

Leave of Absence (LOA) Request and Form

A Leave of Absence (LOA) is a university-approved temporary period of time during which the student is not in attendance but is not considered withdrawn from the university. Students who experience extenuating and unavoidable circumstances that prevent them from maintaining an active status through continuous enrollment and who consult with their academic advisor/program office may request an LOA from the Dean's Office of their academic program using the below form. An LOA request must be submitted 14 days prior to the beginning of the semester/term for the leave. An approved LOA may be granted for up to 180 days within a 12-month period.

BEFORE Submitting An LOA Request

1. Discuss your planned LOA with your academic advisor/program office concerning how the LOA may impact your degree/program completion, academic standing, course grades, and conditions for return.

2. Leaves requested after the semester/term has started will be considered only in an extreme documented circumstance.

- If you are currently enrolled in a semester/term that has started, you will need to complete the semester/term. If you are unable to complete the semester/term, you will need to follow your academic program's published withdrawal procedures.
 - Failure to do so will result in the assignment of earned grades for the semester/term that is in progress.
 - Tuition refunds are granted in accordance with your academic program's published Tuition Refund Schedule.
 - If you have successfully completed a substantial portion of your course work, you may be eligible to enter into an *Incomplete Grade Contract*. Consult with each of your instructors.

3. If you are a financial aid recipient, you must consult with a financial aid counselor to learn about any impact the LOA or a change in your enrollment status may have on your future aid eligibility, loan repayment obligations, or failure to return from the LOA.

4. Ensure you meet the following LOA eligibility requirements. You must:

- have successfully completed at least one semester/term in your current academic program at Nova Southeastern University. (If you are in the first semester/term of your academic program, you may wish to discuss admission deferral options with your academic advisor or program office).
- not be in an academic standing that prevents registration.
- not have any holds on your student record that prevents registration (e.g., disciplinary, financial, etc.).
- confirm that you plan to return from your leave at the start of the semester/term indicated on your LOA form.

5. International Students: You must consult with the Office of International Students and Scholars concerning any impact the LOA will have on your international student status.

6. Secure supporting documentation. All LOA requests must be accompanied by supporting documentation.

- Medical LOA requests must be accompanied by a signed letter/form from a medical doctor or treating psychologist on official letterhead verifying the timeframe of the leave.
- Military LOA requests must be accompanied by a copy of military orders indicating the duration of service.

7. Students enrolled in more than one academic program or college must submit an *LOA Request Form* for each college. Students cannot be registered in any program at the university during an approved LOA.

IMPORTANT INFORMATION

After submitting your request, your academic Dean's Office or designee will notify you of the approval or denial of your LOA in writing.

NSU Student Health Insurance: If you have health insurance coverage through NSU's Student Health Insurance and wish to continue your coverage while on an approved LOA, United Healthcare offers a three-month continuation option. The three-month continuation option will provide an additional three months of coverage based on your current student insurance coverage end date. You may purchase the three-month continuation option directly with United Healthcare within 30 days of your coverage end date.

Residential Students: You will need to meet with a residential life representative to schedule your move-out date and cancel your meal plan, if applicable.

Reminders:

- Academic and/or financial circumstances are not eligible for an approved LOA.
- Requests for leaves greater than 180 days are not eligible for an approved LOA.
- The University Registrar's Office will only review *LOA Request Forms* that are supported by the student's academic college and includes appropriate supporting documentation.
- Students on an approved LOA are not permitted to use campus facilities or participate in any campus activities (e.g., academic, athletic, RecPlex, etc.).
- Submitting an LOA Request Form does not guarantee approval.

RETURN From An Approved LOA

- You must enroll in the return semester/term indicated on your *LOA Request Form*.
- You must meet any agreed upon conditions set by your academic program prior to returning from your LOA.
- **Students with LOAs approved due to medical circumstances:** You are required to provide your academic program Dean's Office with a signed letter/form from a medical doctor or treating psychologist on official letterhead verifying that you can resume academic activities prior to the start of your approved return semester/term.
- **Students who do not return at the conclusion of their approved LOA will be withdrawn from the university retroactively to the last date of attendance and are required to reapply for admission.** If you are a financial aid recipient, consult the financial aid office to learn about any impact this may have on your financial aid eligibility or loan repayment status.

Leave of Absence (LOA) Request Form

Section 1: Student Information and Leave of Absence Period

| | | |
|-----------------------------------|-------------------------------------------------------------------------------|-----------------|
| Last Name | First Name | Middle Name |
| NSU ID# | NSU Email | Daytime Phone # |
| College | Degree | Major |
| Proposed semester/term LOA Begins | Proposed semester/term for return from LOA (you must register for this term.) | |

Section 2: Reason for LOA and Signature

Attach required supporting documentation and a separate sheet with your Name and NSU ID# if more space is needed.

| | |
|-------------------------------------------------------------------------------------------------------------------------------|------|
| I have read pages 1 and 2 of the LOA Request. I understand and agree to the LOA terms and have printed a copy for my records. | Date |
| Student Signature (or Legal Guardian, if required) | |

INTERNAL USE ONLY

Section 3: College Recommendation

| Advisor or Office of Student Development Representative Name | Phone # | Email | Signature | Date |
|--------------------------------------------------------------|---------|-------|-----------|------|
| | | | | |

Recommend Deny Reason for Denial: _____

| Dean Name | Dean Phone # | Dean Email | Dean Signature | Date |
|-----------|--------------|------------|----------------|------|
| | | | | |

Recommend Deny Reason for Denial: _____

Section 4: Office of the University Registrar

| | |
|-----------------------------------|------------------------------|
| <input type="checkbox"/> Approved | Reason for Denial: _____ |
| <input type="checkbox"/> Denied | Signature: _____ Date: _____ |