



Name of Policy: Leave of Absence
Responsible Department: Office of the Registrar
Responsible Administrator: Registrar
Effective Date: August 1, 2017

POLICY

A student must be enrolled without interruption throughout their program, unless the student requests a temporary leave of absence (LOA).

- Students in 15-week length semesters must enroll continuously each Fall and Spring semester.
- Students in 8-week session-based terms must enroll continuously each Fall, Spring, and Summer.

PROCEDURE

A student who must interrupt studies for a prescribed length of time, no longer than 180 days, must file a written LOA request (this includes an email from the student's Elms email account), and have the request approved by the Registrar. While on LOA, students retain access to their Elms email accounts.

The student may return from such a leave of absence by notifying the Registrar in writing. The Registrar will then reactivate the student's record.

If after the 180 day period, the student does not return, the student is considered to have ceased attendance, is automatically withdrawn from the college, and re-application through the Office of Admission is required for return. The student's Elms email account will be deactivated overnight.

A student who desires to study at an accredited college or university while on a leave of absence, and intends to transfer credits back to Elms College, must receive prior written approval from the Registrar.

Any student who has not registered for a credit-bearing course within one semester will be placed administratively on Leave of Absence from the college for one semester; if the student does not return after one semester, the LOA will be converted to a college withdrawal.

NOTE: For students who have received federal loans, for example subsidized or unsubsidized Stafford loans, failure to return from a LOA may have an effect on a student's loan repayment terms, including the expiration of the student's grace period. Please contact the Financial Aid Office for additional information.