

**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 5/01, 9/06, 8/13, 6/18


No: 2-L-800-04

Last Review Date: October 2021

Required Review Date: August 2025

Administrative Unit: Dean of Enrollment
Management

Approved By:



Jared Seliger, PhD, CNMT
President

SUBJECT: Leave of Absence Policy

PURPOSE: To set and define an Allen College Leave of Absence Policy

EFFECTIVE

FOR: Allen College Students

POLICY:

Definition:

An interruption in course progression due to a documented unforeseen circumstance with an approved reason and a documented intent to return to complete the educational program.

Requirements:

- The student shall be responsible for submitting a written request to the Registrar requesting a leave of absence.
- The student submitting the request shall be currently enrolled in classes or enrolled during the last semester.
- If the student is requesting a mid-semester leave, the student must be performing satisfactorily in all current classes. The ad hoc committee will review the academic progress as part of the determining factors in granting a leave.
- The student shall document a reasonable intent of returning to complete course of study. An expected date of return and a plan for completion of clinical and course work must be included.
- The request shall be made prior to the start date of the leave unless unforeseen circumstances arise. Written documentation and explanation of late application shall be submitted by the student to substantiate the late request.
- The leave of absence shall not exceed 180 days in any 12-month period as outlined by Title IV regulations.

Reasons for Approved Leave of Absences:

- Illness of self or family member
- Death in family
- Birth of baby or situations covered by the Family and Medical Leave Act of 1993
- Financial difficulty
- Military duty
- Jury duty

- Other circumstances as approved by the leave of absence ad hoc committee (members listed in approval process).

All other absences shall be considered an unapproved leave of absence. Unapproved absences will be treated as a withdrawal, and the proper withdrawal procedures shall be activated.

PROCEDURE:

Approval Process:

1. The leave of absence ad hoc committee shall approve or deny the leave of absence within 5 business days of the written request.
2. The committee shall consist of the Registrar, Director of Admissions, the Director of Financial Aid, Dean of the School*, Program Director (if applicable), and the Chair of the Admissions, Progression and Graduation committee*. (*These members are determined based on the program of the requestor).
3. Special attention shall be focused on the ability of the student to complete the clinical and course work. A leave of absence provides that the student shall be able to complete their course progression. If a student is requesting a mid-semester leave of absence, the student's course faculty must first approve the request. If the student's course faculty approve, the Leave of Absence ad-hoc committee may then be convened.
4. The Registrar will notify the following departments with the results of the request:
 - Financial Aid
 - Business Office
 - Faculty of the classes for which the student is currently enrolled
 - Student academic advisor
 - Academic Dean
 - Department Chair
 - Other necessary faculty or staff as part of daily operational needs

Failure to Return:

Failure to return from an approved leave of absence shall be considered a withdrawal. The withdrawal date shall reflect the start date of the leave of absence even though the leave was approved. The withdrawal policy shall then be implemented.

Allen College Leave of Absence Form

Students who are performing satisfactorily and find it necessary to interrupt their course of study for personal reasons may be granted a leave of absence. When requesting a leave, the student should specify the date to resume study. A, one-time maximum, leave of absence is granted for not more than 180- days in a 12-month period. Students must provide a written request for leave of absence, which includes the reasoning. A leave of absence form can be obtained from the Registrar's office. Contact (319) 226-2002 with questions.

A leave of absence may affect your financial aid. Students are only granted a 180-day leave of absence in any 12-month period from the state and federal governments. Therefore, all students requesting a leave of absence are encouraged to meet with the Financial Aid Director for counseling.

Name:

Address:

Telephone:

Email address:

What academic program are you enrolled in?

What was the last day you attended, or plan to attend class?

What is the date your leave of absence will begin?

What semester/year do you plan on returning to Allen College?

How many credits are you currently carrying?

Reason for leave of absence (*please attach a letter of explanation which includes a plan for course/program completion*).

Signature of student (or typed)

By checking this box, student waives signature and typed name constitutes signature.

Submit to: Registrar, Allen College, 1825 Logan Ave., Waterloo, IA 50703 or Fax (319) 226-2010

Office use only

Date submitted to Registrar: _____

Verification of satisfactory academic performance: Yes _____ No _____

Verified by (signature and title): _____

Verification by Financial Aid Director (signature): _____

Leave of absence granted: Yes _____ No _____