

Policy Number: 02-70-030

Policy Title: VOLUNTARY LEAVE OF ABSENCE & WITHDRAWAL

Effective Date: September 19, 2016

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1. **Policy Statement**

OHSU may grant permission for a leave of absence (LOA) from the university. Students may also withdraw if they do not want to retain their class status. The LOA policy covers voluntary interruptions of study to reflect educational goals or extenuating circumstances. Acceptable reasons for requesting an LOA may include medical leave for a physical or psychological condition, birth or adoption of a child, family obligations, research, additional graduate degree, financial hardship, and time to study for Boards. A LOA will be granted for all students called to active duty in the military. A student permitted to take a LOA while on academic and/or disciplinary status will return on the same status.

2. **Definitions**

- A) **Leave of Absence** is a type of withdrawal that interrupts study temporarily in order to accommodate extenuating circumstances. A student on LOA may return to their academic program within one year without re-applying for admissions. Students on military leave may take a LOA in excess of one year without reapplying for admissions.
- B) **Withdrawal from Term Enrollment** is initiated by the student and occurs when a student determines that he or she would like to either withdraw from all of the currently enrolled courses in the academic term or will not begin any courses scheduled for the remainder of the academic term.
- C) **Total Withdrawal from the University** is initiated by the student and occurs when a student determines that he or she no longer wishes to be a student in the academic program, and severs his or her connection with the school or college and university. Students choosing to withdraw from the University must re-apply for admission and be re-admitted in order to resume studies.
- D) **Administrative Withdrawal** is initiated by the school, college or university and can occur as a result of disciplinary action, or when a previously enrolled student does not return from a LOA, fails to register for classes, or fails to meet the requirements for continuous enrollment. Students subject to Administrative Withdrawal must re-apply for admissions and be re-admitted in order to resume studies.

3. **Responsibilities**

Students are responsible for understanding the implications of a LOA or withdrawal 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 or college may administratively withdraw a student from a program if a student does not return by the date provided on the leave of absence form.

A LOA is noted in the student's educational record maintained by the registrar.

Students withdrawing from term enrollment or requesting a LOA should discuss their plans in advance with their academic dean. The student and the academic dean shall discuss a mutually agreeable time of return to support reentry into the academic program. Time of return is dependent on space available for clinical placements and/or on course availability in the student's program, and is not guaranteed.

4. **Procedures**

Students withdrawing or requesting a LOA should complete a Withdrawal or Leave of Absence Form, available on the Registrar's Office website, and adhere to the requirements outlined in the OHSU Voluntary Leave of Absence and Withdrawal Procedure.

Implementation Date: May 31, 2012

Revision History: November 14, 2012; May 25, 2013; January 30, 2014

Related Policies and Procedures: Tuition and Fees, Section II E. [Tuition Refund](#) (Office of the Registrar, Registrar Forms); Policy 02-70-010, Technical Standards; School policies related to LOA and Reinstatement; Policy 02-70-020, University Grading; Voluntary Leave of Absence & Withdrawal Procedures; Policy 02-20-005, Student Records

Responsible Office: Office of the Registrar, 503-494-7800

Supersedes: CAP Policy 2-01-1112

Key Words: Leave of absence, student health, Registrar, active military duty, medical leave