

LEAVE OF ABSENCE

General Leave of Absence Policy

Students in good academic and conduct standing who wish to interrupt their studies for the next semester may apply for a leave of absence by contacting the Office of the Dean of Students. To apply, the student must complete and submit the University Leave of Absence form to the dean of students for consideration. This form is available in the Dean of Students office. The dean of students will consult the student's academic dean in order to determine if a leave of absence is to be granted. If the leave of absence is granted the student will be required to obtain all required signatures from the university offices named on the form and return the form to the dean of students who will then inform the Office of the Registrar.

Leaves of absence are not typically granted retroactively and should be requested no later than one month prior to the semester in which the leave will be taken. A student on leave must have appropriate approvals to be enrolled for credit elsewhere during the leave. Leaves of absence are granted on a semester by semester basis. The University may initiate a student's withdrawal when the student has not registered for the semester following the leave of absence. Students receiving Title IV federal aid are considered withdrawn from the university while on a leave of absence.

Emergency and Medical Leaves of Absence

In emergency or medical situations where a student in good academic and conduct standing cannot continue to attend classes after the start of a term, but intends to return to the University, a leave of absence may be granted. Medical leaves are granted by the dean of students office. Students should consult the voluntary and involuntary leave of absence policies in the Salve Regina Student Handbook for further information.

Return to Campus after Leave of Absence

Students who intend to return to their studies after a general leave of absence should submit a written request explaining their intent to register for the following term to the Office of the Dean of Students. For spring semester return, students should make their request by January 5. For fall semester returns, students should apply by August 10. Requests to return following an emergency or medical leave will be evaluated by the dean of students in consultation with the dean of academics, as well as other offices.

Requests to return following an emergency or medical leave will be evaluated by the dean of students in consultation with Health Services and/or Counseling Services. When the student believes that the stated conditions and requirements for their return, which were outlined in their leave of absence letter, have been satisfied, and that the student can provide evidence of ability to return safely and successfully, the student should contact the Associate Dean of Students or designee to request to return. The student must make the request to return the week of August 10th for fall semester returns and the week of January 5th for spring semester returns. When making the request to return, the student must provide the Associate Dean of Students or designee with proof that the student is able to function safely and successfully as a student and has satisfied all conditions and requirements necessary for return. The Associate Dean of Students will consult with University staff, including University Health and/or Counseling Services, as well as the student's treating physician or other healthcare professionals, as necessary, prior to making a final determination as to whether the student may return. The student will be notified in writing of the final determination.

Where appropriate, students should consult with the Office of Financial Aid prior to applying for or returning from a leave of absence. The University strongly encourages all students to consider purchasing tuition insurance