



## Pennsylvania Institute of Technology

### Leave of Absence (LOA) Process for SPP

Revised: June 17, 2010

John C. Strayer, President

Supersedes: December 17, 2009

**Applicable Department(s)**

**Primary/Owner: SS**

**Secondary: ALL**

### Leave of Absence Process School of Professional Programs

It is the policy of the College to maintain prompt and accurate records of student status including withdrawal and/or leave of absence from the college.

#### School of Professional Programs

- In the School of Professional Programs Degree Programs the Leave of Absence process is driven when the student specifically requests in writing to the *Academic Administrator (Initiator)* and/or Dean of Student Services a Leave of Absence for extenuating circumstances. *These include but are not limited to: medical and family emergencies.*
  - Students placed on Leave of Absence require a return to school date of not more that 180 days from the Last Date of Attendance. (Students may not be out on LOA more than 180 days in a calendar year.)
- The Dean of Student Services will confer with the Academic Administrator who has initiated the LOA and determine if the student is to be granted the Leave of Absence or be withdrawn from the College.
- Once the LOA is approved, the initiator must complete the LOA form and send a copy of the form to the Director of Financial Aid, the Dean of Student Services, the Extern Coordinator, the Registrar and the Business Office.
- It is the responsibility of the initiator to monitor and track the LOA so that it does not exceed the allowed 180 days. The initiator must determine if the student is returning on the expected return date or if the student must be withdrawn from the College before the 180 days expire.
- If the student returns the **Return from LOA Form 118A** must be completed by the initiator and sent to the Business Office, Financial Aid Office, Registrar, Extern Coordinator, the Program Manager and the Dean of Student Services before the student can be registered for class.
- If the student cannot return before the end of 180 days, the initiator of the LOA must then initiate the withdrawal process.
- *The Academic Administrator initiates the Leave of Absence Activity process in Contact Manager. The Leave of Absence process begins when the “AA – Student LOA Activity” is initiated in Contact Manager and left pending and forwarded to the Director of Financial Aid.*
- *The **pending activity** sent from the Academic Administrator is opened by the Director of Financial Aid. The Director of Financial Aid will suspend the*

- student's Title IV Funding and 'pend' the activity to the Business Office within two business days.*
- *The **pending activity** sent from the Director of Financial Aid is opened by the Business Office. The Business Office will adjust the student's account and 'pend' the activity within two business days and forward it to the Academic Records Office.*
  - *Once the Business Office "**pend**s" the activity to the Academic Records Office, **the Academic Records Office will close the activity and will change the student's status from "Active" to "Leave of Absence" within (2) two business days.***