

Leave of Absence (LOA) Request and Form

A Leave of Absence (LOA) is a university-approved temporary period of time during which the student is not in attendance but is not considered withdrawn from the university. Students who experience extenuating and unavoidable circumstances that prevent them from maintaining an active status through continuous enrollment and who consult with their academic advisor, program office, and/or the Office of the Dean of Students may request an LOA from the Dean's Office of their academic program using the below form. An LOA request must be submitted 14 days prior to the beginning of the semester/term for the leave. In compliance with federal LOA regulations, an approved LOA may be granted for up to a maximum of 180 days within a 12-month period.

BEFORE Submitting an LOA Request

1. You must meet with your academic advisor, program office, or the Office of the Dean of Students representative to discuss how your planned LOA may impact your degree/program completion, academic standing, course grades, and any conditions for return.

- Your advisor, program office, or the Office of the Dean of Students representative will help you determine if you are eligible to request an LOA, and your specific circumstances meet the LOA criteria listed in this document.
 - If it is determined that your circumstances meet the LOA eligibility and the LOA criteria your advisor, program office, or the Office of the Dean of Students representative will submit your completed *LOA Request Form* with the required supporting documentation to your academic dean's office for review.
 - If it is determined that your circumstances do not meet the LOA eligibility and/or the LOA criteria, your advisor, program office, or the Office of the Dean of Students representative will discuss the details of your planned temporary period of non-enrollment.

2. Leaves requested after the semester/term has started will be considered only in an extreme documented circumstance.

- If you are currently enrolled in a semester/term that has started, you will need to complete the semester/term. If you are unable to complete the semester/term, you will need to complete your academic program's published withdrawal procedures.
 - Failure to do so will result in the assignment of earned grades for the semester/term that is in progress.
 - Tuition refunds are granted in accordance with your academic program's published Tuition Refund Schedule.
 - If you have successfully completed a substantial portion of your course work, you may be eligible to enter into an *Incomplete Grade Contract*. Consult with each of your instructors.

3. If you are a financial aid recipient, you must consult with a financial aid counselor to learn about any impact the LOA or a change in your enrollment status may have on your future aid eligibility, loan repayment obligations, or failure to return from the LOA.

4. Ensure you meet the following LOA eligibility requirements. You must:

- have successfully completed at least one semester/term in your current academic program at Nova Southeastern University. (If you are in the first semester/term of your academic program, you may wish to discuss admission deferral options with your academic advisor or program office).
- not be in an academic standing that prevents registration.
- not have any holds on your student record that prevents registration (e.g., disciplinary, financial, etc.).
- confirm that you plan to return from your leave at the start of the semester/term indicated on your LOA form no later than 180 days after the start of your approved LOA.

5. International Students: You must consult with the Office of International Students and Scholars concerning any impact the LOA will have on your international student status.

6. Secure supporting documentation. All LOA requests must be accompanied by supporting documentation.

Medical (physical and/or emotional) health circumstance LOA requests must be accompanied by a signed letter/form from a medical doctor or treating psychologist on official letterhead verifying your need for treatment and your LOA start and end dates (must be within the 180-day maximum timeframe).

7. If you are enrolled in more than one academic program or college you must submit an *LOA Request Form* for each college. You cannot be registered in any program at the university during an approved LOA.

IMPORTANT INFORMATION

Your academic Dean's Office or designee will notify you of the approval or denial of your LOA in writing.

NSU Student Health Insurance: If you have health insurance coverage through NSU's Student Health Insurance and wish to continue your coverage while on an approved LOA, the university's insurance provider offers a three-month continuation option. The three-month continuation option will provide an additional three months of coverage based on your current student insurance coverage end date. You may purchase the three-month continuation option directly with the university's insurance provider within 30 days of your coverage end date.

Residential Students: You will need to meet with a residential life representative to schedule your move-out date and cancel your meal plan, if applicable.

Reminders:

- Academic and/or financial circumstances are not eligible for an approved LOA.
- Requests for leaves greater than 180 days are not eligible for an approved LOA.
- The Office of the Registrar will only review *LOA Request Forms* that are supported/recommended by the student's academic college dean or designee and includes appropriate supporting documentation.
- Students on an approved LOA are not permitted to use campus facilities or participate in any on-campus student activities (e.g., academic, athletic, RecPlex, etc.).
- Submitting an *LOA Request Form* does not guarantee approval.

RETURN From an Approved LOA

- You must enroll in the return semester/term indicated on your *LOA Request Form*.
- You must meet any agreed upon conditions set by your academic program prior to returning from your LOA.
- **Students with LOAs approved due to medical circumstances:** Prior to returning from an LOA, you are required to provide your academic program Dean's Office with a signed letter/form from a medical doctor or treating psychologist on official letterhead verifying that you can resume academic activities.

- **Students who do not return at the conclusion of their approved LOA will be withdrawn from the university retroactively to the last date of attendance and are required to reapply for admission.** If you are a financial aid recipient, consult the financial aid office to learn about any impact this may have on your financial aid eligibility or loan repayment status.

LOA Examples

Many life circumstances may require a student to take a break in enrollment, but not all qualify for an LOA.

- Examples of circumstances that may qualify for an LOA:
 - Medical (physical and/or emotional) health circumstances with supporting documentation from a treating physician, or psychologist that includes an expected date of return within the maximum 180-day timeframe.
 - Upcoming scheduled surgery for student or immediate family member.
 - Temporary travel required for employment.
 - Maternity leave based on due date or unforeseen complications.
 - Provision of short-term care for a family member.
- Examples of circumstances that do not qualify for an LOA:
 - A request that exceeds 180-days within a 12-month period.
 - Financial hardships (e.g., job loss, foreclosure, bankruptcy, etc.)
 - Academic status/standing (e.g., academic warning, probation, suspension, etc.)
 - Required test/exam failure (prevents program continuation).
 - Travel for personal/social engagements (e.g., vacation, wedding, family reunion, etc.).
 - Temporarily attend another institution.
 - Study for a licensure/board exam.

Note: The above information and conditions/criteria including but not limited to, qualifying circumstances, timeframes, and supporting documentation support the university's compliance with the conditions specified in the federal LOA regulations.

Leave of Absence (LOA) Request Form

Section 1: Student Information and Leave of Absence Period

Last Name	First Name	Middle Name
NSU ID#	NSU Email	Daytime Phone #
College	Degree	Major
Proposed semester/term LOA Begins	Proposed semester/term for return from LOA (you must register for this term.)	

Section 2: Reason for LOA and Signature

Attach required supporting documentation and a separate sheet with your Name and NSU ID# if more space is needed.

I have read pages 1 and 2 of the LOA Request. I understand and agree to the LOA terms and have printed a copy for my records.	Date
Student Signature (or Legal Guardian, if required)	

INTERNAL USE ONLY

Section 3: College Recommendation –

Advisor, Program Office, or the Office of the Dean of Students Representative Name	Phone #	Email	Signature	Date

Recommend Deny Reason for Denial: _____

Dean Name	Dean Phone #	Dean Email	Dean Signature	Date

Recommend Deny Reason for Denial: _____

Section 4: Office of the University Registrar

<input type="checkbox"/> Approved	Reason for Denial: _____
<input type="checkbox"/> Denied	Signature: _____ Date: _____

Dean's Office: Submit recommended request forms with supporting documentation to: faarloa@nova.edu

Office Use Only