

# LEAVES OF ABSENCE

## General Policies and Conditions for All Leaves

Leaves of absence are defined as a temporary separation from the university. Leaves of absence cannot be granted retroactively.

At the conclusion of the leave of absence, the student receives automatic readmission to the university. The granting of a leave of absence guarantees readmission to the academic program in which the student is enrolled when applying for a leave and permits the student to graduate by complying with the degree program requirements in effect when the leave is taken, provided that the courses are still offered. If requirements for graduation are changed after a student is first admitted to Quinnipiac, the student can choose to follow either the former or the new requirements. During the leave of absence, Quinnipiac retains the student's deposit until completion or withdrawal.

Leaves of absence are not granted for the purpose of allowing a student to study at another university. In general, courses taken at another institution while a student is on a leave of absence will not be transferred in for credit at Quinnipiac.

If a student takes a leave of absence and later is suspended, dismissed, placed on warning for unsatisfactory academic performance (including academic integrity sanctions), or suspended or expelled as the result of a conduct decision, the sanctions take precedence over the leave of absence and stand as a matter of record. Any academic warning becomes operative at the time of return to the university.

## Academic Leaves of Absence

Academic (non-medical) leaves of absence may be arranged for one or two semesters subject to departmental and school approval. Students may request a leave using the university's electronic Leave of Absence form (<http://forms.quinnipiac.edu/LeaveOfAbsence/form.html>).

Students who do not return after the specified leave of absence period will be administratively withdrawn and will be required to reapply for admission to return to the university. In such instances there is no guarantee of readmission to the university and to the academic program in which the student was enrolled prior to the leave of absence.

## Medical Leaves of Absence

Students who wish to withdraw from the university during an academic term for medical reasons (i.e., physical or mental health conditions that necessitate their absence) may request a medical leave of absence.

The student should provide supporting documentation of the medical condition from their treating provider to the associate dean of students for health and wellness or designee, who will review the documentation. A medical leave of absence may be granted for one or two semesters. Students may request a leave using the university's electronic Leave of Absence form (<http://forms.quinnipiac.edu/LeaveOfAbsence/form.html>).

Students who do not return after the specified leave of absence period will be administratively withdrawn and will be required to reapply for admission to return to the university. In such instances there is no guarantee of readmission.

Upon conclusion of the medical leave, the student must provide supporting documentation from their treating provider to the associate dean of students for health and wellness or designee. This documentation will be shared with the appropriate university staff, including the university's consulting medical professional, if warranted. The student will be advised of the outcome of this review and whether they are approved to return, with reasonable accommodations if applicable.

## Military Leaves

Procedures for students taking military leave will be administered under the guidelines noted in volume 2, chapter 3 of the Federal Student Aid Handbook (<https://fsapartners.ed.gov/knowledge-center/fsa-handbook/>). Students who have been called to active duty can choose one of the following options:

1. The student may withdraw from courses with a full tuition refund or tuition credit, in accordance with institutional and federal government guidelines.
2. If a student has completed at least 50 percent of the coursework and upon recommendation of the student's dean, the student may elect to take "incompletes" and make special arrangement for course completion with individual instructors.

Students needing to take a military leave should contact the director of veteran and military affairs at 203-582-8867.

Students are eligible to return within five years following military service. However, the degree requirements may have changed, and they may be required to comply with degree program requirements in effect at the time of their return to the university.