will not be permitted to participate in student interest groups and/or BHSU/COM sponsored activities
- 4.3. Return Procedure, College of Medicine

- 4.3.1. At least thirty (30) days prior to returning, the student submits the Return of Leave of Absence form and all required documentation to the appropriate Senior Associate Dean or designee, who reviews and approves the return.
- 4.3.1.1. The appropriate Senior Associate Dean or designee will determine the parameters required for the student’s return. This may include a repeat or remediation of prior semester’s content, or other actions to ensure the student is prepared to progress.
- 4.3.2. The appropriate Senior Associate Dean or designee Dean’s Office will submit the form to the Registrar, contact the Financial Aid Office to notify them of the of the student’s return, and contact the student’s mentor and other academic support staff so they can provide guidance for the student’s successful return.
- 4.3.3. The student must adhere to college curriculum requirements policies in effect at the time of their return.
- 4.3.4. Upon return, the student must meet financial obligations in effect at the time of their return.
- 4.3.5. A student who fails to return from the leave of absence without notice will be considered withdrawing from the College.

## 5. Related Information

- 5.1. Leave of Absence Request Form
- 5.2. ACA.6002 Academic Standards of Satisfactory Academic Progress
- 5.3. ACA.6023 Scholastic Standard Policy
- 5.4. ACA.6068 Progression Interruption Due to Military Service Return from Leave of Absence Request Form
- 5.5. ACA.6055 Student Grading –DO Policy
- 5.6. ACA.6056 Academic Standing and Student Promotion-DO

## 6. Publications

Yes	Publication	Yes	Publication
x	University Academic Catalog		University Website
x	University Student Handbook	x	MyCampus
	University Faculty and Staff Handbook		Other University Publication: