



# Student Leave of Absence Policy

Policy number: 607  
Policy owner: Dean of Students

Date of initial publication: 2015<sup>1</sup>  
Date of latest revision: February 11, 2022

## SECTION I. PURPOSE

The purpose of this policy is to ensure the safety and well-being of the university community by removing students whose behaviors indicate a risk to themselves or the community. This policy is intended to ensure that the university maintains a high level of academic excellence and that the university is a safe and supportive environment for all students.

This policy applies to all students enrolled in any degree program at the university. It is intended to provide a clear and consistent process for students who are unable to continue their education due to personal or academic reasons.

## SECTION III. DEFINITIONS

When used in this policy, the following terms have the following meanings:

- a. A **voluntary leave of absence** occurs when a student chooses to withdraw from all courses, with the intention to return to the university or to return to the university after a specified period of time.
- b. An **involuntary leave of absence** occurs when the university determines that a student's behavior poses a risk to the health and safety of self or others. Under this policy, the university may require a student to take a leave of absence by requesting or requiring a student to take a leave of absence.

## SECTION IV. VOLUNTARY LEAVE OF ABSENCE

A student may take a voluntary leave of absence from the university for the following reasons:

- Family or personal obligations
- Financial concerns
- Health concerns
- Religious observance
- Travel
- Other reasons

Internship or co-op experience

An undergraduate student considering a leave of absence should contact the DEC associate dean of academics. Some programs may have limitations on the length of a leave of absence.

<sup>1</sup> This policy was formerly known as the Behavioral Leave Policy.

affected by a leave of absence.  
should

a student's financial aid may be  
ntary leave of absence

aid. If the student is currently enrolled in courses, the student must follow applicable university policies related to withdrawal and Military Withdrawal Policy. Students who take a voluntary leave of absence must consult with the Academic Counseling.

Undergraduate students who wish to return to the university from a voluntary leave must contact Academic Counseling

to the university from a voluntary

for an involuntary leave of absence under this policy, the Deans of Faculty and Student Services establish and implement conditions and/or requirements for re-attendance and further restrictions. Those requirements may be appealed as set forth below.

## SECTION V.

The primary concern of this section is to provide measures short of an involuntary leave of absence when a student is struggling to function successfully or safely in their role as student or to meet behavioral and/or self-care expectations. Such measures may include, but are not limited to, meetings, university officials, behavioral contracts, temporary restrictions on a student's ability to engage in

residence halls or temporary restrictions on the student's ability to participate in other programs or activities. Any such measures shall be applied on a non-discriminatory basis and shall not constitute discrimination on the basis of disability.

While no criteria are set forth to determine when or how a student is considered to be at risk, the university has the responsibility to ensure the health and safety of its students. The university shall consider the following factors about the individual's medical condition and/or the best available objective evidence which indicates that a student poses a significant risk to the health or safety of the university or one of its members, (2) where a student is unable or unwilling to carry out substantial self-care obligations and poses a significant risk to the health or safety of the university or one of its members, stereotypes, or generalizations, or (3) where a student's behavior significantly disrupts the university community and the student does not voluntarily agree to a leave of absence.

Before requiring an invol

be implemented to allow a student to continue to participate in the university community.

An involuntary leave may be considered based on the criteria above, regardless of whether the

disciplinary process is separate from this

may have conducted an agreement.

### A. Interim Leave

In response to a student's health or safety concerns, the university may take interim measures to ensure the student's health and safety, including a temporary leave of absence or restricting the student's access to campus. The Deans of Faculty and Student Services have discretion to take interim measures, including imposing an interim involuntary leave of absence or restricting the student's access to campus.

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The Dean of Students or their designee will review a student's petition for leave of absence and determine if the student is eligible for re-admission. If the student is not eligible for re-admission, the student will be required to complete additional coursework or other requirements before being eligible for re-admission.

The Dean of Students or their designee will provide a written notice of their decision to the student. If the student is not eligible for re-admission, the student will be required to complete additional coursework or other requirements before being eligible for re-admission, any requirements or conditions for re-enrollment, and information about how to appeal the decision.