LEAVE OF ABSENCE

Approved by: Office of the Registrar

History: N/A

Related Policies:

Related Forms, Procedures and References: Academic Calendars | (https://www2.stkate.edu/registrar/academic-cal-landing) Tuition Refund Schedules (https://www.stkate.edu/academics/academic-resources/student-accounts/refund-schedules)

For Questions Contact: Office of the Registrar | 651.690.6531

Leave of Absence

Students wishing to stop attending classes and return after one semester should request a leave of absence. A leave is effective only after the student contacts her or his program office and officially requests and is granted a leave. Students must also meet with their financial aid counselor to discuss the effect their failure to return from an LOA may have on their loan repayments terms and grace period. Failure to register for courses during a particular term does not constitute a leave of absence and could complicate the student’s status with the program.

Students away from the University for more than one semester (fall or spring only, summer is not considered in counting semesters away), must re-enroll through the Office of Graduate Admission when they return from leave and prior to registering for courses. Future registration is on a space-available basis and requires the approval of the graduate program director.

Note: A leave of absence may not exceed 180 days. Students who do not begin classes within the 180 period are administratively withdrawn. Students who have been away from the University more than 180 days – but only one fall or spring semester – should contact the Office of the Registrar prior to registration. Re-enrollment through the admissions office is not required in this circumstance.

Refunds are made on a prorated basis according to the schedules published in the Summary of Financial Procedures, posted on the Student Accounts website (https://www.stkate.edu/academics/academic-resources/student-accounts).