**Temporary Leave of Absence for Students**

On occasion a student may face unavoidable circumstances that require him or her to withdraw from the University during an academic term. Such circumstances may allow the student to request a Temporary Leave of Absence from the University. Temporary Leave may be requested for a number of extenuating circumstances, including but not limited to childbirth, military service, or physical or mental health crises. Under Temporary Leave the student will be allowed to return to the University within one year without having to reapply or to change the catalog for her or his program of study.

A student may qualify for Temporary Leave of Absence if 1) the student is in good academic standing with the University; and 2) the student provides supporting documentation and receives approval from the Center for Student Success.

Students seeking a Temporary Leave complete a University Withdrawal form in the Center for Student Success. As part of that process, a professional staff member will be designated as the clearance contact for the student’s return to enrollment. If a student is denied a Temporary Leave of Absence, the student may appeal this decision to the Provost’s Office.

When the student is ready to return to the University, the student must request an interview with the designated staff member. Following an interview and review of any appropriate supporting documents, the staff member will determine the student’s readiness to return. Once the student is deemed ready to return, the staff member will notify the Office of Student Development to have the “stop” removed from the student’s account, and the academic advisor may be notified that the student is allowed to again engage in the registration process. If the student’s request to re-enroll is denied by the designated staff member, the student may appeal this decision to the Vice President for Student Development or his/her designee.

Requests for Temporary Leave of Absence for a given term are not granted after classes have ended for that term.