

LEAVES OF ABSENCE

General Leave of Absence Policy

Students in good academic and disciplinary standing who wish to interrupt their studies for the next semester may apply for a leave of absence by contacting the Dean of Students' Office in Miley Hall 118 (phone: 401-341-2145). To apply the student must complete and submit the University Leave of Absence form to the Dean of Students for consideration.

The 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 visit the Business Office and the Office of Financial Aid to discuss the leave and obtain signatures verifying the discussion prior to returning the form to the Dean of Students who will then inform the Office of the Registrar that the leave has been granted.

Leaves of absence are not typically granted retroactively and should be requested one month prior to the semester in which the leave will be taken. A student on leave maintains active status at the University and must have permission from the Dean of Students 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 two consecutive semesters.

Emergency and Medical Leaves of Absence

In emergency or medical situations where a student in good academic and disciplinary 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; students should consult the Voluntary Medical Leave of Absence policy 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, via email, explaining their intent to register for the following term to the Dean of Students' Office. For spring semester return, students should apply by December 1. For fall semester returns, students should apply by July 1. Requests to return from a leave of absence will be reviewed by the Dean of Students in consultation with the appropriate academic dean.

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 a medical leave of absence is granted the student will be provided with a medical checklist. The terms of that checklist must be met at the time the student petitions to return to the university.

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.

Withdrawal from the University

Students who wish to withdraw from the University during a semester or at the end of a semester do so through the Office of the Registrar. An official withdrawal form is required, available in the Office of the Registrar. The student must meet with Campus Life, Financial Aid and the Business Office. The University may initiate a student's withdrawal when the student has not registered for two consecutive semesters without securing a leave of absence. It is important that students who wish to withdraw complete the form as soon as the decision is made. The date of an official withdrawal determines the amount of pro-rated tuition. Students who are recipients of financial aid must arrange for an exit interview with the Director of Financial Aid. Awards are adjusted accordingly for the withdrawing student.