


<b>Title:</b> Leave of Absence Policy	
<b>Written by:</b> Curriculum Committee Director of Business Services	
<b>Date Initiated:</b> 5/2021	<b>Date Revised:</b>
<b>Approved by:</b>  _____ Chancellor	<b>Governing Board Approval:</b> _____ Date
_____ 5/3/2021 Date	_____ Date

## **PURPOSE**

The purpose of this policy is to describe the leave of absence policy at Trinity College. A leave of absence (LOA) is a temporary interruption in a student’s program of study. LOA refers to the specific time period during a program when a student is not in attendance due to a documented unforeseen circumstance with the intent to return to complete the educational program.

## **POLICY AND PROCEDURE**

**Leave of Absence – Applies only to Baccalaureate Level and Above, and for the student’s current program.**

Students who are performing satisfactorily and find it necessary to interrupt their course of study for personal reasons may submit a written request for a leave of absence (LOA) in advance unless unforeseen circumstances prevent the student from doing so. Requests for an LOA must be submitted in writing, must be signed, and must also be dated.

A leave of absence must not exceed a total of 180 calendar days in any given 12- month period. A student will not be granted more than two leaves of absence during their academic program. A student will receive a “WP” in the courses for which the student is enrolled at the time of the LOA. If a student leaves without properly processing a leave of absence request, a grade of “F” may be assigned for incomplete courses and refunds will not be granted. Transcripts will not be issued unless all financial obligations to the College are met.

The LOA begins on the day indicated as the last date of attendance on the leave of absence form. The student must return the following compulsory term. If a student fails to return from the leave of absence on the re-entry date stated on the leave of absence form, they will be immediately withdrawn from the College by an academic advisor.

A leave of absence will affect financial aid and student loan repayment. According to Department of Education regulations a Trinity College leave of absence is equivalent to a withdrawal for Title IV Aid purposes.

Students requesting a leave of absence must meet with the Financial Aid Specialist for counseling. If the student is a Title IV loan recipient, all Title IV funding will stop during the leave of absence period. The student also understands that a leave of absence will affect their current financial aid, their student loan repayment terms, and may include the exhaustion of the student's grace period.

Associate degree seeking students are not eligible for a leave of absence.

To request a leave of absence:

- Meet with your academic advisor to complete the leave of absence form.
- Meet with the Financial Aid Specialist for Title IV Aid counseling.