

# Leave of Absence Policy

## East Central University

*Last Updated 10-23-23*

At times, circumstances may require students to consider taking a break from school. For absences of one calendar year or less, students will retain their catalog year and be permitted to re-enroll within that year without applying for readmission or reinstatement. Full-time students may request a leave of absence (LOA) for one additional year (military leave of absence follows a separate policy). Students on leave of absence will retain their catalog year and be subject to all policies within that catalog.

### Types of Leave of Absence:

- a. *Medical Leave of Absence*: Students may consider a medical LOA if they are experiencing a medical situation that hinders their ability to successfully complete coursework. Students who cannot complete a current term because of a medical emergency should also consider whether to apply for a Medical Withdrawal.
- b. *Personal Leave of Absence*: Students may consider a personal LOA for family reasons, planned internship or educational experience not offered through ECU, or other reasons that require a student to be away from school for a limited period of time.

### When considering a Leave of Absence:

BEFORE requesting a LOA, students should take the following steps:

- Meet with an academic advisor to discuss how a LOA will affect academic progress.
- Contact the Office of Financial Aid to discuss implication of a LOA for current obligations and future financial aid.
- If applicable, contact International Student Services to determine implications for international student status.
- If applicable, contact Housing and Residence Life to make plans for moving out and to discuss remaining financial responsibility.

### Petitioning for a Leave of Absence:

Students should complete a Leave of Absence (LOA) form and attach supporting documentation (such as medical documentation, etc.). **If a student is currently enrolled, he/she must also complete a drop or withdrawal form—the LOA form will not drop/withdraw a student from classes.** All academic deadlines will apply. Students who have not dropped from courses before the deadline will be responsible for all relevant tuition and fees. LOA will not be granted retroactively or backdated. LOA will not be approved for students who are subject to academic or conduct dismissal.

### Returning from a Leave of Absence:

To return from a LOA, students should first complete the readmission process via ECU's Admissions Office. After being readmitted, the returning student should submit to the Records Office a signed *Readmit Student Request to Maintain Prior Catalog Year* form, which can be obtained on the Records Office web page. The form may be submitted to the Records Office in person, or via email ([registrar@ecok.edu](mailto:registrar@ecok.edu)) – but only if sent from an ECU email address. The form must be received by the Records Office within six months of the student being readmitted. Students who decide to return early – within one calendar year of leaving the university– need not be readmitted, nor do they need to submit the catalog year form.