



Name of Policy: Leave of Absence
Responsible Department: Office of the Registrar
Responsible Administrator: Registrar
Effective Date: August 1, 2025

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 Leave of Absence request (this includes an email from the student's Elms email account), and have the request approved by the Registrar.

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. Note that the student's access to Elms College email will be temporarily suspended while on leave.

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the 180 day period, the student does not return, the student is considered to have ceased attendance, is automatically withdrawn from the college, and re-application through the Office of Admission is required for return.

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