

### **LEAVE OF ABSENCE- CHICAGO AND VANCOUVER CAMPUSES**

Students may take a leave of absence (LOA) due to illness or other extenuating circumstances by completing a Leave of Absence form, including necessary signatures, and submitting the form via their Adler email account to the Office of the Registrar. The Office of the Registrar accepts the Leave of Absence\_request via email. A LOA may be taken for up to a total of three terms (one calendar year). The LOA form is located on the Registrar page on Adler Connect. Incomplete forms, including forms with missing signatures, will not be accepted by the Office of the Registrar.

If a student has accepted a practicum or internship prior to requesting a leave or is completing a practicum/internship at the time of the request, the student must contact the Director of Training or Office of Community Engagement prior to submission of the form to his or her Faculty Advisor. The LOA will be noted on the student's transcript for each term until the student returns to the University. Time approved for a LOA does not impact the maximum time allowed for degree completion.

LOA refers to the specific time period during a program when a student is not in active attendance. Students are strongly encouraged to check their Adler email account during their LOA. Students on a LOA are considered to have withdrawn for financial aid purposes, and their student loans will come due after any applicable grace period.

Students who do not return from a LOA by the agreed-upon term may be administratively withdrawn from the University. In order to be readmitted, administratively withdrawn students must submit a new application for admission no sooner than one year after the date upon which they were dismissed and, if admitted, must follow the program requirements in effect at the time of the new admission.

If a student decides to take a LOA before the term starts or during the add/drop period, he or she is required to log onto Student Planner or WebAdvisor and drop all of their courses. Failure to do so will result in the student being charged the drop fee and/or tuition in accordance with the University's tuition refund policy.