

LEAVE OF ABSENCE (LOA) / RESIGNATION (WITHDRAW) FROM THE PROGRAM POLICY

Leave of Absence

LOA is defined as a student-initiated immediate discontinuation of the student's enrollment in the Program where the student is eligible to re-enroll in the Program. Matriculated students may request a LOA when non-academic circumstances arise that may adversely impact their performance in the Program. Students requesting a LOA must be in good academic standing with a minimal individual course average of 75% at the time of the request. The student must complete and submit their request in writing to the program director via their university-issued email account. The Program Director meets with the student to discuss the LOA request. The Program Director has the authority to approve or decline a LOA request. The maximum term of a LOA is twelve (12) months or until the beginning of the next matriculating class in the case of a didactic student (whichever comes sooner). In the clinical year, a LOA will not exceed 12 months. If approved, the official date of the start of the LOA is the date of receipt of the student's written request for LOA. The total duration of the Program cannot exceed 54 months. The official date is used to determine any tuition refunds or outstanding balances. Students who are absent from the Program for a total of twelve (12) months or longer (all periods of absence are included in this total) may be required to reapply to the Program. A LOA may be granted to a student by the Program Director for:

- Medical emergency/condition
- Financial emergency
- Maternity
- Call to active military service
- Other circumstances at the discretion of the Program Director

All students granted a LOA must inform the Program Director, in writing via their University-issued email account, of their intent to return to the Program as soon as they have an anticipated return date. All students granted a LOA must meet with the SPC before reenrollment to determine if reenrollment is appropriate. The student must take/retake all courses with the new cohort as per University policy.

Course grades for students who chose to take a LOA may be designated by LMU's registrar as "IP" for in-progress or "WD" for "withdraw" on the student's transcript for that course/semester. A LOA from the Program does not waive the student's financial responsibility to LMU.

Students returning from an LOA for medical reasons must have a licensed healthcare provider certify in writing that the student meets the Program's Minimum Technical Standards for Enrollment and Progression to be eligible to return. This letter must be submitted to the Program Director.

Resignation

Resignation is defined as a student-initiated discontinuation of the student's enrollment in the Program where the student is eligible to reapply. The Program uses the term "resign" or "resignation" as opposed to "withdraw" or "withdrawal." Students voluntarily resigning from the Program must submit a resignation letter to the Program Director. Course grades for students who choose to resign may be designated by LMU's registrar as "WD" for "withdrawal" on the student's transcript for that course/semester. Resignation from the Program does not waive the student's financial responsibility to LMU. Enrolled students who are granted an LOA or choose to resign from the Program must complete an exit interview with the Financial Aid Officer and return their LMU-Harrogate PA Student name badge and parking tag to the Campus Police and Security Team. Failure to do so will result in the Program withholding all records pertaining to the student's attendance.