

We recognize that students may occasionally need to temporarily pause their studies due to unforeseen circumstances such as serious illness, accidents, family emergencies, or other personal matters that make attendance impossible or impractical. In such cases, the institute permits students to request a Leave of Absence (LOA) to suspend their enrollment rather than officially withdrawing from the program and reapplying.

Due to the lockstep nature of the program—where each of the 12 courses is offered only once per academic year in a fixed sequence—students who take an LOA must resume their studies in the same course during the same point in the next academic cycle. For example, if a student takes an LOA from Course 5 in October 2025, they may return to resume the program with Course 5 in October 2026.

An LOA allows students to maintain their status and return to the program without penalty, provided the procedures and deadlines outlined below are followed.

LOA Request Instructions

1. Consultation and Request: The student must first consult with their academic advisor. They must then complete and submit a Leave of Absence Form to the Registrar's Office. The form must include the reason for the LOA and be signed and dated by the student.
2. Review and Decision: Upon receiving the LOA request, the institute will assess whether there is a reasonable expectation that the student will return and resume their studies. The request will be approved or denied, and the student will be notified by email.
3. Return Notification: The student must report to the Registrar's Office and confirm their return on or before the expected return date specified on the approved LOA form.
4. Non-Return Consequences: If a student does not return on or before the approved LOA end date, they will be administratively withdrawn from the program. The withdrawal date for refund purposes will be the last day of attendance, and the date of determination will be the last day of the approved LOA.
5. Maximum Duration: An LOA may not exceed 366 days, unless otherwise required by law. Students receiving financial aid should consult the Financial Aid Office, as federal regulations limit Title IV aid deferrals to 180 days in a 12-month period.

NOTE: F-1 visa students must contact the International Student Advisor for consultation prior to requesting a LOA to ensure compliance with federal immigration regulations [8 C.F.R. §214.2(f)(6)(iii)(B)].

A: Personal Information

Student's Name (Last, First, Middle)

Student ID

Current Address (Street, City, State)

Zip Code

Phone

New Lines Email

Alternate Email

B: Complete the following

Program of Study

Credits Completed

Credits Remaining

Current cGPA

Advisor's Name

Are you an international student?

☐

NO, I am a U.S. citizen or Permanent Resident

☐

YES, my visa status is

☐

F-1

☐

Other

Requesting a Leave of Absence for the following semester OR after the date

Semester in which I will return (COURSE/TERM YEAR)

Date on which I will return (refer to the Academic Calendar)

Reason for leave of absence request (attach additional sheets if needed): (If it is a medical leave, a student must provide the university with the relevant documentation from a doctor that shows s/he is required to take medical treatment for that term or the period.) Please refer to the Academic Catalog for details on LOA student support and the re-entry policy.

By signing below, I certify that I have read and understood the Leave of Absence Policy.

Student Signature	Date
<div></div>	<div></div>
Program Chair/Advisor Signature (<i>Acknowledge the request</i>)	Date
<div></div>	<div></div>
Accounting Office Signature (<i>Checking the student account</i>)	Date
<div></div>	<div></div>
Registrar's Office Signature (<i>Update Student Status</i>)	Date
<div></div>	<div></div>

Registrar Office Use Only

☐ Granted

☐ Denied

☐ Informed the student on

☐ Updated in SIS

☐ Course add/drop/withdrawal form (if applicable)

Return Date

Original Grad Date

Revised Grad Date