

## Voluntary Leave of Absence & Withdrawal Procedure

Policy Number: 02-70-030

Applies to: students

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1. **Leave of Absence (LOA) or Withdrawal Request Documentation.** Students requesting a LOA or withdrawal should complete the Withdrawal or Leave of Absence form available on the [Registrar's website](#). The student may fax or bring the completed form to the appropriate school or program administrator for approval. A LOA is not effective until the student has submitted all forms and/or documentation specific to the type of LOA requested, and the LOA is approved by the school or college. Two LOA situations require additional documentation.
  - a. **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 LOA is warranted due to the student's health condition. The treating health care provider will sign and date the LOA Health Care Provider Attestation form within 20 business days of the request for a medical LOA to be considered valid, unless an extension is granted. This attestation form is available on the Joseph B. Trainer (JBT) Health & Wellness Center website. The form will be submitted to the JBT Health & Wellness Center, who will notify the Registrar's Office and the student's academic program that a completed form has been received. Students on the Student Health Insurance Plan (SHIP) who are approved for a medical LOA may have the ability to maintain coverage per the requirements outlined in section 5 of this procedure.
  - b. **Military Service.** For students called to active duty in the military, a copy of the dated notice should accompany the LOA request. Per the [OHSU fee book](#), any student with orders to report for active military duty may withdraw at any time during the term.
2. **University Services.** To the extent allowed by applicable law, access to University services during a LOA will be determined on a case by case basis, dependent upon the purpose and length of the LOA. Upon approval of the LOA by the school or college, students with exceptional circumstances may submit a written request to the Provost's Office for access to specific university services. The Provost's Office will notify the student, academic program and school of the university services decision.
3. **Maximum LOA Limit.** A student can request a LOA for a maximum of one year (four consecutive quarters). Extensions beyond a year require a student to complete a new LOA request, and approval is not guaranteed.
4. **Continuous Registration Exception.** When granted a LOA, 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. The period of the LOA is counted toward the time allowed for completion of degree requirements, unless a waiver of those requirements is granted by the individual's school/college or program.
5. **Financial Aid.** Students granted a LOA will be treated as withdrawn for purposes of the federal Return of Title IV Funds processing, enrollment reporting and tuition refund processing.

Students withdrawing or on a LOA may no longer be eligible for the grants, fellowships, scholarships and/or loans awarded to them. In such cases, students eligible for financial aid should consult the Financial Aid Office prior to withdrawal or requesting a LOA to determine the implications of the withdrawal or LOA. Students eligible for the OHSU Tuition Promise should contact the Registrar's Office to determine the implications of a LOA on the student's continued eligibility for the OHSU Tuition Promise.

6. **Student Health Insurance Plan (SHIP) During a medical LOA.** Students enrolled in the SHIP who go on an approved medical LOA will have the following coverage:
  - a. Leave declared after the 100% refund deadline: Coverage in the SHIP will continue through the end of the term period. Those on an approved medical LOA will have the option to purchase a subsequent term of student health coverage which is available to them once during their academic career.
  - b. Leave declared prior to the 100% refund deadline: A student who takes a leave prior to this deadline will be ineligible for the current term's coverage and will be refunded any monies. A student on approved medical LOA will have the option to purchase this term as their one term of student health coverage per academic career. Previous enrollment in the prior term is required in order to qualify for a term of coverage for medical leave.
7. **Returning from Medical Leave.** A student intending to return from a medical leave will have their treating health care provider sign and date the LOA Health Care Provider Attestation 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 exception is granted by the school or college. Providers at the student health center may not complete the LOA Health Care Provider Attestation Form for return from medical leave of absence. The completed attestation to return shall be submitted to the JBT Health & Wellness Center who will notify the University Registrar and academic program of the completed LOA attestations and reinstatement forms. Students will not be allowed to register for classes until this return attestation form is received by JBT Health & Wellness Center.
8. **Returning from All Other Leave.** A student requesting to return from a LOA will submit a letter of intent to return to the school or college no less than 20 business days before the start of the term they intend to enroll. Students returning from a LOA should review the school-level policies on the reentry procedure.