



Student Leave of Absence (LOA) Instructions:

The University recognizes there are situations when a student may require a leave of absence. Such leaves are granted for a maximum of one academic year with the exception of leaves granted for military service. Students on a leave of absence are not eligible for University services, with the exception of academic advising. Students who intend to return from an LOA must also review and adhere to applicable school/program-specific policies in addition to the general policy outlined in the University catalog. Students who fail to return within the designated time must reapply for admission.

STEPS:

- The student must meet to consult with their Academic Dean or designee regarding the reason(s) for considering, and the ramifications of, taking a leave of absence. If the student is considering a leave for medical reasons, the student will be referred to the Office of Student Affairs for additional requirements.
- Student must return the completed Leave of Absence form within 1 week (or 5 business days) of initial meeting with Academic Dean or designee with the following required signatures:
 - *The student*
 - *Academic Dean or designee*
 - *Student Financial Services*
 - *Immigration Services representative [International students with an F-1 or J-1 (I-20) visa status]*
- The Academic Dean or designee will notify the student within 1 week (or 5 business days) upon receipt of the completed form with finalized LOA requirements via the student's MCPHS email account.
- Within 24 hours of receipt of the Academic Dean/designee's decision the student:
 - *Must vacate the residence hall and turn in their keys and ID.*
 - *Must empty his/her locker*
- Students must confirm and complete the 'Student Intent to Return from Leave of Absence' form prior to the following deadlines :
 - *March 1—for a summer or fall semester return*
 - *October 1—for a spring semester return*
 - *Online students—30 days prior to the beginning of the semester*
- Students returning from an LOA must review and adhere to applicable school/program-specific policies.

[Please note: If you intend to take courses outside of MCPHS during your leave, you must have authorization prior to course enrollment. Please submit a Petition to Transfer Credit Form to the Center for Academic Success and Enrichment (CASE) or your Academic Dean/designee.]



To Be Completed by the Student:

On what date did you initiate this Leave of Absence request? _____
Date:

Academic Program _____ Current MOG/YOG _____ Student ID# _____

Name _____ Campus _____
Last First M.I.

Permanent Address _____
Street City State ZIP Country

Personal email _____ Mobile Telephone Number _____

- Are you an International (F1) Student? Yes _____ No _____
- Do you receive VA benefits? Yes _____ No _____
- Do you live in a University residence? Yes _____ No _____
- Are you currently registered for classes? Yes _____ No _____
- Will you complete the current semester? Yes _____ No _____
 - If yes, what is first semester you will be on leave? _____

Please explain why you are requesting a leave of absence from the university below:

Student Signature Date



LEAVE OF ABSENCE REQUEST Worksheet:

To be COMPLETED BY ACADEMIC DEAN/DESIGNEE:

Student ID# _____ Name _____

1st Meeting date _____ Academic Dean or designee _____ Date _____ initials _____

LOA Reason [choose 1]

Medical _____ Name of Student Affairs referral _____ Date of referral _____

Academic Comments _____

Financial Comments _____

Military Comments _____

Personal Comments _____

Commute _____ Work Conflict _____ Childcare _____ Other _____

LOA Request Cancelled by Student _____ Unresponsive Student _____

Current MOG/YOG: _____ New MOG/YOG: _____

1st RETURN Semester: _____ 2nd Semester: _____

Table with 6 columns: CRSE #, Course Title, Credits, CRSE #, Course Title, Credits. Rows for 1st and 2nd semesters.

3rd Semester: _____ 4th Semester: _____

Table with 6 columns: CRSE #, Course Title, Credits, CRSE #, Course Title, Credits. Rows for 3rd and 4th semesters.

All students must obtain a signature from a Student Financial Services counselor prior to submitting finalized form to your Academic Dean/designee.

Printed Name of Student Financial Services Counselor _____ Signature _____ Date _____

Are you an international student? Yes _____ No _____

If yes, all International students with an F-1 or J-1 (I-20) visa status must obtain a signature from an advisor in Immigration Services (DSO) prior to submitting completed form to your Academic Dean or designee.

Printed Name of International Programs Advisor (DSO) _____ Signature _____ Date _____

The Academic Dean or designee will notify the student within 1 week (or 5 business days) upon receipt of the completed form with finalized LOA requirements via the student's MCPHS email account.

Printed Name of Academic Dean or designee _____ Signature _____ Date of receipt _____