

## Leave of Absence Policy

Students who need to temporarily leave Valparaiso University at the end of a semester may do so by requesting a Leave of Absence (LOA). An LOA is different from a University Withdrawal in that

- (a) The student is not required to begin repayment of existing federal student loans during the LOA, and
- (b) The student may resume taking classes without going through a re-admission process.

To be eligible to apply for a LOA, a student must meet the following requirements specified by Title IV (governing Financial Aid) of the U.S. Department of Education (34 CFR 668.22):

- The student has matriculated into Valparaiso University.
- The student is able to pick up their education where it was left off.
- The student must have completed at least one full semester in residence or through an approved study abroad program granting full-time status.
- The student cannot have all incomplete grades for the regular term (Fall or Spring) before the leave (34 CFR 668.22 Glossary, page 5-13/Student Aid Handbook).
- The leave cannot be for more than 180 days in a 12 month period.

Veterans and current military personnel need to contact the Office of the Registrar for additional LOA information.

A student must also meet the following requirements specified by Valparaiso University:

- The LOA is for health or extenuating personal reasons (documentation required).
- The student is in good academic standing within their college at Valparaiso University.
- The student is in good behavioral standing according to standards set by Student Affairs.
- The student has not already withdrawn or been suspended from the university.
- The LOA is requested before the start of the term for which it is being requested.

To be granted a LOA, a student must submit the proper form, with all signatures, for processing by the Office of the Registrar prior to the start of the term for which the leave is being requested. The Office of Registrar will determine if the student meets all of the conditions given above.

If a student does not resume attending at the end of a leave of absence, the university must treat the student as a University Withdrawal in accordance with 34 CFR668.22.

Students cannot participate in classes during a leave of absence per 34 CFR 668.22, Section 7. Therefore, any students with one or more incompletes will have to complete them upon returning to the University subsequent to their leave of absence. Students in this situation will have their incomplete grades convert to F's per requirements regarding the completion of incomplete grades in both the General and Graduate catalogs. Students will then have to petition the Committee for Academic and Professional Standards or Graduate School to have the grade returned to incomplete status so that they can submit the work necessary to complete the course.