



# Maryland University of Integrative Health

## *Academic Policy and Procedures*

No. 6055 Rev.: 1

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### Subject: Leave of Absence

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## **1. Purpose**

This policy outlines eligibility, deadlines, and procedures for taking a leave of absence from an academic program at Maryland University of Integrative Health (MUIH) and for returning from a leave of absence.

## **2. Policy**

### **2.1 Eligibility**

Students may take a Leave of Absence (LOA) for up to one designated trimester\*, per academic year (with no consecutive trimesters off), only after approved by the University. A student is eligible to request an LOA if they:

- Have completed one full trimester at MUIH;
- Are in good academic standing per [Policy 6010 Satisfactory Academic Progress](#);
- Are in good financial standing with the University, meaning they have no unpaid bills for tuition and/or fees;
- Are in good standing with the Library;
- Have consulted with the Financial Aid Office, if applicable;
- Have no pending disciplinary action; and,
- Request an LOA by the deadline.

If a student is requesting an LOA as an accommodation for a disability, the requirements above may not apply. See [Policy 7010 Disability Services](#) for more information on requesting accommodations for a disability.

\*Note: "One trimester" is defined by having had one full trimester off, either by requesting the LOA during the schedule adjustment period of that trimester, for a leave immediately, or by requesting LOA for a future full trimester.

## **2.2 Deadlines for Requesting an LOA**

A student may request an LOA for the current trimester until the end of the schedule adjustment period. Any request for an LOA during the schedule adjustment period of a trimester would be considered a full trimester. The student would be expected to return in the next immediate trimester.

All requests made after the schedule adjustment period will be for a future trimester.

All requests for immediate, emergency related LOAs or LOAs as an accommodation for a disability that are submitted after the deadline will be reviewed on a case-by-case basis by the Associate Vice President of Student & Alumni Affairs. These requests can be submitted to the student's Academic Advisor. If a mid-term LOA is approved, all applicable policies including, but not limited to, refunds will be followed. For example, if a student is enrolled and LOA is approved after the student has completed 50% of each course, the associated refund for withdrawal from those courses at that time will be effective.

Any student who is not eligible for an LOA and who desires to step out of their program must withdraw from their program and re-apply at a later date.

## **2.3 Returning from a LOA**

Upon return from an LOA, the student will remain in the curriculum in which they were originally enrolled per the Academic Catalog in effect at the time of enrollment. The student remains responsible for meeting all the academic requirements of that curriculum. The returning student will be subject to any newly established tuition and fee structures upon returning from the approved LOA.

Students should note that due to the cyclical nature of course offerings, certain courses that are missed during an LOA may not be available for an extended period of time. This may impact the student's ability to complete the program in an expected time frame. An LOA does not extend the timeframe for completion of program requirements.

A student who fails to return after an approved LOA will be administratively withdrawn from the program and is required to reapply through the Graduate Admissions Office. Readmission is not guaranteed, except for students who are granted an LOA as a disability accommodation. Students who are readmitted must meet all of the program requirements in effect at the time of enrollment after being readmitted.

### **2.3.1 Exceptions for Service Members**

The University will grant an LOA and not deny readmission to a person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform, service in the uniformed services on the basis of that membership, application for membership, performance of service, application for service, or obligation to perform service.

The University will promptly readmit to the institution a person described in the paragraph above of this section with the same academic status as the student had when the student last attended the institution

or was last admitted to the institution, but did not begin attendance because of that membership, application for membership, performance of service, application for service, or obligation to perform service.

## **2.4 Non-attendance with No Formal Request**

A student who stops attending courses at MUIH without an approved LOA and without withdrawing will receive the grades they have earned in all registered course(s) and will be withdrawn from their program and the University after one full trimester of inactivity.

Students who are not enrolled in consecutive trimesters become inactive (i.e. are not registered for or taking courses towards the completion of their degree program, are not on approved LOA, or who are not finished with a degree program or are pending a graduation audit) and will be administratively withdrawn after one trimester of inactivity.

## **3. Procedures**

The process for seeking approval for an LOA is as follows:

- Students must submit a [Leave of Absence Request Form](#) to their Academic Advisor. The request must include the reason and planned return date from the LOA.
- The student must contact the Financial Aid Office and the Finance Department before the LOA is approved. Taking an LOA may have financial implications (for example, the student may be required to begin paying student loans during an LOA). The Financial Aid Office will inform the student who requests an LOA of the implications of student loan repayment as it applies to their individual federal financial aid. If the student owes money to the University, they will be required to settle any outstanding charges before approval.
- Students requesting LOAs as accommodation for a disability should note this on the request form, as well as follow all procedures in securing accommodations through [Policy 7010 Disability Services](#).

In the event of an emergency making it impossible for the student to submit the request to their Academic Advisor in a timely fashion, the student should call or email their Academic Advisor and follow up with a written formal request for an LOA at their earliest convenience.

Once approved, the LOA will be considered effective as of the first day of the trimester in which the student is requesting leave.

Students on LOA are required to adhere to the contract deadlines for submitting incomplete work.

## **4. References**

§668.18 CFR. Readmission requirements for service members,  
<https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=9b0be01839ad274bc33fe014604ea2de&rqn=div8&view=text&node=34:3.1.3.1.34.2.39.8&idno=34>

Leave of Absence Request Form  
<https://my.muih.edu/forms-policies-2/for-students>

Policy 6010 Satisfactory Academic Progress,

[https://my.muih.edu/wp-content/uploads/Policy\\_6010\\_Satisfactory\\_Academic\\_Progress.pdf](https://my.muih.edu/wp-content/uploads/Policy_6010_Satisfactory_Academic_Progress.pdf)

Policy 7010 Disability Services,

[https://my.muih.edu/wp-content/uploads/Policy\\_7010\\_Disability\\_Services.pdf](https://my.muih.edu/wp-content/uploads/Policy_7010_Disability_Services.pdf)

## **5. Approval and Revisions**

Approved August 29, 2018 by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 1

Addition of Section 2.3.1 Exceptions for Service Members.

Approved January 9, 2019 by Provost & Vice-President Academic & Student Affairs, Christina Sax.