

Voluntary Leave of Absence & Withdrawal

Policy Number: 2-01-1112

Applies to: students

1.0 POLICY STATEMENT

The University may grant permission for a leave of absence (LOA) or honorable withdrawal if the student is in good standing but does not want to retain their class status. The leave of absence policy covers voluntary interruptions of study to reflect educational goals or extenuating circumstances. Acceptable reasons for obtaining an LOA include medical leave for a physical or psychological condition, birth or adoption of a child, family obligations, research, additional graduate degree, military service, financial hardship, and time to study for Boards.

Leave of Absence Request Documentation. Students requesting a leave of absence to interrupt study temporarily should discuss their plans in advance with their Student/Academic Dean or Authorized Department Advisor to secure the approval of the request on the LOA request form. Two situations require additional documentation.

Medical Condition. If the LOA request is due to a physical or psychological condition, the health professional treating the student will, with the student's written consent, confirm in writing that a leave of absence is warranted due to the student's health condition. The treating health care provider will sign and date the appropriate OHSU form within 20 business days of the request for a medical leave to be considered valid, unless an extension is granted. A student seeking to re-enroll after a medical leave must demonstrate to the University, by having their treating health care provider sign and date the appropriate OHSU form at least 20 business days prior to the anticipated return from leave, that the student's health permits the successful completion of studies consistent with the Technical Standards.

Military Service. For students called to active duty in the military, a copy of the dated notice of induction should accompany the LOA request.

Maximum Limit. A student 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 of absence request, and approval is not guaranteed. Students who wish to withdraw from a term-in-progress should refer to the appropriate school procedures.

Continuous Registration Exception. 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. Whether the period of the LOA is counted as part of the time allowed for completion of degree requirements will be dictated by policies of the individual's school or program.

Tuition. No tuition will be charged for terms for which an LOA has been approved provided that the request is received prior to the start of the quarter. A student on leave may not enroll in any OHSU classes or use more than 12 hours of university time, including working with a professor.

Financial Aid. Students taking an LOA may no longer be eligible for the federal grants and/or loans awarded to them. Loan repayment begins after a student graduates or drops below part time enrollment. For a student whose leave of absence extends beyond any available grace period (typically six months), loans will enter repayment. There are forbearance options that may be available to students (ex: forbearance based on unemployment). This is not an automated process and the student would be required to contact the servicer of the loan to find out what options are available.

University Services. University services available to students on an official leave of absence include access to OHSU email, ISIS Student Information System, and public access to the OHSU Library. Students on official leave do not have access to the March Wellness Center, OHSU Community Center, coverage under the student health insurance plan, or off-campus access to OHSU Library electronic collections.

Returning from Leave. A student will submit a letter of intent to return to the University a minimum of 20 business days before the start of the term they intend to enroll. A student returning from a medical leave will have their treating health care provider sign and date the appropriate OHSU form indicating that the student's health permits the successful completion of studies consistent with Technical Standards, a minimum of 20 business days before the start of the term they intend to enroll, unless an extension is granted. Students returning from an LOA should review the school-level policies on the readmission procedure, including application deadlines for financial aid, and minimum notification requirements.

Educational Record. A leave of absence is noted in the student's educational records maintained at the school. The University will maintain the confidentiality of all information regarding LOAs in accordance with federal and state law. All records concerning a leave 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

2.1 "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.

2.2 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.

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

A student is responsible for notifying 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.

4.0 PROCEDURES

Request for [Leave of Absence or Withdrawal forms](#) are available on the Registrar’s website. The student may fax or bring the completed form to the appropriate school or program administrator for approval.

LOA Health Care Provider Attestation forms are available on the [JBT Health & Wellness Center’s](#) website. The student signs an authorization to release limited health information by the treating health care provider to the University. The treating health care provider for the request may be a provider at the JBT Health & Wellness Center.

Students returning from a medical leave of absence require a treating health care provider to complete the Reinstatement Attestation form. Providers at the student health center may not complete the provider attestation for return from a medical leave of absence.

The JBT Health & Wellness Center will transmit completed leave of absence attestations and reinstatement forms to the appropriate school or program.

5.0 RELATED POLICIES

Tuition and Fees, Section II E. [Tuition Refund](#) (Office of the Registrar, Registrar Forms)
Technical Standards, [Policy 0-04-0612](#)
School policies related to LOA and Reinstatement

6.0 KEY SEARCH WORDS

Leave of absence, student health, Registrar, active military duty, medical leave
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7.0 REVISION HISTORY

05/31/2012	1.0	New Policy Statement
11/14/2012	1.1	Policy approved and implemented
5/25/2013	2.0	Policy revised
1/30/2014	3.0	Policy revised

Responsible Officer: Provost

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

Supersedes: N/A