

Ohio Dominican University-LEAD Program

Leave of Absence Policy

Effective July 1, 2011

A Leave of Absence (LOA) refers to a specific time period when an Ohio Dominican University (ODU) LEAD student is not in academic attendance. An approved LOA is necessary for breaks in attendance of more than 45 calendar days after the end date of the course a student ceased attending. This time period is based upon all calendar days including weekends and holidays. A student must follow the University's policy in requesting the LOA by providing a written, signed, and dated request to the university on or before the student's start date of the course for which the student is requesting the leave.

A student may be approved by ODU for two leaves in a 12 month period. A single leave may not exceed 120 days in length. Students are considered to remain in an in-school status when on an approved LOA. During the LOA the student is not considered withdrawn, and for those students with Title IV loans, no *Return of Funds Calculation* is required. However, a LOA may impact loan and/or grant disbursement dates and amounts that have been awarded. A student on an approved LOA will not be assessed additional charges.

Required Documentation- The student must follow the university's policy in requesting the LOA. In addition, a LOA may be considered an approved Leave of Absence if ODU determines that there is a reasonable expectation that the student will return from the LOA. The student must complete a *Leave of Absence Request Form*, and submit the form to either the LEAD Financial Aid Office (Title IV aid recipients only) or to the LEAD Student Services Office on or before the start date of the course for which the student is requesting the leave. The request must include a detailed reason for the leave and include a written signature and date. *Leave of Absence Request Forms* are available from the LEAD Financial Aid Office and from the LEAD Student Services Office.

If unforeseen circumstances, as defined by ODU, prevent a student from providing a written request on or before the start date of the course for which the student is requesting the leave, approval might be granted provided the appropriate documentation explaining the unforeseen circumstances is provided. The student must submit the request within 29 days of their last date of attendance and be currently enrolled. Unforeseen circumstances may include, but are not limited to, medical and family emergencies, University course cancellation and/or facility closure, and natural disasters.

Under all circumstances, once a *Leave of Absence Request Form* has been received by the LEAD Financial Aid Office (Title IV aid recipients) or the Student Services Office, the request will be reviewed and the student will be notified of the acceptance or denial of the request.

Length and Number of Leaves-Students may be approved for up to two nonconsecutive leaves in a 12-month period. A leave may not exceed 120 days in length and combined leaves in a 12-month period cannot exceed 180 days. Students returning from a first LOA must successfully complete at least one course prior to requesting a second LOA.

The LOA start date will always equal the day after the student's last date of class attendance and will be used to count the number of days in the leave. The count is based on the number of calendar days between the last date of attendance and the re-entry date. The start date of the first approved Leave of Absence is used when determining the start date for the 12-month period.

Failure to Return-A student must return on or before the original approved re-entry date. If the student does not return on or before the original approved re-entry date, the student will be withdrawn from the university. The withdrawal date will be the student's last date of class attendance. For Title IV loan borrowers, this date will also be used as the beginning of your grace period for loan repayment purposes. Failure to return will exhaust some of your grace period and a *Return of Funds Calculation* will be required.