

Leave of Absence and Return Policy

(effective Fall 2009)

Students may request a Leave of Absence from studies for one or two consecutive semesters' absence from Plymouth (this policy applies only to continuous fall and spring semesters; winter and summer sessions are not considered to be a part of a student's regular continuous enrollment). A Leave of Absence is appropriate if the student intends to return to the University following a temporary absence for compelling reasons, which may include but are not limited to: military service, family emergencies, or medical reasons. Eligible students who apply for and receive a Leave of Absence retain their status as an active student which guarantees retention of their Plymouth email account, access to myPlymouth, and the ability to register online. No readmission application or fees are required if the student re-enrolls for a fall or spring semester immediately following the leave of absence. If there is no intent to return to the University, or if a student is unable to return following the leave of absence period, the regular withdrawal procedure should be followed. If the university approves a leave of absence, a student receiving federal loans retains their in-school status for a maximum of 180 days.

Eligibility for a Leave of Absence

To be eligible for a Leave of Absence the following criteria must be met:

1. The student must be matriculated during the semester in which the Leave of Absence is requested.
2. The student must be in good academic standing.
3. The student must not be subject to university initiated disciplinary action.
4. The student must have no restrictions/holds on their registration.
5. The student must provide documentation to support the leave of absence request.

Additional Conditions for a Leave of Absence:

- a) Students have the right to request a Leave of Absence more than once, but may not exceed a total of two years for all approved requests.
- b) Students have the right to return earlier than the initially agreed upon return date.
- c) Students who do not return to Plymouth at the end of the Leave of Absence period will be withdrawn from the university and must follow all procedures for readmission if, in the future, they seek to re-enroll as a matriculated student.
- d) Students are not eligible to receive financial aid payments from the university during the Leave of Absence period.
- e) Plymouth State University will report any student granted a Leave of Absence as "approved leave of absence" in response to inquiries for enrollment verification.

- f) Students may not live in on-campus residential facilities, attend classes, or seek/maintain university sponsored employment during a leave of absence. Students may not enroll in winterim or summer sessions if those alternative sessions fall within the time period of the requested leave of absence.
- g) Students are responsible for understanding all implications of a Leave of Absence, including but not limited to the following:
 - Potential loss of financial aid
 - Potential loss of health insurance coverage

Process for Requesting a Leave of Absence

To request a Leave of Absence, a student must fill out a Plymouth State University *Request for Leave of Absence and Return Form*. Upon completion, the form must be reviewed and approved by both the Associate Vice President for Undergraduate Studies and the Vice President for Student Affairs.

Steps for Returning from a Leave of Absence

A student **returning** from a leave of absence **reactivates** their matriculation **by contacting the registrar**.