



When a student elects to take a leave of absence or to withdraw from University of Western States, it is the student's responsibility to complete the appropriate form(s) and obtain the necessary clearances within a timely manner. A student who stops attending during a term and does not submit the appropriate documentation to process a leave of absence or withdrawal within five days from the last date of attendance is administratively withdrawn. Applicable financial aid funds may be returned. Students are responsible for financial obligations to the university resulting from the return of financial aid funds. If a student fails to properly complete and submit the necessary form(s) and does not register for and attend classes by the close of the non-penalty drop/add period (first five calendar days of the term), the student will be administratively withdrawn from the university and any financial aid may be returned to the lender.

### **Leave of Absence**

A leave of absence may be approved for a student who has completed at least one academic term and is in good standing. Good standing includes making satisfactory academic progress in accordance with university policy and the absence of behavioral/disciplinary infractions. If approved, such students are entitled to return to the university and continue their program at the conclusion of the leave. A student returning from a leave of absence is at the same status held prior to the leave.

**A leave of absence may last no longer than four academic terms.** A student returning from a leave of absence, suspension or other separation from the university is required to complete a minimum of one term at the university following return in order to be eligible for another leave of absence. A student who does not return to the university as agreed and who has not received an approved extension of the leave of absence is recorded as a withdrawal. When the student is ready to return to the university, the student is required to re-apply for admission and meet the requirements for readmission. Requests for extension of a leave of absence are submitted to the registrar and approved by the dean of the applicable college.

Requirements for leave of absence requests:

1. Be in good standing in the current academic term. A leave of absence will not be granted as a means to avoid course failure, academic probation, or academic dismissal.
2. Obtain a leave of absence form.
3. Complete the appropriate sections of the form, including forwarding physical and email addresses.
4. Obtain the required signatures.
5. Return the completed form to the registrar.

A student may be granted a leave of absence even though the student may have an outstanding balance due in the financial services office. However, the outstanding balance is required to be paid in full prior to registering for courses upon return from the leave of absence.



### **Maintaining federal financial aid eligibility following leave of absence**

When a student goes on an approved leave of absence, federal financial aid is suspended and the six- to nine-month grace period for loan repayment begins. When the student returns to the university with at least a half-time or greater load, federal financial aid loans return to “in-school deferment” status.

### **Withdrawal**

Withdrawal is a permanent action that officially terminates a student’s enrollment at the university. A student who withdraws and later wishes to resume study must apply for and meet the requirements for readmission. Withdrawal may not occur after the final examinations (lab or lecture) have begun in any course for which the student has been registered.

A student who is not eligible for a leave of absence will be required to withdraw from the university. A student who has not successfully completed a full term at the university following a previous leave or separation will be required to withdraw. A student who has not made satisfactory progress will be required to withdraw.

Students planning to withdraw from the university are required to submit a completed withdrawal form. A student is not officially withdrawn until such time as all outstanding accounts are cleared. A student who leaves the university without officially withdrawing will receive a grade of WF for all incomplete courses in which the student is enrolled. WF grades may be appealed to the dean of the applicable college.

### **Related Policies:**

[Policy 1207 Grading System](#)

[Policy 1215 Drop/Add](#)

[Policy 1233 Academic Standing – DC and Undergraduate Studies](#)

[Policy 1234 Academic Standing – Graduate Studies](#)

[Policy 2006 Readmission](#)

[Policy 3021 Tuition and Fee Refunds](#)

[Policy 3025 Student Financial Responsibility](#)

[Policy 3804 Satisfactory Academic Progress for Financial Aid Eligibility](#)

**Key Words:** leave of absence, readmission, withdrawal