

Student Leave-of-Absence Policy

Seattle University (SU) acknowledges that students may encounter situations which require interruption of continuous enrollment. Recognizing this, SU provides options for a student leave-of-absence (SLOA). SLOA is a form of withdrawal that encourages proactive management of a student's temporary departure from SU. Definitions, eligibility, and restrictions for a SLOA are described below, followed by instructions for completing the SLOA application process.

I. Definitions

- A. **STUDENT LEAVE-OF-ABSENCE (SLOA):** Student departs SU with the intent to return. Upon completion of the SLOA process; and as appropriate per other University policies; institutional aid commitments, priority registration status, and academic catalog year may be maintained upon return to SU. Students on SLOA will maintain access to Lemieux Library, SU email, IT networks and labs.

Note: Students who do not file a SLOA and are within the allowed timeframe for non-registration prior to administrative withdrawal will also maintain access to Lemieux Library, SU email, IT networks and labs.

- B. **ADMINISTRATIVE WITHDRAWAL:** The Office of the Registrar will administratively withdraw any undergraduate student who does not register for two consecutive academic terms (excluding summer) by the census date of the second term. The Office of the Registrar will administratively withdraw any graduate student who does not register for three consecutive academic terms (excluding summer) by the census date of the third term. Financial aid, registration, housing, and other campus services for administratively withdrawn students are ended. Students who are administratively withdrawn must apply for readmission. Should the student readmit at a later time, financial aid and housing will be reassessed based on current year's awarding and housing policies.
- C. **COMPLETE WITHDRAWAL:** Student completes and submits withdrawal form and departs SU with no intent to return. Financial aid, registration, housing, and other campus services are ended. Should the student readmit at a later time, financial aid and housing will be reassessed based on current year's awarding and housing policies.
- D. **READMISSION:** Students who have withdrawn from SU must follow readmission processes per University Policy #76-10, *Readmission Requirements*.

II. SLOA Eligibility

A. To file a SLOA, students must meet the following criteria:

1. Be a degree-seeking undergraduate or graduate student. Students enrolled in undergraduate or graduate certificate programs are not eligible for SLOA.
2. Be registered during the quarter immediately prior to the beginning of the SLOA. Students may file a SLOA in the summer term for the subsequent fall term, without being currently enrolled.
3. Attend the first quarter after having been admitted as a new, degree-seeking student. Students who do not attend their first quarter will not be eligible for SLOA but may contact the Office of Admissions/Office of Graduate Admissions to learn about possible options for deferred admission.
4. Attend the first quarter after having been readmitted to SU (if applicable). Students who do not attend their first quarter will not be eligible for SLOA but may contact the Office of the Registrar to learn about possible options for deferred readmission.
5. Students who are participating in a study abroad program that has not been approved by the Education Abroad office, and which exceeds two consecutive terms (excluding summer) for undergraduate students, or three consecutive terms (excluding summer) for graduate students, should complete a SLOA.

B. Normal withdrawal procedures must be followed for students wishing to depart during the current quarter. A student may complete a SLOA for the term following withdrawal.

III. Restrictions

- A. SLOAs may be implemented for up to a maximum of four quarters, including summer. SLOAs of less than four quarters may be extended up to four quarters.
- B. Discontinuance of study without a signed SLOA from the University does not constitute a SLOA.
- C. All SLOAs must include a signature from a designee from the student's College/School and are subject to College and University rules that ensure a smooth transition both out of and back into academic life.
- D. Students who receive grades of "Incomplete (I)" in the quarter prior to SLOA may complete coursework during the SLOA term. The "Incomplete (I)" grade must be

removed by the fourth week of the next consecutive term (excluding summer) per University Policy #97-3, *Incomplete Removal*.

- E. Students on leave may not be engaged with official SU activities or academics. This includes, but is not limited to, enrollment in classes, living in campus housing or participation in athletics, clubs or organizations.
- F. Students may receive credit or content recognition for classes taken elsewhere during the SLOA as long as appropriate transfer credit processes are followed.
- G. Students requesting additional SLOA(s) after their first will be handled individually on a case-by-case basis by the Dean or Dean's designee of the student's College/School.

IV. SLOA Notification Process

- A. Student meets with an academic advisor in his/her College/School to complete the SLOA Request Form.
- B. Student athletes, international students, those with a financial hold, campus residents, and those receiving financial aid will require additional signatures from the appropriate offices.
- C. The fully signed SLOA Request Form is submitted to the Office of the Dean of the student's College/School.
- D. The Dean or Dean's designee will notify the student when their SLOA request has been processed. Notification will include specific terms and conditions of the SLOA. The Dean or Dean's designee will notify the Office of the Registrar and Student Financial Services of final processing of the SLOA.
- E. Students are responsible for communicating with Student Financial Services, Residential Life and any other campus office as necessary regarding potential impacts of the SLOA. *Note: a SLOA MAY result in a student being required to begin repayment of student loans and/or negatively impact Satisfactory Academic Progress (SAP). Students should work with Student Financial Services to determine impacts of SLOA on federal student aid.*

V. Returning from SLOA

- A. Student must notify his/her Dean or Dean's designee in writing of intent to re-enroll at SU prior to the start of the quarter in which the student intends to return.

- B. Student meets with an academic advisor to remove his/her registration hold and selects courses. In order to ensure the best selection of class times, the student should meet with his/her advisor prior to the student's enrollment date.
- C. If the student does not return during the approved term, the student will be fully withdrawn from the university and will have to submit a request for readmission if he/she wishes to return at a later date.
- D. Students wishing to return to SU in advance of the approved term may do so by notifying his/her Dean or Dean's designee in writing, and meeting with his/her academic advisor prior to the start of the quarter in which the student intends to return.
- E. Students wishing to extend the length of the SLOA must contact their Dean or Dean's designee to discuss the change. SLOAs may not exceed four consecutive quarters including summer.

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