

Voluntary Leave of Absence (LOA)

Policy Number: 2-01-1112

Applies to: students

1.0 POLICY STATEMENT

This policy provides the general conditions under which the university may grant permission to a student for a voluntary Leave of Absence or withdrawal when the student is in good standing.

Students interrupt their education to accommodate educational goals or special circumstances. There are many acceptable reasons for obtaining an LOA including medical leave for a physical or psychological issue, birth or adoption of a child less than six years of age, family obligations, research, additional graduate degree, military service, financial hardship, time to study for Boards, and other personal reasons. When applying for a medical leave of absence please schedule an appointment with the Trainer Health and Wellness Center or your health care provider if you are not being treated at Trainer Health and Wellness. Ask your provider to complete the attached form affirming that your condition requires a medical leave of absence. Sign the form in the student section giving the health care provider permission to release this very limited information and fax or bring the form to the appropriate school or program administrator for approval. Return the completed form to Trainer Health and Wellness.

Students requesting a Leave should discuss their plans in advance with the academic or student dean and program advisor, who must approve the request. Students who wish to withdraw from a term-in-progress should refer to their individual school's policies. A student who cannot continue in the program due to extenuating circumstances can request a Leave of Absence for a maximum of one year (four consecutive quarters). Extensions beyond a year require a student to complete a new Leave request, and approval is not guaranteed.

The Leave request will include the written or verbal verification of circumstances.

- If the request to interrupt study temporarily is due to a physical or psychological illness, the medical or mental health professional that has been providing treatment to the student will, with the student's written consent, confirm in writing that a Leave is warranted due to the student's health condition. The health care provider will sign and date the letter within 20 business days of the request for a medical Leave to be considered valid, unless an extension is granted.
- For students called to active duty in the military, a copy of the dated notice of induction should accompany the LOA request.

When granted a formal Leave of absence, a student is permitted an exception from the continuous registration requirement of the University. Students should carefully consider the timing of the LOA, so their exit and reentry into the program are appropriate to the curriculum.

A Leave of Absence is not a form of registration. Therefore, no tuition will be charged for terms for which a Leave of Absence has been approved provided that the request is received prior to

the start of the quarter. Leaves are noted in the student's educational records maintained at the school. Whether the period of Leave is counted as part of the time allowed for completion of degree requirements will be dictated by policies of the student's individual school or program.

Since a Leave of Absence is not a registration, a student on Leave may not use University facilities, including libraries, the March Wellness Center, the student center, or receive financial aid. Students may continue to use their OHSU email account. Students may have the option to pay for continued care at Trainer Health and Wellness depending on their insurance and personal health condition.

Students granted a Leave of Absence will be treated as withdrawn for the purposes of the Return to Title IV funds process as well as enrollment reporting. Therefore, students taking a LOA may no longer be eligible for the federal grants and/or loans awarded to them. In addition, repayment of educational loans begins as soon as a student ceases enrollment or drops to below half-time enrollment. Some educational loans have a grace period (for example, six months). However, if a student has already used up an educational loan's grace period (or if an educational loan does not have a grace period) repayment will begin immediately. If a student has a loan with a grace period (that has not already been used) and if the LOA is longer than length of the grace period, repayment will begin at the end of the grace period.

Returning from Leave

OHSU has a formal re-admittance procedure that students must complete before returning from Leave. Unless stated otherwise in school policy, a student will submit a letter of intent to return a minimum of 20 business days before the start of the next term. Students returning from a Leave should review the school-level policies on the readmission procedure, including application deadlines for financial aid.

Students returning from a medical leave of absence need to ask their treating health care provider to complete the attached form attesting to their fitness to participate in their training program. Sign the form at the top giving your permission for this very limited release of information and return the form to Trainer Health and Wellness. Please note providers at Trainer Health and Wellness may not complete the provider attestation for return from a medical leave of absence, only an outside treating provider may perform that service.

A student is responsible for notifying the OHSU if plans change. The school may administratively withdraw a student from a program if a student does not return by the date provided on the Leave of Absence form.

The University will maintain the confidentiality of all information regarding LOAs in accordance with federal and state law. All records concerning Leaves of Absence are confidential and the official copy of such records shall be retained by the School in which the student was enrolled at the time of the Leave. Access to these records is limited by appropriate federal and state law.

2.0 DEFINITIONS

“Good Standing” indicates a student is maintaining the standards of his/her program and is not subject to academic probation or disqualification, professional disqualification, or disciplinary disqualification.

This policy will not be used in lieu of disciplinary actions to address violations of University rules, regulations, or policies. A student permitted to take a Leave of Absence while on academic and/or disciplinary status will return on that same status.

3.0 RESPONSIBILITIES

Students are responsible for understanding the implications of a Leave of Absence for financial aid, health insurance, and progress toward the degree. Students insured through the OHSU Student Health Insurance program may request continuation of coverage while on an approved leave and are required to notify the OHSU Student Health Services within 30 days to initiate this process. Restrictions and fees may apply.

An international student is responsible for consulting with the Office of International Students to understand visa implications of interrupting his or her studies.

The Registrar will maintain the university form for the Voluntary Leave of Absence.

Trainer Health and Wellness will forward completed leave of absence attestations and reinstatement forms to the appropriate school or program.

4.0 PROCEDURES

Request for [Leave of Absence or Withdrawal forms](#) are available on the Registrar’s website.

Students requesting a medical leave of absence can access the required LOA Health Care Provider Attestation form on the Trainer Health and Wellness website.

Students returning from a medical leave of absence can access the required LOA Health Care Provider Reinstatement Attestation form on the Trainer Health and Wellness website.

5.0 RELATED POLICIES

Tuition and Fees, Section II E. [Tuition Refund](#) (Office of the Registrar, Registrar Forms)

6.0 KEY SEARCH WORDS

Leave of absence, student health, Registrar, active military duty

7.0 REVISION HISTORY

05/31/2012	1.0	New Policy Statement
3/1/2013	2.0	Policy revised

Responsible Officer: Provost, Office of the Provost

Policy Contact: The Office of the Registrar, 503-494-7800

Supersedes: N/A