

Leave of Absence - Adult

A Leave of Absence (LOA) will be considered on a case-by-case basis (e.g. such as extended illness, ~~or~~ serious injury, etc.) and may not exceed 60 days within a 12-month period. A LOA must be a minimum of ~~15 hours~~ (5) days. Students may not be approved for more than one leave of absence in a 12-month period.

The LOA must be requested by the student prior to the leave. ~~on or before the 12th hour of consecutive absence.~~ The LOA form should be requested by the student from Student Services. ~~Student Services Secretary.~~ The form will provide a written, signed, and dated request and the reason for the request. Upon completion of the form, the student must contact ~~the~~ a Director Assistant Superintendent and provide appropriate documentation for the leave to be considered.

~~A Leave of Absence (LOA) may be granted if the student is unable to request the leave on or before the 12th hour of absence due to unforeseen circumstances (such as a car wreck) as long as the student provides documentation at a later date.--~~

If the student is unable to request leave prior to the LOA due to unforeseen circumstances (such as a car wreck, health issues, military reasons, etc.), the student must contact Student Services as soon as possible to request the LOA. A LOA may be granted as long as the student provides documentation at a later date. Upon receipt of documentation, the Director will document the approved or unapproved decision.

Students granted approved leaves of absence are expected to return to class at the end of the leave of absence.

For students who are Pell Grant recipients:

A student who does not return at the end of a leave of absence will be withdrawn, and if the student received Title IV federal financial aid, the drop date would be the student's last date of attendance. The student and the school may owe money back to the Federal Pell Grant Program.

Any leave of absence that does not meet all the conditions outlined above for an **approved** leave of absence is considered a withdrawal for Title IV purposes and the student's withdrawal date will be the last date the student attended class. In such cases, both the school and the student may be required to return money to the Federal Pell Grant program.