**Leave of Absence Policy**

Adult students may request a leave of absence for reasons including jury duty, military leave, medical leave, or maternity leave. To request a leave of absence students must:

1. Obtain and submit a Leave of Absence form from the Student Services office.
2. Explain the reason for the request and the length of time requested — not to exceed 60 calendar days. If the request is not approved the student may file an appeal.
3. While on leave of absence, all Title IV federal financial aid and/or veterans benefits will be interrupted until the student returns to school.
4. Should the student fail to return to school at the end of the leave of absence the student’s withdrawal date will be the date of the first day of absence.
5. A student will not receive a grade or credit for work while on leave.
6. This LOA also applies to those called to active military duty